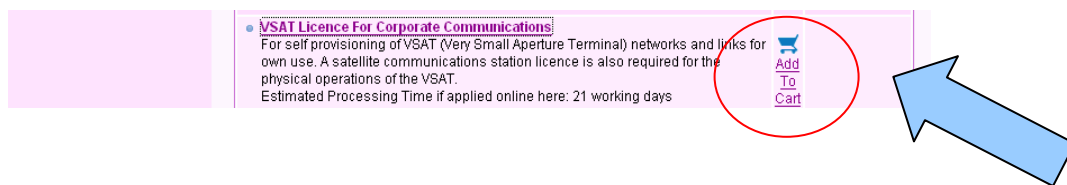


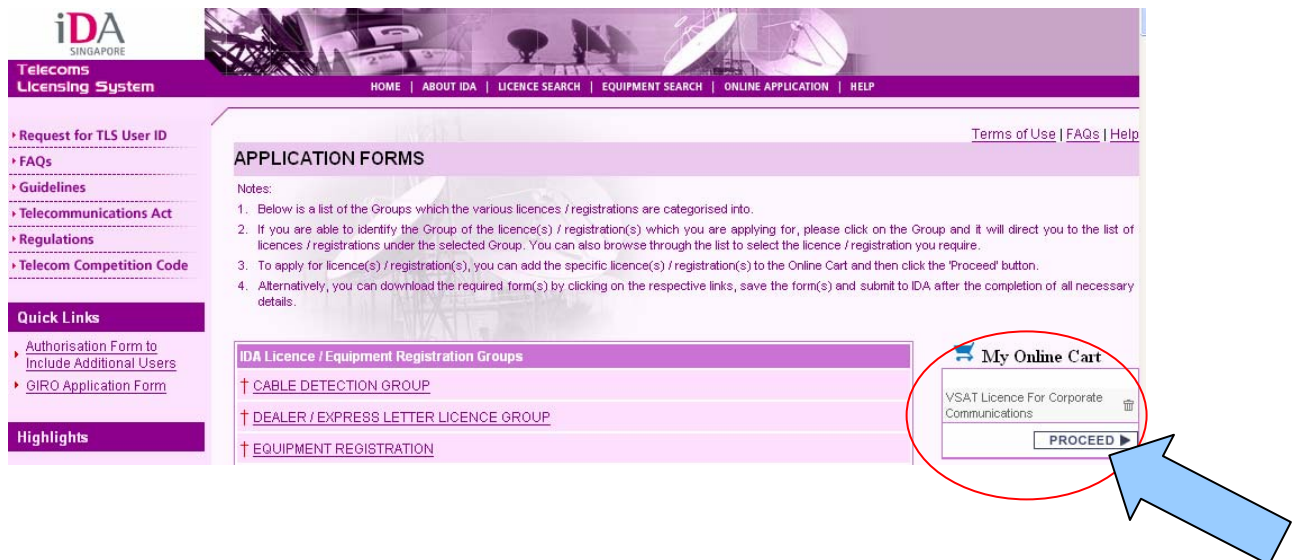
The following is a guide on how to apply for the VSAT Licence for Corporate Communications. We encourage you to make your application online [here](#) as this will enable us to process your application in a shorter period. Please contact Mr Badrul Hisham at 6211 1938 or Mr Woon Teck Hua at 6211 1856 if you face any difficulties during your online application process.

The VSAT Licence for Corporate Communications is required for any self provisioning of VSAT (Very Small Aperture Terminal) networks and links for own use. A satellite communications station licence is also required for the physical operations of the VSAT.



To apply for VSAT Licence for Corporate Communications:



After adding the licence to “**My Online Cart**”, click on “**Proceed**” to continue with the licence application.



For applicants who are representing ACRA-registered companies, it is compulsory to fill in the ACRA Registration Number of the company. For applicants who are applying as an individual or representing a non ACRA-registered organisation, please skipped section iii of the form. Click “proceed” to continue with the registration process.

