



VOLUNTARY DISCLOSURE APPLICATION FORM							
Physical Address: 30 Princess Margaret Road, Old Europa, Maseru Tel.: + 266 22224300/ +266 52221300 Postal Address: LCA, P.O. Box 15896, Maseru 100. E-mail: licensing@lca.org.ls							
This form is used by the licensees to apply for the Voluntary Disclosure Program to correct and regularise previous non-compliance with the licence conditions, rules and the Act. The form is also used to correct inaccurate or incomplete information and licensees' records, or to disclose information not previously reported to the Authority as required by the licence conditions and other applicable legislation.							
Failure to complete this form in full may render your application for voluntary disclosure invalid. The Authority undertakes not to impose penalty on licensee who has provided true and honest information. Attach appendix.							
If any space provided in the form is inadequate, the required information may be supplied as an annexure to this form and reference shall be made in the relevant section of the form by placing the words "REFER TO ANNEXURE"							
This form shall be completed by a person who has been duly authorised in writing to act as a representative of the licensee. Licensees are free to seek clarifications from the Authority on any of the questions listed in the form.							
1. PARTICULARS OF A LICENSEE							
1.1	Full Name of Licensee						
1.2	LCA Licence Number						
1.3	LCA Licence validity period						
1.4	Physical Address						
1.5	Postal Address						
1.6	Name of Contact Person						
1.7	Telephone Number						
1.8	e-mail						
1.9	State legal form of Licensee e.g. company, trust, association, partnership, other						
1.10	Office of registration of the Licensee						
1.11	Registration Number						
1.12	Date of registration						
2. LICENSEE INFORMATION							
2.1	Type of Broadcasting Station (Please tick)	Sound		Television			
2.2	Public	Private	Commercial	Community			
3. INFORMATION DISCLOSURE							
3.1 Has the Licensee changed its operating name in the last five years? Yes No							
If yes, did the licensee obtain written approval from the Authority? Yes No							

If no written approval was obtained, please provide explanation:

3.2 Has the Licensee operated its broadcasting services on any frequency other than the one assigned by the Authority? Yes No

If yes please provide an explanation:

3.3 In the past five years, has the Licensee reported in writing all the outages of 5 minutes or more? Yes No

If no please provide more details or explanation:

3.4 In the past five years, has the licensee kept detailed records of all major equipment repairs? Yes No

If no, please provide more details or explanation:

3.5 Has the Licensee installed suitable limiters at the inputs of all FM transmitters to avoid over deviation and the resulting interference? Yes No

If no, please provide explanation:

3.6 Is the Licensee transmitting using the authorized power? Yes No

If no, please provide explanation:

3.7 Does the Licensee pay all fees that are payable on an annual basis on or before the 1st July every year? Yes No

If no, please provide more details or an explanation:

3.8 Does the Licensee have any regulatory fees that have not been paid in the past years? Yes No

If yes, please provide explanation:

3.9 Does the licensee use a programming format that has been approved by the Authority? Yes No

If no, please provide explanation:

3.10 Does the Licensee keep sound recordings of all programmes for three months in a format that can be retrievable and audible? Yes No

If no, please provide explanation:

3.11 Has the Licensee transferred, ceded, assigned or pledged any rights conferred in terms of its licence or disposed of its licence? Yes No

If yes, did the Licensee obtain written approval of the Authority? Yes No

If no approval was obtained, please provide an explanation:

3.12 Has the Licensee in the past five years resolved to remove and/or appoint new directors, trustees, partners or members of the executive committee? Yes No

If yes, did the Licensee obtain approval of the Authority? Yes No

If no approval was obtained please provide an explanation:

3.13 Are the Executive Members of the Licensee trained and qualified in broadcasting, media or journalism studies? Yes No

If no, please provide an explanation:

3.14 Does licence keep records of employees; showing number of employees, positions occupied, qualifications and citizenship? Yes No

If yes, provide the list of employees and their qualifications as an annex to this form.

If no records of employees are kept, please provide an explanation:

3.15 Does the Licensee have a production manager who prepares and oversees the content of the programmes? Yes No

If no, please provide an explanation:

3.16 Has the Licensee in the past five years amended its documents of incorporation, constitution, deed of trust or any other founding document? Yes No

If yes, did the Licensee obtain approval of the Authority? Yes No

If no approval was obtained, please provide an explanation:

3.17 In the past five years, has there been changes in the shareholding of the Licensee or acquisition of shares exceeding 15% by another entity? Yes No

If yes, did the Licensee obtain approval of the Authority? Yes No

If no approval was obtained, please provide an explanation:

3.18 Has the Licensee provided public announcements and information dissemination as requested by the Commissioner of Police or the Authority? Yes No

If no, please provide an explanation:

3.19 Does the licensee have approved emergency procedures and a contact person that can coordinate with the Army, Police, Disaster Management Authority and Red Cross during national emergencies or disasters? Yes No

If no, please provide an explanation:

3.20 Does the licensee record its financial statements in accordance with Generally Accepted Accounting Standards? Yes No

If no, please provide an explanation:

3.21 Does the licensee submit its annual audited financial statements to the Authority? Yes No

If yes, are the financial statements submitted three months post end of the licensee's financial year?
Yes No

If no, please provide an explanation:

3.22 Has the Licensee in the past five years submitted a comprehensive annual compliance report on its obligations as per the licence conditions? Yes No

If no, please provide an explanation:

3.23 Has the Licensee in the past five years changed its registered office location? Yes No

If yes, did the Licensee notify the Authority? Yes

If there was no notification, please provide explanation:

3.24 Has the Authority inspected the licensee's studios in the past two years? Yes No

If yes, did the Licensee implement the recommendations made by the Authority, if any?

If the recommendations were not implemented, please provide an explanation:

3.25 Does the licensee cooperate fully and timeously with the directives of the Authority in connection with hearings, investigations or any requests for information? Yes No

If no, please provide an explanation:

3.26 Has the licensee applied for renewal of the licence since its operation? Yes No

If yes, was the licence application for renewal submitted no later than one year prior to the expiry thereof?

If the licence renewal application was not submitted one year prior to the expiry please provide explanation:

3.27 Does the broadcasting content of the licensee adhere to the Code of Practice prescribed in the Broadcasting Rules 2004? Yes No

If no, please provide details or explanation:

3.28 Does the licensee have a complaints procedure in place and a contact person handling complaints? Yes No

If no, please provide an explanation:

3.29 Does the licensee broadcast information on how complaints on programming may be lodged? Yes No

If yes, how frequent does the licensee broadcast such information?

If no, please provide an explanation:

3.30 Does the licensee have readily available advertising logs showing all advertisements broadcast, the number of minutes of advertising per hour and advertising rate cards? Yes No

If yes, please provide detailed information as an annex to this form:

If no, please provide an explanation:

3.31 Please provide any other information not already provided that you believe the Authority should have with respect to previous non-compliance of the Licensee.

4. LICENSEE DECLARATION

4.1 I hereby declare that the disclosure made under this application is voluntary, complete, honest and contains all material facts.

4.2 I accept that should it be established subsequent to this declaration that I failed to disclose any information that was essential to making a valid voluntary disclosure, the Authority may:

a) invoke penalties as stipulated in the Act;

b) withdraw any amnesty granted.

Licensee Representative (Print): _____ Capacity: _____

Signature: _____ Date: _____

5. The Authority reserves the right to request additional information from the licensee or make its own investigation to verify the information disclosed herein.