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

**INSTRUCTION**

**on filling in the Questionnaires for terrestrial satellite 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**

Terrestrial Satellite Station is a satellite station installed in a permanent location and connected to the appropriate orbital satellite network

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 ("Satellite name") shall indicate the name of the satellite network to which terrestrial satellite station is connected (Intelsat, Eutelsat, Turksat, etc.)

Line 4 ("Brand and factory serial number of the transmitter") shall indicate the brand and the factory serial number of the transmitter.

Line 5 ("Type and factory serial number of modem ") shall indicate the type and factory serial number of modem.

Line 6 ("Power of transmitter ") shall indicate the maximum signal level (W) transmitted by the transmitter of terrestrial satellite station.

Line 7 ("Brand and diameter of antenna ") shall indicate the brand and diameter of the antenna (m). Line 8 ("gain") indicates the gain (dB) of the transmitted signal by the antenna.

Line 9 ("Capacity of channel") shall indicate the data transmission capacity (kbit/s)

Line 10 ("Installation point") shall indicate the address and the administrative territorial unit where the satellite station is actually installed.

Line 11 ("Geographical coordinates") shall indicate the geographical coordinates (E and N) of the address (location) where the satellite station is actually installed. Line 12 ("Purpose") shall indicate the type of transmitted data (sound, data, broadcast signals).

Line 13 (“Network Setup Architecture”) shall describe the use of a terrestrial satellite network in a “star” or “point-to-point” architecture.

Line 14 ("Frequency (MHz)") shall indicate the radio frequencies (transmission and reception) to which the terrestrial satellite station of the satellite terminal is tuned.

Line 15 ("Frequency bandwidth (MHz)") shall indicate the width of the allocated frequency band.

Line 16 ("Date of commissioning") shall indicate the date of commissioning of the terrestrial satellite station, namely, the date of connection of satellite station to the orbital satellite network.