Telecoms Licensing System Login User : BNAGAR [Terms of Use](#) | [FAQs](#) | [Help](#)

CONFIRM LICENCE SELECTION

You have chosen to apply for the following licences / equipment registration

| S.No. | Licence / Registration | ACRA Check |
|-------|---------------------------------------|--------------|
| 1 | Technical Trial With Use Of Frequency | Not Required |

* You are to submit the security deposit (if required) to IDA separately.
 + Please make payment after IDA invoices you for the application.
 # From 1st April 2004, the Registry of Companies and Businesses (RCB) has merged with the Public Accountants Board Singapore to form the Accounting and Corporate Regulatory Authority (ACRA).

For My Application

i I am applying as a (Select a profile mentioned below):

- an Applicant, i.e. Director/Owner/Employee/Partner applying for my business/company/organisation.
- an Agent, i.e. a representative authorised to apply on behalf of my client.

ii I declare that we are / I am (Select one of below) :

- an ACRA-registered organisation.
- an individual or a non ACRA-registered organisation.

iii If you are an ACRA-registered organisation,

Please select type of :

Please ensure that you have your ACRA Registration Number ready. If you do not have one, you will need to apply for Business Registration or Company Incorporation or the relevant ACRA Registration type. [Click here to reselect licences.](#)

Please enter your Client's ACRA Registration No.:

Forgot your ACRA Registration Number? To check your ACRA Registration Number, [click here.](#)
 If your ACRA number is rejected, it could be due to one of these reasons :

1. Incorrect number entered. Please check your ACRA number at this page.
2. Your entity was registered with ACRA less than 24 hours ago. Please apply for your licence after 24 hours.

iv Click 'Re-select App. Forms' to modify your licence selection or 'Proceed'.

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← **Compulsory section**

← **Compulsory section only for ACRA-registered companies**

For applicants who have no previous submitted application with IDA, please click on **“General Information – Client Details”** to update the **“Client Information”**. For applicants who have previously submitted application with IDA or have updated the **“Client Details”**, please proceed to fill in the application for the **“VSAT Licence for Corporate Communications”**. Applicants can also check out the status of their application under the **“Appln status”** column. If the applicant missed out or not completed any pages of the form, the application status will show **“Pending”**. If the applicant has completed all the details in the application form, the application status will change to **“Complete”**.

PENDING APPLICATIONS

Notes:

1. An application for a licence / registration will require a specific number of pages (which could be one or many) to be completed. To complete an application successfully, all required pages shall be duly entered and submitted. The application status will then change from 'Incomplete' to 'Complete' and the 'To Confirm' button will change from 'Pending' to 'Confirm'.
2. The list of pages to be submitted for each application is also displayed after each Licence / Registration Type. The application status of each page could be 'Pending' or 'Submitted'.
3. To complete those applications with 'Incomplete' status, click on the underlined licence / registration in the table below to complete the page(s) with 'Pending' status.
4. To confirm the application, click on the 'Confirm' button and system will display an acknowledgement page for you to confirm the details entered. After which, system will provide you with the Client ID, Licence / Registration Type and Application No. details which should be noted for contacting IDA subsequently.
5. You will be informed of the application status by IDA subsequently.
6. Please take special note that Pending Application(s) will be removed from the system, if they are not submitted within 30 days from date of creation.
7. # indicates those applications returned for resubmission.
8. DUP indicates a duplicated application.
9. To create a duplicate copy of an equipment registration application, select the transaction ID from the drop down list and click on the "Duplicate" button.

To fill in Client Details – for applicants who have no previous submission

| S/No. | License / Registration Type | Transaction ID | Appln Status | Date / Time Created | To Confirm |
|-------|---|-------------------|--------------|---------------------|------------|
| 1 | <u>GENERAL INFORMATION - CLIENT DETAILS</u> | | | | |
| | ▶ OTHER LICENCE | | | | |
| 2 | <u>VSAT LICENCE</u> | TLS20070000000549 | Incomplete | 23/04/2007 11:09 | Pending |
| | 1. APPLICATION PART | | Pending | | |
| | 2. ATTACHMENTS | | Pending | | |

To start application

To check the application status

In total, there are 2 pages to the online application form for the **“VSAT Licence for Corporate Communications”** Licence that the applicant has to complete.

Page 1: Application Details

For **“Correspondence Details”** section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning the licence.

For **“Billing Details”** section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning billing matters (such as the licence fees).

For **“Location Details”** section, the applicant will have to fill in the main operational address that the company is located for IDA reference.

