



LTA-003-A

## LIBERIA TELECOMMUNICATIONS AUTHORITY (LTA)

### APPLICATION FORM FOR TELECOMMUNICATIONS EQUIPMENT DEALER'S LICENSE

#### **BASIC INFORMATION:**

Any entity importing, selling or intending to import and or sell Telecommunications Equipment in Liberia must obtain an LTA-issued Telecommunications Equipment Dealer's Class License. Applicants for a Telecommunications Equipment Dealer's Class License must complete this Application Form and submit, along with all required documents and receipt of Application Fee payment, to the LTA to be considered eligible for application processing. Incomplete applications will not be processed and subsequently cancelled if not completed within 30 days following receipt by the LTA.

A **Telecommunications Equipment Dealer's License** is a Class License granted by the LTA for a one (1) –year period to an entity, who has applied for and met all applicable requirements prescribed by the LTA, to import and or sell telecommunications equipment in Liberia. A Telecommunications Equipment Dealer's Class License is a unilateral grant of permission from the LTA to import and or sell telecommunications equipment in Liberia and shall not be regarded as a contract or bilateral agreement. **Telecommunications Equipment Dealer's Class License Categories:**

1. **Distributor Class License** – is a one (1) year License authorizing an entity to import and sell/distribute LTA type-approved telecommunications equipment in Liberia.
2. **Vendor Class License:** is a one (1) year License authorizing an entity to sell/retail telecommunications equipment type-approved by the LTA directly to end-users in Liberia.

**Non-refundable Application Fee** – US\$50.00

#### **Telecommunications Equipment Dealer's Class License Fees:**

1. **Distributor Class License** – US\$500.00
2. **Vendor Class License** – US\$200.00

#### **APPLICATION FEE:**

- Proof of Payment of Application Fee (Please attach LTA Receipt)

#### **I. BUSINESS ENTITY INFORMATION:**

1. Entity Name:
2. Physical Office Address:
3. Postal Address:
4. Email:
5. Telephone Number(s):
6. Web Address:
7. Authorized Contact Person:
8. Authorized Contact Person's Title, Telephone Number, and Email Address:
9. Incorporated in Liberia: YES ( ): NO ( ):

10. Year of Incorporation in Liberia:
11. Does the firm have 20% Liberian Ownership: Yes ( ) No ( ); *if yes, please provide evidence.*
12. Business Registered in Liberia: YES ( ); NO ( ):
13. Date of Registration in Liberia: Day ( ) Month ( ) Year ( )
14. Is Business Registration current? YES ( ); NO ( ); *If Yes, Provide latest Registration documents*
15. The number of Liberian Owners/Shareholders:
16. The number of Foreign Owners/Shareholders:
17. Is this a Joint Venture or Partnership? YES ( ); NO ( ):
18. If Yes, provide copies of Joint Venture/Partnership agreements
19. Does your entity have a license/authorization from another Government of Liberia regulatory agency to provide any services in Liberia: Yes ( ) No ( ); if yes, please submit copy of License/Authorization.

**II. LICENSE CATEGORY:**

Please select the Telecommunications Equipment Dealer’s Class License category being applied for:

1. **Distributor Class License** ( )
2. **Vendor Class License** ( )

**III. OTHER BASIC INFORMATION:**

1. The applicant or any affiliate –
  - Currently possess a telecommunications license or authorization in Liberia YES ( ) NO ( )
  - Has ever applied for a telecommunications license or authorization in Liberia YES ( ) NO ( )
  - Has ever been refused a telecommunications license or authorization YES ( ) NO ( )
  - Has ever had a telecommunications license or authorization suspended or revoked YES ( ) NO ( )

If any of the answers in item 1 is “YES”, provide affiliate name(s) and explanation:

---



---



---

2. Indicate whether the applicant, or any affiliate of the applicant, or any of the Board of Directors, or any of the Executive Officers have ever been convicted of an offense in Liberia or in any other country: YES ( ) NO ( ).

If “YES”, provide explanation:

---



---



---

3. Indicate whether the applicant, or any affiliate of the applicant, or any of the Board of Directors, or any of the Executive Officers are currently the subject of a charge or indictment under the laws of any country: YES ( ) NO ( )

If “YES”, provide explanation:

---



---



---

4. Indicate whether the applicant, or any affiliate of the applicant, has any shareholdings over 5% in any other Telecommunications Licensed Service Provider or Authorization Holder in Liberia: YES ( ) NO ( )

If "YES", provide explanation:

---

---

---

5. Indicate whether the applicant, or any affiliate of the applicant, has any shareholdings over 5% in any licensed telecommunications service provider in any other country: YES ( ) NO ( )

If "YES", please provide copy of License(s):

---

---

---

6. Indicate whether the applicant, or any affiliate of the applicant, is engaged in the manufacturing of any telecommunications equipment. YES ( ) NO ( ): If "YES", provide all relevant information about the business registration, incorporation and operations:

---

---

---

7. Indicate whether the applicant has any other business activities outside the telecommunication market in Liberia: YES ( ) NO ( ):

If "YES", provide brief description of the business activities, including business registration, articles of incorporation and all other relevant documents that would help us establish the legitimacy of said business:

---

---

---

**The submission of this form does not guarantee the issuance of a license or authorization. The completed application will form the basis for the LTA to review potential applicants; interview the applicant; perform due diligence on the information provided and make the determination for the issuance, or not, of the license or authorization being applied for.**

I/We hereby certify that the information supplied in this application form is true in all respects and I/We hereby give undertaking that upon grant of the License/Authorization, I/We shall abide by the terms and conditions upon which the License/Authorization is granted. I/We accept that my/our License/Authorization may be revoked, and the appropriate penalty/penalties applied if it is established that I/We have been granted License/Authorization based on incorrect information. I/We further undertake to abide by the Laws of Liberia and all existing and applicable Regulations issued/adopted by the LTA.

Signed: \_\_\_\_\_  
Authorized Entity Official

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICIAL USE ONLY**

APPLICATION #: \_\_\_\_\_

PAYMENT OF NON-REFUNDABLE APPLICATION FEE: \_\_\_\_\_

APPLICATION FOR: VAS Aggregator License ( ) VAS Content/Application Provider License ( )

APPLICATION TYPE: New License ( ) License Renewal ( )

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: