



## APPLICATION FOR UNIFIED CARRIER LICENCE

### NOTES

The applicant should read the “*Guidelines for the Submission of Proposals Applying for Unified Carrier Licence*” (the Guidelines) before completing this form, in particular paragraphs 7.1 – 7.5 of the Guidelines in respect of the application procedures under different scenarios.

1. This application form **MUST** be completed in all parts, except for the scenario described in paragraph 2. Incomplete application form may cause delay in processing.
2. If an application is for conversion of an existing fixed or mobile carrier licence to a unified carrier licence without change in scope of service, the applicant will only need to submit updated information for the relevant parts of this application form.
3. The completed form, together with the required supporting documents should be submitted to:

**Principle Regulatory Affair Manager (Regulatory Section 12)**  
**Office of the Telecommunications Authority**  
**29/F, Wu Chung House**  
**213 Queen's Road East**  
**Hong Kong**

4. The applicant may attach additional sheets of paper if the space provided in the application form is insufficient. All documents submitted to the Office of the Telecommunications Authority (“OFTA”) will not be returned.
5. Enquiries concerning the application may be made at:

Tel: (852) 2961 6797  
Fax: (852) 2803 5112

**SUPPLEMENTARY NOTES ON THE PROVISION OF PERSONAL DATA:**

1. The provision of personal data by means of this application form is voluntary. If the applicant does not provide sufficient information, OFTA may not be able to process the application.
2. The personal data provided by the applicant will be used by OFTA for processing the application.
3. The personal data provided by the applicant in this form may be disclosed to other government departments/agencies in connection with the assessment of the application.
4. The applicant has a right of request for access and correction with respect to her/his personal data. The right of access includes the right to obtain a copy of the personal data provided by this application form, though a charge may be levied on obtaining such information.
5. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be addressed to:

**Public Affairs Manager  
Office of the Telecommunications Authority  
29/F, Wu Chung House  
213 Queen's Road East  
Hong Kong  
Tel: (852) 2961 6751  
Fax: (852) 2591 0316**

<b>PART A</b>	<b>APPLICANT'S DETAILS</b>
	1. Company Name : (English): (Chinese):
	2. Registered Office Address:
	3. Correspondence Address: (English): (Chinese):
	4. Company Website:
	5. Telephone No. (General):
	6. Fax No. (General):
	7. Contact Person:
	8. Position of Contact Person in the Company:
	9. Telephone No. of the Contact Person:
	10. Fax No. of the Contact Person:
	11. E-mail address of the Contact Person:

<b>PART B</b>	<b>EXECUTIVE SUMMARY</b>
<p>1. Please provide a brief and concise Executive Summary summarizing the significant and salient points of the proposal.</p>	

<b>PART C</b>	<b>SCOPE OF SERVICE</b>
<p>1. Please specify clearly the scope of service proposed to be operated under the Unified Carrier Licence (“UCL”). If the application is for a UCL for conversion of existing carrier licence(s) (before expiry) or replacement of existing carrier licences (upon expiry), please state clearly the scenario of application and any change of scope of service from the original carrier licence(s). For those applicants who intend to provide external fixed service only, they need to specify if the backhaul will be self-provided or leased from other licensees.</p>	

**PART D****COMPANY STRUCTURE**

1. If the applicant is a company incorporated in Hong Kong, it is required to submit a copy of its Certificate of Incorporation and Business Registration Certificate. If the applicant is a company incorporated overseas, the Telecommunications Authority (“TA”) may also consider its application provided that it has registered under the Companies Ordinance (Cap. 32) as an overseas company. In this connection, the applicant is required to submit a copy of its Certificate of Registration of Overseas Company and Business Registration Certificate to the Telecommunications Authority for examination.
  
2. Details of corporate and shareholding structure including relationships with holding or related companies. The applicant is required to provide documents showing the authorized, issued and paid-up share capital and the current share holding structure of the company e.g. “Form AR1 – Annual Return” or Memorandum Articles of Association of the company together with the “Form SC1 – Return of allotments”, if applicable.
  
3. The applicant is required to submit a copy of the documents that it filed to the Companies Registry, i.e. “Form D1 – Notification of first secretary and directors” or “Form NC1 – Incorporation Form (Company limited by shares)” or “Form NC1G – Incorporation Form (Company not limited by shares)” and, where applicable, “Form D2/D2A – Notification of changes of secretary and directors” to the Telecommunication Authority (“TA”) for examination.



