

APPLICATION FOR THE WIRELESS INTERNET OF THINGS LICENCE
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NOTES

The applicant should read the “*Guidelines for the Submission of Proposals Applying for the Wireless Internet of Things Licence*” (the “Guidelines”) before completing this form.

1. This application form **MUST** be completed in all parts. Incomplete application form may cause delay in processing. This form can be used for new licence applications, as well as for renewals of existing licences.
2. The completed form, together with the required supporting documents should be submitted to the Communications Authority (“CA”) at the following address, or by email to: wiot@ofca.gov.hk.

**Office of the Communications Authority
29/F, Wu Chung House
213 Queen’s Road East
Wanchai
Hong Kong
(Attn.: Head, Regulatory 2)**

3. The applicant may attach additional sheets of paper if the space provided in the application form is not enough. All documents submitted to the Office of the Communications Authority (“OFCA”) will not be returned.
4. Enquiries concerning the application may be made to Senior Regulatory Affairs Manager, Regulatory Section 22:

Tel: (852) 2961 6236
Fax: (852) 2591 0316

SUPPLEMENTARY NOTES ON THE PROVISION OF PERSONAL DATA:

1. The provision of personal data by means of this application form is voluntary. If the applicant does not provide sufficient information, OFCA may not be able to process the application.
2. The personal data provided by the applicant will be used by OFCA for processing the application.
3. The personal data provided by the applicant in this form may be disclosed to other government departments/agencies in connection with the assessment of the application.
4. The applicant has a right of request for access and correction with respect to her/his personal data. The right of access includes the right to obtain a copy of the personal data provided by the applicant, though a charge may be levied on obtaining such information.
5. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be submitted in writing to the Personal Data Officer, Office of the Communications Authority, 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or sent by fax to 2591 0316.

PART A	APPLICANT'S DETAILS
	1. Company Name : (English): (Chinese):
	2. Registered Office Address:
	3. Correspondence Address: (English): (Chinese):
	4. Company Website:
	5. Telephone No. (General):
	6. Fax No. (General):
	7. Contact Person:
	8. Position of Contact Person in the Company:
	9. Telephone No. of the Contact Person:
	10. Fax No. of the Contact Person:
	11. E-mail Address of the Contact Person:

PART B**EXECUTIVE SUMMARY**

1. Please provide an Executive Summary summarising in a concise manner the significant and salient points of the proposals.

PART C**SCOPE OF PROPOSED SERVICE**

1. Please indicate the scope of service proposed to be operated under the Wireless Internet of Things (“WIOT”) Licence.

(Note: Successful applicants should be committed to the provision of the proposed service in Hong Kong as detailed in their proposals, submissions and representations.)

PART D**COMPANY STRUCTURE**

1. If the applicant is a company incorporated in Hong Kong, it is required to submit a copy of its Certificate of Incorporation and Business Registration Certificate. If the applicant is a company incorporated outside Hong Kong, the CA may also consider its application provided that it has registered under the Companies Ordinance (Cap. 622) as a Non-Hong Kong company. In this connection, the applicant is required to submit a copy of its Certificate of Registration of Non-Hong Kong Company and Business Registration Certificate to the CA for examination.

2. Detailed information on corporate and shareholding structure including relationships with holding or related companies. The applicant is required to provide documents showing the authorized, issued and paid-up share capital and the current shareholding structure of the company e.g. “Form NAR1 – Annual Return” or certified copies of Articles of Association of the company together with the “Form NSC1 – Return of Allotment”, if applicable.

3. The applicant is required to submit a copy of the documents that it filed to the Companies Registry, i.e. “Form NNC1 – Incorporation Form (Company Limited by Shares)” or “Form NNC1G – Incorporation Form (Company not Limited by Shares)” and “Form ND2A – Notice of Change of Company Secretary and Director (Appointment/Cessation)” where applicable, to the CA for examination.

4. Details on the composition of the company Board of Directors and key officers.

5. The organisational/management structure and staffing levels of the company and any principal contractors to be employed in constructing and maintaining the network.

6. If the applicant (or its associated companies) currently holds any licences issued under the Telecommunications Ordinance (Cap. 106), please provide a list of such licences and licence numbers. If not applicable, please state "NIL".

