

GUIDELINES ON SUBMISSION OF APPLICATION FOR MARKET TRIAL LICENCE

1 INTRODUCTION

- 1.1 The Info-communications Media Development Authority (the "Authority") has adopted two separate licensing frameworks for market trials and technical trials on telecommunication systems and services.
- 1.2 These guidelines describe the Authority's licensing framework for market trials and set out the submission requirements for any person intending to conduct a market trial on telecommunication systems and services in Singapore. The Authority's Market Trial ("MT") licensing scheme aims to encourage and facilitate the development and expansion of the info-communications industry in Singapore through investment in infrastructure and deployment of new technologies.

2 SCOPE OF MARKET TRIALS

- 2.1 Market trials are trials in which telecommunication operators charge participants (who may be members of the public) for the use of the telecommunication systems and services on trial. Such trials may be conducted for the purpose of equipment testing, Research & Development or to assess the commercial potential of a new technology, service or product that is not commercially deployed or offered in Singapore. Persons who are required to obtain an MT licence for their market trial include the following:
 - (a) A person who does not already hold a licence from the Authority which would allow the provision of the telecommunication systems and/or services which are intended to be used or provided in the market trial;





- (b) An existing licensee whose licence does not allow the provision of the specific telecommunication systems and/or services which are intended to be used or provided in the market trial; or
- (c) An existing licensee who does not have the required radio frequency for its market trial (including those who are intending to provide services during their trial which are beyond the scope of their existing spectrum right or licence).
- 2.2 Persons intending to conduct market trials should note that separate licences or authorisations may be required from other government agencies in relation to the deployment and/or provision of certain types of telecommunication systems or services in Singapore.¹

3 GENERAL LICENSING AND REGULATORY FRAMEWORK

Licensing Framework

- 3.1 Persons interested to apply for an MT licence shall submit their application for a licence to the Authority in accordance with the requirements and procedure outlined in **Annex 1** of these guidelines.
- 3.2 The Authority will not pre-determine the number of MT licences to be issued. There may however be frequency spectrum or other resource or physical constraints that can limit the number of licences available for certain systems or services. There are no foreign equity limits imposed on MT licensees. However, each MT licensee shall be a company incorporated or registered under the Companies Act 1967.²

² For further information on incorporation or registration of companies, applicants may wish to refer to the website of the Accounting and Corporate Regulatory Authority of Singapore at www.acra.gov.sg.



¹ For example, a Market Trial licensee may need to comply with terms and conditions that may be imposed by the Info-communications Media Development Authority if the licensee intends to distribute any Internet content.

- 3.3 The Authority will evaluate each application for an MT licence based on its merits and will take into account the following in its evaluation:
 - (a) aim and coverage of the trial;
 - the type of technology, service and product to be on trial; and (b)
 - (c) applicant's technical and service plans and technical capability to implement the plans.
- 3.4 The Authority will also consider the benefits that may be brought by the applicant's market trial to local industry and consumers and to the Singapore economy as a whole; enhancement of the telecommunication infrastructure, capacity, capability and connectivity; and range and choice of products and services offerings, before granting an MT licence to the applicant.
- 3.5 Applicants shall submit their application for an MT licence in the form stipulated by the Authority available in **Annex 1**. Applicants should refer to the application form for the basic information which is to be provided in their application.
- 3.6 Applicants who intend to deploy wireless technology platforms during their trial must apply for the required radio frequency spectrum. The number of MT licences available for wireless deployment will be largely dependent on the availability of radio frequency spectrum and the Authority's bandwidth plan. Spectrum will only be assigned to MT licensees for the duration of their trial. The Authority reserves the right to re-claim or change such spectrum as it deems fit, by giving affected licensees the required notice specified in the Telecommunications (Radiocommunication) Regulations. The Authority does not guarantee that spectrum allocated during a market trial will be made available to MT licensees for subsequent commercial use or deployment. Interested parties are invited to review the Authority's Radio Spectrum Master Plan (available on the Authority's website) for further details concerning the planning and availability of radio frequency spectrum in Singapore.



