



BANGLADESH TELECOMMUNICATION REGULATORY COMMISSION

IEB Bhaban, Ramna, Dhaka-1000

No. BTRC/ SM /1-2/13

Date: 19/05/2015

Instructions for Amateur Radio Usages and Procedures in Bangladesh

Page 1 of 12



উপ-পরিচালক

TABLE OF CONTENTS

1	Introduction	3
2	Objectives	3
3	Legal Issues	4
4	Eligibility for License	4
5	Licensing Procedure	6
6	Equipment Acquisition and Uses	7
7	License Duration ,Renewal ,Suspension, Cancellation and Fines	9
8	Fees and Charges	10
9	Security	10
10	Miscellaneous	11
11	Annexure - I: Application Form for Amateur Radio Examination	
12	Annexure -II: Amateur Radio Service Certificate.	
13	Annexure-III: Application Form for Amateur Radio Station License (Individual)	
14	Annexure - IV: Application Form for Amateur Radio Station License (Government Organization /Institution/ Amateur Radio Society or Club).	


উপ-পরিচালক



BANGLADESH TELECOMMUNICATION REGULATORY COMMISSION

Instructions for Amateur Radio Usages and Procedures in Bangladesh

Reference: Amateur Radio Service related Guideline of Bangladesh approved by Ministry of Post and Telecommunication, letter no: পিটি/শাখা-৫/১১-১/৯২-৪১৮, তারিখঃ ২৪/০৫/৯২

1. INTRODUCTION

- 1.1. Amateur Radio is used for purposes of non-commercial exchange of messages, wireless experimentation, self-training, private recreation, and emergency communication. Though Amateur Radio service is considered as a voluntary non-commercial communication service, yet each amateur radio operators should be ready to provide emergency communication during natural disaster, such as: severe weather reporting, supporting evacuations to safe areas, shelter operations and locating distressed people, assisting government agencies, medical help requests, critical supply requests and any other services in favour of humanity.
- 1.2. Former Telegraph & Telephone Board, Dhaka drafted “Amateur Radio Service related Guideline of Bangladesh” and sent the proposal (ref no:B-W:16-4/83: date : 30/12/1991) to Ministry of Post and Telecommunication (MOPT), which was approved by MOPT in 1992 (Ref no: পিটি/শাখা-৫/১১-১/৯২-৪১৮, তারিখঃ ২৪/০৫/৯২). Till now it is the only guideline for Amateur Radio, which is about two decades old and needs a review. Thus, considering technological advancement, demands of time, principles of transparency, fairness, non-discrimination and all other relevant principles, the Commission has decided to issue ‘Instructions for Amateur Radio Usages and Procedure in Bangladesh’.

2. OBJECTIVES

These instructions are intended to provide the regulatory framework on the provisions and conditions for amateur radio usages and procedures in Bangladesh.

3. LEGAL ISSUES

- 3.1. Bangladesh Telecommunication Regulatory Commission (hereinafter the “Commission”) has been empowered by and under the Chapter 8 of the Bangladesh Telecommunication Regulation Act, 2001 (as amended) (hereinafter the “Act”) to issue Licenses for the operation and provision of service with radio apparatus including Amateur Radio Service and to determine the eligibility criteria and other general terms and conditions for License/Licensee.


