



Broadcasting and Telecom Information Bulletin CRTC 2010-453-2

PDF version

Ottawa, 1 April 2011

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

Filing of various documents related to a proceeding and introduction of new application forms

This information bulletin updates Broadcasting and Telecom Information Bulletin 2010-453-1. It announces certain changes to methods of filing various documents during a proceeding, beginning on 1 April 2011. The bulletin also introduces new online application forms to be used for certain types of broadcasting applications.

Requirement to file electronically

1. The requirement relating to the electronic filing of applications is included in section 13(1)(a) the *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of Procedure), which become effective today.
2. 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.
3. When submitting an application or other document to the CRTC through the Access Key service, applicants have to fill in a cover page. The cover page to be selected depends on the type of application or document being submitted.
4. For detailed instructions on how to file applications and other documents using Access Key, consult [Forms and Access Key](#) on the Commission's website.
5. Applicants who are unable to file their applications using Access Key should contact the Commission at 1-877-249-CRTC (2782).

Filing of procedural requests, interventions, replies to interventions and answers by respondents

6. As of today's date, the Commission will expect parties to use the following methods of filing various documents related to a proceeding:

- a) for the submission of interventions and answers by respondents: the interventions/comments/answer form;¹ and
- b) for the submission of procedural requests and replies to interventions: Access Key.

Use of Commission application forms

7. Section 22(2) of the Rules of Procedure stipulates that applicants must use the Commission's 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.
8. Application forms are updated to reflect any new policy or regulatory requirements. It is therefore important that applicants use the most recent application forms, which are available on the Commission's website.

New broadcasting online application forms

9. Effective today, Part 1 of the Rules of procedure will apply to certain broadcasting applications: licence amendments and additions to the lists of eligible satellite services for distribution on a digital basis. Under the Part 1 process, applications will be posted on the Commission's website as submitted by the applicant.
10. To ensure the filing of a complete application with supporting evidence and the elimination of the deficiency process, the Commission has created the following forms that can only be completed online in Access Key using the new Broadcasting and Telecom online form and Cover Page. These are identified in the appendix as:
 - Forms 301 to 304 for applications related to the Part 1 process (licence amendments and additions to the lists of eligible satellite services for distribution on a digital basis); and
 - Form 300 for applications that do not require a public process.²

Confidential information

11. Using Access Key to submit documents ensures that documents are filed securely. Before submitting any documents electronically, a party must clearly identify all confidential information as confidential:
 - on each page of the electronic document;
 - in the file name of the document; and

¹ If an intervention or a respondent's answer contains confidential information, the entire submission may be filed using Access Key.

² See Broadcasting Information Bulletin 2010-960

- in the cover page or within the online form used to submit your document.
12. At the time that the party files the information it designates as confidential, an abridged version of the document must be provided. The abridged version of the document will be placed on the public record of the proceeding.
13. Confidential information will not be posted on the CRTC website, but it will be used internally by CRTC staff.

Related documents

- *Broadcasting applications that do not require a public process*, Broadcasting Information Bulletin CRTC 2010-960, 23 December 2010
- *Guidelines on the CRTC Rules of Practice and Procedure*, Broadcasting and Telecom Information Bulletin CRTC 2010-959, 23 December 2010
- *Obligation relating to the electronic filing of applications and use of Commission forms*, Broadcasting and Telecom Information Bulletin CRTC 2010-453, 5 July 2010, as amended by Broadcasting and Telecom Information Bulletin CRTC 2010-453-1, 23 December 2010

Secretary General

Appendix to Broadcasting and Telecom Information Bulletin CRTC 2010-453-2

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 or revocation	
Form 300	Administrative Proceedings – various requests (excluding technical amendments)
Form 301	Amendment requests (excluding technical amendments) Part 1 proceedings
Form 303	Technical amendment to a broadcasting licence for an analog radio programming undertaking (including a new transmitter)
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	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 B digital specialty or pay television programming undertaking
Form 130	Digital television (DTV) undertaking (not associated with an analog television station)
Form 144	Video-on-demand (VOD)
Licence amendment or revocation	
Form 300	Administrative application (excluding technical amendments)
Form 301	Amendment requests (excluding technical amendments) Part 1 proceedings
Form 302	Technical amendment to a broadcasting licence 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	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 145	Video-on-demand (VOD)

Other forms	
Form 304	Application for addition to the lists of eligible satellite services for distribution on a digital basis
Distribution	
New licence	
Form 124	Distribution undertaking
Licence amendment or revocation	
Form 300	Administrative application (excluding technical amendments)
Form 301	Amendment requests (excluding technical amendments) Part 1 proceedings
Licence renewal	
Form 117	Radiocommunication distribution undertaking (RDU)
Form 123	Distribution undertaking
Form 136	Cable distribution undertaking
Other forms	
Form 304	Application for addition to the lists of eligible satellite services for distribution on a digital basis
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