



## Application for Telecommunication Dealer's Individual Licence

Licensing & Operations Department  
Info-communications Development Authority of Singapore  
8 Temasek Boulevard  
#14-00 Suntec Tower Three  
Singapore 038988  
Tel: 62110888 Fax: 62112234

### IMPORTANT INFORMATION

- 1 This is an application form for dealers who wish to manufacture, import, let for hire, sell, or offer or possess for sale any telecommunication equipment that is not –
  - (a) type approved equipment;
  - (b) registered equipment; or
  - (c) telecommunication equipment set out in the First Schedule (Annex 1).The non type-approved equipment is strictly meant for export only and not for use in Singapore.
- 2 Licence fee is \$250.00 per annum per location.
- 3 The application must be made by an authorised officer of the company. Please forward the following supporting documents to the above address: -
  - a copy of the Computer Information (Business Profile) obtainable from the Registry of Companies and Businesses (RCB);
  - a completed interbank GIRO form to IDA (Licence fee must be paid by GIRO). The GIRO application form can be downloaded at IDA website.
- 4 IDA is committed to, within 7 working days, either process a application that qualifies with all required supporting documents or respond to the applicant in the event of a delay or rejection. Thereafter, the applicant may expect all complete and correct applications that qualified to be approved.
- 5 IDA 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.
- 6 IDA 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 IDA on the status of the licence application when no notification from IDA is received. For the avoidance of doubt, no licence application is approved unless an approval notification from IDA is received.



7 For enquiries please contact Ms Amy Cheng at Tel: 62111950 or email Amy\_Cheng@ida.gov.sg.

Where supporting documents are required, you may send the documents to The Deputy Director, Licensing & Operations Department, 8 Temasek Boulevard, #14-00 Suntec Tower Three, Singapore 038988.

<b>Company Information</b>	
<b>Name (Company) ★</b>	
<b>Contact Person Name (as in NRIC/Passport) ★</b>	
<b>Contact Person Designation</b>	
<b>NRIC No.</b>	
<b>Passport No.</b>	
<b>Nationality ★</b>	
<b>Business Registration No. (BRN) ★</b>	
<b>Type of Business (as registered in RCB)</b>	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Pte Ltd or Ltd
<b>Correspondence Address ★</b>	
<b>Business Location/ Address ★</b>	
<b>Telephone No. ★</b>	
<b>Fax No.</b>	
<b>Email ★</b>	
<b>Pager/Handphone Number</b>	
<b>Is Application Submitted with GIRO? ★</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Central Registration No. (CR) issued by Singapore Customs (if any, for import/export)</b>	
<b>Type of Premises ★</b>	<input type="checkbox"/> Office <input type="checkbox"/> Retail Outlet <input type="checkbox"/> Showroom <input type="checkbox"/> Warehouse
<b>Supplier's Name ★</b>	
<b>Supplier's Address</b>	

<b>Details of Non-Type Approved Telecommunication Equipment</b> (Please use attachments if space provided is sufficient)			
<b>Radio-communication Equipment</b>			
<b>Type</b>	<b>Trade Name/Make</b>	<b>Model</b>	<b>Remarks</b>

<b>Line Terminal Equipment</b>			
Type	Trade Name/Make	Model	Remarks

<b>Details of Type Approved Telecommunication Equipment</b> (Please use attachments if space provided is insufficient)			
<b>Radio-communication Equipment</b>			
Type	Trade Name/Make	Model	TAC No.
<b>Line Terminal Equipment</b>			
Type	Trade Name/Make	Model	TAC No.

**Purpose of Individual Licence**

1. For sale of non type-approved equipment at retail outlets for export only
2. For export (Wholesaler Only)
3. For sale of type-approved equipment for local use.

### **Schedule - Dealer's Individual Licence Conditions**

1. This Licence is issued by the Info-communications Development Authority of Singapore (the "Authority") in accordance with and subject to the Act and the Regulations, and shall be valid for the duration of this Licence unless revoked or suspended by the Authority in accordance with the provisions of the Act.
2. Pursuant to the Regulations, the Licence fee is \$250 per annum, and shall be payable in advance and is not refundable. Please note that if any licence fee remains unpaid 7 days after the date on which a licence should have been renewed, a late payment fee shall be charged in accordance with the Regulations.
3. The Licensee may only sell telecommunication equipment that is not type-approved equipment, registered equipment or telecommunication equipment set out in the First Schedule of the Regulations –
  - (a) to another holder of a Dealer's Individual Licence; or
  - (b) to a person, other than the holder of a Dealer's Class Licence, for re-export and not for use in Singapore.
4. Subject to Condition 3 and the Regulations, the Licensee shall not sell -
  - (a) any type of telecommunication equipment to be used for connection to any telecommunication system or equipment belonging to a telecommunication system licensee; or
  - (b) any type of radio-communication equipment to be used in Singapore, unless the type of equipment has been approved by the Authority to be sold.
5. The Licensee shall not manufacture, import, let for hire, sell, or offer or possess for sale any telecommunication equipment set out in the Third Schedule (Annex 2) of the Regulations except where approved by the Authority and in accordance with such terms and conditions as the Authority may impose.
6. The Licensee who wishes to sell any registered equipment or telecommunication equipment set out in the First Schedule of the Regulations shall –
  - (a) before selling such telecommunication equipment, ensure that it meets the standards and specifications for the sale of such telecommunication equipment published by the Authority in the manner it thinks fit;
  - (b) ensure that it works correctly with the relevant telecommunication system or equipment of the telecommunication system licensee to which it is connected; and
  - (c) cease to sell the telecommunication equipment if so directed by the Authority and dispose of the telecommunication equipment at his own expense in the manner directed by the Authority.
7. The Licensee shall, if required by the Authority, produce any telecommunication equipment for testing or inspection by the Authority and all expenses incurred in connection with the testing or inspection shall be borne by the Licensee.
8. The Licensee shall not have in his possession for sale any device or equipment which is capable of monitoring or intercepting the transmission of a radio-communication network.
9. The Licensee shall not have in his possession for sale, or use any device or equipment which can be used to alter, delete or remove the ESN, MIN or PIN number of any registered