উপ-পরিচালক

- 3.2. These Instructions, along with the terms and conditions of the License, shall be read in conjunction with the Act, any subsequent legislation, other prevalent laws or sector policies framed by the Government, rules, regulations, judgement decrees, orders, decisions, Instructions, directives and other documents of general application issued by the Commission from time to time. The Act specifically provides, under the Sections 55, that any person shall, without license, neither establish, operate nor use a radio apparatus for the purpose of radio communication in the land or territorial waters of Bangladesh or in space above it, nor shall he use any radio frequency other than frequency allotted by the Commission.
- 3.3. The Commission reserves the right and authority to vary, change or amend the Instructions as it seems fit and proper. To take into consideration various factors including but not limited to, any threat to public interest, public health and national security and statutory or Court orders, these Instructions may be withdrawn, revised, updated or amended from time to time, without any prior notice.
- 3.4. These Instructions shall form an integral part of the License and vice-versa.
- 3.5. In addition to the mandatory grounds for disqualification for applying for a License referred to subsection 36(3) of Bangladesh Telecommunication Regulation Act, 2001 (as amended), the Commission shall also consider whether the applicant satisfies other criteria including but not limited to:
- 3.5.1. Whether the applicant has sufficient management and financial capacity to operate the activities; and
- 3.5.2. How far the issuance of the License will serve the public interest.
- 3.6. The followings are the principal legal statutes governing the telecommunication industry in Bangladesh:
- 3.6.1. The Bangladesh Telecommunication Regulation Act, 2001 (as amended).
- 3.6.2. The Wireless Telegraphy Act, 1933 and The Telegraph Act, 1885, for matters which are not covered by the Bangladesh Telecommunication Regulation Act, 2001 (as amended).
- 3.6.3. Any other concerned Act, Ordinance, Rules and Regulation(s).
- 3.6.4. Any directives, direction, order, instructions, notifications, decisions of the Commission.
- 3.7. Besides the principal statutes mentioned above, the licensee shall also comply with: the relevant provisions of the Constitution, Convention, and Radio Regulations of International Telecommunication Union (ITU), as well as the National Frequency Allocation Plan (NFAP) of Bangladesh.
- 3.8. In case of inconsistency between the provisions of the instruments mentioned above, the provisions of the instrument shall prevail as per the following order:
- a) Any Act or Ordinance promulgated after the enactment of the Act 2001.
- b) Act 2001.

- c) The Wireless Telegraphy Act, 1933.
- d) The Telegraphy Act, 1885.
- e) Rules of GOB.
- f) Regulations of the Commission.
- g) License issued under these Instructions.
- h) NFAP.
- i) Constitution, Convention, Radio Regulations of ITU.


4. ELIGIBILITY FOR LICENSE

- 4.1. Any Resident and Non-Resident Bangladeshi (NRB) (age limit minimum 18) or Bangladeshi entities like government organizations, school, college, university and Amateur Radio Society/club in Bangladesh can apply for maximum one Amateur Radio License.
- 4.2. No person may apply for nor shall be eligible to obtain more than one license simultaneously.
- 4.3. The government organizations and educational institutions / clubs should at least have one employee who has Amateur Radio License.
- 4.4. A person shall not be eligible to apply for License, if he is barred by any provision of the Act, 2001, or any other relevant law, or there are any outstanding dues owed by him to the Commission, for which a final notice is served by the Commission.
- 4.5. The Commission reserves the right and authority either to accept or reject any application at any time without assigning any reason whatsoever.
- 4.6. For any foreign entity, applicant must be an Amateur Radio Licensee in his own country.

5. LICENSING PROCEDURE

For Bangladeshi Entities:

- 5.1. An advertisement about Amateur Radio Service examination will be circulated to at least two daily national newspapers and BTRC website.
- 5.2. Individual will apply, in a prescribed form, for participating in examination, addressing Chairman, BTRC with following documents:
 - 5.2.1. Fully/Duly filled up 'Application Form for Amateur Radio Service Examination' (Annexure-I) available at www.btrc.gov.bd.
 - 5.2.2. Pay order of examination fee as decided by BTRC.
 - 5.2.3. Attested copy of National Identity Card/ Birth Certificate/Passport.
 - 5.2.4. Attested copy of S.S.C/equivalent examination and all other higher educational certificate.
 - 5.2.5. Attested copies of 2 (two) passport size photo.


