



Bangladesh Telecommunication Regulatory Commission
IEB Bhaban, Ramna, Dhaka-1000

Application Form for Internet Service Provider (ISP) License

(For Data Communication excluding Voice Communication)

[See Section 36(5) of the Bangladesh Telecommunication Regulation Act, 2001]

[Please see the General Information and Guidelines]

NEW RENEWAL ANNUAL ENDORSEMENT

[Incomplete application will not be entertained and summarily rejected]

A. Applicant Profile

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1. Name of Entity:	
Registered Office Address	
Telephone & Mobile	
Fax	
E-mail	Website

2. Name of Contact Person:	
Full Address for Communication	
Telephone & Mobile	
Fax	
E-mail	Website

3. Type of ISP: <input type="checkbox"/> Nationwide <input type="checkbox"/> Zonal	
a. Zone : <input type="checkbox"/> Central Zone <input type="checkbox"/> North-East <input type="checkbox"/> South-East <input type="checkbox"/> North-West <input type="checkbox"/> South-West	
b. Coverage Area : (Districts Name Only)	

B. Service Profile (Applicable for Renewal/Annual Endorsement):

1. Location of Installation :

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2. Date of Commencement of the Service: _____ / _____ / _____
Day Month Year

3. Application for the period: _____ / _____ / _____ To _____ / _____ / _____
Day Month Year Day Month Year

4. Number & date of License of which renewal/annual endorsement is sought for:

License Number & Date :		
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5. a. Number of Clients/Users of Internet:

Home: Office : Cyber Café: Others :

b. Number and list of Clients/Users of domestic point to point data connectivity:

Corporate user: Branch User: Personal user :

C. Technical Profile

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1. Type of Service: [] Dial-up [] Wireless [] Wired (Optical/Copper)

a. Dial-up

Number of telephone lines provided by the PSTN : Access Code :

b. Wireless

Number of BTS / PoPs : Frequency : /

c. Wired

Length of laid cable : Km. DSL ADSL Optical Fiber UTP STP

2. Bandwidth: [] IIG [] Sublease

Provider :	<input type="text"/>	Allocation :	Up - <input type="text"/>	Down - <input type="text"/>
		Medium :	<input type="text"/>	

Backup : <input type="text"/> (If medium is authorized VSAT, Please mention frequency)	Allocation :	Up - <input type="text"/>	Down - <input type="text"/>
	Medium :	<input type="text"/>	
	Frequency :	Up - <input type="text"/>	Down - <input type="text"/>

3. Disaster Recovery Center / Data Center:

Address of Installation :	<input type="text"/>		
Connectivity Provider : <input type="text"/> (If medium is authorized VSAT, Please mention frequency)	Allocation :	Up - <input type="text"/>	Down - <input type="text"/>
	Medium :	<input type="text"/>	
	Frequency :	Up - <input type="text"/>	Down - <input type="text"/>

D. Pay Order/Bank Draft Details:

Type of Payment: [] P.O. [] D.D.	
a. Name of Bank :	
b. No. :	c. Date :

E. Documents to be Enclosed for New License or Renewal of License:

Use tick [√] mark in the appropriate box

Serial	Items	Attached	Not Attached	Remarks
1.	Application in a Letter Head Pad			
2.	Relevant Fees in the form of Pay Order/Bank Draft			
3.	Agreement with the bandwidth provider (IIG/Sublease)			
4.	House-Rent Agreement/Ownership deed.			
5.	Description of existing business			
6.	Bank Solvency Certificate			
7.	Documents for financial capability to run the business			
8.	Undertaking about not as a Bank Defaulter			
9.	Certificate of Incorporation (if applicable)			
10.	Memorandum & Articles of Association (if applicable)			
11.	Internet and Domestic point to point data connectivity Clients/Users List (Wireless/Wired) (if applicable)			
12.	Trade License			
13.	Network Diagram in details			
14.	Equipment List			
15.	Business Plan			
16.	Proposed Tariff Chart			
17.	Undertaking on non judicial stamp of Tk. 200/- sworn before the notary public of Bangladesh about not to take any activity over VOIP / WiMAX business and not to use any kind of VSAT.			
18.	Latest Income Tax Clearance Certificate			
19.	Information with relevant documents regarding the amount of VAT and Income Tax that the entity has deposited to the Government fund for the last 3 (three) years (if applicable)			

For Annual Endorsement under ISP License:

