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

**INSTRUCTION**

**on filling in the Questionnaires (individually) for Base Station (BS)**

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**

Base station is a fixed radio transmitter and receiver station that establishes communication directly with mobile and stationary subscriber terminals in mobile, mobile (cellular) and wireless data transmission and communication systems.

Technology type is installation technology of the BS (LTE, 2G, 3G, 4G, etc.)

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 (“Installation point”) shall indicate the address and the administrative territorial unit where the BS is actually installed.

Line 4 (“Geographical coordinates E / N) shall indicate the geographical coordinates (E and N) of the address (location) where the BS is actually installed.

Line 5 ("Type, brand") shall indicate the model and brand of each BS.

Line 6 ("Factory serial number") shall indicate the factory serial number of the BS.

Line 7 ("Output power") shall indicate the maximum level (W/dBm) of the signal transmitted by the BS. Line 8 (Technology type) shall indicate the technology used in BS (Wi-Fi, WiMax, LTE, 2G, 3G, 4G, etc.)

Line 9.1 (Antenna brand) shall indicate the brand of the antenna connected to the BS

Line 9.2 (“number of sectors”) shall indicate the number of sectors used in the BS.

Line 9.3 (“suspension height”) shall indicate the height of the antenna of the BS hanging from the ground.

Line 9.4 ("radiation azimuth") shall indicate the maximum direction (degree) of antennas of BS by sectors.

Line 9.5 (Antenna polarization) shall indicate the transmission of the transmitted signal in the vertical (V) or horizontal (H) plane.

Line 10 (“Frequency (MHs)”) shall indicate the radio frequency (s) channels on which the BS is tuned. Line 11 (“Frequency bandwidth (MHs)”) indicates the bandwidth used for the allocated frequency channels.

Line 12 ("Number of channels") shall indicate the number of frequency channels to which the BS is tuned.

Line 13 (“Date of commissioning”) shall indicate the date of commissioning of the BS.