উপ-পরিচালক

- 5.3. After verification of the submitted documents, BTRC will publish the list of selected applicants in BTRC website and issue admit card for selected applicants.
- 5.4. **Examination Procedure:**
- 5.4.1. Amateur Radio Service examination will be held in every six months or at any other interval decided by the Commission. BTRC will arrange the examination or seek assistances from any Educational institution (Dhaka University, BUET etc).
- 5.4.2. Examination will be written or combination of written and viva as decided by the Commission. Minimum pass marks of the examination will be 50% of full marks. If the examination is combination of written and viva then minimum pass marks will be 45% separately.
- 5.4.3. A Committee will be formed for arranging 'Amateur Radio Service Examination'. Amateur Radio Service Examination Committee, with or without assistances from other educational institution, will be responsible:
- i. To circulate the advertisement of Amateur Radio Service Examination in daily newspapers and BTRC website.
 - ii. To sort applications.
 - iii. To prepare the syllabus and questionnaire of the examination.
 - iv. To determine the examination procedure.
 - v. To arrange a place for examination.
 - vi. To prepare admit card and distribute those to selected applicants.
 - vii. To conduct the examination.
 - viii. To assess the examination papers and submit the result before the Commission.
- 5.4.4. The Commission shall publish the result in daily newspaper and BTRC's website.
- 5.5. Qualified applicants in the examination will receive an Amateur Radio Service Certificate (Annexure -II) from BTRC.
- 5.6. For Amateur Radio Station License, the applicant will apply to the Chairman, BTRC with Amateur Radio Service Certificate, copy of passport / police verification report.
- 5.7. After verifying the information BTRC will issue a demand note (including call sign fee and license fee) to qualified applicants.
- 5.8. After receiving required government revenue as an Amateur Radio License and a call sign will be issued to the applicant by the Commission.

- 5.9. If any applicant wants to import amateur radio equipment then the individual will have to apply as per the application form given in Annexure-III along with Amateur Radio Service Certificate.
- 5.10. If Amateur Radio Station License is lost/damaged/stolen, Amateur Radio Service Licensee shall apply for duplicate license with the copy of G.D from concerned police station, notification in at least one National daily newspaper and processing fee decided by BTRC.

For Foreign Entities:

- 5.11. Interested Foreign entity shall apply at least 02 (two) months before the use of the station. However, in exceptional circumstances the Commission may reconsider the time limit. An applicant may apply through e-mail followed by submitting hardcopies also.
- 5.12. License will be issued to the foreign applicant for 7 (seven) days only. For more than 7 (seven) days, license will be issued subject to the clearance of the security agencies of Bangladesh.
- 5.13. Interested foreign applicant shall apply addressing the Chairman, BTRC with the authenticated copies of his Amateur Radio License, passport and visa. Applicant desiring to use the station for more than 07 days shall submit his/her application through respective Embassy.
- 5.14. After verification of the submitted documents of foreign applicants, a demand note will be issued.
- 5.15. After receipt of required government revenue; an Amateur Radio License will be issued to the foreign applicants by the Commission.

6. EQUIPMENT ACQUISITION AND USES

For Bangladeshi Entities:

- 6.1. After having Amateur Radio License, a licensee may import equipment by taking prior permission from BTRC. The importation procedure is:
- 6.1.1. Amateur Radio Licensee will apply for equipment importation addressing Chairman, BTRC with duly filled up application form for an individual (Mentioned in Annexure-III) along with the detailed brochure/ catalogue containing the specifications and technical standards of the radio equipment.
- 6.1.2. Amateur Radio license holder government organizations, school/college/university or Society/club in Bangladesh will apply for equipment importation addressing Chairman, BTRC with duly filled up Application form for the concerned entity (Mentioned in Annexure- IV)


উপ-পরিচালক

along with the detailed brochure/ catalogue containing the specifications and technical standards of the radio equipment.

- 6.1.3. After verification of the submitted documents, BTRC will issue equipment import permission for importation. Simultaneously, a customs clearance will be issued to the applicant by the Commission. Later on, the applicant will receive Radio Equipment License where the equipment specifications will be mentioned.
- 6.2. Except importation, an Amateur Radio Licensee may buy/ get donation, gift or use radio equipment from any other Amateur Radio Licensee within the territorial jurisdiction of Bangladesh with the prior permission from BTRC, subject to having NOC and authenticated importation documents from concerned seller/ donor /person of the very equipment.

