

Class Licence Application Form – Type C
Under section 9.1 of the Telecommunications Act No. 2 Of 2000

Type Approval

National Telecommunications Regulatory Commission
P. O. Box 1958
Cnr Jones St. & Wigley Ave
Basseterre, St. Kitts

Type Approval Application Requirements and Guidelines

All radio or Telecommunications equipment require Type Approval before they can be imported, installed, sold or used in the state of St. Christopher & Nevis

To gain Type Approval Certification for radio and or Telecommunications equipment in St. Christopher & Nevis the following procedures must be followed:

1. Submit a signed letter requesting Type Approval along with the following:
 - a) Completed Type Approval Application Forms with original signatures
 - b) Technical Documentation of the Equipment
 - c) Foreign Type Approval Certificate (FCC/ other Standards Body Certification)
 - d) Letter of Authorization (if applicant is an Authorized Agent)
 - e) Test report or certification of the technical characteristics of the equipment, issued by a recognized test or certification body
 - f) Safety Reports (optional)
 - g) Electromagnetic Compatibility (EMC) Report
 - h) Application Fee of EC\$550 per application
 - i) A Sample of the Equipment may be requested
 - j) User Manual may be requested.

2. Three (3) copies of the completed application form should be submitted in an envelope addressed to the National Telecommunications Regulatory Commission, P.O. Box 1958, Cnr Jones St & Wigley Ave, Fortlands, Basseterre, St. Kitts

3. The completed application form must be accompanied by a fee of Five Hundred and Fifty Eastern Caribbean Dollars (EC\$ 550.00), per application, payable to the NTRC and if paying by wire transfer please contact our office for wire transfer/bank details.

4. Please indicate which, if any, information provided by the applicant in this application is confidential.

5. Please note that any word, phrase or expression used herein shall have the same meaning as it has in the section 9.1 of the Telecommunications Act No. 2 Of 2000.

6. A separate application is required for each model of equipment.

7. Applications are accepted from:

1. Manufacturer of equipment or authorized institution.
2. An individual user for a specific piece of equipment.

Terms and Condition of Certification:

1. The certificate is valid under condition that the equipment being granted approval is identical to the one tested.

2. Any changes to the name or model of the type approved equipment will require a new type approval. This involves reapplication with revised supporting documents. If the technical specifications have not been amended, reference can be made to the original type approval. However, the applicant must submit a letter of declaration stating that the technical specifications for the old named/model equipment is the same as the new name/model equipment.

3. The certificate may be revoked if holders use it beyond approved scope or if determined to have been obtained illegally.

Lead Time:

Payment by Foreign Cheque/Money Order:

Lead time is approximately 6-8 weeks for approval starting from the time all the relevant documents and payment are submitted.

Payment by Wire/Bank Transfer:

Lead time is approximately 2-4 weeks for approval starting from the time all the relevant documents and payment are submitted.

Standards:

Type approval for Radio Communication equipment in St. Christopher & Nevis is done by recognition of type approval test reports which are prepared according to international standards.

Radio Standard:

St. Christopher & Nevis recognizes the international standards set by the following bodies:

- FCC: Federal Communications Commission (USA)
- ANSI: American National Standards Institute
- ETSI: European Telecommunications Standardization Institute
- ITU: International Telecommunications Union

Electromagnetic Compatibility (EMC) Standard:

Radio communications equipment should have EMC standard in accordance with international standards.

Electrical Safety Standard:

Radio communication equipment should have Electricity Safety standard in accordance with international standards

Attached Documentations

Please tick the items being submitted with this application

- Application Fee Payment
- Technical Specification of Equipment
- Foreign Type Approval Certification
- A copy of the test report or certification of the technical characteristics of the equipment, issued by a recognized test or certification body.
Name of test or certification institution _____
Country _____
- A copy of accreditation certificate of test or certification body
- EMC Report
- Safety Report
- Letter of Authorisation (if applicant is an authorised institution).
- A physical sample of the equipment requiring type approval
- Others (please state) _____

1. PART 1 – The Applicant

(Please complete fully in type or block letters where applicable)

1.1 Contact Details

1.1.1 Name and address of applicant

1.1.2 (a) Licence No: _____ (b) Handle _____

1.1.3 Designated contact person:

1.1.4 Telephone number

1.1.5 Fax Number

1.1.6 Email address Website:

On behalf of (*if applicant is an authorized institution*): _____

1.1.7 If the licence is required for a (registered) business

(a) State whether the applicant is a company, partnership, sole proprietorship

(b) Please supply the business's registration number:

1.1.8 If question 1.1.7 does not apply, and a licence is being applied for personal use, please answer the following questions:

- (a) Date of Birth: _____ Age on last birthday: _____
(b) Nationality _____ (c) Occupation: _____
(d) Identification Card #: _____ (e) Passport Number: _____

2 PART II – Technical Details

2.1 Select the following options as appropriate:

- Type Approval has been granted by another ECTEL Member States
Countries: _____
- Type Approval has been granted by recognized international standards agencies
Agencies: _____

- New Type Approval requested: equipment has not undergone any Type Approval process

2.2 Radio Communications Equipment Information

Equipment: _____
Type: _____ Class: _____
Brand Name: _____ Model: _____
Manufacturer Name: _____
Address of Manufacturer: _____

Frequency Band (MHz) - Transmit: _____ Receive: _____
Output (Watts): _____ ITU Emission Designator: _____

2.3. Details of the purpose for which equipment is intended to be used

2.4. Certificate Holder (*this is person/company the type approval certificate would be issued to, this name would appear on the certificate*):

Address of Certificate Holder: _____

PART III - DECLARATION¹

On behalf of the applicant, I declare that the information provided by me on behalf of the applicant is accurate and complete in all respects.

Signed

Full name of signatory:

Position held:

Date:-

¹ This declaration must be signed:
in the case of an **individual**, by the person in whose name the application is made;
in the case of a **sole proprietorship**, by the sole proprietor
in the case of a **partnership**, by a partner; or
in the case of a **company or other body corporate**, by a director, company secretary or other authorised officer.