Use tick [√] mark in the appropriate box

Serial	Items	Attached	Not Attached	Remarks
1.	Application in a Letter Head Pad			
2.	Relevant Fees in the form of Pay Order/Bank Draft			
3.	Copy of Existing License			
4.	Statement of Payment to the Bandwidth Provider			
5.	Declaration about not being a Bank Defaulter			
6.	Trade License (updated)			
7.	Expanded Network Diagram in details			
8.	Equipment List (for expansion)			
9.	Internet Clients/Users List (Wireless/Wired)			
10.	Clients/Users list of Domestic point to point data connectivity			
11.	Tariff Chart (approved by the commission)			
12.	Certificate from Bangladesh Bank regarding remittance to the foreign Company. (if authorized VSAT is Used)			
13.	Statement of payment for the preceding year made to the satellite company through the local bank transaction for VSAT (if applicable)			
14.	Statement of payment for the Radio Station & Frequency Charge given to the Spectrum Management Division of the commission.			
15.	Total Investment in details.			
16.	Undertaking on non judicial stamp of Tk. 200/- sworn before the notary public of Bangladesh about not to take any activity over VOIP / WiMAX business.			
17.	Undertaking about not to use VSAT (if applicable)			
18.	Latest Income Tax Clearance Certificate			
19.	Information with relevant documents regarding the amount of VAT and Income Tax that the entity has deposited to the Government fund for the last 3 (three) years.			

F. Declaration

1. Has any Application for License of ISP been rejected before? Yes No
(if yes, please give date of application and reasons for rejection)
2. Has any License issued previously to the Applicant/any Share Holder/Partner been cancelled?
 Yes No (if yes, please give details)
3. Do the Applicant/any Share Holder/Partner hold any other Operator Licenses from the Commission?
 Yes No (if yes, please give details)
4. I/We hereby certify that I/We have carefully read the guidelines/terms and conditions, for the license and I/We undertake to comply with the terms and conditions therein.
5. I/We hereby certify that I/We have carefully read the section 36 of Bangladesh Telecommunication Regulation Act, 2001 and I/We are not disqualified from obtaining the license.
6. I/We understand that if at any time any information furnished for obtaining the license is found incorrect then the license if granted on the basis of such application shall deemed to be cancelled and shall be liable for action as per Bangladesh Telecommunication Regulation Act, 2001.

Date:
Place:

Signature
Name of the Applicant/Authorized
Signatory with Seal

Information**ISP Category Information:**

Nationwide	Central Zone	South-East Zone	North-East Zone	South-West Zone	North-West Zone
Anywhere within the country	Dhaka City, Zinzira & Savar Narayanganj District H/Q Gazipur District H/Q & Tongi	Brahmanbaria, Comilla, Norshingdi, Chandpur, Lakshmipur, Noakhali, Feni, Chittagong, Cox's Bazar, Khagrachari, Rangamati & Bandarban	Sunamganj, Sylhet, Habiganj, Moulvi Bazar, Sherpur, Jamalpur, Netrokona, Mymensingh, Kishoreganj, Tangail, Munshiganj, Manikganj, Narayanganj excl., District H/Q Gazipur excl. District H/Q & Tangi Dhaka excl. Dhaka City, Zinzira & Savar.	Kushtia, Chuadanga, Meherpur, Jhenaidah, Magura, Jessore, Narail, Khulna, Satkhira, Bagerhat, Barisal, Bhola, Jhalkathi, Pirojpur, Barguna, Patuakhali, Rajbari, Faridpur, Gopalganj, Madaripur & Shariatpur	Dinajpur, Panchagar, Thakurgaon, Nilphamari, Lalmonirhat, Kurigram, Rangpur, Gaibandha, Bogra, Jaipurhat, Rajshahi , Natore, Naogaon, Nawabganj, Pabna & Sirajganj

Note:

- The application for annual endorsement of the license shall not be entertained beyond 60 (Sixty) days of the expiry of the year of license concerned and the licensee shall have to apply before 180 (One hundred and eighty) days of the expiration of duration of its license or else the license shall be cancelled as per law and penal action shall follow, if the licensee continues its business thereafter without valid license. The late fees/fines shall be recoverable under the Public Demand Recovery Act, 1913 (PDR Act, 1913) if the licensee fails to submit the fees and charges to the Commission in due time.
- The Fees/Charges are given in circular which is given in the website (www.btrc.gov.bd).
- Application without the submission of complete documents and information will not be accepted.
- For Renewal, please attach a photocopy of the existing license.
- Payment should be made by a Pay order/Demand Draft in favor of Bangladesh Telecommunication Regulatory Commission (BTRC).
- The Form fee and Evaluation fee (if applicable) is not refundable.