

23 May 2005

**CIRCULAR LETTER**  
**(Reminder)**

Mobile Carrier licensees  
Fixed Telecommunications Network Services (“FTNS”) / Fixed Carrier licensees  
Public Mobile Radiotelephone Service (“PMRS”) licensees  
Personal Communications Service (“PCS”) licensees  
Virtual Private Network (“VPN”) Service licensees and  
External Telecommunications Services (“ETS”) licensees

Dear Sir/Madam,

**New Guidelines and Sample of Acceptable Independent Assurance Report on the Traffic Volume of External Telecommunications Services**

I refer to Circular letter on New Guidelines and Sample of Acceptable Independent Assurance Report on the Traffic Volume of External Telecommunications Services issued to you on 23 March 2005.

I wish to remind you that you are required under your licence obligation to provide with the Telecommunications Authority (TA) a Yearly Independent Assurance Report (“Yearly Report”). The due date for submission of the Yearly Report covering the period from 1 April 2004 to 31 March 2005 is on **30 June 2005**.

You are also reminded that **the Yearly Report must be compiled in accordance with the new guidelines as set out in Circular letter dated 23 March 2005**, which is available at our website at - <http://www.ofta.gov.hk/en/Howto/ets.html>. Report that is not prepared in accordance with the new guidelines will be considered as incomplete and not acceptable by the TA as fulfillment of the reporting requirement under the licence.

I look forward to receiving your Yearly Report on or before 30 June 2005. Should you have any further questions, please contact our Regulatory Affairs Managers, Regulatory Section 22 on 2961 6678 or 2961 6735.

**Office of the Telecommunications Authority**

PS Updated contact person:  
Regulatory Affairs Managers, Regulatory Section 22  
Tel No.: 2961 6678 or 2961 6735.  
Fax No.: 2834 1501