



National Information & Communication Technology Authority

**THE GUIDELINES
FOR
RADIO DEALERS LICENCE**

Doc Ref No: RDL XXXX

Table of Contents

1. INTRODUCTION	2
2. DEFINITIONS	2
3. SCOPE OF LICENCE.....	3
3.1 Full Radio Dealer	3
3.2 Limited Radio Dealer.....	4
4. TERMS AND CONDITIONS	4
4.1 Conditions of Full Radio Dealers Licence	4
4.2 Conditions of Limited Radio Dealers Licence.....	6
5. QUALIFICATION AND REQUIREMENTS.....	7
5.1 Qualification of Technical Personnel	7
5.2 Test Equipment List.....	7
5.3 Engineering Brief.....	7
5.4 IPA Business Registration Certificate.....	8
6. EXHIBITION OF RADIO DEALERS LICENCE	8
7. LICENCE FEES.....	8
8. COMPLIANCE WITH REGULATORY FRAMEWORK.....	9
9. APPLICATION PROCEDURE AND CONDITIONS	9
10. RECORDS OF DEALINGS BE MAINTAINED.....	10
11. OFFENCE CONTRAVENING CONDITIONS	10
12. EQUIPMENT TYPE APPROVAL.....	10
13. THIRD PARTY AUTHORISATION	11
14. ATTACHMENT A.....	12
15. NOTES TO FULL RADIO DEALERS.....	14

1. INTRODUCTION

- 1.1 This guideline is made in accordance with section 218 of the NICT Act, 2009 and contains general information for interested parties who wish to apply for a Radio Dealers Licence. Section 180 (1) (b) of the Act, and Section 32 of the NICT (Radio Spectrum) Regulation, 2010 describes the regulatory details.
- 1.2 A Radio Dealers licence is a radiocommunications licence which authorizes a radio dealer to repair or adjust, let for hire, sell or offer or possess for sale any regulated apparatus.
- 1.3 Importers, distributors and retailers including radio communications operators intending to import or currently importing any regulated apparatus to deal in, or let on hire or loan, or repair or adjust, sell or offer or possess for sale shall obtain a Radio Dealers Licence from NICTA.
- 1.4 The potential importer, distributor, retailer or a radio communications operator of regulated apparatus shall be a registered business/company under the Investment Promotion Authority (IPA) Act 1992.

2. DEFINITIONS

“**Act**” means the National Information and Communications Technology Act, 2009.

“**Authority**” means NICTA

“**Dealer**” means a person who manufactures, imports for sale, repair or adjust, lets for hire, sells or offers or possesses for sale any equipment which is capable of being used for the purpose of communication, and includes an employee of the dealer.

“**Licence**” means a Full Radio Dealers Licence or a Limited Radio Dealers Licence.

“**Licensee**” means a person to whom a licence is granted, and includes an employee of the licensee.

“**NICTA**” means National Information and Communications Technology Authority

“**Radio dealer**” means holder of a Radio Dealers licence

“**Radio dealers licence**” means a radiocommunications licence authorizing regulated conduct under section 32 of the NICT Radio Spectrum Regulation, 2010. A radio dealer’s license is the holder of the radio dealers licence.

“Registered equipment” means any ICT equipment registered for sale under section 32 of the NICT Radio Spectrum Regulations, 2010. “Non-registered equipment” means any ICT equipment that is not registered equipment.

“Regulated Apparatus” means all apparatus used to transmit radiocommunications as prescribed in section 180 (1) (b) of the Act and referred to in section 32 (1) of the NICT Radio Spectrum Regulation, 2010.

“Regulations” means the NICT Radio Spectrum Regulation, 2010 and the NICT Operator Licensing Regulation, 2010 and any other regulations made under the Act.

“Sale” includes every transaction of or in the nature of barter or exchange, every transaction of hire or hire-purchase and every transaction by which any goods are pawned or hypothecated or as the result of which the ownership of or an interest in goods is or may be transferred or created.

where a term or phrases are not defined the definition in the Act or Regulations applies.

3. SCOPE OF LICENCE

In accordance with the national ICT (radio spectrum) regulation 2010, a person who engages in regulated conduct authorized by a radiocommunications licence or the provision of the NICT Act, 2009; is required to have a Radio Dealers Licence.

The Radio Dealers Licence consists of two classes; a Full Radio Dealers Licence and a Limited Radio Dealers Licence.

