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

**INSTRUCTION**

**on filling in the Questionnaires for Radio Station**

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**

**A radio station** is a device that transmits and receives sound and information. A radio station can be in stationary, mobile or portable forms. The repeater is also a type of radio station.

**Output power** is the level of signal (W) that the equipment broadcasts to the maximum. **Repeater** is radio signal amplifier (repeater)

**Stationary** is a fixed equipment installed in one place.

1. **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.

Line 2 ("Address, phone, fax, e-mail") shall indicate the actual address, telephone (city, mobile), fax number and e-mail of a legal entity or individual. The mobile phone number must be a mobile phone number of the person designated as the coordinator. The email address is to be the organization's official email address, if not available, the corporate and personal email address of the contact person. For physical persons the mobile phone number and email address are to be the number and email address of the physical person.

Line 3 (“Number of radio stations put into operation in the network”) shall indicate the number of radio stations put into operation in the radio communication network in accordance with the power criterion.

Line 4 ("Output power") shall indicate the number of radio stations operating in the radio network in accordance with the output power. The total number in this line must be equal to the total number in line 3.

Line 5 ("Address of the Central Radio Station") shall indicate the actual address of the installed non-portable device (repeater or stationary) that is always fixed in one place and transmits and receives radio signals.

Line 6 (“Frequency (MHs)”) shall indicate the radio frequency(s) channel tuned to the radio stations approved by the State Commission for Radio Frequencies and assigned by the SARF to the legal entity or physical person.

Line 7 ("Frequency bandwidth (kHs)") shall indicate the width of the allocated or assigned frequency channel.

The column “Installation Point” shall indicate the installation location of each radio station mentioned in line 3 of the Questionnaire.

In the column "Brand, serial number", the brand, model, and serial number of each radio station to be mentioned in lines of column the "Installation Point" are to be indicated in separate lines.

The column “Call signal” shall indicate the call signal assigned by each legal or physical person for each radio station used in the radio communication network.