For **“Other Details”** section, the **“Public Contact Number”**, **“Remarks”**, and **“Proposed Use of System”** are non-compulsory but helpful information to IDA in our application processing. **“Public Contact Number”** is the phone number of the company that IDA publishes on the TLS website to facilitate the public who wishes to contact the companies licensed by IDA.

APPLICATION

Application Details - Application Particulars Edit

- Notes:
- * denotes mandatory field.
 - To complete an application, you are required to submit a specific number of pages (comprising Application particulars and other relevant information) and confirm the application details. Your application is considered complete only after system acknowledges it with the application number.
 - If the Applicant Name field is empty or the applicant name is not in the list, please proceed to 'Pending Applications' or 'Update Contact Details' to update the client information and add the required applicant name.
 - After completing the Application Particulars, click the subsequent links on the Application Details Menu Bar and complete the remaining pages for the application.
 - When unsure of whether you have submitted all the pages, click 'Pending Applications' to view the pending pages.
 - You are required to fill up the pages with relevant information and click 'Submit' button to indicate completion of page.
 - After submitting all the pages, click 'Pending Applications' and confirm the application.
 - Please refer to 'Help' or 'Online Tutorial', or contact IDA officer at Contact Info if you require any assistance.
 - Please note that you can save a partially completed application by clicking the 'Save' button and retrieving the incomplete application under 'Pending Applications' subsequently.

| | |
|----------------------------------|---|
| Licensee Name XYZ PTE LTD | Licence/Application Type VSAT - VSAT LICENCE |
| Current Page Page 1 of 2 | Date Lodged 23/04/2007 11:04 |
| | Form Status Incomplete |

[Page 1: Application Particulars](#)
[Page 2: Attachment Info](#)

Click on this link to proceed with the application after clicking on "Submit" at the bottom of the

Correspondence Details

| | |
|---|--|
| Applicant Name * <input type="text" value="BNAGAR"/> | Application Lodged By BNAGAR |
| Application Date 23/04/2007 | |
| Contact Person * <input type="text" value="JOHN LEE"/> | Designation <input type="text"/> |
| Address * <input type="text" value="8 TEMASEK BOULEVARD"/> <input type="text" value="#14-00 SUNTEC TOWER THREE"/> | Tel. No. <input type="text"/> |
| | Mobile No. <input type="text"/> |
| | Fax No. <input type="text"/> |
| Country * <input type="text" value="SINGAPORE"/> | Postal Code * <input type="text" value="038988"/> |
| Email * <input type="text" value="XYZ@HOTMAIL.COM"/> | Company to Display * <input type="text" value="APPLICANT COMPANY"/> |

Billing Details

If billing address is same as Correspondence Address

| | |
|---|--|
| Contact Person * <input type="text" value="JOHN LEE"/> | Designation <input type="text"/> |
| Address * <input type="text" value="8 TEMASEK BOULEVARD"/> <input type="text" value="#14-00 SUNTEC TOWER THREE"/> | Tel. No. <input type="text"/> |
| | Mobile No. <input type="text"/> |
| | Fax No. <input type="text"/> |
| Country * <input type="text" value="SINGAPORE"/> | Postal Code * <input type="text" value="038988"/> |
| Email <input type="text" value="XYZ@HOTMAIL.COM"/> | Company to Display * <input type="text" value="APPLICANT COMPANY"/> |

Location Details

| | |
|---|--|
| Contact Person * <input type="text" value="JOHN LEE"/> | Designation <input type="text"/> |
| Address * <input type="text" value="8 TEMASEK BOULEVARD"/> <input type="text" value="#14-00 SUNTEC TOWER THREE"/> | Tel. No. <input type="text"/> |
| | Mobile No. <input type="text"/> |
| | Fax No. <input type="text"/> |
| Country * <input type="text" value="SINGAPORE"/> | Postal Code * <input type="text" value="038988"/> |
| Email <input type="text" value="XYZ@HOTMAIL.COM"/> | Company to Display * <input type="text" value="APPLICANT COMPANY"/> |

Other Details

Public Contact No. (This number will be publicized for public info)

Remarks

Proposed Use of System

"Save" to complete the application later
"Submit" to confirm the details



If you wish to complete the page on “**Application Particulars**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Application Particulars**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

Page 2: Attachment Info

Please also attach a copy of supporting documents on your company particulars and technical details of your system and network configuration. It is compulsory to upload the supporting documents on your company particulars.

The uploaded files must be less than 2MB.



Telecoms
Licensing System

Login User : BNAGAR

IDA Enquiries eServices Logout

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APPLICATION

Application Details - Attachment Info

| | | | |
|---------------|-------------|----------------------------|---------------------|
| Licensee Name | XYZ PTE LTD | Licence / Application Type | VSAT - VSAT LICENCE |
| Current Page | Page 2 of 2 | Date Lodged | 23/04/2007 11:04 |
| | | Form Status | Incomplete |

[Page 1: Application Particulars](#) | **Page 2: Attachment Info**

PURPOSE AND SCOPE

COMPANY PARTICULARS

1. Name and address of all companies (in Singapore and / or abroad) in applicant's proposed VSAT network. *
2. Details of corporate structure of all companies (in Singapore and / or abroad) in applicant's proposed VSAT network to support that the application meets the 'corporate communication' requirement. (Please include details of paid-up capital, principal shareholders, board of directors, key personnel, management structure and types of business.)
3. Please indicate if all companies in the proposed VSAT network outside of Singapore have been authorised by the relevant authorities for the self-provisioning of international corporate communication via VSAT. (Please attach supporting documents.)

TECHNICAL DETAILS

1. System and Network Configuration / Operation (Provide a detailed and fully labelled schematic diagram showing system and network configuration including connection to any leased circuits and other associated telecommunication equipment.)
2. Description of Services (Describe the types of services provided over the proposed network)
3. Proposed Location of VSAT Antenna and Station Equipment (Specify whether the location is at rooftop or other location in the premises, and indicate the address of all sites where antenna and station equipment will be installed. Also attach letter of approval, where relevant, for VSAT installation in Singapore from the building owner)
4. Name of Statellite(s) to be accessed, frequency bands and bandwidth of uplinks / downlinks to be used.

Note: Attachment File must be less than 2 MBytes.

[Rate this e-service](#)

This form will take about 5 minutes to complete.
This application will take 21 days to process.

If you encounter any problems with this service, please refer to [Contact Info](#) for our contact number, or email ida_tisinfo@ida.gov.sg

When all the pages are completed, the following page will appear.

The screenshot shows the iDA Singapore Telecoms Licensing System interface. At the top, there is a navigation bar with the iDA logo, the text "Telecoms Licensing System", and a "Login User : BNAGAR" indicator. To the right of the login user are links for "IDA", "Enquiries", "eServices", and "Logout". Below the navigation bar, a message states: "Following forms are successfully completed. Click 'Submit to IDA' button to submit the application to IDA. Click 'Pending Applications' button to make amendments in the below forms." Below this message is a table with two columns: "S.No." and "Form Description". The table contains two rows: Row 1: "1" and "1. APPLICATION PARTICULARS"; Row 2: "2" and "2. ATTACHMENTS". Below the table are two buttons: "Submit to IDA" and "Pending Applications".

| S.No. | Form Description |
|-------|----------------------------|
| 1 | 1. APPLICATION PARTICULARS |
| 2 | 2. ATTACHMENTS |

If you have completed the application form, click **“Submit to IDA”**. If you wish to make amendments to the application form, please click **“Pending Applications”**.

