Approved by the order of the State Administration of Radio Frequencies No. 158 dated November 1, 2021

**INSTRUCTION**

**on filling in the Questionnaires (in the form of groups) for Radio Relay Line**

1. **General provisions**

In accordance with paragraph 2.24 of the "Rules for allocation, registration, use and assignment of radio frequencies" approved by the Decision of the Cabinet of Ministers of the Republic of Azerbaijan No. 22 dated February 1, 2007, questionnaires submitted by the State Administration of Radio Frequencies (hereinafter SARF) to the user in accordance with the purpose of the network to be deployed shall be filled and returned. Along with this, according to paragraph 2.25, after payment for each radio communication facility on the basis of the submitted questionnaire materials, these radio communication facilities are registered in the SARF and permits for their use are issued.

Application forms for radio communication are to be downloaded from the official website of the SARF (https://dri.az/page/6). The requirements of this Instruction must be observed when filling out the application form. Once the application form is filled and approved, it is to be submitted to the SARF on paper or in electronic form (in scanned form via website dri.az).

At the same time, application documents can be submitted via the e-gov.az website (section on receiving applications and documents for registration of radio communications). In accordance with the administrative regulations, the request and the documents attached to it are investigated in the SARF, and if any deficiencies are found that can be eliminated and groundless for refusal, the applicant is notified in this respect in writing within 5 days. Once these deficiencies are removed and request is resubmitted, the review of deficiencies and issuance of relevant decision are to be made within 15 days.

1. **Basic concepts used in the form of a questionnaire**

**Radio relay line** is equipment used to transmit radio signals between two stationary radio communication devices.

**Modulation** is the connection of a carrier signal to a high-frequency signal for transmission of a carrier signal.

**Radiation type** is a special indicator that characterizes the type of modulation, type of radiation and other transmitted data.

**3. Explanations on filling out the questionnaire form**

Line 1 (“Name of the owner, namely legal entity and physical person”) shall contain the full name of the state-registered legal entity or the full name of the physical person registered as a holder of Tax Identification Number.

Column 2 ("Type, brand") shall indicate the model and brand of the Radio Relay Line.

Column 3 (“Installation Point”) shall indicate the address and the administrative territorial unit where the equipment (Site A) is actually installed,

Column 4 (“Installation Point”) shall indicate the address and the administrative territorial unit where the equipment (Site B) is actually installed,

Columns 5-8 (“Geographical coordinates”) shall indicate the geographical coordinates (E and N) of the location where the equipment (site A and site B, respectively) is actually installed.

Column 9 (“Date of commissioning”) shall indicate the date of commissioning of the radio relay line in the radio communication network.

Column 10 (Purpose) shall indicate the type of data transmitted (sound, data, broadcast signals). Columns 11-12 (“Frequency (MHs)”) shall indicate the transmission and reception radio frequency (s) to which the radio relay line is tuned.

Column 13 ("Width of Frequency Channel (MHs)") shall indicate the width of the frequency band to be used for the allocated frequency channels.

Line 14 ("Channel capacity") shall indicate the data transmission capacity (kbit/s).

Column 15 ("Type of modulation") shall indicate the method of connection of the carrier signal to a high-frequency signal for transmission of the carrier signal (QPSK, QAM, etc.).

Column 16 ("Radiation type") shall indicate the type of transmitted beam (G7D, G7W, G9W, D7W, etc.).

Column 17 ("Antenna type, type") shall indicate the type and sort of antenna connected to the radio relay line.

Column 18 ("Polarization of Antenna ") shall indicate the transmission of the transmitted signal in the vertical (V) or horizontal (H) plane.

Column 19 ("Height of the antenna above the ground") shall indicate the height of the antennas hanging from the ground and connected to each equipment (site A/site B).

Column 20 ("Antenna’s maximum radiation azimuth") shall indicate the direction (degree) of the transmitted signal of each equipment (site A / siteB).

Column 21 ("Antenna gain") shall indicate the antenna gain (dB) of the transmitted signal.

Column 22 ("Width of the antenna's direction diagram") shall indicate the width of the antenna diagram depending on the maximum broadcast direction.