Telecommunications Licensing Procedures[1]

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

STEP 1: Collect application Form from TRBR
   • Forms can be downloaded from TRBR website www.trbr.vu or collect hardcopy from TRBR's Office.

STEP 2: Provide Application Form
   • Submit a sign and completed application form to TRBR with all required information.

STEP 3: Evaluate of Application.

   • *Legal Check*
      o *TRBR will evaluate the legal status of the Applicant in terms of Company incorporation and other required/prescribed in documents.*

   • *Licence Check:*
      o *Check and confirm if applicant holds any Licence/Permit, or if previously refused licence anywhere, or if licence had been revoked anywhere in the past, and to assess circumstances as applicable.*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.*

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[1] The Licence process will take approximately 14 working days for TRBR to process the application.

- ***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.*

- ***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 organization 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 services[2]

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.

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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.