For Foreign Entities:

- 6.3. A foreign entity, to import Amateur Radio equipments, shall submit duly filled up application form of radio communication apparatus and detailed brochure/ catalogue containing the specifications and technical standards of the radio equipment along with the application for Amateur Radio License. After verification of the submitted documents and receiving required government revenue, a customs clearance will be issued to the applicant by the Commission.
- 6.4. Foreign Amateur Radio Licensee shall take back their equipment with them on expiry or termination of the duration of his/her Amateur Radio License, or cancellation of the same.

Terms and Conditions for using Amateur Radio Equipments:

- 6.5. One Amateur Radio Licensee may use / import a maximum of 01 HF Radio set + 01 VHF Radio set + 01 UHF / VHF walkie-talkie set. Maximum allowable output power for HF Radio set is 100 Watt, VHF/UHF Radio set is 25 Watt and Walkie-Talkie set is 5 Watt.
- 6.6. Each Amateur Radio Licensee shall operate their equipment only in frequencies for Amateur Radio as allocated in NFAP. If Amateur Radio Licensee uses frequency of any other service except frequency of amateur band, license shall be cancelled.
- 6.7. The license is not transferrable, wholly or partly without permission of the Commission. Amateur Radio equipment importation/ transfer/ donation is strictly prohibited without taking prior permission from BTRC.
- 6.8. If anyone wants to manufacture /assemble any equipment locally for the purpose of his/her own use, the concerned entity shall have to take prior permission from


উপ-পরিচালক

the Commission by providing detailed technical information and related matters of those equipments.

- 6.9. All Amateur Radio equipment shall be used for only Amateur Radio related operations.
- 6.10. Each Amateur Radio Licensee shall maintain a log book (bound book, not loose-leaf) and shall note the followings:
 - 6.10.1. Date and time of each transmission,
 - 6.10.2. Frequency and mode of transmission.
 - 6.10.3. A summary of communication exchanged.
 - 6.10.4. A brief description of experiments and test undertaken.
 - 6.10.5. Time of opening and closing of the amateur station.
 - 6.10.6. Call sign of other amateur stations with which it communicates.
 - 6.10.7. In case of portable or mobile station the particulars of temporary location.
 - 6.10.8. All entries to be made in Bangladesh Standard Time.
- 6.11. All Amateur Radio Licensee shall show their logbooks and obtain signature from concerned officer at BTRC once in a year (If notified officially). Foreign entities shall handover the attested photocopy of log book to BTRC within one week of expiration of licence and before leaving this country.
- 6.12. Each Amateur Radio Licensee shall maintain clear transmission. They will not use / buy / import any amateur Radio with encryption Mode.
- 6.13. An Amateur Radio Licensee shall submit proper document about his Amateur Radio operating proficiency to BTRC when asked for. Selected officials of BTRC will test applicant's proficiency.
- 6.14. Except for emergency operation in disastrous situation, a License holder shall operate his Amateur Radio equipment at the exact location mentioned in the license issued by BTRC. If there is a need to use equipment at any other place except the location mentioned in License, the Licensee shall take prior permission from BTRC.

7. LICENSE DURATION, RENEWAL, CANCELLATION, SUSPENSION AND FINES

- 7.1. The Duration of the License shall be of 3 years initially which will be counted after receiving the approval of License from the Commission.
- 7.2. Upon expiry of the initial term, the License may be renewed for subsequent terms, each of 3 (three) years in duration, subject to the approval of the Commission and


উপ-পরিচালক

to such conditions, including the payment of any fees, as may be specified herein and/or by the Commission under the Act.

7.3. The Licensee shall have to apply for renewal of the license before 6 (Six) months of the expiration of duration of the same, otherwise the license shall be cancelled. Following documents shall be submitted during renewal:

- 7.3.1. Copy of the License (also need to submit the main copy when asked)
- 7.3.2. Equipment information.
- 7.3.3. Copy of logbook.
- 7.3.4. Updated/Change of information of any documents which was previously submitted.