Regulatory Framework

3.7 All MT licensees will be regulated in accordance with the licensing and regulatory frameworks established by the Authority, which are formulated under the provisions of the Telecommunications Act 1999. Interested parties may refer to the Authority's website for copies of a generic MT licence and other relevant guidelines, codes and regulations issued by the Authority.

Licence Fees and Licence Duration

- 3.8 Successful applicants for an MT licence are required to pay \$\$2,500 for the MT licence. In addition, where there is use of spectrum during the trial, the applicant will be required to complete and submit the relevant radio-communication station/network licence application and pay the applicable fees. Such fees may include:
 - (a) Station/Network fees;
 - (b) Application & Processing fees for use of frequency(s); and
 - (c) Frequency(s) fees (which are bandwidth dependant).

Details of the above fees are set out in **Annex 2**³. For the purposes of an MT licence, the annual frequency usage fees and annual station/network fees shall be pro-rated based on a six (6) month period.

3.9 Each MT licence shall be valid for a period of six (6) months from the date of issue. MT licences are generally not renewable and licensees intending to provide the service on a commercial basis after the trial should obtain the relevant licence from the Authority. However, should a licensee wish to extend its market trial, the Authority may grant an extension of the validity of a MT licence for a further period

³ The authoritative table of fees is found in First Schedule of the Telecommunications (Radio-communication) Regulations (Cap 323, Rg 5).





of six (6) months based on the merits of the case. Applications for such an extension should be made not less than one (1) month before the expiry of a MT Licence failing which a licensee shall be required to cease its trial upon the expiry of its MT Licence and pending the Authority's consideration of its request for an extension. If the Authority grants an extension of a MT licence, the licensee will be subject to fees specified in paragraph 3.8 for the extension period.

Note:

- 3.10 Licence fees paid shall not be refunded (whether on a pro-rated basis or any other basis) in the event that the licence is cancelled by the Authority in the following circumstances:
 - (a) where the licensee requests for variation or early termination of its licence, or
 - (b) where the Authority cancels the licence under Section 10 of the Telecommunications Act 1999.

Performance Bond

- 3.11 If a MT licensee intends to collect monetary deposits or issue prepaid cards for collection of payments from their trial participants (other than credit cards), the licensee shall procure an electronic Banker's Guarantee ("eBG") of \$\$100,000 or an amount equivalent to the total face value of the prepaid cards it intends to issue or the total value of the monetary deposits it intends to collect, whichever is lower, to be provided. MT licensees may refer to the eGuarantee@Gov website (www.eguarantee.gov.sg) for more information. A guide on how to fill up the eBG template can be found in **Annex 3**.
- 3.12 A MT licensee shall seek prior written approval from the Authority if it wishes to increase the total face value of the prepaid cards it intends to issue or monetary deposits it intends to collect during its market trial. If such approval is granted by



the Authority, the Authority may require the licensee to increase the amount of its banker's guarantee or provide an additional banker's guarantee.

Others

- 3.13 MT licensees shall not impose any obligations on trial participants that would require them to subscribe to any public or commercial service that may be offered by the licensee in the future.
- 3.14 If a MT licensee intends to launch its trial service on a commercial basis at the end of its market trial, it must obtain the appropriate licence from the Authority, or expand an existing licence to include the new systems and/or services.
- 3.15 The grant of a MT licence by the Authority shall not be construed in any way as an approval or indication of future approval from the Authority that any other licence or right shall be granted to a MT licensee who wishes to offer its trial services on a commercial basis after the conclusion of its market trial.

4 LICENCE APPLICATION PROCEDURE

- 4.1 Each applicant for an MT Licence shall submit a duly completed application form with the information and documents stipulated in the application form in **Annex 3**. An applicant intending to use radio spectrum during its market trial shall also submit a duly completed radio-communication station/network application form (as prescribed by the Authority). The applicant shall submit a softcopy version of its application under a confidential cover with the title clearly marked "**APPLICATION FOR MARKET TRIAL LICENCE**" to the Authority at the following email address: ILO@imda.gov.sg.
- 4.2 Each application shall include a contents page and an executive summary highlighting the main points and salient features of the proposal. Applicants should preferably use PDF, Microsoft Word and Microsoft Excel for their text and



spreadsheets.

