

**DOCUMENT REQUIREMENTS**  
**FOR GRANT OF IPTV DISTRIBUTION SERVICE LICENSE**

**4. Documents Required.** (1) The applicant company shall submit following documents as part of the application for grant of IPTV license to the authorized person of the concerned department/wing:

- (a) Duly filled application form (**Schedule-A**).
- (b) Board Resolution authorizing filing of the application for grant of IPTV licence.
- (c) Certificate of Incorporation from SECP, Memorandum & Articles of Association and Forms regarding ownership/management of the applicant company, e.g., updated true SECP attested (Form-A, Form-29, Form-3, etc).
- (d) Copy of NTN and sales tax certificate of the applicant company.
- (e) Names and detailed CVs of the Directors and shareholders of the applicant company.
- (f) Attested copies of CNICs of Directors and shareholders or Passports of the Directors (in case of foreigner).
- (g) A description of the applicant company's ownership and administrative control structure.
- (h) The last two years audited financial statements of the company in relevant cases (for companies in existence for more than 2 years) and one year audited financial statement (for companies in existence for more than one year but less than 2 years).
- (i) Income tax returns of the applicant company for last two years, for companies in existence for more than 2 years. In case of a new company, the income tax returns of the directors and shareholders of the company may be provided.
- (j) Details of other businesses of the applicant company along with total assets, annual turnovers, and annual reports of the company, (if any).
- (k) The authorized person may inquire (wherever the need may be) from the applicant's company through letter/notice about any difference(s) in the documents or any other information, as and when required. In case of non-compliance of notice, application will be returned in original.
- (l) The Directors / shareholders in case of Pvt. Ltd or SMC-Pvt. Ltd company or the Directors in case of a public limited Company shall be active income tax filers. Documentary evidence shall be provided for the last two years.
- (m) Affidavit of CEO that neither the applicant company nor any of its directors or shareholders are defaulters of PEMRA, any financial institution, or Government of Pakistan and/or any provincial/regional government or tax authorities and the applicant or any of its director or shareholder has never been blacklisted (**Schedule-B**).

- (n) If applicant company, its CEO, Directors and Shareholders is already a licensee of PEMRA, then dues clearance certificate in respect of all licensees held shall be obtained from concerned regional office.
- (o) Affidavit of CEO of the applicant company that it shall abide by all PEMRA Laws, the Rules, Regulations, Code of Conduct, terms & conditions of licence, and directions issued by the Authority from time to time. (**Schedule-C**).
- (p) Affidavit of the CEO of the applicant company that neither the applicant nor any of its directors and shareholders are directly or indirectly, holding a broadcasting service license or landing rights permission. (**Schedule-D**).
- (q) Affidavit that the CEO of the applicant company is in compliance with Section 25 of the PEMRA Ordinance 2002 (Amendment Act 2007) (**Schedule-E**).
- (r) Affidavit that all information given by the CEO of the applicant company is correct and in case it is found at any stage before or after grant of licence that the information given was false or incorrect, it may result in application rejection or licence will be withdrawn (**Schedule-F**).
- (s) Demand Draft or Pay Order in favor of PEMRA amounting to Rs. 50,000/- (Rupees Fifty Thousand) as application processing fee for each IPTV Zone or Rs. 50,000 for each Sub-Zone which shall be non-refundable.
- (t) A summary of the services the company intends to provide, the detail of channels to be provided in Basic Service, value added service, basic and Premium Packages etc.
- (u) Financial feasibility / financial strength statement of the company i.e., project cost, projected income statement, balance sheet, sources of income for financing the project, debt versus equity details, etc (as per checklist set out in **Schedule-G**).
- (v) Technical feasibility of the company along with detail of equipment to be installed etc (as per checklist set out in **Schedule-H**).
- (w) A summary of the set top box sales strategy including various pricing models e.g., sale on rental basis, sale in installments, provision of STB against a security deposit or outright sale, etc.
- (x) Copy of fixed local loop (FLL) Licence issued by PTA for the applied IPTV zone/region (Option-I) and IPTV sub-zone/city/district (Option-II).