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

**INSTRUCTION**

**on filling in the Questionnaires for mobile satellite terminal**

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**

Mobile satellite terminal is a satellite station connected to an orbital satellite network and installed on a moving object (ship, offshore platform, etc.).

**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 mobile satellite terminal.

Line 4 ("Factory serial number (IMEI code)") shall indicate the international identification code of the mobile satellite terminal.

Line 5 ("Output power") shall indicate the maximum signal level (W) transmitted by the mobile satellite terminal.

Line 6 ("Channel capacity") shall indicate the speed of data transmission (Kbit/s)

Line 7 ("Installation point") shall indicate the address (object, vehicle name) where the satellite terminal is actually installed.

Line 8 ("Geographical coordinates") shall indicate the geographical coordinates (E and N) of the location of the object or vehicle where the satellite terminal is actually installed.

Line 9 ("Purpose") shall indicate the type of data transmitted (sound, data, broadcast signals).

Line 10 ("Frequency (MHz)") shall indicate the radio frequencies (transmission and reception) tuned to the satellite terminal.

Line 11 ("Satellite name") shall indicate the name of the orbital satellite network to which the satellite terminal is connected (Inmarsat, etc.)

Line 12 ("Date of commissioning") shall indicate the date of commissioning of the satellite terminal, namely, connection of the satellite terminal to the orbital satellite network.