

Class Licence Application Processing and Refund Instructions

The Regulatory Authority (the “Authority”)’s instructions for processing and refunding of applications for a licence granted under section 9 of the Telecommunications Act 1986 are set out below:

1. Application processing instructions

1.1 Initial licence

1.1.1 Initial licence - application

For initial licences, prospective licensees and those acting on their behalf (collectively, “Prospective Licensees”) must submit applications for licences to the Authority at the same time those applications are provided to the Bermuda Civil Aviation Authority (“BCAA”) and Bermuda Shipping and Maritime Authority (“BSMA”). If Prospective Licensees are unable to submit applications at the prescribed time they must do so no less than one month before the aircraft/vessel is registered with the BCAA or BSMA.

1.1.2 Initial licence - necessary documentation

For initial licences, Prospective Licensees must submit proof of payment and a certificate of registration (herein referred to as “Necessary Documentation”) to the Authority in a timely manner.

1.1.2.1 Proof of payment

Prospective Licensees must provide the Authority with *proof of payment* no less than two weeks before the licence is to be issued. Where possible individuals must supply the Authority with proof of payment before they are in receipt of the certificate of registration.

1.1.2.2 Certificate of registration

Prospective licensees must provide the Authority with a *certificate of registration* from the BCAA and BSMA before the Authority issues the licence.

Refer to 1.3 below for more information on Necessary Documentation required.

1.1.3 Issuance of licence by the Authority

Once the Authority is in receipt of the application and all Necessary Documentation, it will continue with the issuance of the licence.

- Where the Authority has received all Necessary Documentation by 12PM Bermuda time, licences will be issued within 2 business days following the date of submission.
- Where the Authority has received all Necessary Documentation after 12 PM Bermuda time, licences will be issued within 3 business days following the date of submission.

1.2 Renewal licence

1.2.1 Renewal licence - application

1.2.1.1 Application for renewal licences with no change to equipment

For renewal licence applications where there is no change to the equipment, licence holders and those acting on their behalf (collectively, "Licence Holders") must send an e-mail to the Authority requesting the renewal of the licence no less than one month before the aircraft/vessel is to be renewed.

1.2.1.2 Application for renewal licences with change to equipment

For renewal licence applications where there have been changes to the equipment, Licence Holders must provide a completed renewal application to the Authority no less than one month before the aircraft/vessel is to be renewed.

1.2.2 Renewal licence - necessary documentation

For renewal licences, Licence Holders must submit all Necessary Documentation (*See.1.3 below*) required to complete the application and renew the licence to the Authority before *the day of registration*.

1.2.2.1 Proof of payment

Licence Holders must provide the Authority with *proof of payment* no less than two weeks before the renewal licence is to be issued.

Refer to 1.3 below for more information on Necessary Documentation required.

1.2.3 Issuance of licence by the Authority

Once the Authority is in receipt of the application and all Necessary Documentation, it will continue with the issuance of the licence.

- Necessary Documentation received by 12 PM Bermuda time will be processed within 2 business days following the date of submission.
- Necessary Documentation received after 12 PM Bermuda time will be processed within 3 business days following the date of submission.

1.3 Necessary Documentation required

1.3.1 Proof of payment

Payment confirmation must be provided to the Authority. The Authority will only accept wire payment details or customer transfer details showing the beneficiary banking details as proof of payment.

Wire payment details must include the relevant call sign(s) and other identifying information to allow the Authority to easily locate payments and allocate them to the corresponding licence.

1.3.2 Proof of registration from the BCAA and BSMA (for Initial Applications Only)

Confirmation from the BCAA and BSMA must be received by the Authority via e-mail to confirm proof of registration. Confirmation must be sent to the following e-mail address:

licence@RA.BM

It is the responsibility of the Licence Holder to ensure licence applications and all necessary documentation has been received by the Authority in accordance with the above to avoid any inconvenience.

2. Refund Instructions

All refunds are at the discretion of the Authority and are subject to review following a formal request made to the Authority by the Licence Holder. All requests for refunds must be sent to the following e-mail address:

licence@RA.BM