



ANNEXURE 1 – FORM A

INDIVIDUAL LICENCE APPLICATION FORM

Section A: Category of Licence applied for

No	Type of License	Categories			
		International	National	Regional	District
1	Facilities Service License				
2	Network Service License				
3	Application Service License				
4	Content Service License				

Section B – Details of Applicant

No.	Details	
1	Name of Applicant	

2	Date and place of Incorporation	
3	Postal address	
4	Physical address	
5	Telephone number	
6	Email address	
7	Fax number	
8	Company Registration Number	
9	Tax Payer Identification Number	
10	Contact person: Name	
	Designation	
	Telephone	
	Email address	
	Website (URL)	

Section C – Ownership and Control

	Please provide the Incorporation/Registration Documents:	Submitted	
		Yes	No
1	Certified copies of Certificate of Incorporation		
2	Memorandum of Association		
3	Shareholding structure		
4	Partnership Agreement		
5	Brief description of all direct and indirect ownership interest in the applicant including beneficial ownership interest		
7	Composition of Board of Directors (<i>where</i>		

	<i>applicable)</i>		
--	--------------------	--	--

Section D: Details of key Management Team

No.	Name	Designation	Contacts: email address and phone number
1			
2			
3			
4			
5			
6			
7			

Please attach brief profiles of key Management Team

Section E - Business Plan

		Submitted	
		Yes	No
1	Proposed capital expenditure and working capital requirements for the first (5) five years of operation;		
2	Projected financial performance and position		
3	Projected volume of business, indicative prices for the services and market share for the first five (5) years of operation;		
4	Detailed investment appraisal (financial and technical feasibility);		
5	Range of services to be provided and the components of the services		
6	Detailed market assessment; and		

7	Financial capacity		
---	--------------------	--	--

Section F – Past Financial Performance

		Submitted	
		Yes	No
1	The latest copies of detailed audited accounts for the last three (3) financial years,		
2	For newly formed business:		
	i. Shareholders'/owners' detailed audited financial accounts (for shareholders that are incorporated), detailed bank statements (for owners that are not incorporated)		
	ii. Bankers' available credit facility		
	iii. For individual shareholders, documentary evidence of assets and liabilities; and		
	iv. Authorized and paid-up capital and relevant certificates confirming the same.		

Section G – Technical Plan

No.		Submitted	
		Yes	No
1	Provide full particulars of the company's experience and expertise, including those of partners, suppliers, contractors and providers of technical support		
2	Technical and service rollout plan for the next five		

	(5) years		
3	Proposed Technical Personnel and their resume		
4	Proposed Network layout i.e. business sites or transmission sites		
5	Implementation schedule and growth plan		
6	Detailed information on network diagram/architecture		
7	Disaster recovery plan		
8	Resource requirements(numbering, spectrum)		

Section H Evaluation Criteria

	Criteria	Score %
1	Financial Capacity	20
2	Business Plan	20
3	Technical and Operational Capacity	40
4	Organization set up	10
5	Socio-economic impact	10

The minimum score for consideration for licence award shall be 70%.

Note: Under organisation set up criteria, the Authority will not grant a licence where the Applicant fails to meet the shareholding requirements in the Communications Act, irrespective of how the Applicant scores in the other assessment categories.

Section I Undertaking

I/ We
hereby declare that the information supplied above is true and correct to the best of my/our knowledge and belief. I/We undertake that upon grant of the license, I/We shall abide by the Terms and the Conditions upon which the license is granted. I/We accept that the license may be revoked if it is established that the license was granted based on information found to be false or untrue or misleading.

Signed; **Date;**

Company stamp:

OFFICIAL USE ONLY

MACRA OFFICIALS	Received by:	
	Cross checked by:	
	Date of receipt	

	MACRA stamp	

NOTE:

- All photocopies must be duly certified as true copies of original.
- Any attachment to the application Form A shall be initialed by the signatory;
- Company rubber stamp must be affixed on the last page of the application form.