PART E	FINANCIAL INFORMATION
<ol style="list-style-type: none">1. The applicant must have sufficient financial capability and willingness to invest sufficient capital to provide a satisfactory service as proposed. The following information should be provided:<ol style="list-style-type: none">(a) (i) If the applicant is an established company, the proposal should include copies of audited financial statements, including the auditor reports for the last three full years, together with the most recent interim results (if applicable).	

- (ii) If the applicant is a newly-formed company, the proposal should include:
 - the directors' certificate of the amount of issued and paid-up share capital;
 - bankers' confirmation of the amount of its deposits and/or available credit facilities; and
 - copies of audited financial statements, including the auditor reports for the last three full years, together with the most recent interim results, of the company's shareholding companies (if applicable).

- (iii) If the applicant is being financed by its holding company, a supporting letter from its holding company together with documentary evidence to demonstrate the financial capacity of its holding company is required.

- (b) A detailed financial plan (with inflation assumptions) for the proposed service and network for the five years of operation including:

- (i) A breakdown of the planned capital expenditure ("CAPEX") and of working capital requirements for the five years of operation;

- (ii) Projected profit and loss account including details of revenue, fixed and variable costs, balance sheet and budgeted cash flow statements, showing the amount of capital to be invested on an annual basis for five years;

- (iii) Method of depreciation of assets;
- (iv) Projected volume of business and market share for the first five years of operation;
- (v) The forecast internal rate of return and payback period of the project;
- (vi) Details of proposed financing structure, debt equity ratio of the project, credit facilities, repayment terms and schedule for loans and bonds, timing or injection of funding, and the level of shareholders' support to satisfy the CA that the applicant has sound financial backing to carry out the project; and
- (vii) Sensitivity tests on the business plan showing the worst case scenario (the worst case being one beyond which the company would not wish to invest) and a scenario in which the projected revenue level falls to 80% of the basic assumptions, details of contingency financial arrangements, balance sheet, profit and loss account, cash flow statements, capital investment plan, internal rate of return and payback period of the project.

PART F	ECONOMIC AND MARKET STUDY
<p>1. The applicant should include any economic and market study conducted on the potential demand for the forms of service being proposed to operate, and the projected market share that the applicant will be able to acquire in the next five years with as much information as possible.</p>	

PART G	TECHNICAL DETAILS OF THE FACILITIES
<p>1. The applicant should give a detailed description of the proposed facilities and should illustrate how the proposed facilities are designed and implemented to ensure delivery of good, efficient and continuous service. The description should cover:</p> <p>(a) Technical configuration including network infrastructure and components, the technology to be employed, the likely choice of equipment, system design, capacity, how the network and its ancillary equipment and facilities are planned to meet the proposed capacity, connectivity outside Hong Kong, if applicable, and other technological characteristics;</p> <p>(b) The facilities upon launch of service and the facilities expansion plan for the five years of operation;</p>	

(c) The planned location(s) of equipment to be installed;

(d) The planned facilities and traffic management, signalling, metering and billing arrangements (where applicable) to be adopted; and

(e) Specifications of the radio transmitting/receiving equipment:

- (i) Functional specifications
- (ii) Coding format
- (iii) Others (e.g. Modulation and emission type, Occupied bandwidth, Operating band, Transmitter power, Harmonics and spurious output level and Antenna characteristics)

2. The applicant should state clearly the exact frequency band to be used for the provision of the proposed service. In exercising the statutory powers under the Telecommunications Ordinance (Cap. 106) for the management of radio spectrum including the granting of right to use spectrum, the CA shall take into account all relevant considerations as required by law and give due regard to the Spectrum Policy Framework as promulgated by Hong Kong Government in April 2007 (<http://www.cedb.gov.hk/ccib/eng/legco/pdf/spectrum.pdf>).

3. The applicant should provide full technical details, such as test report, measurement results, etc., providing an evaluation on the compatibility of the proposed facilities to use the concerned frequency band on a shared and uncoordinated manner, with a view to demonstrating that there will be no harmful interference to existing users operating in the frequency band under 2 above.

4. The applicant should confirm whether and how it would conduct demonstration, trials and tests as required to ensure no harmful interference to existing users operating in the frequency band to be used for the provision of the proposed service. Detail plans of the demonstration, trial and tests should be provided.

