

**REGISTRATION AS A SMALL INTERNET SERVICE PROVIDER  
UNDER THE TELECOMMUNICATIONS (EXEMPTION) ORDER NO. 4 OF 2021**

**Instructions**

- \* Three (3) copies of the completed registration form should be submitted in an envelope clearly marked “**Telecommunications Registration as Small Internet Service Provider**” addressed to the Director, Telecommunications Agency, Colgrain House, 205 Camp Street, South Cummingsburg, Georgetown.
- \* The completed registration form must be accompanied by the registration fee designated by the Telecommunications Agency (the “Agency”) in section 93(3) of the Telecommunications Act 2016 (the “Act”), in the regulations thereto, or in the Telecommunications Code, whichever is applicable.
- \* The registration for must be completed fully, in typed or block letters. You should attach additional pages as may be needed in order to answer all of the questions fully and to otherwise submit a complete registration.
- \* Terms used in this registration form have the same meaning as they have in the Act, the Licensing and Frequency Authorisation (Telecommunications) Regulations (the “Regulations”), Order No. 4 of 2021 and other regulations issued under the Act. You should review both the Act and the regulations issued under it carefully before filing your registration, not only to ensure that you know what the terms used mean, but also to understand the legal regime under which you are applying to operate a telecommunications network or provide a telecommunications service under a class licence.
- \* You must inform the Agency in writing if you wish to request that any information contained in your completed registration be treated as confidential and identify all such information clearly and with specificity.
- \* Under the Regulations, you have an obligation to inform the Agency promptly of any matter included in your registration that changes in any material respect, both while your registration is pending and after any exemption has been issued to you. Failure to inform the Agency promptly of any such material change is an offence subject to penalties in accordance with the provisions of the Act.
- \* If you intend to use the spectrum and install and operate radiocommunication equipment in the course of operating the telecommunications networks or providing the telecommunications services for which you are submitting this registration, **you must also apply for and be granted a frequency authorisation**. The application form for a frequency authorisation may be obtained from the Agency by a request in writing or from its website.
- \* This registration must be signed:
  - in the case of a registration by an individual or sole proprietor, by the individual or sole proprietorship in whose name the registration is made

- in the case of an registration by a partnership, by a partner, accompanied by a resolution by the managing or general partner stating that the individual signing the registration is authorised to do so by the partnership
- in the case of a company or other body corporate, by a director, corporate secretary or other authorised officer, accompanied by a resolution of the company's Board of Directors or, if the registrant is a body corporate other than a company, a resolution of the body corporate's governing body stating that the individual signing the registration is authorised to do so by the company or other body corporate

\* Please note that, at the end of this registration form, you must also declare that to the best of the signatory's knowledge, the registrant meets the requirements to be registered as a Small Internet Service Provider.

**PART A: THE REGISTRANT AND ITS AFFILIATES**

1. **Full Name of Registrant:** \_\_\_\_\_

2. **Registrant's Address and Other Contact Information**

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Address (if any): \_\_\_\_\_  
\_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Contact Person's E-mail Address: \_\_\_\_\_

Contact Person's Telephone Number(s): \_\_\_\_\_

Contact Person's Facsimile Number(s): \_\_\_\_\_

3. **Address in Guyana (if different from the above)**

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

4. **Registrant's Profile**

**4.1 Business classification:** *(check one)*

Individual

Sole proprietorship

Partnership

Company

Other *(describe)* \_\_\_\_\_  
\_\_\_\_\_

**4.2 If the Registrant is an individual or a sole proprietor:**

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

Passport/Other ID Number: \_\_\_\_\_

Name under which Registrant proposes to do business: \_\_\_\_\_  
\_\_\_\_\_

**4.3 If the Registrant is a partnership:**

*Please submit a copy of the partnership's registration with the relevant governmental authorities.*

Type of partnership: \_\_\_\_\_

Place of formation: \_\_\_\_\_

Registration number: \_\_\_\_\_

Name under which partnership proposes to do business (if different from item B(1) above):  
\_\_\_\_\_

If the partners listed below are not the ultimate owners of the partnership, name and address of the ultimate owner: \_\_\_\_\_

<u>Name and Address of Each Partner</u>	<u>Type of Partner</u>	<u>Nationality</u>	<u>Ownership Percentage</u>	<u>Passport/ Other ID Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**4.4 If the Registrant is a company:**

*Please submit copies of the company's Articles of Incorporation and Certificate of Incorporation.*

Type of company: \_\_\_\_\_

Place of incorporation: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_

Registration number: \_\_\_\_\_

Number of authorised shares: \_\_\_\_\_

Number of issued shares: \_\_\_\_\_

Name under which company proposes to do business (if different from item B(1) above):  
\_\_\_\_\_  
\_\_\_\_\_

If the shareholders listed below are not the ultimate owners of the company, name and address of the ultimate parent: \_\_\_\_\_