7.4. The Commission may cancel or suspend the License and/or impose fine as per provisions of Bangladesh Telecommunication Regulation Act, 2001(as amended). The Licensee shall comply with the instruction/order/direction/directive/decision issued by the commission in this regard.

7.5. If the licensee wants to discontinue use of radio equipment to avoid paying yearly fees then, the licensee must apply to BTRC for sealing the radio equipment.

8. FEES AND CHARGES

8.1. Charges are:


Serial No.	Types of Charges	For Bangladeshi	For Foreigners
1.	Examination Fee	As decided by the Commission	-
2.	Station/Terminal Charge	As per Rate List	
3.	Yearly License Charge	1000.00	2500.00
4.	License Re-issue Charge (as and when applicable)	500.00	1500.00
5.	Call-sign Charge (For Once Only)	2500.00	-

8.2. Rates above shall be reviewed periodically and be circulated through BTRC website/ Office order/ newspaper/advertisement etc.

8.3. The Commission reserves the right and authority to review / amend the matters relating to fees and charges from time to time.

9. SECURITY

9.1. The Bangladeshi Licensee shall have to be verified by the Police unless he/she is a passport holder.


উপ-পরিচালক

- 9.2. The licensee shall not transmit a message on behalf of a third party, unless the message relates to a natural disaster.
- 9.3. The licensee shall not transmit a message, enabling any person to obtain a financial gain or other reward, directly or indirectly; or relating to the commercial or financial affairs of any person.
- 9.4. The licensee shall comply with all the relevant provisions of the Radio Regulations of the ITU and International Telecommunication Convention. The amateur stations are forbidden to communicate with amateur stations of countries whose administrations have notified the ITU of their objection to such radio communications, and also with countries with which Bangladesh has no diplomatic relationship.
- 9.5. A licensee shall not transmit messages of false or misleading nature likely to endanger the safety of life or property; or that are grossly offensive or of an indecent, obscene or menacing character.
- 9.6. The licensee shall ensure that the apparatus comprised in the amateur station shall be designed and constructed, maintained and used so as to cause no harmful interference to the transmissions of another Radio communications stations.
- 9.7. The Commission or its authorized representative(s) shall have the right and authority to enter and inspect all places, premises of the station and collect copies of records, documents and other information relating to the Licensee's activities for the purpose of enabling the Commission to perform its functions under the Act and provisions in the License, whenever deemed necessary.
- 9.8. The station may, in reasonable cases, be closed down at any time without notice or explanation by duly authorized officials of the BTRC.
- 9.9. Amateur Radio Licensee shall facilitate and cooperate with all relevant government bodies, departments and official agencies in the event of national emergencies or where issues of national security arise.
- 9.10. In the event of any war or war situation, internal national disorder, urgent state of affairs or situations demanding national security, the Government may require or use centres/ stations and the system used by the Amateur Radio Licensee.
- 9.11. To keep records, any club or society shall submit list of members to BTRC by 15th January, each year.

10. MISCELLANEOUS

- 10.1. Any dispute, controversy or claim arising out of or in connection with these Instructions, or the breach, termination or invalidity thereof, shall be settled by the Commission and its decision shall be final and binding on the Licensee.


উপ-পরিচালক

- 10.2. These Instructions will be applicable for new applicant as well as existing licensee.
- 10.3. Commission shall submit the list of Amateur licensees to the concerned security agencies once in a year or as and when asked.

Annexure:

- I. Application Form for Amateur Radio Service Examination.
- II. Amateur Radio Service Certificate.
- III. Application Form for Amateur Radio Station License (Individual).
- IV. Application Form for Amateur Radio Station License (Government Organization /Institution/ Amateur Radio Society or Club).

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Annexure –I [See 5.2.1 to Int. No. BTRC/ SM / 1-2/13]

Application Form for Amateur Radio Service Examination

(Please Write in Block Letters.)