telecommunication equipment or to insert or duplicate the ESN, MIN or PIN number of any registered telecommunication equipment in any unregistered telecommunication equipment.

- 10 (1) The Licensee who imports any telecommunication equipment into Singapore for the purpose of re-export –
  - (a) shall, unless the Authority otherwise directs, immediately move the telecommunication equipment into a free trade zone under the Free Trade Zones Act (Cap. 114) and keep it there pending re-export;
  - (b) shall not sell it to any person for use in Singapore; and
  - (c) shall re-export the telecommunication equipment and furnish satisfactory evidence of the re-export to the Authority within such time as may be stipulated by the Authority.(2) The Licensee shall, if required by the Authority, give a written undertaking that the telecommunication equipment declared to be for export purposes will not be sold, or offered or possessed for sale in Singapore.
11. The Licensee shall display the type-approved telecommunication equipment separately from the non type-approved telecommunication equipment at each of his business premises. In this regard, the Licensee shall put up a sign which states "FOR EXPORT ONLY - NOT APPROVED FOR LOCAL USE", for non type-approved telecommunication equipment and shall not affix any type-approval label on any non type-approved telecommunication equipment.
12. The Licensee shall –
  - (a) affix or ensure that there is affixed, on all type-approved equipment intended for use in Singapore, labels stating or indicating that the telecommunication equipment is type-approved before such telecommunication equipment is displayed or offered for sale;
  - (b) affix or ensure that there is affixed such other labels as the Authority considers necessary on any telecommunication equipment before such telecommunication equipment is displayed or offered for sale;
  - (c) ensure that every advertisement, pamphlet or brochure relating to any telecommunication equipment which he sells or offers for sale contains such information as the Authority may specify;
  - (d) refrain from affixing, on any telecommunication equipment which is not type-approved equipment, any label stating or indicating that the telecommunication equipment is type-approved; and
  - (e) comply with such other labelling requirements as may be published by the Authority.
13. The Licensee shall maintain a record of every sale of any type of telecommunication equipment which the Authority may, from time to time, specify. In particular, the Licensee shall, in respect of the sale of non type-approved telecommunication equipment, keep a record of the information on the type, model number and quantity of such telecommunication equipment sold and the buyer's name, passport number and address.
14. The Licensee shall inform every purchaser or hirer to whom he sells or lets for hire any telecommunication equipment of the need to obtain a licence from the Authority under the Act and the Regulations for the possession, operation, installation or use of that telecommunication equipment.
15. Notwithstanding the grant of this Licence, the Licensee shall obtain the Authority's prior approval for the operation of any telecommunication equipment for demonstration purposes.
16. The Authority may add to, vary or waive all or any of the conditions of this Licence in accordance with the Act and the Regulations and the Licensee shall, at his own expense, comply with the varied or additional conditions.
17. Except with the Authority's prior written consent, the Licensee shall not assign, transfer, sublet or otherwise dispose of any benefit of his Dealer's Individual Licence, or permit any person to participate in any benefit or authority granted by this Licence.
18. The Licensee shall ensure that his employees comply with the provisions of the Act, the Regulations and the conditions of this Licence.

19. In addition to the conditions of this Licence, the Licensee shall comply with the provisions of the Act, the Regulations, any code of practice and any direction issued under the Act.
20. Nothing in this Licence shall render the Authority liable or responsible for any infringement by the Licensee, of copyright in any work or of any patent or for any breach of any written law by such Licensee.

**Offences**

1. Please note that a contravention of regulation 3(5), (7), (8), (9) or (10), 4(3), (8) or (9), 6(1), 12, 13, 14, 15, 17, 18(1), (2) or (3), 19, 20(4) or 23 of the Regulations shall be an offence.
2. Any person guilty of an offence under the Regulations, shall, in addition to the forfeiture of any article seized, be liable on conviction to a fine not exceeding \$10,000 and/or to imprisonment for a term not exceeding 3 years.

**Notes on payment**

1. Subject to Paragraph 2 below, please note that payment must be made by GIRO.
2. Payment may also be made at IDA by electronic means such as NETS or CashCard.

**Late payment fee**

1. The following late payment fee shall be charged for the renewal of this Licence where the Licence fee is paid:
 

(a) After 7 days but before 15 days:	S\$10/-
(b) After 14 days but before 31 days:	S\$20/-
(c) After 30 days:	S\$50/-

I understand that approval from the Info-communications Development Authority of Singapore (IDA) for this application is based on information as declared in this application. I further acknowledge that, should any of the information declared herein be found to be untrue, inaccurate or incorrect, any approval granted by IDA will be rendered null and void.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date/Company Stamp

For Office Use		
Remarks:		
Approved / Not Approved	Client No:	
	Regn No: <b>DB</b>	
_____ Authorised Officer	_____ Date	Date: