



## APPLICATION FORM:

Authorization for broadcasting network.

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## GENERAL INFORMATION

The application for the authorization of a broadcasting network requires specific information to be submitted.

In this application form the required information has been specified in the following sections:

**SECTION 1:** Contact and business information about the applicant.

**SECTION 2:** Information concerning the network and the company.

**SECTION 3:** A statement of approval to be signed.

## ANNEXES

**ANNEX 1:** Business plan.

**ANNEX 2:** Technical description of the network to be installed.

**ANNEX 3:** Statements to be submitted.

Please fill in the form in capital letters (block letters).

# APPLICATION FORM:

Authorization for broadcasting network.



## SECTION 1: INFORMATION ABOUT THE APPLICANT

### Contact information and personal data

1.1.a. Type of applicant. (Check the box that is applicable).

- |  |                          |
|--|--------------------------|
| • Sole proprietor  | <input type="checkbox"/> |
| • General, Professional or Limited Partnership           | <input type="checkbox"/> |
| • LLC, PLC, Foundation, Association, Cooperative Company | <input type="checkbox"/> |
| • Public corporation                                     | <input type="checkbox"/> |

1.1.b. Contact information.

- |                                     |                      |                      |                      |
|-------------------------------------|----------------------|----------------------|----------------------|
| • Name of the applicant             | :                    | <input type="text"/> |                      |
| • Business address of the applicant | :                    | <input type="text"/> |                      |
| • Contact person                    | :                    | <input type="text"/> |                      |
| • Telephone No.:                    | <input type="text"/> | Fax No. :            | <input type="text"/> |
| • E-mail                            | :                    | <input type="text"/> |                      |

## APPLICATION FORM:

Authorization for broadcasting network.



### Business information

- 1.2.a. If the applicant is a corporation, partnership, cooperative or other type of business enterprise, please state the names and addresses of the current managing directors, partners, members of the management and the secretariat.

Name	Address

- 1.2.b. Trade name and official address.

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• Name :

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• Address:

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## APPLICATION FORM:

Authorization for broadcasting network.



### SECTION 2: NETWORK AND COMPANY INFORMATION

Services to be rendered through the network

2.1.a. Please provide a description of the services which you are capable of rendering through your network. (Check the box that is applicable).

• Radio	<input type="checkbox"/>
• TV	<input type="checkbox"/>
• Other	<input type="checkbox"/>
(Specify):	<div><div></div><div></div><div></div></div>

2.1.b. Relative to your services which may be rendered through your network, a number of possibilities have been displayed below. (Check the box that is applicable).

• You offer the services yourself	<input type="checkbox"/>
• Others provide the services	<input type="checkbox"/>
• Other parties as well as yourself provide the services	<input type="checkbox"/>

# APPLICATION FORM:

Authorization for broadcasting network.



## Company information

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- 2.2.a. Please give information regarding the structure of your company by way of a diagram and indicate the ratio of the ownership relations in percentages. Indicate which subsidiary companies dispose of a license or intend to apply for license and indicate what they are licensed for. In the event the applicant is a subsidiary company, please give the structure of the holding company.
- 2.2.b. If the applicant is an existing company, please state the profit and loss account, the balance sheet and the cash flow account during the past two years.
- 2.2.c. Please state details on the cost accounting system that will be used to visualize the costs and the other financial results for each division of the network and for each service.
- 2.2.d. Please state details of other activities products and services of the applicant within and outside of the network market, sub-divided as to:
- Broadcasting network and non-broadcasting network.
  - Non-broadcasting network activities sub-divided as to telecommunication networks and services, broadcasting transmission networks (pay TV and radio) and other.
- 2.2.e. Please state details on the cost accounting system that will be used to visualize the costs and the financial results of the existing services and provide the format and the results of each activity during the most recent fiscal year.

## Remark concerning the provision of the information

With reference to question 2.2.b. you should submit the most recent and approved annual accounts. With reference to the other questions - 2.2.a., 2.2.c., 2.2.d. and 2.2.e. - you should reply to each question in a separate ANNEX.

If folders and other documentation should be available concerning these questions, please enclose same.

# APPLICATION FORM:

Authorization for broadcasting network.



## SECTION 3: STATEMENT OF APPROVAL

Signed statement of approval

On behalf of the applicant, I herewith certify:

- That the applicant shall at all times and in every respect comply with the terms and conditions of a license to be granted, taking into consideration that the license may be amended from time to time.
- That the applicant shall at all times carry out the legal instructions of the director of BT&P.
- That the information provided by me on behalf of the applicant is accurate and complete in every respect.

Signature	Full name of the signatory(ies)

Position of applicant (corporation, cooperative venture or other).

	Date :	
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# APPLICATION FORM:

Authorization for broadcasting network.



## ANNEXES

**ANNEX 1:** Business plan.

**ANNEX 2:** Technical description of the project.

**ANNEX 3:** Statements to be submitted.

## ANNEX 1: BUSINESS PLAN

In the business plan forecasts are made concerning the proceeds/revenues, expenditure/costs and the financing of the applicant. This business plan is tested against the reasonability of the market forecasts, the profit potential displayed and the possibilities available to the applicant to dispose of sufficient cash means to finance the plan, at the initial investment, as well as during the further course of the enterprise. Herewith the year zero (0) is the year prior to the one in which the system goes operational, thus for the first streams of income. You are herewith requested to expound the business model first.