1. Name :-----
2. Father's Name: -----
3. Mother's Name: -----
4. Permanent Address: -----
5. Present Address: -----
6. Date of Birth: -----
7. Educational Qualification:

Examination	Year

8. Occupation: -----
9. Telephone/Mobile No: -----
10. National ID No : -----
11. Passport Size Photo 02 (Two) Copies: With signature in back side.
12. Pay Order/DD No, Date, Amount of Money from Any Schedule Bank in favor of BTRC, Dhaka (Exam. Fees) (Original & its Photocopy Attached): -----

Date: _____

(Signature of the Applicant)


উপ-পরিচালক

Bangladesh Telecommunication Regulatory Commission

IEB Bhaban, Ramna, Dhaka-1000.

Serial No:



Amateur Radio Service Certificate

This is to certify that Mr /Ms.....
Has successfully passed the Amateur Radio Examination held on at
....., Dhaka, Bangladesh.

Date:

Signature:

স্বাক্ষরিত
সি.এ.বি.সি.সি.

Bangladesh Telecommunication Regulatory Commission (BTRC)**Application Form for Amateur Radio Station License (Individual)**

1. Name of Applicant:
2. Present Postal Address:
3. Permanent Address:
- Mobile: Telephone: Fax: E-mail:
4. Nationality: National ID/Passport No. (If any).....
5. Particulars of Existing Amateur Radio user license (If any): Class.....
- License no: Call sign no.: Date of issue..... Validity.....
6. Exact Location for Station:
7. If Frequency Allocated Please Mentioned:
8. Particulars of Amateur Station Operator's Examination:
Date.....
Passing certificate No
9. Equipment Information:

Sl No	Class of Station	Type/Model of Tx/Rx with Manufacturer Name	No of Sets	Frequency Range		Power output, W, mW, dbm	Class of emission	Modulation
				From	To			

10. Equipment Information:

Sl No.	Simplex /Duplex	XTL/ Synthesized	Source of Power, Bat/Gen	B/W or Chl Spacing	TX/RX Separation	Type of Antenna	Antenna Polarization V/H	Antenna gain (dbi)	Height of Antenna from Sea level	Minimum code speed for Amateur

11. Equipment Information: (use this page as additional if required)

Sl No.	Exact location of the station with postal address	Class of Station	Latitude			Longitude			Azimuth for Point to point Link	Remarks
			D	M	S	D	M	S		

P.T.O

[Handwritten Signature]
উপ-পরিচালক

12. Terms and Conditions for use of wireless equipment in the People's Republic of Bangladesh:-
- A Log Book for each equipment must be maintained regularly.
 - The said equipment shall physically be inspected time to time by BTRC.
 - On demand of BTRC the station may be closed down at any time.
 - The licenses of the wireless equipments are not transferable.
 - On expiry of the scheduled works the license must be returned to BTRC.
 - Export and import of the wireless equipment is strictly prohibited without prior permission of the authority.
 - Government's lavy isn't chargeable for unserviceable wireless set if sealed by BTRC.
 - Telecommunication facilities will be disconnected for non-payment of Govt. dues.
 - Charges on frequency, power output, station & License fees to be paid as per rate list in favour of BTRC.

13. Note:

- Two passport size photographs signed and named on back to be submitted.
- One copy of Personal details.
- Copy of Amateur Radio Examination Passing Certificate.
- One copy of License if applicant already has a license without equipment.
- Technical Catalogue to be submitted
- Period for which license is required (for foreigner) should be mentioned.
- Amateur Radio License (Local): Police Verification report or Passport to be submitted. Passport Holder need not submit Police verification report.
- Amateur Radio License (Foreigner): Photo copy of existing Amateur License, Passport & Visa to be submitted.
- Name of wireless equipment if installed earlier; please state frequency, Power output & number of sets.