- (ii) if the applicant is a newly-formed company, the proposal should include:
  - the directors' certificate of the amount of issued and paid-up share capital;
  - bankers' confirmation of the amount of its deposits and/or available credit facilities; and
  - copies of audited profit and loss accounts and balanced sheets and auditor reports for the last three full years, together with the most recently published interim results, of the company's shareholding companies.

- (iii) If the applicant be financed by its holding company, a supporting letter from its holding company together with documentary evidence to demonstrate the financial capacity of its holding company is required.

(b) a detailed financial plan (with inflation assumptions) for the proposed services and network for the first ten years of operation including:

- (i) a breakdown of the proposed capital expenditure and of working capital requirements for the first 10 years of operation;

- (ii) projected profit and loss account including details of revenue, fixed and variable costs, balance sheet and budgeted cash flow statements, showing the amount of capital to be invested on an annual basis for ten years;



<b>PART F</b>	<b>ECONOMIC AND MARKET STUDY</b>
<p>1. The applicant should include any economic and market study conducted on the potential demand for the FTNS proposed to operate, and the projected market share that the applicant will be able to acquire in the next ten years with as much information as possible.</p>	

<b>PART G</b>	<b>TECHNICAL DETAILS OF THE FACILITIES</b>
<p>1. The applicant should provide a detailed description of the proposed facilities and where applicable, the description should cover:</p> <ul style="list-style-type: none"> <li>(a) technical configuration including network infrastructure and components, the technology to be employed, the likely choice of equipment, system design, capacity, how the network and its ancillary equipment and facilities are planned to meet the proposed capacity, connectivity to destinations outside HKSAR, if applicable, and other technological characteristics;</li>   <li>(b) the facilities upon launch of service and the facility expansion plan for the first 10 years of operation;</li> </ul>	

- (c) the planned location(s) of equipment to be installed;
  
  - (d) the planned facilities and traffic management, signalling, metering and billing arrangements (where applicable) to be adopted; and
  
  - (e) proposed interface for interconnection with other networks. The applicant is required to submit a detailed system configuration or network diagram to illustrate the proposed interconnection arrangement, including the parties to be interconnected with (e.g. the unified carrier licensees, fixed telecommunications network service/fixed carrier licensees, PNETS licensees, SBO licensees, etc. and the means for interconnection (e.g. by switched circuits, by local/international private leased circuits etc., transmission protocol/signaling and the capacity of each type of circuits.;
2. For the provision of external fixed services, the applicant is required to provide the locations of cable stations, earth stations and external gateway or the point of presence (“PoP”) and general information on the configuration of the proposed self-provided backhaul.
  
  3. For the provision of fixed services for the distribution and/or transmission of television and associated sound and data signals, the applicant should provide the description of

- (a) technical details of the use of microwave programme links and operation of outside broadcast or electronic news gathering, if required;
  
  - (b) technical transmission parameters including frequencies, frequency offset, power level, signal formats, precise location of the transmission sites and the technology to be employed; and
  
  - (c) the ranges of frequencies required in any In-building Coaxial cable Distribution System (IBCCDS), the number of channels required, with justifications and calculation given.
4. For the provision of mobile services other than land mobile services, such as maritime/aeronautical mobile services, the applicant is required to provide the detailed description on:
- (a) The immediate and projected number of channels required, including a 5-year forecast of usage. The applicant should provide sufficient reasons to satisfy the Telecommunications Authority that the number of channels requested are justified;
  
  - (b) Channel capacity calculations, including, if applicable, the estimated allocation of air-time for the various components of the service;

- (c) Specifications of the radio transmitting/receiving equipment:
    - (i) Functional specifications
    - (ii) Coding format
    - (iii) Others (e.g. Modulation and emission type, Occupied bandwidth, Operating band, Transmitter power, Harmonics and spurious output level and Antenna characteristics)
5. The applicant should indicate in its proposal whether any radio spectrum is required for provision of the proposed service, and the preferred frequency bands and the associated radiation and immunity characteristics of the frequency spectrum, if any, that will be used for the provision of service. For the avoidance of doubt, the applicant shall note that the granting of a licence does not mean the granting of right to use spectrum which shall be acquired separately. In exercising the statutory powers under the Telecommunications Ordinance for the management of radio spectrum including the granting of right to use spectrum, the TA shall take into account all relevant considerations as required by law and give due regard to the Spectrum Policy Framework as promulgated by the HKSAR Government in April 2007 (<http://www.cedb.gov.hk/ctb/eng/legco/pdf/spectrum.pdf>).
6. The applicant should provide the contingency plan for its proposed services in response to major breakdown or network/service outage. It should include:
- (a) a brief description of the contingency plan and arrangement;