### Part 1: Proceeds/income

In this first part a scope and specification of the market is given. Regarding the entire Curaçao market, as well as the portion of the market that the applicant intends to serve.

### Market forecast total market

In the market forecast, the sales of each service must be reflected in physical units. For the entire market potential, as well as for the market already developed (by other parties).

**Table 1:** Total wireless network market in units. (Number as per the end of the year).

	Year 1	Year 2	Year 3	Year 4	Year 5
Hours of commercial broadcasting					
The rental of broadcasting hours					
Other (specify)					



# APPLICATION FORM:

Authorization for broadcasting network.



## Market forecast applicant

In the market forecast, the sales of each service must be reflected in physical units.

**Table 2:** Market for applicant in units. (Number as per the end of the year).

	Year 1	Year 2	Year 3	Year 4	Year 5
Hours of commercial broadcasting					
The rental of broadcasting hours					
Other (specify)					

**Table 3:** Market for applicant in money. (Turnover per year in NAF. 1000).

	Year 1	Year 2	Year 3	Year 4	Year 5
Hours of commercial broadcasting					
The rental of broadcasting hours					
Other (specify)					
<b>TOTAL A</b>					

# APPLICATION FORM:

Authorization for broadcasting network.



## Part 2: Expenditure/costs

In this second part a specification of the investments and the costs are required.

### Investment planning in numbers

The means planned for the project must be reflected in accordance with the schedule below, first in numbers, then financially.

**Table 4:** Required investments in numbers.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Technical investments:						
Civil investments:						
Other (specify):						

## APPLICATION FORM:

Authorization for broadcasting network.



### Investment planning financially

The planned investments must be translated into annual amounts for each year, starting from the present prices as listed in the price quotation of a supplier. The format is reflected in the table below.

**Table 5:** Investments, cost per unit in NAF. 1000.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Technical investments:						
Civil investments:						
Other (specify):						

The investments per unit must be substantiated by means of prices as listed in the price quotation of a supplier.

## APPLICATION FORM:

Authorization for broadcasting network.



**Table 6:** Investments, cost total in NAF. 1000.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Technical investments:						
Civil investments:						
Other (specify):						
<b>TOTAL B</b>						

## APPLICATION FORM:

Authorization for broadcasting network.



### Operational costs

The operational costs are sub-divided into the costs of the network, the costs of Staff and the remaining costs.

**Table 7:** Operational network- and service costs in NAF. 1000 per year.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
<b>TOTAL C</b>						

### Staff costs

The staff costs have to be specified according to the number of employees and the cost per employee.

**Table 8:** Staff costs in NAF. 1000 per year.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Number of persons average per year						
Expenditure per year per employee						
<b>TOTAL D</b>						

The envisioned organization must also be reflected in an organization chart. The organization chart must be submitted in a separate annex.

## APPLICATION FORM:

Authorization for broadcasting network.



### Other operational costs

Apart from the costs for network and staff there are other costs. These are inserted in the following table with other operational costs.

**Table 9:** Other operational costs in NAF. 1000 per year.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Costs for regulating						
<b>TOTAL E</b>						

## APPLICATION FORM:

Authorization for broadcasting network.



### Profit and loss account and cash flow

The profit and loss account and the cash flow must be presented according to the format below.

**Table 10:** Profit and loss account and cash flow overview in NAF. 1000 per year.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Sales (TOTAL A)						
Network services costs (TOTAL C)						
Cost of staff (TOTAL D)						
Other costs (TOTAL E)						
<b>EBITDA</b>						
Write-offs and amortiza- tion						
Interest						
<b>EBT</b>						
Taxes						
Net income						
Write-offs and amortiza- tion						
<b>CASH FLOW (TOTAL F)</b>						

Whereby the sub-totals are defined as follows:

- EBITDA is the income before write-offs, amortization, interest and taxes;
- EBT is the income before taxes;
- Cash flow (Total F) is the net income increased with the write-offs and amortization.

In order to clarify the cash flow calculation the item “write-offs and amortization” appears a second time in the penultimate line.

## APPLICATION FORM:

Authorization for broadcasting network.



### Balance sheet

The balance sheet must provide at least the following information concerning the assets and liabilities indicated below.

**Table 11:** Balance sheet as per the end of the year in NAF. 1000.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Gross Assets</b>						
Material assets network						
Other material assets						
Total material assets						
Floating assets						
<b>TOTAL</b>						
<b>Equity Capital</b>						
Equity capital						
Retained profits						
Loans						
Short term obligations						
<b>TOTAL</b>						



## APPLICATION FORM:

Authorization for broadcasting network.



### Financial plan

The sources of financing, borrowed capital (loans) and equity capital (capital injections and –withdrawals, influx of cash flow) must be indicated according to the schedule below.

