



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

Application Form for Internet Service Provider (ISP) License

[Please see Regulatory and Licensing Guidelines for Internet Service Provider (ISP) In Bangladesh]
[No.14.32.0000.007.55.101.15.613 Date: 15/12/2020]

New RENEWAL

[Incomplete application will not be entertained and summarily rejected]

A. Applicant Profile

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

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

3. Types of ISP License Applied for:
1. <input type="checkbox"/> Nationwide :
2. <input type="checkbox"/> Divisional : (.....)
3. <input type="checkbox"/> District : (.....)
4. <input type="checkbox"/> Upazila/Thana: (.....)

4. Pay Order/Bank Draft Details (Evaluation Fee):

Type of Payment: <input type="checkbox"/> P.O. <input type="checkbox"/> D.D.	
a. Name of Bank :	
b. No. :	c. Date :

B. Documents to be enclosed for New License and Renewal (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 (Any Scheduled Bank)			
3.	Agreement with the bandwidth provider (IIG)			
4.	Updated House-Rent Agreement/ Ownership deed			
5.	Description of existing business (if applicable)			
6.	Bank Solvency Certificate			
7.	Bank Statements for last six months			
8.	Updated Trade License			
9.	Network Diagram in details			
10.	Equipment List			
11.	Business Plan			
12.	Approved Tariff Chart			
13.	TIN Certificate			
14.	Latest Income Tax Clearance Certificate (if applicable)			
15.	BIN Certificate			
16.	Information with relevant documents regarding the amount of VAT and Income Tax that the entity has deposited to the Government fund. (if applicable)			
17.	CV with photograph of each shareholder/partner/proprietor			
18.	Copy of NID/Passport of each shareholder/partner/proprietor			
19.	Undertaking on Non Judicial Stamp of TK. 300/- Sworn Before the Notary Public of Bangladesh. According to Appendix-4 of the Guideline			
20.	Property Statement in the name of company/partnership firm/proprietorship firm			
21.	Certificate of Incorporation (if applicable)			
22.	RJSC Registered Partnership agreement/ Memorandum & Articles of Association with form XII (if applicable)			
Additional Documents to be enclosed for License Renewal Only				
23.	Internet and Domestic point to point data connectivity Clients/Users List (Wireless/Wired)			
24.	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.			
25.	ISPAB Membership Certificate			
26.	Evidence regarding updated information of submission DIS report			
27.	A photocopy of the existing license.			

C. Service Profile (License Renewal)

Location of Installation:	
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1. Number of Clients/Users of Internet:

Individual:

Corporate:

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

Corporate user: Branch User: Personal user :

D. Technical Profile (License Renewal)

1. Type of Service: FTTH DSL ADSL VDSL

a. Wired

Length of laid cable: Km. Optical Fiber UTP STP

b. Bandwidth:

Name of the Primary IIG :	<input type="text"/>	Allocation :	Up Stream :	Down Stream:
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Name of the Secondary IIG :	<input type="text"/>	Allocation :	Up Stream :	Down Stream:
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2. Disaster Recovery Centre / Data Centre:

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

E. Declaration

1. Has any Application for License of ISP been rejected before?

No Yes (please give date of application and reasons for rejection)

2. Has any License of ISP issued previously to the Applicant/any Share Holder/Partner been cancelled?

No Yes (please give details)

3. Do the Applicant/any Share Holder/Partner hold any other Operator Licenses from the Commission?

No 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 any information furnished in this application are found fake or false or this application form is not duly filled up, the Commission, at any time without any reason whatsoever, may reject the whole application.
7. 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

Full Name

Seal

Note:

- 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.
- Application without the submission of complete documents and information will not be accepted.
- Payment should be made by a Pay order/Demand Draft in favour of Bangladesh Telecommunication Regulatory Commission (BTRC).
- Fees and charges are not refundable.
- The Commission is entitled to change this from time to time if necessary.
- Updated documents shall be submitted during application.
- Submitted documents shall be duly sealed and signed by the applicant.
- For New Applicant only A, B and E will be applicable.