5. To ensure sustainability of service delivery, the applicant should provide the contingency plan for its proposed service in response to major breakdown or network/service outage. It should include:
 - (a) A brief description of the contingency plan and arrangement;

- (b) The designed level of resilience in terms of percentage of affected service recovered and the time within which the recovery will be completed;

- (c) The amount of backup capacity (relative to the capacity level required for normal operation) and the spare resources such as backhaul equipment for contingency connection;

- (d) Prior and post arrangements for re-allocating resources, re-routing the affected traffic and acquisition of additional bandwidth to recover the affected service;

- (e) Internal procedures for monitoring and reporting critical network outage, composition of the team responsible for handling the major incidents and the responsibility of the respective major team members; and

- (f) Brief description of the action and procedures to (i) assess the impact of major incident; and (ii) disseminate the information to the management, OFCA and the customers.

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PART H	DETAILS OF THE PROPOSED SERVICE
<p>1. The applicant should provide a detailed description of the proposed service. The description should include:</p> <p style="margin-left: 40px;">(a) Detailed description of the service to be provided, the target users (including all end users of the service and the service providers making use of the service to serve their own customers) and customers, their intended coverage areas upon the commissioning of the facilities, the expected service launch date, the implementation schedule if the proposed service is to be introduced in phases and plans for introduction of new service.</p> <p style="margin-left: 40px;">(b) Detailed description of the arrangements for offering wholesale and/or retail services, and an explanation on how the applicant is not primarily relying on wholesale services of other operators’ infrastructure to roll out their network or to provide their service.</p>	

(c) Description of the operation of the proposed service. The applicant is required to provide details of how the proposed service will be operated (e.g. any special operational features available).

PART I	DETAILS OF THE TECHNICAL SUPPORT
	<p>1. The applicant should provide a detailed description of the technical support. The description should cover:</p> <p>(a) Details of the technical support facilities and maintenance centres which the applicant has or intends to set up in Hong Kong.</p> <p>(b) Description of the technical personnel responsible for the design, construction, day-to-day operation and maintenance of the facilities.</p> <p>(c) Description of the routine maintenance schedule/procedure.</p>

PART J	RELEVANT EXPERIENCE IN TELECOMMUNICATIONS
	<p>1. The applicant must have the capability of running the proposed service to the satisfaction of the CA, including the expertise required for the operation of the proposed service. Details on the previous experience of the applicant, its shareholders and key personnel in establishing and running the proposed telecommunications networks and service, as well as information on the current status of these networks and service, should be given. Information should also be provided on the applicant and its shareholders' experience in running other relevant businesses in Hong Kong or overseas.</p>

PART K	IMPLEMENTATION PLAN
<p>1. The applicant should provide an implementation plan, giving the key milestones of implementation for the first three years starting from the date of grant of the licence including where applicable (a) the network planning, (b) placing of order for equipment, (c) delivery of equipment, (d) acquisition of sites, (e) construction of equipment buildings/rooms, (f) installation of equipment and (g) testing. The applicant will be required to adhere to its plan if a licence is subsequently granted.)</p>	

PART L	OTHER BENEFITS TO THE LOCAL TELECOMMUNICATIONS INDUSTRY AND ECONOMY
<p>1. The applicant may specify any significant benefits to the local telecommunications industry and economy in their proposals. Proposals which can demonstrate that their implementation will offer significant benefits to Hong Kong, for example, employment, manufacturing and wider trading opportunities, introduction of innovation and improvements to the local telecommunications industry and promotion of Hong Kong as an international telecommunications centre will be given special consideration.</p>	

PART M	OTHER INFORMATION
<p>1. The applicant may submit any other information not specified above if it considers helpful to its application.</p>	

PART N	DECLARATION OF APPLICANT
<p>To: The Communications Authority,</p> <p>I/We hereby declare that the information and particulars given by me/us in this form and in the documents submitted are to the best of my/our knowledge true, correct and complete. I/We understand that any untrue, incorrect and incomplete information in this form and the documents submitted may lead to rejection of the application.</p> <p>Signature with company chop: (for and on behalf of the applicant) _____</p> <p>Signatory's full name in block letters: _____</p> <p>Position held: _____</p> <p>Date: _____</p>	