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 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 - 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.

Site\_ID is the identification number assigned to the BS.

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.

Column 2 (“Site\_ID”) shall indicate the identification number assigned to the BS. Column 3 (“Installation site, address”) shall indicate the address and administrative territorial unit where each BS is actually installed.

Columns 4 and 5 (“Geographical coordinates” E / N) shall indicate the geographical coordinates (E and N) of the address (location) where each BS is actually installed.

Column 6 ("Type, brand") shall indicate the model and brand of each BS.

Column 7 ("Output power") shall indicate the maximum signal level (W /dBm) that each BS broadcasts.

Column 8 ("Technology type") shall indicate technology used in each BS (LTE, 2G, 3G, 4G, etc.)

Column 9 ("Date of commissioning") shall indicate the date of commissioning of each BS.

Column 10 ("Brand of antenna ") shall indicate the brand of the antenna connected to each BS.

Column 11 ("Radiation azimuth") shall indicate the maximum transmission direction (degree) of BS antennas by sectors.

Column 12 ("Antenna polarization") shall indicate the transmission of the transmitted signal in the vertical (V) or horizontal (H) plane.

Column 13 ("Antenna suspension height, meters and number") shall indicate the height of the antenna above the ground and the number of panels.

Column 14 (“Frequency (MHs)”) shall indicate the radio frequency (s) channels tuned to each BS. Column 15 ("Frequency bandwidth (MHs)") shall indicate the bandwidth used for the allocated frequency channels.

Column 16 ("Number of Channels") shall indicate the number of frequency channels to which each BS is tuned.