3.1 Full Radio Dealer

- (a) A Full Radio Dealers Licence authorizes the licensee to deal in, or let on hire, or loan, or repair, install and adjust any regulated apparatus or radio equipment.
- (b) A Full Radio Dealer shall possess relevant expertise and qualifications in the radio and telecommunication industry and shall have minimum required test equipment for the installation and maintenance of such apparatus.
- (c) The holder of a Full Radio Dealers Licence shall comply with the conditions of the licence set out in the Terms and Conditions specified in section (4.1).
- (d) The Full Radio Dealer may require a separate Radio Dealers licence for each business establishment at different geographical locations unless NICTA determines otherwise.

3.2 Limited Radio Dealer

- (a) A Limited Radio Dealers Licence authorizes the licensee to deal in, or let on hire, or loan any regulated apparatus or radio equipment. The Limited Radio Dealer however is not authorized to repair, adjust, or install regulated apparatus.
- (b) The holder of a Limited Radio Dealers Licence shall comply with the conditions of that licence set out in the Terms and Conditions specified in section (4.2).
- (c) The holder of a Limited Radio Dealers Licence may require a separate Radio Dealer licence for each business establishment at different geographical locations unless NICTA determines otherwise.
- (d) The limited radio dealers licensee who may wish to engage a retail sales agent/ outlet to deal in, or let on hire, or loan any regulated apparatus of certain low power devices such as citizen band radio, mobile handsets, wireless data cards and cordless telephones shall be issued a radiocommunications class licence in accordance with section 176 (3b) of the Act.

4. TERMS AND CONDITIONS

4.1 Conditions of Full Radio Dealers Licence

- (a) The holder of a Full Radio Dealers Licence shall deal in, or let on hire or loan, or repair, install and/or adjust any regulated apparatus or radio equipment registered and/or type approved under the Act and regulations.
- (b) A Full Radio Dealers Licensee who wishes to sell any regulated apparatus or radio equipment shall;
 - (i) before selling such equipment, ensure that it meets the relevant technical standards and specifications for the radio equipment specified by the Authority ;
 - (ii) ensure that it operates correctly with the existing radio system or equipment to which it will be connected; and
 - (iii) cease selling the equipment if so directed by the Authority and dispose of the equipment at their own expense.
- (c) A Full Radio Dealers Licensee shall, if required by the Authority, produce any regulated apparatus or radio equipment for testing or inspection by the Authority and all expenses incurred in connection with the testing or inspection shall be borne by the Full Radio Dealers Licensee.

- (d) A Full Radio Dealers Licensee shall have a workshop equipped with the minimum required test equipment as shown in Attachment A and shall ensure it has adequate ventilation. The workbench shall be sufficiently lit and fitted with standard General Power Outlets.
- (e) A Full Radio Dealers Licensee shall not have in his possession for sale any device or equipment which is capable of monitoring or intercepting the transmission of a radiocommunications network.
- (f) A Full Radio Dealers Licensee shall:
 - (i) ensure there is affixed on all registered equipment intended for use in Papua New Guinea a compliance label(s) authorized by the Authority ;
 - (ii) refrain from ;
 - (a) affixing an approval label(s) on any regulated apparatus which is not a registered equipment,
 - (b) giving any misleading advertisement, pamphlet or brochure relating to any such regulated apparatus or radio equipment;
 - (c) and issuing any fake label, fake instruction manual or packaging stating or indicating that the regulated apparatus or radio equipment complies with the standards and specifications published by the Authority; and
 - (iii) comply with such other labeling requirement as may be published by the Authority.
- (g) A Full Radio Dealers Licensee shall inform every purchaser or hirer to whom he sells or lets for hire any regulated apparatus or radio equipment to obtain a Radio Dealers licence if he has not done so already from the Authority in order to deal in, or let on hire, or loan, or repair or adjust .
- (h) Except with NICTA's prior written consent, a Full Radio Dealers Licensee shall not assign, transfer, sublet or otherwise dispose of any benefit of his Full Radio Dealers Licence, or permit any person to participate in any benefit or authority granted by his licence.
- (i) The Licensee shall carry on the business of Radio Dealer at the address shown on the application form or licence only. With intentions to change the business location and address, the Licensee shall give a written notice or advice to the Authority informing it of the change.

- (j) NICTA may, when issuing a Full Radio Dealers Licence prescribe other terms and conditions and restrictions in accordance with the provisions of the Act, Regulations and any rules and guidelines issued under the Act.

