



National Information & Communication Technology Authority

**THE GUIDELINES
FOR
RADIO DEALERS LICENCE**

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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 authorizes a radio dealer to import, manufacture, repair or adjust, let for hire, sell or offer or possess for sale any regulated apparatus and/or ICT equipment
- 1.3 Importers, retailers, manufacturers intending to import, manufacture, repair or adjust, let for hire, sell or offer or possess for sale any regulated apparatus and/or ICT equipment must obtain a Radio Dealer's Licence from NICTA.
- 1.4 An intending importer, retailer or manufacturer 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.

“ICT Equipment” means any appliance, apparatus or accessory (line terminals) used or intended to be used for telecommunications

“Licence” means a Full Radio Dealer's Licence or a Limited Radio Dealer's Licence.

“Licencee” 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.

“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 is not define the definition in the Act or Regulations applies.

3. SCOPE OF LICENCE

In accordance to the radio spectrum regulation, 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 Dealer Licence and a Limited Radio Dealers Licence.

3.1 Full Radio Dealer

- (a) A Full Radio Dealer Licence authorizes the licensee to deal in, or let on hire, or loan, or repair, install and adjust any regulated apparatus and/or ICT 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 Dealer’s 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 separate Radio Dealer’s licence for each business establishments at different geographical locations unless NICTA determines otherwise.

3.2 Limited Radio Dealer

- (a) A Limited Radio Dealer Licence authorizes the licensee to deal in, or let on hire, or loan any regulated apparatus and/or ICT equipment. The Limited Radio Dealer however is not authorized to repair or adjust regulated apparatus.
- (b) The holder of a Limited Radio Dealer's 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 Dealer's Licence may require separate Radio Dealer's licence for each business establishment at different geographical locations unless NICTA determines otherwise.

4. TERMS AND CONDITIONS

4.1 Conditions of Full Radio Dealer's Licence

- (a) The holder of a Full Radio Dealer's Licence shall deal in, or let on hire or loan, or repair, install and/or adjust any regulated apparatus and ICT equipment registered and/or type approved under the Act and regulations.
- (b) A Radio Dealer Licensee who wishes to sell any regulated apparatus or ICT equipment shall;
 - (i) before selling such equipment, ensure that it meets the relevant technical standards and specifications for the ICT equipment specified by the Authority ;
 - (ii) ensure that it operates correctly with the existing ICT 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 Dealer Licensee shall, if required by the Authority, to produce any regulated apparatus or ICT 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 Dealer Licensee.
- (d) A Full Radio Dealer 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 (GPOs).
- (e) A Full Radio Dealer 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 Dealer Licencee shall:
- (i) affix, or ensure there is affixed, on all registered equipment intended for use in Papua New Guinea compliance label(s) authorized by the Authority ;
 - (ii) refrain from;
 - (a) affixing 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 ICT equipment;
 - (c) and issuing any fake label, fake instruction manual or packaging stating or indicating that the regulated apparatus and ICT 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 Dealer Licencee shall inform every purchaser or hirer to whom he sells or let for hire any regulated apparatus and ICT equipment of the need to obtain a Radio Dealer licence subject to the type of business activity as specified in section 3.1 & 3.2, from the Authority in order to deal in, or let on hire, or loan, or repair or adjust them.
- (h) Except with NICTA's prior written consent, a Full Radio Dealer Licencee shall not assign, transfer, sublet or otherwise dispose of any benefit of his Full Radio Dealer Licence, or permit any person to participate in any benefit or authority granted by his licence.
- (i) The Licencee shall carry on the business of Radio Dealer at the address shown on the application form or licence only. In the event the Licencee changes the business location and address, a written notice or advice shall be dispatched promptly to the Authority informing it of the change.
- (j) NICTA may, when issuing a Full Radio Dealer Licence may 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 Dealer's Licence

- (a) The holder of a Limited Radio Dealer Licence may only deal in, or let on hire or loan any regulated apparatus and ICT equipment to any person.
- (b) A Limited Radio Dealer's Licencee shall not sell;
 - (i) any type of regulated apparatus which may be used for illegal connection to any ICT communication systems or equipment belonging to a network operator ; or
 - (ii) any regulated apparatus or ICT equipment not registered or type approved by NICTA.
- (c) A Limited Radio Dealer Licencee who wishes to sell any regulated apparatus or ICT 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.
- (d) A Limited Radio Dealer Licencee shall, if required by the Authority, produce any regulated apparatus or ICT 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 Licencee.
- (e) A Limited Radio Dealer Licencee 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 Limited Radio Dealer shall inform every purchaser or hirer to whom he sells or let for hire any regulated apparatus and ICT equipment of the need to obtain a Radio Dealers Licence subject to the type of business activity as specified in section 3.1 & 3.2, from the Authority in order to deal in, or let on hire, or loan, or repair or adjust them.
- (g) Except with NICTA's prior written consent, a Limited Radio Dealer Licencee shall not assign, transfer, sublet or otherwise dispose of any benefit of his Limited Radio Dealer Licence, or permit any person to participate in any benefit or authority granted by his Licence.
- (h) The Licencee may operate the business of Radio Dealer at the address shown on the application form or licence only. In the event the Licencee changes the business location and address, a written notice or advice shall be dispatched promptly to the Authority informing it of the change.

- (i) NICTA may, when issuing Limited Radio Dealer 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 Dealer 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 Dealer may possess relevant Technical Trade Certificate, Diploma or Degree in radio or ICT related courses from a recognized Technical Institute or University to operate Radio Dealers business.

5.2 Test Equipment List

- (a) A list of minimum required test equipment considered necessary for servicing of regulated apparatus and ICT equipment has been prepared by NICTA and tabled in Attachment A of this document.
- (b) A Full Radio Dealer Licence applicant shall indicate on the RDL 100 form what test equipment is available at his/her premises in order to conduct business.
- (c) An Intending Full Radio Dealer Licence applicant must have all the minimum required test equipment before making an application.

5.3 Engineering Brief

- (a) When an application is made for the registration of registered apparatus and ICT equipment as part of a complex radio or ICT 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 of a Radio Dealers Licence shall attach his/her IPA certificate with the application when applying for the Radio Dealers Licence.

6. EXHIBITION OF RADIO DEALERS LICENCE

A holder of a Radio Dealer 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', whatever case is applicable; and
- (b) the copy of the licenced document which may be placed in a 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 Dealer 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 Dealer 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 Licencee requests for 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 Licencee 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 Dealer Licence by downloading the Application Form RDL100 online via www.nicta.gov.pg or 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 process an application that meets all the relevant requirements or respond 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 forms 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 applying for the relevant licences. 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 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 commercial 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 and ICT equipment imported and distributed by a holder of a Radio Dealers Licence must be type approved by NICTA or other accredited test house which is approved and recognized by NICTA prior to deployment or sales in Papua New Guinea.

13. ATTACHMENT A

MINIMUM REQUIRED TEST EQUIPMENT FOR A RADIO DEALER

1.	RF & Micro-wave Signal Generator	<ul style="list-style-type: none"> • Should generate frequencies upto 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 10⁶ 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 on-site 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	<ul style="list-style-type: none"> • To test electronics signals and measure telecomm and data communication equipment functions and operating

Equipment	standards to ensure they meet specification requirements.
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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 need 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 need 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

14. NOTES TO 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 Dealers 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.

15. APPLICATION FORM

SECTION 1. GENERAL DETAILS OF APPLICANT	
1. Applicant Name or Contact Name:	
First Name..... Last Name.....	
2. Contact Details:	
Telephone Mobile.....	
Facimile..... Email.....	
3. Mailing Address:	
.....	
.....	
4. Business/ Organizational Name:	
.....	
5. Business Registration No.	
<i>(Please attached IPA certificate as proof)</i>	
6. Date of Incorporation.....	
7. Type of Business/Organization: (Please <input checked="" type="checkbox"/> appropriate box)	
<input type="checkbox"/> Government, <input type="checkbox"/> Company, <input type="checkbox"/> Individual, <input type="checkbox"/> NGO, <input type="checkbox"/> Others	

SECTION 2. PURPOSE OF APPLICATION

- 2.1 New Licence Application
- 2.2 Renewal of existing Licence Application
- 2.3 Amendment of Licence details

SECTION 3. TYPE OF RADIO DEALER'S LICENCE

3.1 Please select the appropriate Radio Dealers Licence you intend to apply for.

- Full Radio Dealers Licence (Unlimited)
- Limited Radio Dealers Licence

3.2 Do you wish to establish radio communications business in other parts of PNG?

- Yes, No,

If yes, then a separate Radio Dealers Licence is required for each establishment in each Province but this is subject to NICTA's determination.

