



Public Utilities
Regulatory Authority
Equity in development

**GUIDELINES AND APPLICATION FORM
TO
OPERATE AND INSTALL A VSAT**

May 2014

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1. PREAMBLE

In exercise of the powers conferred upon the Authority under Section 14 (1) (g) of the PURA Act 2001 and Section 9 (2) (c) of the Information and Communications Act 2009, the Authority hereby makes the following Guidelines for application to install and operate a Virtual Small Aperture Terminal (VSAT) in The Gambia.

Any applicant that wishes to apply for a VSAT License must follow the procedures set out in these Guidelines. These guidelines shall also be made applicable to all existing stakeholders that currently have VSAT licenses. All completed VSAT application forms must be submitted to the Authority for its consideration.

2. SHORT TITLE, EXTENT AND COMMENCEMENT

These Guidelines shall be:

- a. referred to as the Guidelines for VSAT Licenses;
- b. applicable to applicants and users of VSAT Licenses;
- c. come into force with effect from **xx May 2014**.

3. OBJECTIVES OF THE GUIDELINES

The objective of these Guidelines is to ensure that VSAT Licenses holders/ applicants are well informed of the VSAT application process in The Gambia. These Guidelines shall ensure that all VSAT Licensee networks:

- a. are electrically safe for users, subscribers or the employees of the information and communications systems;
- b. are electromagnetically compatible with other equipment to which it is or will be connected or used;
- c. protect radio frequency spectrum licensees from harmful interference;
- d. are fitted with a device which will protect the Radio communications/ ICT system of which it is a part or to which it is connected against electrical, electromagnetic or other similar damage;
- e. make efficient use of the radio spectrum where applicable;

4. SUBMISSION OF APPLICATION FORMS

Application form(s) for VSAT Licenses shall be submitted to PURA. The application form for a license to operate and install a VSAT is attached as *Annex I* are also available on the Authority's website, www.pura.gm. A completed application form must be submitted to the address below:

The Gambia Public Utilities Regulatory Authority
94 Kairaba Avenue
P.O.Box 4230 Bakau
The Gambia
West Africa

Phone: + 220 4399601/2

Fax: + 220 4399905

Email: info@pura.gm and Cc: rsr@pura.gm, nic@pura.gm,

The completed application shall be submitted to PURA and accompanied with the documents listed in application form attached as *Annex 1*. Applicants are to note the following:

- diplomatic Missions and Organizations accredited to The Gambia may channel their application through the Ministry of Foreign Affairs
- educational and research institutions must attach a letter/Certificate of Registration from the relevant authorities.
- foreign entities not based in The Gambia applying for VSAT Licences should notarize all their documents, some of the parts in this application form require a technically qualified person to complete.
- service providers are required to complete all the technical parts and thus advised to liaise with hub/satellite operator/s to obtain accurate technical information.

5. EVALUATION CRITERIA

When considering an application for the grant of a VSAT license, the Authority shall have regard to:

- capability, experience and expertise of the applicant
- financial means and business record of the applicant;
- compliance with the prescribed technical standards;
- the allocation of spectrum resources in such a manner as to minimise harmful interference

6. INVOICING

A non-refundable application fee of D10,000.00 must accompany the application once it is confirmed to be complete. This must be paid in cash or by banker's cheque or such other manner as the Authority may prescribe. Applicants are therefore requested to use the appropriate application forms provided, along with supporting documents and any additional information deemed relevant to their application.

Evaluation of the application shall commence upon receipt of an application and confirmation of payment receipt.

7. SCOPE

In order for the Authority to commence processing an application for VSAT, the the applicant must submit all supporting documentation to the Authority which should include but not limited to the following:

- a. a brief technical description of the VSAT network with a diagram showing the location of the Radio Base stations and repeater;
- b. photocopies of national identity cards/passports
- c. name and contact details of the applicant, specifying the full registered name and registered postal address of the business, business registration certificate, name of the contact person responsible, and his/her contact telephone and fax numbers, e-mail address and web site if available;

- d. where a person submits an application form on behalf of the applicant, a signed and dated letter of authorisation shall accompany it from that applicant;
- e. Anticipated commencement date of the service.
- f. any other information that the applicant considers necessary or appropriate to justify the application.

7.1 LICENSE CATEGORIES

The licensing framework for VSAT networks and links are categorised as follows:

- a) **CLASS “A” VSAT LICENSE:** VSAT networks and links for own use by a corporation in commercial activities, i.e. for intra-corporate communication (i.e. between holding companies and subsidiaries); communication between related companies; and between companies that have established business relationships with one another; or
- b) **CLASS “B” VSAT LICENSE:** VSAT networks and links for own use by a corporation in a non-commercial, research and educational activities, i.e. for intra-corporate communication (i.e. between holding companies and subsidiaries); communication between related companies; and between companies that have established business relationships with one another; or
- c) **CLASS “C” VSAT LICENSE:** VSAT networks and links for provision of telecommunication services to third parties or public use. Interconnection with any other private/public/ value added network is permitted under this Class “C” and it also covers the provision of services to the licensee own retail customers. The Ministry of Information and Communication Infrastructure is yet to consider such application.

7.2 VSAT LICENSE MARKET STRUCTURE

The VSAT licensing market structure is as shown in the table below. A one off application fee is paid to the Authority whilst the licence and spectrum fees which are specified in the Wireless Telegraphy (Regulatory Charges for Communication facilities and Services) Regulations, 2005 are paid to the Gambia Revenue Authority.