<b>PART H</b>	<b>PROPOSED SERVICES</b>
	<ol style="list-style-type: none"><li data-bbox="191 296 1419 485">1. Description of all services to be provided including brand / trade name(s) of the services (if any), the target customers, their intended coverage areas upon the commissioning of the facilities, the expected in-service date, the implementation programme if the service is proposed to be introduced in phases and plans for introduction of new services in the future.</li> <li data-bbox="191 743 1419 898">2. Description of the arrangements for the provision of service to the public, including wholesale and/or retail services. The applicant should demonstrate that the roll out of its network or provision of its services is not primarily relying on the interconnection and wholesale services of other operators' infrastructure or facilities.</li> <li data-bbox="191 1230 1419 1499">3. Description of the operation of the service. The applicant is required to provide details of how the service will be operated (e.g. any special operational features available). If the provision of proposed service covers the establishment and operation of a transmission network and ancillary telecommunications facilities for the distribution and/or transmission of television and associated sound and data signals, the applicant should also provide details of the television programme channels intended to be carried.</li></ol>

<b>PART I</b>	<b>TECHNICAL SUPPORT</b>
<ol style="list-style-type: none"> <li data-bbox="180 296 1429 369">1. Description of the technical support facilities and maintenance centres which the applicant has or intends to set up in Hong Kong.</li>   <li data-bbox="180 596 1429 669">2. Description of the technical personnel responsible for the design, construction, day-to-day operation and maintenance of the support facilities.</li>   <li data-bbox="180 896 1429 928">3. Description of the system routine maintenance schedule with details.</li> </ol>	

<b>PART J</b>	<b>EXPERIENCE IN TELECOMMUNICATIONS</b>
<ol style="list-style-type: none"> <li data-bbox="180 1314 1429 1587">1. The applicant must have the capability of running the proposed services, including the expertise required for the operation of the proposed services, to the satisfaction of the TA. Details on the previous experience of the applicant, its shareholders and key personnel in establishing and operating the proposed services, as well as information on the current status of these networks and services, should be given. Experience in operating telecommunications services and running other relevant businesses in Hong Kong or overseas will be considered.</li> </ol>	

<b>PART K</b>	<b>IMPLEMENTATION PLAN</b>
<p>1. The applicant should provide an implementation plan giving the timing for the significant milestones of the implementation for the first three years starting from the date of grant of the licence, including where applicable, network planning, placing of order for equipment, delivery of equipment, acquisition of sites, securing access to buildings, construction of equipment buildings/rooms, earth stations or cable landing stations, conclusion of cable construction and maintenance of agreements, laying of cables, negotiations on interconnection arrangements, installation of equipment and testing, wherever applicable. (Note: The applicant will be required to adhere to its plan if a licence is subsequently granted.)</p>	

<b>PART L</b>	<b>BENEFITS TO THE LOCAL TELECOMMUNICATIONS INDUSTRY AND ECONOMY</b>
<p>1. The applicant may specify any significant benefits to the local telecommunications industry and economy in their proposals. Proposals which can demonstrate that their implementation will offer significant benefits to the HKSAR, for example, employment, manufacturing and wider trading opportunities, introduction of innovation and improvements to the local telecommunications industry and promotion of the HKSAR as an international telecommunications centre will be given special consideration.</p>	

<b>PART M</b>	<b>OTHER INFORMATION</b>
<p>1. The applicant may submit any other information not specified above if it considers helpful to its application.</p>	

<b>PART N</b>	<b>DECLARATION OF APPLICANT</b>
<p>To: The Telecommunications Authority,</p> <p>* I/We hereby declare that the information and particulars given by *me/us in this form and in the documents submitted are to the best of *my/our knowledge true, correct and complete. * I/We understand that any untrue, incorrect and incomplete information in this form and the documents submitted may lead to rejection of the application.</p> <p>(* Delete whichever is required)</p> <p>Signature with company chop: (for and on behalf of the applicant) _____</p> <p>Signatory's full name in block letters: _____</p> <p>Position held: _____</p> <p>Date: _____</p>	