- 4.3 Unless requested by the applicant, the Authority may disclose the identities, including the composition of the applicants. The Authority also reserves the right to disclose any information submitted by applicants where the Authority deems necessary for purposes of clarifying the licences awarded. All other information will be treated in confidence.
- 4.4 When processing an application, the Authority may seek clarification and additional information from the applicant arising from the application. Each application shall include an address, contact telephone numbers, email address, name and designation of the contact person for communication with the Authority. Successful applicants will generally be granted their licences within three (3) weeks of application submission, provided that the applicant has submitted all the necessary information requested by the Authority for evaluation purposes and the Authority has completed all necessary clarifications with the applicant.
- 4.5 Applicants must ensure that the information and representations submitted in their applications are accurate in all aspects. Any change in the information contained in the application form, and subsequent information provided to the Authority, must be immediately notified to the Authority.
- 4.6 MT licensees are required to seek the prior approval of the Authority for any changes to the scope of its licensed operations and services. The Authority will update the licence accordingly.

5 CORRESPONDENCE/ENQUIRIES

5.1 Please email all enquiries, using company emails, clearly stating the company name, type of licence, addressed to Industry Liaison Officer, and emailed to ILO@imda.gov.sg.



5.2 The Authority reserves the right to publish queries submitted in relation to the MT licensing framework or these guidelines and the Authority's corresponding replies on the Authority website, unless information submitted with such queries is deemed to be commercially sensitive by the inquiring party and justified accordingly to the Authority.

Notes:

- This document has no legal standing and is not intended as a substitute for legal advice. While every effort has been made to provide an accurate and authoritative account of the licensing regime, the licence(s) to be granted to successful applicants will be the complete authoritative text.
- The information contained in this document is intended to assist interested parties in applying for the relevant licences. It does not bind the Authority to any particular course of action in relation to the handling of any application, or to the terms of any licence to be granted, or to grant any licence to any party. The Authority reserves the right to change its policies and/or to amend this document without prior notice.
- The grant of a licence is at the sole discretion of the Authority. The Authority reserves the right not to accept any application submitted. The Authority will undertake to explain to the applicant concerned, on the applicant's request, why the applicant is unsuccessful in its application for a licence.
- The Authority reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.







Annex 1

APPLICATION FOR MARKET TRIAL

1 IMPORTANT INFORMATION

- 1.1 This application form is for the conduct of market trial on telecommunication systems and/or services in Singapore.
- 1.2 All sections in this application form must be completed, unless otherwise indicated.
- 1.3 The application must be made by authorised personnel only. The following information are required:
 - (a) company/business registration documents from ACRA; and
 - (b) technical and non-technical details of the trial.
- 1.4 Interested parties who wish to apply to the Authority for an MT Licence, should email its application, including all information in Annex 1 of these Guidelines under a confidential cover with the title clearly marked "APPLICATION FOR MARKET TRIAL LICENCE" to the Authority at the following email address: ILO@imda.gov.sg. Hard copy submissions will not be required.
- 1.5 The Info-communications Media Development Authority (the "Authority") reserves the right to suspend or cancel the application if it is found that the information provided in this application is false, inaccurate or incomplete.
- 1.6 Consideration for approval of this application will be based on information declared in this application. The applicant is required to notify the Authority in writing of any changes in the information registered with the Authority.
- 1.7 Successful applicants for a Market Trial licence are required to pay \$\$2,500 for the licence fee.

2 INFORMATION TO BE PROVIDED IN MARKET TRIAL LICENCE APPLICATION

- 2.1 Applicant Information
 - (a) Name (Company)



- (b) Contact Person Name (as in NRIC/Passport)
- (c) Contact Person Designation
- (d) Unique Entity No. (UEN)
- (e) Principal Activit(ies) (as registered in ACRA)
- (f) Correspondence Address
- (g) Billing Address (if it is different from Correspondence Address)
- (h) Regulatory Contact Information inclusive of Telephone Number, Email, Handphone Number, Designation and address
- (i) Please state any IMDA telecommunication licences held (whether granted or in process of application with IMDA)

2.2 Business Information

(a) Details of company including parent company, subsidiaries, shareholding, joint venture partners (where applicable), the board of directors, key personnel and management structure.

