

**GUIDELINES TO
SATELLITE MASTER ANTENNA TELEVISION (SMATV)
LICENSEES**

1. ADDITION OF SYSTEMS

- (a) When you install a SMATV system, or take over the responsibilities for the operation of a SMATV system, you should apply to the Communications Authority (CA) to have the Schedule to your licence amended to incorporate the new system. Please note that a system is not licensed unless its particulars have been incorporated into the Schedule to a SMATV Licence.
- (b) Application for amendments to the Schedule can be submitted to the CA by any of the methods as stated in the application form. The application form can be downloaded from the website at <http://www.coms-auth.hk>.
- (c) Your application should be completed with the following:
 - (1) An completed application form.
 - (2) Information on particulars of antenna, location of antenna/radio communication receiving station and area of distribution.
 - (3) A certificate signed by a registered structural engineer confirming that the requirements under General Condition 15 of the SMATV Licence are met. A sample of the certificate can be downloaded from the website at <http://www.coms-auth.hk>.
 - (4) Information on the insurance policy meeting the requirements under Special Condition 12. This may be in the form of either a copy of the valid insurance policy for the system in question, or reference to the valid insurance policy covering all the SMATV system(s) operated by the licensee which has previously been copied to and cleared with the CA.
 - (5) A schematic diagram of the system including the headend and the terrestrial TV/FM connection. If other TV and/or telecommunications network(s)/service(s) is/are connected to the system, it/they should also be included in the schematic diagram.
 - (6) A transmission plan for the distribution of signals in the system.
 - (7) Elevation plan(s)/block plan(s) showing the cable routing between different building blocks.
- (d) Each new system must be covered by one set of the documents stated in paragraph 1(c).

- (e) If all the submitted documents are in order, the CA will send an approval letter together with the endorsed Schedule to the licensee.
 - (f) Upon receipt of the endorsed Schedule, you should incorporate it into your licence.
2. GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR AMENDMENT TO THE SCHEDULE
- (a) It should preferably be typewritten.
 - (b) "Licence No." means the number of the SMATV Licence issued to the licensee by the CA.
 - (c) "Location of antenna/radio communication receiving station" means the location of the receiving antenna of the SMATV system.
 - (d) If the SMATV system includes more than one receiving antenna at different locations, fill in the locations of all antennas.
 - (e) "Area of distribution" means the building block(s) and/or name of the building(s) connected to the SMATV system.
 - (f) "Number of outlet points within each area of distribution" means the total number of households connected to the SMATV system in building(s) within the same area of distribution. A single household having more than one outlet point is counted as one outlet point only. Each outlet point in places such as shopping mall, club house etc. will be counted as an individual outlet point.
3. APPROVAL FOR CABLE CROSSING UNLEASED GOVERNMENT LAND/STREET
- (a) If any cable of a SMATV system is to cross any unleased Government land, street/road or pass through any footbridge, prior approval in writing should be obtained from the CA (General Condition 9(1)). You should write to the CA giving details of the intended crossing and enclosing drawings and/or sketches where necessary.
 - (b) Each application would be considered by the CA and approval would only be granted subject to the merits and justifications of each individual case.
4. APPROVAL OF TRANSMISSION PLAN
- (a) You should seek prior approval from the CA for the transmission plan to be used for the distribution of signals in each SMATV system (General Condition 14). Prior approval from the CA should also be sought for any changes to the transmission plan. Application should be made by completing the application form at <http://www.coms-auth.hk>.
5. SUBMISSION OF AGREEMENT(S)

- (a) To meet General Condition 10(6), you shall ensure a copy of the relevant agreement(s) between you and the respective licensee(s) is/are filed with the CA within 14 days of the agreement(s) being made.

6. OTHER CHANGES

- (a) For change of the number of outlet points, change of the area of distribution, addition/relocation/replacement of satellite antenna or termination of the operation of a licensed system, you should apply to the CA for amendments to the Schedule. Application should be made by completing the application form at <http://www.coms-auth.hk>.

7. RENEWAL OF LICENCE

- (a) The SMATV Licence should be renewed every year. It should be renewed on or before the first day of the month in the next year following the month in which it was issued. The followings should be submitted when renewing the licence:

- (1) An up-dated insurance policy covering all the SMATV systems; and
- (2) The licence fee of \$750 plus the fee of \$600 for every 100 outlet points or part thereof functioning at the time of renewal.

8. APPLICATION FOR A DUPLICATE LICENCE/SCHEDULE

- (a) If you have lost your licence or the Schedule to the licence, you can apply to the CA for a duplicate licence/Schedule. The fee for a duplicate licence/Schedule is \$55.

9. ENQUIRIES

- (a) Any person who has enquiries relating to licensing matters may:
- (1) call us on 8102 4387;
 - (2) fax to 3155 0944;
 - (3) mail to the Support Services Sub-section, Office of the Communications Authority, 29/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
 - (4) e-mail to support_services@ofca.gov.hk.