



Broadcasting and Telecom Information Bulletin CRTC 2010-453-1

PDF version

Ottawa, 23 December 2010

Obligation relating to the electronic filing of applications and use of Commission forms

This information bulletin updates Broadcasting and Telecom Information Bulletin 2010-453 to reflect the change from the use of Epass to the use of Access Key to file applications with the Commission. The Access Key service came into effect on 12 November 2010.

Broadcasting and Telecom Information Bulletin 2010-453 was originally published on 5 July 2010 to update the requirement relating to the electronic filing of applications with the Commission set out in Broadcasting Circular 2005-466 and Telecom Circular 2007-16. This requirement is now included in section 13(1)(a) the new *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of Procedure), which become effective 1 April 2011.

1. Applicants must file their broadcasting and telecommunications applications and all related documents in electronic form using Access Key. This service allows secure transmissions to the Commission and authenticates the applicant's identity when filing information. Access Key also ensures that messages or documents transmitted online are not altered.
2. For instructions on how to file applications using [Access Key](#), consult the Commission's website.
3. Applicants who are unable to file their applications using Access Key should contact the Commission at 1-877-249-CRTC (2782).
4. Section 22(2) of the Rules of Procedure stipulates that applicants must use the Commission's application forms when they submit an application to the Commission. The list of application forms is appended to this information bulletin. Section 22(2) also specifies the information that should be filed with the Commission in the absence of an application form.
5. Application forms will be updated to reflect any new policy or regulatory requirements. The Commission therefore expects applicants to use the most recent application forms, which are available on the Commission's website.

Confidential documents

6. Access Key allows applicants to file, at the same time and on a secure basis, both confidential and abridged public versions of their applications and any supporting documentation.
7. Applicants must ensure that documents that they designate as confidential are submitted in a separate electronic file and must incorporate *confidential* in the name of the file. It is incumbent upon applicants to clearly identify the confidential documents by indicating *confidential* on each page and, in such cases, to file an abridged version of the document.

Related documents

- *Obligation relating to the electronic filing of applications and use of Commission forms*, Broadcasting and Telecom Information Bulletin CRTC 2010-453, 5 July 2010
- *A guide to the CRTC processes for telecommunications applications*, Telecom Circular CRTC 2007-16, 11 June 2007
- *Electronic filing of applications*, Broadcasting Circular CRTC 2005-466, 5 July 2005

Secretary General

Appendix to Broadcasting and Telecom Information Bulletin CRTC 2010-453-1

List of broadcasting application forms

Radio	
New licence	
Form 101	Commercial radio programming undertaking (including low-power)
Form 103	Type B Native radio programming undertaking (including low-power)
Form 111	Specialty audio programming undertaking
Form 113	Campus radio programming undertaking (including low-power)
Form 114	Community radio programming undertaking (including low-power)
Form 118	Developmental (community or campus) radio programming undertaking
Form 134	Religious (Church) radio programming undertaking
Licence amendment	
Form 104	Programming amendment for a commercial radio programming undertaking
Form 119	Programming amendment for a campus radio programming undertaking
Form 120	Programming amendment for a community radio programming undertaking
Form 127	Technical amendment for a transitional digital radio broadcasting (DRB-T) undertaking
Form 128	Technical amendment for an analog radio programming undertaking
Licence renewal	
Form 106	Commercial radio programming undertaking
Form 107	Campus radio programming undertaking
Form 110	Community radio programming undertaking
Form 121	Native radio programming undertaking
Form 141	Religious (Church) radio programming undertaking
Form 142	Specialty audio programming undertaking

Form 143	Tourism radio programming undertaking
Television	
New licence	
Form 102	Television programming undertaking (including low-power)
Form 112	Video-on-demand (VOD) or pay-per-view (PPV) programming undertaking
Form 115	Community programming service
Form 116	Community-based television programming undertaking (including community-based low-power television undertaking and community-based digital service)
Form 125	Category 2 digital specialty or pay television programming undertaking
Form 130	Digital television (DTV) undertaking (not associated with an analog television station)
Licence amendment	
Form 131	Programming amendment for a transitional digital television (DTV-T) undertaking
Form 132	Technical amendment for an analog or digital television programming undertaking (including rebroadcasting transmitters)
Licence renewal	
Form 100	Television programming undertaking
Form 100a	Television programming undertaking – Addendum for multi-station groups only
Form 109	Specialty programming undertaking
Form 122	Video-on-demand (VOD) or pay-per-view (PPV) programming undertaking
Form 137	Community-based television programming undertaking (including community-based low-power television undertaking and community-based digital service)
Form 140	Native television programming undertaking
Distribution	
New licence	
Form 124	Distribution undertaking

Licence renewal	
Form 117	Radiocommunication distribution undertaking (RDU)
Form 123	Distribution undertaking
Form 136	Cable distribution undertaking
Ownership	
Form 138	Change in ownership or control (assets)
Form 139	Change in ownership or control (shares)

List of telecommunications application forms

Taxation	
Form I	Summary of Legal Fees
Form II	Summary of Expert Witness Fees
Form III	Summary of Consultant and Analyst Fees
Form IV	Affidavit of Disbursements
Exhibit A	Summary Statement of Disbursements
Form V	Summary of Fees and Disbursements

New BITS licence	
DCS Form 503	Application for a new basic international telecommunications services (BITS) licence