<u>Name of Shareholders</u>	<u>Personal Address</u>	<u>Nationality</u>	<u>Ownership Percentage</u>	<u>Passport/ Other ID Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Name of Officers, Directors, Corporate Secretary and Key Managerial Staff</u>	<u>Personal Address</u>	<u>Nationality</u>	<u>Position</u>	<u>Passport/ Other ID Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

---



---



---

**4.5 If the Registrant is another type of body corporate:**

*Please submit copies of the body corporate's organisational documents and registration with the relevant governmental authorities.*

Type of body corporate: \_\_\_\_\_

Place of formation: \_\_\_\_\_

Date of formation: \_\_\_\_\_

Registration number: \_\_\_\_\_

Name under which body corporate proposes to do business (if different from item B(1) above):  
\_\_\_\_\_

If the owners listed below are not the ultimate owners of the body corporate, name and address of the ultimate owner: \_\_\_\_\_

<u>Name of Owners</u>	<u>Personal Address</u>	<u>Nationality</u>	<u>Ownership Percentage</u>	<u>Passport/ Other ID Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Name of Officers, Governing Body Members, and Key Managerial Staff</u>	<u>Personal Address</u>	<u>Nationality</u>	<u>Position</u>	<u>Passport/ Other ID Number</u>
_____	_____	_____	_____	_____


5. **Authorised Agent and Address in Guyana for Service of Process**

Name of authorised agent: \_\_\_\_\_

Address in Guyana: \_\_\_\_\_

6. **Name(s) and Address(es) of the Bank(s) or Other Financial Institution(s) Where the Registrant Maintains Its Account(s)**

<u>Name of Bank(s) or Other Financial Institutions</u>	<u>Address(es)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**7. History of the Registrant and Its Affiliates**

*Please answer “yes” or “no” to the following questions and provide complete details for any questions to which you answer “yes”:*

7.1 Has the Registrant, any of its affiliates, or any of its shareholders or other owners, partners, directors or other governing body members, officers or key managerial staff been declared bankrupt or otherwise insolvent, or have any of them been shareholders or other owners, partners, directors or other governing body members, officers or key managers of any sole proprietorship, partnership, company or other body corporate that has been declared bankrupt or otherwise insolvent?

Yes

No

---

---

---

---

---

If the answer to this question is “yes” as to the Registrant, any of its affiliates, or any of the above individuals, please attach a copy of any discharge in bankruptcy as to any of them.

7.2 Do the shareholders or other owners, partners, directors or other governing body members, officers, or key managerial staff have any interest or high level position in any business, other than the Registrant, licensed to operate a telecommunications network or provide a telecommunications service?

Yes

No

---

---

---

---

---



7.3 Has the Registrant operated under or carried on business under any name other than the name in this registration?

Yes  No

---

---

---

---

---

7.4 Has the Registrant or any of its affiliates ever applied for a licence, exemption or frequency authorisation under the Act or any other Guyana law or regulation and been refused?

Yes No

---

---

---

---

---

7.5 Has the Registrant or any of its affiliates ever been granted a licence, exemption or frequency authorisation under the Act or any other Guyana law or regulation?

Yes No

---

---

---

---

---

7.6 If the answer to question 7.5 is “yes,” has any such licence, exemption or frequency authorisation been modified, suspended or terminated, or has the Registrant or any of its affiliates otherwise been penalised or sanctioned in relation to any such licence, exemption or frequency authorisation?

Yes

No

---

---

---

---

---

7.7 Does the Registrant or any of its affiliates currently hold, or have any of them ever applied for or held, a licence, exemption, frequency authorisation or any other type of permit to operate a telecommunications network or provide a telecommunications service in any country other than Guyana?

Yes

No

---

---

---

---

---

7.8 Does the Registrant or any of its affiliates currently operate, or have any of them ever operated, a telecommunications network or provided a telecommunications service in any country other than Guyana for which a licence, exemption, frequency authorisation or any other type of permit was not required?

Yes

No

---

---

---

---

---

7.9 If the answer to question 7.7 or 7.8 is “yes,” has any such licence, exemption frequency authorisation, or other permit been refused, modified, suspended or terminated, or has the Registrant or any of its affiliates otherwise been penalised or sanctioned in relation to the operation of any such telecommunications network or provision of any such telecommunications service?

Yes                      No

---

---

---

---

---

7.10 Has the Registrant, or any of its shareholders or other owners, partners, directors or other governing body members, officers or key managerial staff ever been the defendant or respondent in any proceedings in any court in any jurisdiction involving dishonesty, fraud, theft, violence or other violation of law, or is any of them currently the subject of any such proceeding?

Yes                      No

---

---

---

---

---

**PART B: REGISTRANT’S BUSINESS AND PROPOSED TELECOMMUNICATIONS NETWORK AND/OR TELECOMMUNICATIONS SERVICES**

**1. Financial Information and Business Plan**

1.1 Please provide a diagrammatic representation of the Registrant’s group structure, including the percentage of shares held by each member of the group. Please indicate which affiliates have applied, or intend to apply, for other licences, exemptions or frequency authorisations to operate telecommunications networks, to provide telecommunications service, or to use the spectrum.

1.2 Does the Registrant or any of its affiliates have any ownership interest of over 5% in any other operator of a telecommunications network or provider of telecommunications services in any country?

Yes

No

---

---

---

---

---

1.3 Does the Registrant have any other business inside or outside the telecommunications market in any country?

Yes

No

---

---

---

---

1.4 If the answer to question 1.3 is “yes,” please provide the details of your arrangements to ensure no cross-subsidisation between your:

\* telecommunications and non-telecommunications activities

\* wholesale and retail telecommunications activities

- \* telecommunications equipment production or supply and other telecommunications activities

- 1.5 Please provide the resumes of the Registrant's officers, corporate secretary (if any), and key managerial staff for the telecommunications activities for which you are applying, indicating relevant prior experience, qualifications and other sources of expertise, and explain what technical resources exist, or will be obtained, to carry out the Registrant's proposed telecommunications activities in Guyana.

## **2. The Registrant's Current Telecommunications Activities**

*Please provide answers to the following questions in relation to the Registrant's activities in (1) Guyana, (2) elsewhere in Caribbean countries, and (2) elsewhere in the world.*

### **2.1 Telecommunications Networks**

- (a) Please provide a summary of the telecommunications infrastructure that the Registrant has in place, including radiocommunication networks infrastructure.
- (b) If the Registrant is using the spectrum and/or radiocommunication networks and/or radiocommunication equipment, please provide details of the frequency authorisations held, including the number of frequency authorisations, the reference number of each frequency authorisation and the name of the governmental authority that issued each frequency authorisation.

### **2.2 Telecommunications Services**

- (a) Please provide details of the telecommunications services being provided by the Registrant and the terms (including prices) on which they are available. Please include details on the number of customers to whom you provide telecommunications services and the telecommunications products that you offer them.
- (b) Please provide descriptions of current contracts with all classes of customers, as well as a sample of all such contracts.

## **3. The Registrant's Proposed Telecommunications Activities**

### **3.1 Telecommunications Networks**

- (a) Please provide a summary of the infrastructure that the Registrant is planning to put in place within the next five years, including radiocommunication networks infrastructure.

- (b) If the Registrant is planning to use the spectrum and/or radiocommunication network and/or radiocommunication equipment, please indicate whether an application has been submitted for a frequency authorisation and provide details (copies may be enclosed if preferred).
- (c) The estimated date upon which you propose to commence operation of the proposed telecommunications network.
- (d) Please submit copies of all of the following that apply to your registration:
  - (i) relevant permits, for example, leases or other proof of actual or anticipated legal occupancy of the land or premises on which the telecommunications networks currently exist or would be constructed;
  - (ii) maps indicating the actual or anticipated location of the telecommunications networks;
  - (iv) technical details of the interconnection equipment;
  - (v) if you are required to obtain an environmental permit issued by the Environmental Protection Agency for the operation of your telecommunications network, a copy of the environmental permit or, if the application for such permit is still pending with the Environmental Protection Agency, a copy of such application and an explanation of its status;
  - (vi) any other technical or operational information that is important in explaining the telecommunications network that you wish to operate.

### 3.2 Telecommunications Services

- (a) Please provide a description of each proposed telecommunications service, including details on the following:
  - (i) the technical aspects of the telecommunications services (including telecommunications equipment);
  - (ii) how access to each telecommunications service is to be provided (e.g. indirect access, direct access, leased lines, etc.);
  - (iii) targeted customer base, including number of customers targeted and projected;

**PART C: DECLARATION**

On behalf, and with the authorisation, of the Registrant, I declare that the information provided in this registration form, including all attached and supplementary materials, is true and accurate in all material respects, and that to the best of my knowledge, the Registrant meets the requirements to be deemed a Small Internet Service Provider. I acknowledge and agree that submission of this form does not effect registration, and that determination of the effectiveness of this registration is a matter for the exercise of the Agency’s discretion acting in accordance with the Telecommunications Act 2016 and Order No. 4 of 2021. I acknowledge and understand that any approval of my registration as a Small Internet Service Provider does not permit me to operate any facilities for which a licence would be required under section 23(10) or section 30(9) of the Act. I am fully aware that despite exemption from the requirement to obtain a Licence pursuant to section 23(10) of the Act, I will remain subject to all of the obligations and conditions of licensees under the said Act. I understand that in processing this registration, the Agency may undertake such investigations as it considers appropriate to verify the information submitted and/or to assess the background or suitability of any person involved or to be involved in any registration, permission or authorisation hereby applied for, and I hereby expressly consent for myself and on behalf of the Registrant and all such persons, to the carrying out by the Agency of such investigations. I confirm that I am duly authorised by the Registrant and such other persons to make this declaration.

**Name of Registrant:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Full name of signatory:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*See the Instructions at the beginning of this registration for how Registrants who are partnerships, companies or other bodies corporate must document the above signatory’s authorisation to execute and submit this registration.*