3.3 Location of establishment in which apparatus will be constructed, repaired, offered for sale or hired out.

- a) Section..... b) Allotment..... c) Street.....
- d) Town..... e) District.....
- f) Province.....

SECTION 4. EQUIPMENT AND SERVICE DETAILS

4.1 Please appropriate box(es) indicating the type of service your company intends to deal in.

To construct, repair, sell or hire out regulated apparatus or radio equipment. To commercialize spare parts only.

To engage in sale of regulated apparatus or radio equipment and spare parts.

4.2 Please appropriate box(es) indicating types of Radiocommunications Equipment your company intends to deal in.

- VHF Aeronautical / Maritime Radios Cordless Telephones
- VHF / UHF Private Land Mobile Radios GSM / UMTS / CDMA Base Station
- Wireless Access System Equipment Fixed Radio Relay Link Equipment
- Satellite Distress Beacons VSAT / Earth Station Equipment
- MF/HF SSB Land Mobile Radios Low Power Devices not covered by the above
- HF / UHF Citizen Band Radios
- Other Maritime / Aeronautical equipment (please specify).....
.....
- Other equipment (please specify or make a separate list).....
.....

4.3 Please appropriate box(es) indicating types of Radiocommunications Equipment your company intends to deal in.

VSAT / Earth Station Equipment

Mobile Switching Centre Equipment

GSM / UMTS /CDMA Base Station Controller

Mobile Phones - Specify if:

(GSM 900, GSM 900/1800, 3G, Others)

Other equipment (please specify).....

.....

4.4 For applicants wishing to deal in mobile phones

4.4.1 AN Applicant is required to provide a letter from the mobile phone Manufacturer/Authorised Distributor confirming accreditation with the local Distributor/Reseller of mobile phones of that particular make/brand in PNG.

4.4.2 Please show evidence that the Authorized Distributor is duly authorized to sell mobile phones of that particular make/brand.

4.4.3 All of the above documents should be duly dated and signed by issuer of letter/certificate.

4.5 SERVICE & REPAIRS

4.5.1 Please indicate who will service & repair the apparatus:

- The Applicant.
- The Authorized Agent or Manufacturer. *(Dealer sends faulty equipment on behalf of the buyer to the agent/manufacturer for repair under buyer's expense.)*

4.5.2 Where the applicant intends to service & repair radiocommunication apparatus , the following information must be provided below.

a) Technical Qualification of service & repair personnel *(Please provide certificate as proof).*

.....
.....

b) The minimum test equipment acceptable by NICTA is listed below. Please mark the test equipment which you have in your work place. Make a separate list if you have other test equipment not listed below.

- Spectrum Analyzer Audio Oscillator and Analyzer
- Frequency Counter Frequency Modulation Meter
- Dummy Load Radio Communications Analyzer/test set
- RF Power Meter Others (please specify)
- Multi-Meter

Full list of minimum required test equipment is provided in the Radio Dealers Guideline.

c) Are the test equipment fully calibrated and operational?

- Yes
- No

d) Comments.....

.....

SECTION 5. DECLARATION

I/We hereby declare that the information and particulars given by me/us in this form and in the documents submitted are to best of my knowledge true, correct and complete. I/We understand that any untrue, incorrect and/or incomplete information in this form and the documents submitted may lead to rejection of the application.

Company Stamp

Applicants Signature.....

Signatory's Full Name:.....

.....

Position Held.....

Date.....

SECTION 6. FOR OFFICE USE ONLY

Documents Submitted:

- Technical Qualification Certificate(s): Yes No
- Letter from Mobile Phone authorized Dealer/Manufacturer: Yes No
- IPA Certificate : Yes No

Licence Registration #:

Processing Fees paid on..... Amount.....

Special Comments.....

.....

.....

Approved Not Approved

Signature..... Name