



## APPLICATION FORM:

Authorization cable broadcasting / cable television infrastructure.

REVENUE

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# APPLICATION FORM:

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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).

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## 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"/>           |

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### 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.

• Name :	<input type="text"/>
• Address:	<input type="text"/>

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### SECTION 2: NETWORK AND COMPANY INFORMATION

#### Services to be rendered through the network

2.1.a. The infrastructure offers technical possibilities to provide different communication services. Please provide a description of the services which you are capable of rendering through your network. (Please indicate by checking the box on the right that is applicable). **Attention:** telephone / speech services require a separate application for a concession.

- |             |                          |
|-------------|--------------------------|
| • Radio     | <input type="checkbox"/> |
| • TV        | <input type="checkbox"/> |
| • Telephony | <input type="checkbox"/> |
| • Internet  | <input type="checkbox"/> |
| • Other     | <input type="checkbox"/> |

(Specify):


2.1.b. Relative to your services which may be rendered through your network, a number of possibilities have been displayed below. (Please indicate by checking the box on the right 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"/> |

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## 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 (radio and TV) 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.

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### 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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## ANNEXES

**ANNEX 1:** Business plan.

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

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

## ANNEX 1: BUSINESS PLAN

The business plan contains forecasts for the revenues/incomes, expenses/costs and financing of the applicant. This business plan will be assessed on how reasonable the market forecasts are, the possible profitability that is outlined and the ability of the applicant to have sufficient cash resources at his disposal to finance the plan, both in the initial investment as well as during the further course of the enterprise. The year 0 will represent the year that the system becomes operational, which is for the first stream of income. You will be requested here to explain the first business model.

### Separate accounts

You can provide multiple services on one network. This is why you will be required to apply the principle of keeping separate accounts. You must provide revenues and costs per service, as if the services are provided separately.

For common costs in connection with investments, the allocation must be made to the various services based on the assigned capacity. This means that both the total investment, as well as the assignment to a service must be provided.

For common operational costs the same applies as for the investments. Specific service-related operational costs will be assigned to the service in question.

For the systematics of the allocation to services according to the principle of the separate accounts, please refer to the Fully Allocated Cost (FAC) model, as used for the application of a concession for local telephony.



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## Section 1: Revenues/income

In this first section a market size and specification are provided, both for the entire market of Curaçao and for the portion of the market the applicant intends to serve.

### Market forecast total market

The market forecast must display the sales in physical units for each service, both for the total market potential as well as the market that has already been developed. It should be noted that offering telephone services is not permitted without a concession for that purpose.

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

	Year 1	Year 2	Year 3	Year 4	Year 5
TV connections					
Local telephone connections					
Long distance telephone					
Data communication connections: Inter-net					
Data communication connections: Others / Specify					
Others (specify)					

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### Market forecast applicant

The market forecast must display the sales in physical units for each service. Both the forecast in units and the forecast in money must be substantiated with a breakdown according to the service level (for example speed) and price of the package.

**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
Residences passed / end users within reach					
TV connections					
Local telephone connections					
Long distance telephone connection					
Data communication connection: Internet					
Data communication connection: Others / Specify <div></div>					
Third party must-carry rights					
Sale of capacity and connections other providers					
Others (specify)					

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

	Year 1	Year 2	Year 3	Year 4	Year 5
TV connections					
Local telephone connections					
Long distance telephone connection					
Data communication connection: Internet					
Data communication connection: Others / Specify <div></div>					
Third party must-carry rights					
Sale of capacity and connections other providers					
Others (specify)					
<b>TOTAL A</b>					

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## Section 2: Expenditure/costs

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

### Investment planning in numbers

The means of investment planned for the project must be submitted according to the table below; first in numbers, then financially.

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

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

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### Investment planning financially

The planned investments must be translated into amounts of money per year, based on the current prices as submitted in the price quotation from a supplier. The format is displayed 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 way of a price quotation from a supplier.

The planned investments must be translated into amounts of money per year, based on the current prices. The format is displayed in the table below. The data must be submitted for the total and also the allocation to the various services must be provided.

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**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>						

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### Operational costs

The operational costs are subdivided in the costs of the network, the personnel costs and the other costs. The data must be submitted for the total and also the allocation to the various services must be provided.

**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>						

### Personnel costs

The personnel costs must be specified according to the number of employees and the costs per employee. The data must be submitted for the total and also the allocation to the various services must be provided.

**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>						

Also, the envisaged organization must be displayed in an organization chart, to be provided as a separate attachment.

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### Other operational costs

Besides the network and personnel costs, there are other costs as well. These are included in the next table with other operational costs. The data must be submitted for the total and also the allocation to the various services must be provided.

**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>						



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## Profit and loss account and cash flow

The profit and loss account and the cash flow must be provided according to the format below. The data must be submitted for the total and also the allocation to the various services must be provided.

**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 make the calculation of the cash flow clear, “depreciation and amortization” is included a second time in the table in the next to last row.

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### Balance sheet

The balance sheet must at least provide the following information about the assets and liabilities indicated hereinafter. The data must be submitted for the total and also the allocation to the various services must be provided.

**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>						
Fixed assets network						
Other fixed assets						
Total fixed assets						
Current assets						
<b>TOTAL</b>						
<b>Equity Capital</b>						
Equity capital						
Retained profits						
Loans						
Short term liabilities						
<b>TOTAL</b>						

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### Financial plan

The sources of financing, loan capital (loans) and equity capital (capital injections and withdrawals, influx of cash flow) must be provided according to the table below. The data must be submitted for the total and also the allocation to the various services must be provided.

**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 resources						
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						

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### Written statements

#### Financial guarantee

It is important that the sources of investments endorsed by a written statement from the financing party, such as the parent corporation, a bank, the supplier in case of supplier's credit, etc.

In case of financing by the parent corporation or own corporation the financial annual reports – profit and loss, cash flow and balance sheet – of the past 2 years must be added.

In case of financing by a bank, the certified financial annual reports of the financing institution of the past 2 years must be added.

#### Price quotation

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

#### Organization chart

The envisaged organization (of the staff) must be indicated 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.
- Describe the planned stations, head-ends and district distribution centers based on type and functionality.
- What is the capacity in connections per district distribution center.
- Which type of transmission means 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

#### Distribution links

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

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### Technical specifications

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

**Brand name of the equipment to be used.**


**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.**


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### 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
- 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 25 provides an overview of the different legal (business) forms and which statements and documents are required per type. The ticked boxes per legal (business) form in this table are leading in this regard.

A ticked 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.



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**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.