14. Declaration: I under take to observe the conditions of license & here by certify that the apparatus herein described and will be worked in accordance with provision of license , I further declare that all information's mentioned are true and correct. If any statement kept concealed, the Bangladesh Telecommunication Regulatory Commission (BTRC) reserves the right to seize the wireless equipment.

For official use

Signature of the applicant with seal & date

.....
Analyzed by
(seal)

.....
Checked & corrected by
(seal)

.....
Countersigned by
(seal)



Bangladesh Telecommunication Regulatory Commission (BTRC)

Application Form for Amateur Radio Station License

(Government Organization /Institution/ Amateur Radio Society or Club)

1. Name:
2. Address:
3. Particulars of authorized officer of the organizations/club/school etc: Name:
..... Designation.....Nationality: Date of Birth:
.....Occupation Mobile:E-mail:
4. Particulars of Amateur Radio user license held by the authorized officer: Class.....
License no: Call sign no.: Date of issue.....Validity.....
5. Exact Location for Station:
6. Name of Head of the Organization.....Signature.....
7. Particulars of Amateur Radio Society or Club/ Organizations /Institute etc:
 - a. Registration Number
 - b. In case of school, college or institute, give the name of Board or University by which it is recognized:
 - c. Give Aim and objectives in brief :
 - d. If affiliated to any amateur organization, give its particulars:

8. Equipment Information:

Sl No	Class of Station	Type/Model of Tx/Rx with Manufacturer Name	No of Sets	Frequency Range		Power output, W, mW, dbm	Class of emission	Modulation
				From	To			

8.1. Equipment Information:

Sl No.	Simplex /Duplex	XTL/ Synthesized	Source of Power, Bat/Gen	B/W or Chl Spacing	TX/RX Separation	Type of Antenna	Antenna Polarization V/H	Antenna gain (dbi)	Height of Antenna from Sea level	Minimum code speed for Amateur

P.T.O


উপ-পরিচালক

9. Equipment Information: (use this page as additional if required)

Sl No.	Exact location of the station with postal address	Class of Station	Latitude			Longitude			Azimuth for Point to point Link	Remarks
			D	M	S	D	M	S		

10. Terms and Conditions for use of wireless equipment in the People's Republic of Bangladesh:-

- x. A Log Book for each equipment must be maintained regularly.
- xi. The said equipment shall physically be inspected time to time by the competent Authority.
- xii. On demand of the Competent Authority the station may be closed down at any time.
- xiii. The licenses of the wireless equipments are not transferable.
- xiv. On expiry of the scheduled works the license must be returned to the competent Authority.
- xv. Export and import of the wireless equipment is strictly prohibited without prior permission of the authority.
- xvi. Government's lavy isn't chargeable for unserviceable wireless set if sealed by the competent authority.
- xvii. Telecommunication facilities will be disconnected for non-payment of Govt. dues.
- xviii. Charges on frequency, power output, station & License fees to be paid as per rate list in favour of Bangladesh Telecommunication Regulatory Commission (BTRC).

11. Note:

- a) Two passport size photographs (signed and named on back) and renewed Copy of Amateur Radio License of authorized Official.
- b) Authorization letter issued by Head of club/society/ school/ college/ university , authorizing applicant for custodian of wireless equipments and filling Amateur License Application on behalf of that institute.
- c) Original Copy of constitution of Club/Society/Institution signed by organization's Head on each page including consent/No-objection letter of owner of the premises, where the club station is to be installed.
- d) Technical Catalogue to be submitted.
- e) Name of wireless equipment if installed earlier; please state frequency, Power output & number of sets.

12. Declaration: I under take to observe the conditions of license & here by certify that the apparatus herein described and will be worked in accordance with provision of license, I further declare that all information's mentioned are true and correct. If any statement kept concealed, the Bangladesh Telecommunication Regulatory Commission (BTRC) reserves the right to seize the wireless equipment.

Signature of the applicant with seal & date

For official use

.....
Analyzed by
(Seal)

.....
Checked & corrected by
(Seal)

.....
Countersigned by
(Seal)