**Table 12:** Financial plan per the end of the year, in NAF. 1000.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Project Cash Outflow</b>						
Investments (Total <b>B</b> )						
Payments of loans						
Capital withdrawal by owner						
Total cash outflow (1)						
<b>Sources</b>						
Influx of cash (Total <b>F</b> )						
Capital increase own funds						
Bank loan						
Total influx of cash (2)						
End year balance						
<b>Total Balance</b>						

**Table 13:** Requirements of working capital.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Working capital						

## APPLICATION FORM:

Authorization for broadcasting network.



### Written statements

#### Financial guarantee

It is important that the investment sources shall be sustained by a written statement of the entity in charge of financing, such as the holding company, a bank, the supplier in the event of a credit arrangement with a supplier etc. etc.

In the event of financing by a holding company, or own company, the approved and adopted annual accounts - profit and loss, cash flow and balance - of the past two years should be attached.

In case funds are not supplied by banks, then certified annual accounts of the financing institution of the past two years must be attached.

#### Price quotation

The purchase prices of the planned investments must be substantiated by way of a price quotation in a pro forma invoice.

#### Organization chart

The envisioned organization (of Staff) has to be reflected in an organization chart.



## ANNEX 2: TECHNICAL DESCRIPTION OF THE NETWORK

### Network planning

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- Give a representation of the network in block diagrams, including connections, if any, with other networks.
- Indicate the geographic structure of the network on a map of Curaçao, displaying the various components of the network.
- Which type of means of transmission will be used for each connection. For example (dark) fibre, radio links, wireless (data) connections, satellite or other telecommunication service.
- Which transmission technology will be applied.
- What is the capacity of each link.

### Use of radio frequencies

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- Distribution links
- Which frequency bands will be used.
- Where are the antenna installations located.
- What is the expected transmitted capacity in ERP at the antenna installation.
- Specify other technical settings and parameters
- Indicate the coverage of the island in shaded areas in a plan.

### Radio links

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- Which frequency bands will be used.
- Where are the antenna installations located.

### Satellites

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- Where are the antenna installations located.
- Which satellites will be used.
- What is the direction of the radiation (azimuth and elevation) and what is the EIRP per carrier wave.
- Which frequency bands are used (C-band, Ku, Ka, etc.).
- Which transponders are used.

## APPLICATION FORM:

Authorization for broadcasting network.



### Technical specifications per location

**Table 2.1:** Technical specifications per location. (Fill in the technical specifications per location).

**Brand name of the equipment to be used and antennas per transmitting location.**


**Folders with technical specifications of the equipment to be used. In case of different folders, state one folder of each subsection of every transmitting location. State in the table below, which folder(s) will be handed in.**

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**Technical description of the project.**


## APPLICATION FORM:

Authorization for broadcasting network.



### Standards

The standards used in connection with the preceding subjects must be attached in an overview.

### Systems and processes for quality management and monitoring

An important part of the operation is quality management. Please indicate here which systems and processes will be used by you for quality management and monitoring. Please indicate this per component as stated below.

- Installation standards studio- and transmission equipment
- Monitoring systems
- Degree of coverage and transmission quality parameters
- Interference handling. Indicate here the expected number of interferences per year including the expected time for interference handling

### Show technical capacity to complete the installation of the network

It is of importance that the applicant shows his capacity to complete the installation of a network, e.g. in the event of an existing company on the basis of previous experience or in the event of a new company on the basis of the design of the organization and the qualifications of the personnel.

Please state a summary of the key management staff members in both instances, stating previous relevant experience and qualifications.



### ANNEX 3: STATEMENTS TO BE SUBMITTED

The required statements to be submitted with the application vary with the legal (business) form of the applicant.

**Table 3.1** on page 23 provides an overview of the different legal (business) forms and which statements and documents are required per type. The checked boxes per legal (business) form in this table are leading in this regard.

A checked box indicates that the statement or document must always be submitted.

**Table 3.1** includes only the required statements and documents in case of exploitation of a service.

# APPLICATION FORM:

Authorization for broadcasting network.



**Table 3.1** Overview of statements to be submitted per legal (business) form.

Certificates to be submitted	Sole Proprietor	General Partnership, Professional Partnership or Limited Partnership	LLC, PLC, Foundation*, Association*, Cooperative Company	Public corporation
Constituent act				✓
Original excerpt of registration at the Chamber of Commerce and Industry (not older than 3 months)	✓	✓	✓	
Copy of the articles of incorporation of the organization		✓	✓	
Copy of the business license of the corporation issued by the country of Curaçao		✓	✓	
Copy of the shareholders' register of the company		✓	✓	
Original certificate of good conduct of the Directors (not older than 3 months)	✓	✓	✓	
Financial guarantees in connection with financing	✓	✓	✓	
Business plan	✓	✓	✓	✓
Technical description of the project	✓	✓	✓	✓
Graphic and Geographic location of the network configuration / installation	✓	✓	✓	✓
Folders with technical information regarding the equipment	✓	✓	✓	✓

\* A Foundation or Association does not require a business license to be submitted. In the case of an LLC or PLC or Cooperative Company a business license is mandatory.