



Telecommunications Licensing Procedures¹

The procedure, leading to the issuance of a telecommunications licence by TRR, is described below.

STEP 1: Collect application Form from TRR

- Forms can be downloaded from TRR website www.trr.vu or collect hardcopy from TRR's Office.

STEP 2: Provide Application Form

- Submit a sign and completed application form to TRR with all required information.

STEP 3: Evaluate of Application;

- **Legal Check**
 - TRR will evaluate the legal status of the Applicant in terms of Company incorporation and other required/prescribed in documents.
- **Licence Check:**
 - Check and confirm if applicant holds any Licence/Permit, or if previously refused licence anywhere, or if licence had been revoked anywhere in the past, and to assess circumstances as applicable.
- **Small Business Check**
 - Check and confirm if owner has a valid address, location, identification document.
- **Business location check**
 - Crucial to inspect the business location for communication purposes.
- **Means of communication check**
 - Check validity of postal address, telephone operation and email operation.
- **Business Plan**
 - Business plans of the applicants for setting up a telecommunications business in Vanuatu.

¹ The Licence process will take approximately 14 working days for TRR to process the application.

- **Reputation check**
 - *Business background checks to ensure the applicant's genuine business interest within the sector.*

- **Technical Plan**
 - *Examine technical information given relative to technical aspect of the business:*
 - *Viability of system technology;*
 - *Equipment/apparatus compatibility with existing systems;*

- **Organizational Plan:**
 - Examine organisation structure relative office operation, location, finance, staffing and technical expertise.
 - To examine organizational capability and competence in terms of experiences of key personnel and the company.
 - Physical Presentation of project implementation plans and business plans - designed specifically for network and network based services²

STEP 4 - Recommendation

This is to present the applicants' suitability, or otherwise, for licensing.

STEP 5 – INFORM APPLICANTS

To advise applicants the outcome of their applications.

² This is to demonstrate applicants' understanding of the service, ascertain status of project implementation in terms of: interconnection agreement, equipment type-testing, frequency approval, technical partnership, and to clarify any possible ambiguity in the project proposals.