

Guyana National Broadcast Authority

Requirements when applying for a Licence

1. Wholly or Partially owned Guyanese Company

- Covering Letter on official stationery
- Completed GNBA prescribed application form
- Copy of Articles of Incorporation of Trust or Company
- Copy of identity of Directors/Trustees (to verify nationality)
- Register (and identity) of shareholders giving evidence of 51% Guyanese ownership
- Business plan outlining clearly:
 - a. Program format and audience demography being targeted
 - b. How station will be funded and sustained
 - c. Details of intended geographic coverage and how this will be achieved (eg. Height of tower, power of antenna, number of transmission/relay sites, or Internet Protocol)
 - d. Implementation plan and timetable
 - e. Demonstrate an understanding that in a few years Guyana will transition from analog to digital transmission and show how the business model will fit into that format when the changeover takes place
 - f. Facts about whether any public consultations or field research was done within the target community and the report flowing from that process
- Proposed facility for storage and retrieval of programming data to be in compliance with Art. 38(2) of the Broadcast Act 2011 and attending regulations

2. Wholly CARICOM owned Entity

- Covering Letter on official stationery
- Completed GNBA prescribed application form
- Certified Copies of Articles of Incorporation of Trust or Company in Caricom member state if local entity will operate as a Subsidiary
- Copy of identity of Directors/Trustees (to verify Caricom member state nationality)
- Certified register of shareholders giving evidence of 100% Caricom ownership
- Local certificate and Articles of Incorporation (Company must also be incorporated locally)
- List (and identity) of local Directors/Trustees if different from above
- If carrying on broadcasting in country of origin a letter from the broadcast regulator in that country stating (for every broadcast station owned or controlled by the said broadcaster in excess of 50% ownership) whether broadcaster is in good standing along with a list of all cited violations within the past year and action taken.
- Statement from the Ministry of Foreign Affairs, Trade, Commerce or other relevant Ministry or Government Department stating that a Guyanese company wishing to establish a broadcasting entity in that territory will have to fulfill no greater requirement than its citizens must fulfill in Guyana. This statement must state the relevant legal provisions, judicial interpretation or bilateral agreement which guarantees this possibility.
- Business plan outlining clearly:
 - a. Program format and audience demography being targeted
 - b. How station will be funded and sustained
 - c. Details of intended geographic coverage and how this will be achieved (eg. Height of tower, power of antenna, number of transmission/relay sites)
 - d. Demonstrate an understanding that in a few years Guyana will transition from analog to digital transmission and show how the business model will fit into that format when the changeover takes place
 - e. Facts about whether any public consultations or field research was done within the target community and the report flowing from that process
- Proposed facility for storage and retrieval of programming data to be in compliance with Art. 38(2) of the Broadcast Act 2011 and attending regulations

Notes on Application Processing

1. Existing applicants may be asked to submit further documents while their application is being considered
2. After being notified by NFMU of the number of available frequencies or spectrum, if the number of applicants in a given area is greater than the allocated spectrum can accommodate the Authority may invite shortlisted applicants to bid for the said frequencies. The Authority is responsible for setting the bid criteria.