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 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.

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 ("Type, brand") shall indicate the model and brand of radio relay line.

Line 4 ("Factory serial number") shall indicate the factory serial number of the radio relay line.

Line 5 (“Installation Point”) shall indicate the address and the administrative territorial unit (both addresses, A and B, respectively) where the radio relay line is actually installed.

Line 6 (“Geographical coordinates E / N) shall indicate the geographical coordinates (E and N) of the address (location) where each equipment is actually installed.

Line 7 (“Date of commissioning”) shall indicate the date of commissioning of the radio relay line.

Line 8 (Purpose) indicates the transmitted data (sound, data, broadcast signals).

Line 9 (“Frequency (MHs)”) shall indicate the transmitting and receiving radio frequencies to which the radio relay line is tuned.

Line 10 ("Frequency bandwidth (MHz)") shall indicate the width of the frequency band to be used for the allocated frequency channels.

Line 11 ("Output power") shall indicate the maximum level of the broadcast signal (W/dBm).

Line 12 ("Channel capacity") shall indicate the data transmission capacity (kbit/s)

Line 13 ("Type of modulation") indicates the method of connecting the carrier signal to a high-frequency signal for transmission of the carrier signal (QPSK, QAM, etc.).

Line 14 ("Radiation type") shall indicate the type of transmitted beam (G7D, G7W, G9W, D7W, etc.).

Line 15.1 (Antenna type) shall indicate the type and sort of antenna connected to the radio relay line.

Line 15.2 (Antenna polarization) shall indicate the transmission of the transmitted signal in the vertical (V) or horizontal (H) plane.

Line 15.3 (height of the antenna from the ground) indicates the height of the antennas hanging from the ground and connected to each equipment (site A/site B).

Line 15.4 ("Antenna’s radiation azimuth") shall indicate the maximum radiation direction (degree) of the transmitted signal of each equipment (site A/ siteB).

Line 15.5 ("Antenna gain") shall indicate the antenna gain (dB) of the transmitted signal.

Line 15.6 (“Width of the antenna's direction diagram”) shall indicate the width of the antenna diagram within the maximum direction of broadcast.