4.2 Conditions of Limited Radio Dealers Licence

- (a) The holder of a Limited Radio Dealers Licence may only deal in, or let on hire or loan any regulated apparatus or radio equipment to any person.
- (b) A Limited Radio Dealers is not authorized to repair or adjust or install regulated apparatus.
- (c) A Limited Radio Dealers Licensee shall not deal in or sell or loan;
 - (i) any type of regulated apparatus which may be used for illegal connection to any radio communication systems or equipment belonging to a network operator ; or
 - (ii) any regulated apparatus or radio equipment not registered or type approved by NICTA.
- (d) A Limited Radio Dealers Licensee who wishes to deal in or sell or loan any regulated apparatus or radio equipment shall;
 - (i) before selling such equipment, ensure that it meets the standards and specifications of the equipment specified by the Authority ;
 - (ii) cease to sell the equipment if so directed by the Authority and dispose of the equipment at his own expense as directed by the Authority.
- (e) A Limited Radio Dealers Licensee shall, if required by the Authority, produce any regulated apparatus or radio equipment for testing or inspection by the Authority and all expenses incurred in connection with the testing or inspection shall be borne by the Dealer Licensee.
- (f) A Limited Radio Dealers Licensee shall not have in his possession for sale any device or equipment which is capable of monitoring or intercepting the transmission of a radiocommunications network.
- (g) Except with NICTA's prior written consent, a Limited Radio Dealers Licensee shall not assign, transfer, sublet or otherwise dispose of any benefit of his Limited Radio Dealers Licence, or permit any person to participate in any benefit or authority granted by his Licence.
- (h) The Licensee may operate the business of Radio Dealer at the address shown on the application form or licence only. Any intentions to change

the business location and address, the Licensee shall give a written notice or advice to the Authority informing it of the change.

- (i) NICTA may, when issuing Limited Radio Dealers licences prescribe other terms and conditions and restrictions in accordance with the provisions of the Act, Regulations and any rules and guidelines issued under the Act.

5. QUALIFICATION AND REQUIREMENTS

The following information must also be submitted with the Application form RDL100.

5.1 Qualification of Technical Personnel

- (a) A Full Radio Dealers or his delegated personnel must possess relevant Technical Trade Certificate or Diploma or Degree in radio and ICT related courses from a recognized Technical Institute or University, and must have an experience necessary to competently maintain, adjust or install registered apparatus and equipment to the appropriate standards and specifications.
- (b) A Limited Radio Dealers or his delegated personnel may possess relevant technical knowledge or industry oriented training to support sales activities in order to operate Radio Dealers business.

5.2 Test Equipment List

- (a) A general list of minimum test equipment considered necessary for servicing of regulated apparatus or radio equipment has been prepared by NICTA and tabled in Attachment A of this document.
- (b) A Full Radio Dealers Licence applicant shall indicate on the RDL 100 form what test equipment is available at his/her premises in order to provide the specific type of service.
- (c) An Intending Full Radio Dealers Licence applicant must have necessary minimum test equipment for the specific service intended to be provided before making an application.

5.3 Engineering Brief

- (a) When an application is made for the registration of registered apparatus and radio equipment as part of a complex radio system, the **Full Radio Dealer** supplying such a system is required to provide all calculations, diagrams and technical information to enable full evaluation of the system by NICTA.

- (b) An Engineering Brief should contain the following:
 - (i) maps showing station locations, path bearing etc;
 - (ii) transmitter/receiver technical information;
 - (iii) antenna details showing tower layout, gain, directional characteristics and polarization of the antennae being used;
 - (iv) transmission line, filter and multicoupling details;
 - (v) transmission path calculations or coverage diagrams;
 - (vi) system configuration drawings;
 - (vii) if the intended installation is to be part of a network, then full details of the network must be supplied.
- (c) This information must be updated when alterations are made to the configuration specified in the original brief.

5.4 IPA Business Registration Certificate

- (a) An applicant for a Radio Dealers Licence shall attach an IPA certificate with the application form when applying for the Radio Dealers Licence.

6. EXHIBITION OF RADIO DEALERS LICENCE

A holder of a Radio Dealers Licence is required to exhibit:

- (a) in front of the business office a sign bearing the words ‘Licensed Full Radio Dealer’ or ‘Licensed Limited Radio Dealer’, whichever case is applicable; and
- (b) the copy of the licence document which may be placed in a clean glass-fronted frame and prominently displayed inside the licensed premises at all times.

7. LICENCE FEES

- 7.1 The Licence Application Fee for a Full Radio Dealers Licence is **K150.00** and an annual fixed fee of **K1500.00** is valid for a term of one year.
- 7.2 The Licence Application Fee for a Limited Radio Dealers Licence is **K50.00** and an annual fixed fee of **K500.00** is valid for a term of one year.
- 7.3 Licence fees are non-refundable (whether on a pro-rated basis or any other basis) under the following circumstances:
 - (a) where the Licensee requests a variation or termination of its licence, or
 - (b) where NICTA cancels the licence under the NICT Act 2009 or the Regulations.

8. COMPLIANCE WITH REGULATORY FRAMEWORK

- 8.1 In addition to the Licence Conditions, the Licensee shall comply with the provision of the Act; the regulations and any rules and guidelines and direction issued under the Act.

9. APPLICATION PROCEDURE AND CONDITIONS

- 9.1 Applicants can apply for the Radio Dealers Licence by downloading the Application Form RDL100 online via www.nicta.gov.pg or it may be obtained from NICTA and mailed to:

**The Executive Director
Licensing and Enforcement Department
P.O. Box 8227
BOROKO
National Capital District
Papua New Guinea**

- 9.2 NICTA is committed to processing an application that meets all the relevant requirements or responding to the applicant in the event of a delay or rejection within **10 working days**.
- 9.3 NICTA is deemed to have responded to the applicant if there has been an attempt to contact the applicant by phone, fax, mail, email or any other common form of communication. Where mail is used as the channel of communication, proof of postage would constitute proof of delivery.
- 9.4 NICTA will not be liable for any expenses incurred by the applicant on the wrong supposition that the licence application has been approved. The applicant should consult NICTA on the status of the licence application when no notification from NICTA is received. For the avoidance of doubt, no licence application is considered approved unless an approval notification from NICTA is received.
- 9.5 The information contained in this document is intended to assist interested parties in applying for the relevant licence. It does not bind NICTA to any particular course of action in relation to the handling of any application, or to the terms of any licence to be granted, or to grant any licence to any party. NICTA reserves the right to change its policies and/or to amend this document without prior notice.

- 9.6 The granting of a licence is at the sole discretion of NICTA. NICTA reserves the right not to accept any application submitted. NICTA will undertake to explain to the applicant concerned, on the applicant's request, why the applicant is unsuccessful in its application for a licence.
- 9.7 NICTA reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.

10. RECORDS OF DEALINGS BE MAINTAINED

- 10.1 All Licensed Radio Dealers must keep at the place of business a record of:
- (a) all sales, hiring, loans and other dealings (including manufacturer) of or with apparatus; and
 - (b) the date of the dealing; and
 - (c) details of the apparatus; and
 - (d) the name and address of the other party.
- 10.2 The records shall be kept until the end of the calendar year following the date of the dealing.

11. OFFENCE CONTRAVENING CONDITIONS

- 11.1 Any contravention of the Radio Dealers Licence condition or the provision of the Act and Regulations; is guilty of an offence.
- 11.2 A high penalty shall be served for an offence in subsection (11.1), if the person has knowingly engaged in the regulated conduct for the purpose of personal gain.
- 11.3 Any person found to be guilty of an offence under Radio Dealers Licence conditions, the provisions of the Act and the Regulations shall, in addition to the forfeiture of prohibited articles, be liable to the jurisdiction of the Authority as deemed appropriate. A fine not exceeding **K10, 000. 00** shall be charged.

12. EQUIPMENT TYPE APPROVAL

All regulated apparatus or radio equipment imported and distributed by a holder of a Radio Dealers Licence must be type approved by NICTA or other accredited body

which is approved and recognized by NICTA prior to sale or deployment in Papua New Guinea

13. THIRD PARTY AUTHORISATION

13.1 In accordance to section 5 of the Radio Spectrum Act 2010, spectrum licensees and apparatus licensees may authorize third parties to operate apparatus under their licences.

13.2 The requirements and conditions of the third party authorization are detailed in the ‘The Radiocommunications Licence Third Party Authorization RULES’.

14. ATTACHMENT A

GENERAL MINIMUM TEST EQUIPMENT LIST FOR A FULL RADIO DEALERS

(Note: The provider of specific service will have to furnish a separate test equipment list)

1.	RF & Micro-wave Signal Generator	<ul style="list-style-type: none"> • Should generate frequencies up to UHF range and IF frequencies of radio equipment. • Should have calibrated RF output level control variable from 0.25 microVolts to 2 Volts • Should have calibrated and variable AM/FM and phase modulation. • Must have good frequency stability.
2.	Digital Frequency Counter	<ul style="list-style-type: none"> • Should have accuracy of 1 part in 10^6 or better and count frequency up to UHF range.
3.	RF Dummy Load	<ul style="list-style-type: none"> • Should have a power rating higher than the required power output of the radio equipment being serviced and minimal radiation
4.	Power Meter/VSWR	<ul style="list-style-type: none"> • Should have adequate elements covering the frequency range and power rating applicable to the radio equipment being serviced. • Should have signal sniffer facility provided also for onsite frequency readings (For use with frequency counter).
5.	Digital Multimeter	<ul style="list-style-type: none"> • Should be of reasonable quality for the measurement of voltage, current and resistance. • Preferably having a high input impedance of 20k ohms per Volt.
6.	Oscilloscope	<ul style="list-style-type: none"> • Preferably dual trace, 20 MHz B/W, Good sensitivity i.e. 10mV/Division
7.	Power Supply Unit	<ul style="list-style-type: none"> • Should have adequate DC output voltage and output current to supply equipment to be serviced
8.	Radio Service Tool	<ul style="list-style-type: none"> • Service tool kit capable of adequately servicing radio equipment being sold and repaired
9.	Connectors Cords	<ul style="list-style-type: none"> • Should have suitable test cords and adaptors to interface test equipment to radio equipment and power supplies for alignment and testing purpose.
10.	Structured Cable Tester	<ul style="list-style-type: none"> • Tester for certifying and evaluating copper and fiber cabling installations
11.	Network Tester	<ul style="list-style-type: none"> • Test Ethernet twisted pair cables for open circuits, shorts, crossed pairs, reversed pairs and split pairs.
12.	Telecommunication and Data Communication Test Equipment	<ul style="list-style-type: none"> • To test electronic signals and measure telecomm and data communication equipment functions and operating standards to ensure they meet specification requirements.

RECOMMENDED OPTIONAL ITEMS

13	Distortion Meter	<ul style="list-style-type: none"> • A distortion meter to enable a comprehensive check of device distortion and signal to noise ratio (SNR) levels.
14	Two Tone Audio	<ul style="list-style-type: none"> • A low distortion two generator tone audio test sources for testing SSB transmitter linearity and ALC action
15	Fibre Optic Tool kit	<ul style="list-style-type: none"> • Includes all cable and fiber preparation tools needed for installation, repair and maintenance of optical fiber
16	Datacomm Tool kit	<ul style="list-style-type: none"> • Includes all cable and network preparation tools needed for installation, repair and maintenance of optical fiber and copper cables

EXTRA EQUIPMENT FOR VHF/UHF LAND MOBILES SERVICING

1.	Deviation Meter	<ul style="list-style-type: none"> • To be capable of measuring deviations in the range 500 Hz to 6 KHz
2.	CTCSS Generator	<ul style="list-style-type: none"> • Capable of generating sub audible tones to 0.1 Hz accuracy.
3.	CTCSS Detector	<ul style="list-style-type: none"> • Tone detector capable of reading sub audible tone to 0.1 Hz accuracy
4.	Receiver/Scanner	<ul style="list-style-type: none"> • Receiver or scanner of good sensitivity having frequency range coverage of equipment being serviced to enable off-air monitoring of system performance

EXTRA EQUIPMENT FOR VSAT SERVICING

1.	Satellite Power Injector	<ul style="list-style-type: none"> • Power supply to LNB in a regulated manner
2.	Satellite Signal Finder Meter	<ul style="list-style-type: none"> • Helps make a precise dish set-up easy. Its ultimate sensitivity will indicate 0.2 dB level
3	Inclinometer	<ul style="list-style-type: none"> • For setting rough or correct elevation of satellite dish
4	Compass	<ul style="list-style-type: none"> • For alignment of satellite dish; used for getting the azimuth

15. NOTES TO FULL RADIO DEALERS

1. An integrated test set comprising the above equipment mentioned in one set e.g. a communication analyzer is also accepted.
2. It is recommended that a spectrum analyzer be added to the Radio Dealer service assets as soon as economics allow. It is considered that even a low cost analyzer is an invaluable radio service asset.
3. It is recommended that a sinad meter be available for receiver alignment.
4. All minimum required equipment by a Radio Dealer is to be maintained in good serviceable order with a high degree of accuracy and regular calibration where necessary.
5. A high frequency single sideband receiver of reasonable quality to check transmitted signals and modulation quality is recommended.