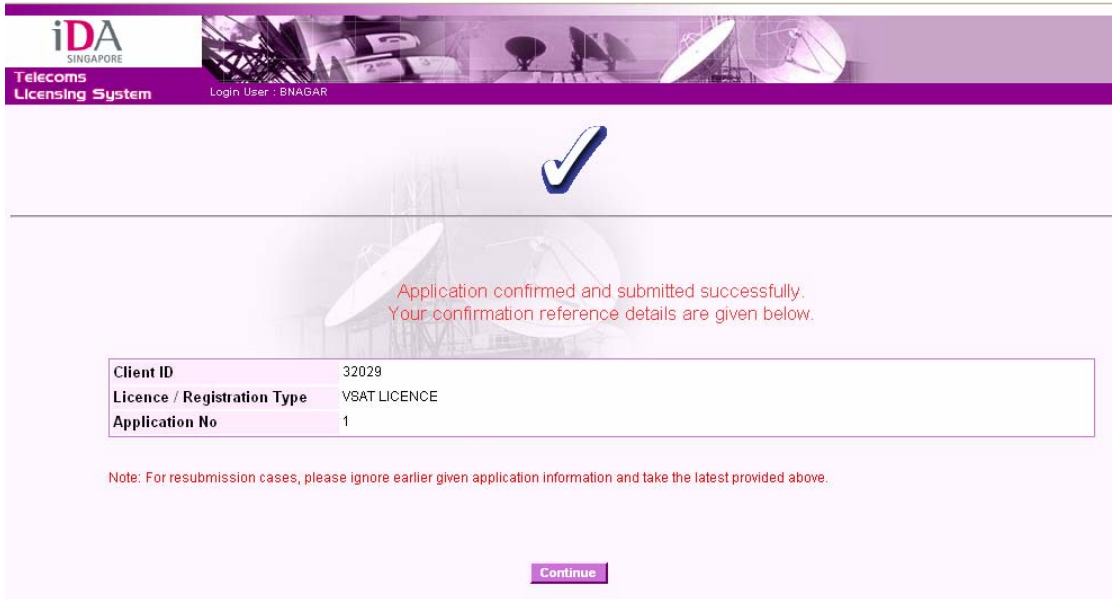
After you have clicked **“Submit to IDA”**, an acknowledgement form will appear where you have to confirm your application details.

The screenshot shows the iDA Singapore Telecoms Licensing System interface for an application acknowledgement form. The page title is "APPLICATION" and the sub-section is "Application Details - Acknowledgement". Below the title, there are "Notes" and a list of instructions. The form contains several sections with key-value pairs:

- Licensee Name:** XYZ PTE LTD
- Licence Type:** VSAT - VSAT LICENCE
- Licence / Application Particulars:**
 - Application Date:** 23/04/2007
 - Name:** BNAGAR
 - Contact Person:** JOHN LEE
 - Address:** 8 TEMASEK BOULEVARD, #14-00 SUNTEC TOWER THREE
 - Country:** SINGAPORE
 - Client File Ref No.:** 1
 - Billing Company:** 1
 - Designation:**
 - Tel. No.:** 8 TEMASEK BOULEVARD
 - Mobile No.:**
 - Fax No.:**
 - Postal Code:** 038988
- Billing Address:**
 - Contact Person:** JOHN LEE
 - Address:** 8 TEMASEK BOULEVARD, #14-00 SUNTEC TOWER THREE
 - Country:** SINGAPORE
 - Designation:**
 - Tel. No.:**
 - Mobile No.:**
 - Fax No.:**
 - Postal Code:** 038988
- Location Address:**
 - Address:** 8 TEMASEK BOULEVARD, #14-00 SUNTEC TOWER THREE
 - Country:** SINGAPORE
 - Tel. No.:**
 - Mobile No.:**
 - Fax No.:**
 - Postal Code:**

At the bottom of the form, there are three buttons: "Back", "Print", and "Confirm". The "Confirm" button is circled in red, and a blue arrow points to it from a text box on the right. The text box contains the instruction: "Click 'Confirm' to proceed if the application details are accurate. Otherwise, click 'Back' to go back to amend your details." Below the buttons is a link "Rate this e-service" and a footer note: "If you encounter any problems with this service, please refer to [Contact Info](#) for our contact number, or email ida_tisinfo@ida.gov.sg".

Upon successful submission of the application, the following screen will appear and the system will provide you with a client ID. Click “**Continue**” to end the application process.



The screenshot displays the iDA SINGAPORE Telecoms Licensing System interface. At the top left, the logo for iDA SINGAPORE is visible, along with the text "Telecoms Licensing System" and "Login User : BNAGAR". The background features a purple header with a satellite dish image. A large blue checkmark icon is centered on the page, indicating a successful submission. Below the checkmark, the text reads: "Application confirmed and submitted successfully. Your confirmation reference details are given below." A table provides the following details:

| | |
|-----------------------------|--------------|
| Client ID | 32029 |
| Licence / Registration Type | VSAT LICENCE |
| Application No | 1 |

Below the table, a note states: "Note: For resubmission cases, please ignore earlier given application information and take the latest provided above." At the bottom center, there is a purple button labeled "Continue".