

APPLICATION REQUIREMENTS FOR A PROVISIONAL SERVICES AND APPLICATION PROVIDER LICENCE

1. Botswana Communications Regulatory Authority (herein referred to as BOCRA or the Authority) is mandated through the Communications Regulatory Authority Act (CRA Act) [No. 19 of 2012] to regulate the Information and Communication Technologies (ICT) sector in Botswana. BOCRA issues a two (2) years Provisional Services and Application Provider (SAP) Licence to entities that are non-infrastructure-based service providers and provide all forms of services and applications to end users using infrastructure of the Network Facilities Provider.
2. The services and applications may be based on speech, sound, data, text and images and they deliver a particular function to the end user. Applicants of this licence are required to submit a feasible and comprehensive business proposal with an application cover letter addressed to the Chief Executive of BOCRA and a completed application form attached to this document.



3. APPLICATION FORM

A. Applicants Company Details

NAME OF ENTITY	
Registered Office Address	
Postal address	
Telephone/Mobile Number	
E-mail Address	
Website	

CONTACT PERSON	
Name	
Telephone/Mobile Number	
E-mail Address	

B. Category of ICT Licence applied for:

Licence Name	International		National		Regional	
	Services & Applications Provider (SAP)			Services carried on Public Fixed Systems		Services carried on Regional Networks
International Services			Services carried on Public Land Mobile Cellular Systems		Value Added Services	
Satellite Services			MVNO Services			
Coverage Area (Towns and Cities)						
Date of commencement of rollout						

Tick (✓) appropriate box

C. Products and Services

SERVICE PROFILE	
Type of Service(s)	
Pricing	Attach as annexure (Pricing schedule should include capacities offered, contention ratios and installation charges)

Submission date:

Submitted by:

APPLICATION REQUIREMENTS

4. Documents to be enclosed in the business proposal

ADDITIONAL APPLICATION REQUIREMENTS			
Items	Attached	Not attached	Comment
1. Proof of payment of application fee			
2. Certificate of incorporation from Companies and Intellectual Property Authority (CIPA)			
3. Business Strategy			
4. Human Capital structure: Including CVs of Technical and Management Team as well as certified copies of their IDs			
5. Cover letter with summary/synopsis of the services applied for and in a letter head.			
6. Documents of financial capability to commence business (certified bank statement or letter of intent)			
7. 3 Year Financial Projections			
8. Detailed network diagrams and frequencies (where applicable)			
9. Proposed tariff schedule			
10. Detailed roll out plan			

Tick (✓) appropriate box

NOTE: All spaces must be completed, and all documents stated in the checklist must be attached. Incomplete applications will not be accepted.

For application of MVNO services, Applicants are required to submit a signed business agreement letter from the Mobile Network Operator.

5. Applicants must pay a non-refundable requisite application fee of five thousand (5000.00) Pula plus VAT at the prevailing rate to the following bank account:

Botswana Communications Regulatory Authority
Bank Name: First National Banking
Branch Name: Main Mall
Bank Account Number :62011115088
Branch Code: 282867
Swift Code: FIRNBWGXXXX

6. Applications must be delivered at the following physical or postal address:

Botswana Communications Regulatory Authority
Plot 50671 Independence Avenue
Private Bag 00495
Gaborone, Botswana
T: +267 395 7755