2.3 Trial Details

- (a) Objective of the proposed trial.
- (b) Date and Period of the proposed trial (Note: duration must not exceed six(6) months).
- (c) Please provide details on the role and identities of all the parties involved in the trial, including the terminal equipment supplier/manufacturer, and the network operator/ service provider.
- (d) Please provide details on the scope of the trial, the services provided including the technical/ commercial parameters to be tested. Description should include the estimated number of trial participants, type of technology, service and product to be on trial, and the applicant's technical and services plans.
- (e) Please provide the network configuration diagram for the proposed trial, including any interconnection with local fixed/ mobile telephony networks in Singapore (where applicable).
- (f) Please provide details of the radio frequency spectrum required for the trial (where applicable).
- (g) Please provide details of the location and geographical coverage of the proposed trial. (Please attach a map for illustration purposes where applicable)
- (h) Please declare if there are any charges levied on the trial participants



including any collection of monetary deposits or issuance of prepaid cards for the collection of payments. If yes, please provide details of the scheme and a letter of intent from a bank on the issuance of a Banker's Guarantee of \$\$100,000, or an amount equivalent to the total face value of the prepaid cards or total value of the monetary deposits the trial licensee intends to issue/collect, whichever is lower, to IMDA within fourteen (14) days upon grant of application.

- (i) Licence Applicant Declaration.
- (j) Any other information.
- 2.4 Please note that the applicant will also be required to apply for the relevant radiocommunication station / network licence application, if the market trial involves the use of radio frequency.



[Applicant's letterhead]

LICENCE APPLICANT DECLARATION

We declare that we have not commenced provision/operation of any of the telecommunication services applied for in this application and all the information in this application form is true and correct. We have seen the guidelines and licence conditions for the conduct of market trials, and hereby agree to comply with the said guidelines and licence conditions. We understand that approval from the Authority for this application is based on information as declared in this application. We further acknowledge that, should any of the information declared herein be found to be untrue, inaccurate or incorrect, any licence granted by the Authority will be rendered null and void. The Authority reserves its right to impose penal sanctions against us under any applicable laws and regulations in force and this is without prejudice to any civil remedies that the Authority has against us if any of the information declared in the application be found to be untrue, inaccurate or incorrect.

Name/Signature	 Date	



Annex 2

ONE-TIME APPLICATION & PROCESSING FEES FOR USE OF RADIO FREQUENCY

Category	Fee payable per frequency*
1. Commonly Assigned Frequencies (for	\$100
temporary or occasional use)	
2. All Other Frequencies (including satellite	\$300
downlink frequencies)	

^{*}Excluding GST



ANNUAL FEES FOR USE OF RADIO FREQUENCY

1. Fees for the use of a radio frequency on an exclusive basis:

Radiocommunication Service	Radio Frequency Bands	Occupied Bandwidth (X)	Fee payable per frequency per annum*
	All	X ≤ 25 kHz	\$400
Broadcasting	Frequency	25 kHz < X ≤ 500 kHz	\$800
	Bands	500 kHz < X ≤ 10 MHz	\$12,100
		X ≤ 25 kHz	\$400
	All	25 kHz < X ≤ 500 kHz	\$1,100
Fixed	Frequency	500 kHz < X ≤ 10 MHz	\$2,900
	Bands	10 MHz < X ≤ 20 MHz	\$7,700
		X > 20 MHz	\$10,700
		X ≤ 25 kHz	\$400
	All	25 kHz < X ≤ 500 kHz	\$500
Private Mobile Radio	Frequency	500 kHz < X ≤ 10 MHz	\$9,200
	Bands	10 MHz < X ≤ 20 MHz	\$29,800
		X > 20 MHz	\$44,500
Public Mobile Radio	All Frequency Bands	per 5MHz of occupied bandwidth or part thereof	\$7,700
		X ≤ 25 kHz	\$400
	All	25 kHz < X ≤ 500 kHz	\$1,100
Others	Frequency	500 kHz < X ≤ 10 MHz	\$15,100
	Bands	10 MHz < X ≤ 20 MHz	\$29,800
		X > 20 MHz	\$44,500

