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

**INSTRUCTION**

**on filling in the Questionnaires for Radio Broadcast Transmitter**

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 broadcast transmitter is equipment destined to broadcast radio programs via high-frequency radio waves in analog (sound) or digital mode.

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 broadcast transmitter is actually installed.

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

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

Line 6 ("Output power") shall indicate the maximum level (W) of the signal transmitted by the broadcast transmitter.

Line 7 (“Frequency (MHs)”) shall indicate the working frequency allocated in accordance with the decision of the National Television and Radio Council of the Republic of Azerbaijan.

Line 8 ("Channel width (kHs)") shall indicate the width of the allocated frequency channel.

Line 9 ("Frequency stability") shall indicate the threshold at which the carrier frequency exceeds the nominal value.

Line 10 (“Digital Broadcasting Configuration Plan”) shall indicate the method of receiving the radio programs (RPC4 (mobile reception), RPC5 (indoor reception)).

Line 11 (“Method of program reception”) shall indicate the transmission of a radio program to the transmitter via satellite, radio relay line, broadcast connection or cable.

Line 12.1 ("Suspension height") shall indicate the height of the antenna from the ground.

Line 12.2 ("Azimuth of maximum radiation") shall indicate the maximum direction (degree) of the transmitted signal. If direction unavailable, a circular broadcast is to be indicated.

Line 12.3 ("Gain coefficient") shall indicate the gain (dB) of the transmitted signal by the antenna. Line 12.4 (“Sector attenuation”) shall indicate the attenuation of the signal level (if any) at different azimuths (directions).

Line 12.5 ("Polarization") shall indicate the transmission of the transmitted signal in the vertical (V) or horizontal (H) plane.

Line 13 ("Transmitter installation date") shall indicate the date of commissioning of the installed equipment.