Item No	VSAT license category	Licence Duration (Years)	Application fees	License Fees / three years	Spectrum Fees/ annum
1	Class A	1	D10,000.00	\$50,000.00	D100,000.00
2	Class B	1	D10,000.00	D750,000.00	D100,000.00
3	Class C	1	D10,000.00	D250,000.00	D100,000.00

8. GENERAL CONDITIONS

The following general conditions, relating to the installation and operation of a VSAT shall apply:

- a. Companies that wish to establish VSAT networks and links for their own use need to apply for a VSAT Licence. The Licence will only allow the Licensee to use VSAT networks for Corporate Communication between holding companies and subsidiaries; between related companies; and between companies that have established business relationships with one another.
- b. The VSAT links must solely be used for conveyance of the Licensee's own traffic and not that between third parties, the provision of public telecommunication services via these VSAT links is strictly prohibited.
- c. Whilst different licensees may share the use of a VSAT dish, each individual licensee must gain access via different space segments as well as separate cabling to and from the shared VSAT antennae.
- d. The Licensee is allowed to receive telecommunications signals from a satellite to a VSAT satellite dish in The Gambia (downlink) and / or to transmit signals from a VSAT satellite dish in The Gambia to the same satellite or a different satellite (uplink). The scope of service only covers the reception and / or transmission of telecommunication signals.
- e. The reception and / or transmission of publicly subscribed satellite television and / or sound broadcast signals through the VSAT system are strictly prohibited.
- f. That the VSAT equipment complies with the relevant ITU recommendations for ITU Region 1.
- g. For trans-border communication using VSATs, the applicant must obtain the necessary approvals and consent from the relevant authorities at the respective destination countries.
- h. The Licensee shall be solely liable for any damage / loss resulting from the termination of the VSAT link(s) due to / from any overseas authority

In connection with any particular assignment, the Authority may lay down further individual terms, as it deems necessary and appropriate.

9. RECOMMENDATIONS OF LICENSES

- PURA shall prepare a report setting out its recommendation for the approval or disapproval of each application. This report is submitted to the Ministry of Information and Communications Infrastructure for its consideration.

10. ISSUANCE OF LICENSES

- Upon receipt of a recommendation from PURA, , the Minister may either grant the License, refer the recommendation back to PURA for further consideration; or refuse to grant the License with given reasons.
- Licenses granted by the Minister, are issued by PURA. PURA shall maintain a register of all applications for Licenses and all Licenses granted pursuant to the Act, in electronic form.

11. DURATION OF A VSAT LICENSE

A duration of a VSAT License shall be one year

12. RENEWAL OF VSAT LICENSE

- Licensees are required to renew their licenses on an annual basis

13. APPLICATION TIME FRAME

- The outcome of your application shall be communicated to applicants within three months from the date of application.

14. APPLICATION FORMS

The Application forms to install and operate VSAT License is attached as *Annex 1*

15. EFFECTIVENESS

These guidelines shall become effective from the date of signature.

Issued By

Public Utilities Regulatory Authority

Dated thisDay of.....

Director General

ANNEX 1: Application form for a license to install and operate a VSAT

1. Requirements for a license to install and operate a VSAT

- a) Application letter explaining the purpose(s) for applying to operate a VSAT
- b) Business Registration Certificate (for Companies)
- c) Copy of Identity card/passport
- d) Valid tax compliance certificate
- e) Detailed technical plan of the network
- f) Roll out plan
- g) Completed application form

2. Licensee Identification

- a) Applicant's Name:
- b) Legal Type: Individual Government Private Company
 NGO Parastatal Others (please specify)
.....
- c) **Physical Address in The Gambia:**
- PO Box:
- E-Mail: Website:.....
- Tel: Cell phone: Fax:

3. Contact Details

- Contact Type:** Applicant Representative
- First Name: Last Name:
- National ID/Passport No:
- Physical Address:
- Mailing Address:
- Occupation:
- E-Mail:
- Tel: Cell Phone: Fax:

4. INFORMATION ABOUT THE VSAT

Use of the VSAT

- Broadcasting Voice Data
- Others (please specify):
- Name of satellite operator:

Name of the Satellite to be used for the service:

Identity of the Satellite:

Orbital location:

Name of hub operator:

Points to be linked (*in case of point to multi-points, use a separate sheet*)

• Point A (*in The Gambia*)

• Point B

Actual or foreseen date of installing and operating the VSAT:

• Entry into service: Date: Month: Year:

5. Physical address of VSAT

Site location:

Latitude:

Longitude:

Site altitude:

6. Technical specification Radio equipment

Make:

Model:

Equipment serial No:

Uplink frequency (MHz):

Downlink frequency (MHz):

Bandwidth (KHz) :

Output power (Watts/dBm)

Emission class:

Preferred call sign:

7. Technical specification Antenna

Site category: Transmit Receive

Host Repeater

Type of service:

Make:

Model:

Diameters (m):

Gain (dB):

Bandwidth (KHz) :

E,I.R.P (W)

Polarisation:

Beam width: Vertical Horizontal

Antenna height (m):

Antenna tilt angle (deg):.....

Main lobe Azimuth (deg):

Orbital locations:.....

Capacity of links):

Frequency Band:.....

Required frequencies/Range):

Antenna tilt angle (deg):.....