^{*} Excluding GST

2. Fees for the use of a radio frequency on a shared basis (where the occupied bandwidth falls within two or more categories of radio frequency bands, the fees payable in respect of the lower radio frequency band will apply):



Radiocommunication Service	Radio Frequency Bands	Occupied Bandwidth (X)	Fee payable per frequency per annum*
Fixed	Below	X ≤ 25 kHz	\$300
	10 GHz	25 kHz < X ≤ 500 kHz	\$400
		500 kHz < X ≤ 10 MHz	\$800
		10 MHz < X ≤ 20 MHz	\$1,800
		X > 20 MHz	\$2,400
	10 GHz -	X ≤ 25 kHz	\$300
	15.7 GHz	25 kHz < X ≤ 500 kHz	\$400
		500 kHz < X ≤ 10 MHz	\$500
		10 MHz < X ≤ 20 MHz	\$900
		X > 20 MHz	\$1,200
	15.7 GHz –	X ≤ 25 kHz	\$300
	21.2 GHz	25 kHz < X ≤ 500 kHz	\$400
		500 kHz < X ≤ 10 MHz	\$500
		10 MHz < X ≤ 20 MHz	\$700
		X > 20 MHz	\$900
	Above 21.2	X ≤ 25 kHz	\$300
	GHz	25 kHz < X ≤ 500 kHz	\$400
		500 kHz < X ≤ 10 MHz	\$500
		10 MHz < X ≤ 20 MHz	\$600
		X > 20 MHz	\$700
		X ≤ 25 kHz	\$300
	Below	25 kHz < X ≤ 500 kHz	\$400
	3 GHz	500 kHz < X ≤ 10 MHz	\$1,800
	0 0.12	10 MHz < X ≤ 20 MHz	\$3,200
Radiodetermination		X > 20 MHz	\$4,700
(Non-Aeronautical)		X ≤ 25 kHz	\$300
(3 GHz - 5.85	25 kHz < X ≤ 500 kHz	\$400
	GHz	500 kHz < X ≤ 10 MHz	\$1,000
		10 MHz < X ≤ 20 MHz	\$1,800
		X > 20 MHz	\$2,500
		X ≤ 25 kHz	\$300



Radiocommunication Service	Radio Frequency Bands	Occupied Bandwidth (X)	Fee payable per frequency per annum*
	Above 5.85	25 kHz < X ≤ 500 kHz	\$400
	GHz	500 kHz < X ≤ 10 MHz	\$700
		10 MHz < X ≤ 20 MHz	\$1,000
		X > 20 MHz	\$1,400
		X ≤ 25 kHz	\$300
Satellite (GeoStationary	All	25 kHz < X ≤ 500 kHz	\$400
Orbit)	Frequency	500 kHz < X ≤ 10 MHz	\$700
	Bands	10 MHz < X ≤ 20 MHz	\$1,000
		X > 20 MHz	\$1,600
		X ≤ 25 kHz	\$300
Satallita (Non	All	25 kHz < X ≤ 500 kHz	\$400
Satellite (Non- GeoStationary Orbit)	Frequency Bands	500 kHz < X ≤ 10 MHz	\$1,500
Geostationary Orbit)		10 MHz < X ≤ 20 MHz	\$2,800
		X > 20 MHz	\$4,700
		X ≤ 25 kHz	\$300
	All	25 kHz < X ≤ 500 kHz	\$400
Private Mobile Radio	Frequency Bands	500 kHz < X ≤ 10 MHz	\$2,500
		10 MHz < X ≤ 20 MHz	\$7,600
		X > 20 MHz	\$11,300
		X ≤ 25 kHz	\$300
Dadia dala seta di	All	25 kHz < X ≤ 500 kHz	\$400
Radiodetermination	Frequency	500 kHz < X ≤ 10 MHz	\$2,100
(Aeronautical)	Bands	10 MHz < X ≤ 20 MHz	\$4,000
		X > 20 MHz	\$5,800
		X ≤ 25 kHz	\$300
	All Frequency	25 kHz < X ≤ 500 kHz	\$500
Others		500 kHz < X ≤ 10 MHz	\$4,000
	Bands	10 MHz < X ≤ 20 MHz	\$7,700
		X > 20 MHz	\$11,300

^{*} Excluding GST



	Radio Frequency Spectrum	Fee payable per frequency per annum*	
Common	Frequencies for In-building or On-	ISM Band	Non ISM Band
site Wire	less Systems ¾		
(a)	bandwidth of 20 MHz or less	\$50	\$100
(b)	bandwidth of more than 20 MHz	\$100	\$200
	but not exceeding 50 MHz		
(c)	bandwidth of more than 50 MHz	\$150	\$300
Block of	Assigned Frequencies for		
Multi-channel Radio Communication		\$15	
Network	s and Systems		

^{*} Excluding GST

ANNUAL FEES FOR STATION LICENCE AND NETWORK LICENCE

Type of licences		Fee payable per annum
1.	Ship Station	\$50
2.	Aircraft Station	\$50
3.	Amateur Station –	
	(a) General Class	\$50
	(b) Restricted Class	\$25
4.	Experimental Station	\$50



Туре	of licen	ces		Fee payable per annum
5.	Statio (a)	(Remote Control Devices	(i)	,
	(b)	aft models and cranes) Local Area Paging Devices Base Station	(ii)	\$50 (Business use) \$50
	(c)	Wireless Microphones	(i) (ii)	\$25 (Personal use) \$50 (Business use)
	(d)	Transceivers (CB Walkie Talkies)	(i) (ii)	\$25 (Personal use) \$50 (Business use)
	(e)	Telemetry or Alarm Systems or both		\$50
	(f)	Wireless Data or Voice Systems	(i) (ii)	\$50 for 50 stations or less \$100 for more than 50 stations
6.	6. General Radio-communication Station-			
	(a) (b) (c) (d) (e) (f)	Base or Fixed Station (Mobile Station Fixed Link or Relay Station Radiodetermination Station Coast Station Aeronautical Station		\$100 \$50 \$100 \$50 \$100 \$100



Туре	of licen	oces	Fee payable per annum
7.	Satellite Communication Station-		
	(a)	Very Small Aperture Terminal (VSAT)	\$100
	(b)	Tracking, Telemetry and Command (TT&C) Earth Station	\$100
	(c)	Earth Station	\$100
	(d)	Portable Satellite Communication Terminal	\$50
8.	Local	ised Private Network	
	(a)	Portable or Mobile Station	\$100 per network
	(b)	Base or Repeater Station	\$100
9.	Wide	e-area Private Network	
	(a)	Portable or Mobile Station	\$500 per group of 50 stations or part thereof
	(b)	Base or Repeater Station	\$100
10.	Publi	c Mobile Network	
	(a)	300 Base Stations or less	\$100 per station
	(b)	301-500 Base Stations	\$80 per station for all stations
	(c)	501-700 Base Stations	\$60 per station for all stations
	(d)	701 Base Stations or more	\$40 per station for all stations
11.	Fixed	Wireless Network	\$500 per group of 50 stations or part thereof
12.	Speci	al Purpose Station	\$50



Annex 3

GUIDE ON ELECTRONIC BANKER'S GUARANTEE

- 1. The information contained in this document is intended to assist interested parties in applying for the electronic performance bond.
- 2. Licensees should fill up the cover page of the electronic BG, by using the following as reference:

Field	Value
CASE REFERENCE NO.	Reference number (as stated in IMDA's
	grant letter to applicant on IMDA's
	approval of the licence application)
	without special characters (such as
	fullstop, comma).
BENEFICIARY NAME	Info-communications Media Development
	Authority
GUARANTEED SUM	Total face value of the prepaid cards it
	intends to issue or the total value of the
	monetary deposits it intends to collect,
	whichever is lower.
EFFECTIVE DATE [DD/MM/YYYY]	Licence issuance date
EXPIRY DATE [DD/MM/YYYY]	6 months from Licence issuance date
AUTO EXTENSION PERIOD	-
PURPOSE OF GUARANTEE	To secure obligations as a Market Trial
	Licensee