
INFORMATION PACKAGE FOR TYPE APPROVAL OF COMMUNICATION AND MULTIMEDIA PRODUCT

1. INTRODUCTION

1.1 Type Approval

1.1.1 Type Approval is granted to a specific model of communications product which has complied with either singular or combination of the followings :

- a) SKMM's Technical Specifications (www.skmm.gov.my);
- b) Malaysian Standard;
- c) International Standard;
- d) Foreign standard of a national standards organization;
- e) Technical Checklist;
- f) Technical Declaration (association or industry standards or acceptable customer specification).

1.1.2 SIRIM QAS International has been appointed by Malaysia Communications and Multimedia Commission (SKMM) as certifying agency. SIRIM QAS International operates Type Approval based on Product Certification System No.1b (ISO/IEC Guide 67). As such, it is mandatory the requirement listed in 1.1.1 to be fulfilled before obtaining Type Approval pursuant to Communications and Multimedia Act (CMA) 1998, Communications and Multimedia (Technical Standards) Regulations 2000.

1.1.3 The Certificate Holder shall use Certification label issued by SIRIM QAS International on the product to denote the compliance with the requirements as listed in item 1.1.1 as a mandatory requirements under Communications and Multimedia Act (CMA) 1998, Communications and Multimedia (Technical Standards) Regulations 2000.

1.1.4 The Certificate Holder shall apply the import permit to all radio communications product capable of being used for telecommunication in the frequency band lower than 3000 GHz or their motherboards and apparatus or equipment to be attached or connected to Public Network or System. The imports shall be declared to Royal Malaysian Customs, irrespective whether they are dutiable or not, inclusive of equipment for Licensed network. It is a mandatory requirement as according to Customs Act 1967, Customs (Prohibition of Import) Order 2008.

1.1.2 The Purpose of Type Approval are :

- a) as an interoperability between any communications equipment;
- b) Non-interference, impairment or malfunction of or harm to any communications product or any other product;
- c) as a safety guide to public in general and for any communications equipment or any other equipment;
- d) as quality assurance;

- e) to protect consumers rights.

1.2 The Applicant

- 1.2.1 The Applicant shall be a registered company in Malaysia with a valid registration number under Registration of Company (ROC) or Registration of Business (ROB) of Companies Commission of Malaysia (CCM) which may be categorized as follows :
- a) Manufacturer;
 - b) Assembler;
 - c) Importer;
 - d) Network Operator/Service Provider;
 - e) Foreign company;
 - f) Authorized Agent/Consultant.
- 1.2.2 The applicant shall appoint a Management Representative who will be responsible for the Type Approval application.
- 1.2.3 The Management Representative shall register the company in Online Certification for Communications & Multimedia Product (e-ComM) and the Management Representative shall automatically become the Administrator of the company account. The Management Representative shall manage the users, consultant or agents and be responsible to their activities on behalf of the applicant.
- 1.2.4 The applicant shall acknowledge the disclaimer for the use of e-ComM upon registration to indicate that the applicant agrees to abide by the terms and conditions set forth.
- 1.2.5 The applicant shall comply and agree with Terms and Conditions for Type Approval, (<http://www.sirim-qas.com.my>), the Communications and Multimedia (CMA) 1998 and the Custom Act 1967.

1.3 The Agent/Consultant

- 1.3.1 The Applicant may appoint Agent or Consultant to submit application on behalf of the Applicant.
- 1.3.2 The Agent or Consultant shall have same responsibilities as the applicant in abiding the Terms And Conditions for Type Approval, the Communications and Multimedia Act (CMA) 1998 and the Customs Act 1967.
- 1.3.3 SIRIM QAS International does not have any relations or involvement in regards with the arrangement between the Applicant and the Agent or Consultant. The listing of Consultant in e-ComM does not indicate that SIRIM QAS International has assessed their performances. The listing is for the purpose of assisting the applicant to make selection on the Agent or Consultant. [SIRIM QAS International reserves the right to remove any Agent or Consultant from the listing in e-ComM when it feel necessary to do.](#)
- 1.3.4 The appointed Agent or Consultant shall sign Letter of Authentication and Letter of Undertaking upon registration to indicate that the applicant has agreed to abide by the Terms and Conditions of Type Approval.

2. SCOPE OF PRODUCT

- 2.1 The communications product either wired or wireless or a combination of both which requires Type Approval is categorized as follows :
- a) Customer Premise Equipment (CPE);
 - b) Network Facilities.

Note:

This is as pursuant to Regulation 14, Part III of Communications and Multimedia Act (CMA) 1998, Communications and Multimedia (Technical Standards) Regulation 2000.

3. APPLICATION PROCEDURE

- 3.1 Application for Type Approval is made through e-ComM

- 3.2 Any inquiries on Application for Type Approval shall be addressed to :

Communication and Multimedia Certification Section (CMCS)
 SIRIM QAS International Sdn. Bhd.
 Building 25, SIRIM Complex
 1, Persiaran Dato' Menteri
 Section 2, 40700 Shah Alam, Selangor.
 Email : cmstech@sirim.my.

3.3 Type Approval Application Requirements

- 3.3.1 Type Approval process flow chart is summarized as per [TAC/DOC/01-2 ANNEX A]. Product compliance shall be based on the following requirement:

- a) Full test report as according with requirements listed in item 1.1.1;
- b) Product Evaluation on the accepted test report for communication, safety, electromagnetic compatibility, Specific Absorption Rate (SAR) or Radiation Hazards;
- c) Product or sample verification on network interoperability, product connectivity, product functionality, product features etc.

- 3.3.2 Information required for Type Approval application:

- a) Application form [TAC/FOR/01-2]¹;
- b) Brand Declaration [TAC/FOR/01-2.1];
- c) Colour brochure or colour photo (minimum size 5R);
- d) Technical Specification²;
- e) Original User Manual;
- f) Original Technical Manual (upon request);
- g) Related Technical Checklist as per [TAC/DOC/01-4];
- h) Test reports from accredited laboratory or which has been recognized by SKMM or SIRIM QAS International or Standards Malaysia.
 The applicant shall provide the valid laboratory's evidence of accreditation according to ISO/IEC 17025 on the adopted standards and acceptance of test report shall be within 5 years from its issuance date³;
- i) Copy of Certificate of Conformity (COC) of Registration of Company (ROC) or Business (ROB);
- j) Other related documents^{4 & 5};
- k) Processing and Registration fees in the sum of RM150.00 together with

evaluation fees;

- l) Sample⁶ and evidence of importation documents [Import permit, Declaration form: K1/ K9, etc].

4. CERTIFICATION TYPES FOR TYPE APPROVAL

4.1 Normal Application

4.1.1 Normal application is a Type Approval application where one model of product is from one applicant only

4.1.2 The required documents for normal application are as per item 3.3.2.

4.2 Package Application

4.2.1 Package Application⁷ is a Type Approval application where multiple of applicants had applied an identical product at the same time. The main applicant/mother shall be identified and declared through application submission in e-ComM. The package application shall be treated as normal or new application.

4.2.2 The required documents for package application are as per item 3.3.2.

4.2.3 The following conditions shall be applied to the Package Application:

- a) Only one copy of documents (3.3.2 c) to l)) requires to be submitted;
- b) The sample must be submitted by the main applicant;
- c) The main applicant shall be responsible to pay the processing, registration and evaluation fees whereby the fees shall be imposed on each applicant⁸.

4.3 Parallel Application

4.3.1 Parallel Application is the Type Approval application for identical product that has been approved earlier for a different applicant with the authorization letter from the same manufacturer/principal of the main applicant/mother only.

4.3.2 Parallel application is only based on the first approval application (main applicant/mother only).

4.3.3 All parallel applications shall be evaluated against the latest requirements as listed in item 1.1.1.

4.3.4 The required documents for parallel application:

- a) Official authorization letter from the manufacturer/principal (original copy or traceable to the originator)^{9&10};
- b) Copy of valid Certificate of Conformity (CoC) from the earlier main applicant;
- c) Colour brochure or colour photo (minimum size 5R) with supporting Technical Specification²;
- d) Application form [TAC/FOR/01-2];
- e) Brand Declaration [TAC/FOR/01-2.1];
- f) Payment for Processing and Registration fees, RM150.00 and evaluation fees¹¹.

4.4 Parallel by Comparison application

- 4.4.1 Parallel by Comparison Application is the Type Approval application for similar product that has been approved earlier with the authorization letter of similarity from the same manufacturer/principal of the main applicant/ mother.
- 4.4.2 Parallel by Comparison Application is allowed for the applied model that have no change on communications characteristic and performance, safety, EMC and SAR or radiation hazards if applicable with the main applicant¹².
- 4.4.3 Parallel by Comparison application is only based on the first approval application (main applicant/mother only).
- 4.4.4 All Parallel by Comparison applications shall be evaluated against the requirements as listed in item 1.1.
- 4.4.5 The required documents for Parallel by Comparison application:
- a) Official authorization letter from the manufacturer/ principal (original copy or traceable to the originator)^{9&13};
 - b) Copy of valid Certificate of Conformity (CoC) from the earlier main applicant;
 - c) Colour brochure or colour photo (minimum size 5R) with supporting Technical Specification²;
 - d) Application form [TAC/FOR/01-2];
 - e) Brand Declaration [TAC/FOR/01-2.1];
 - f) Payment for Processing and Registration fees, RM150.00 and evaluation fees¹⁰.

4.5 Conversion of Special Approval to Type Approval Application.

- 4.5.1 The conversion application is the Type Approval application for identical product from the same applicant as in the Special Approval application. This application shall be treated as normal (new) application.
- 4.5.2 Only the following categories of the Special Approval application may be converted to Type Approval application:
- a) Company;
 - b) Exhibition;
 - c) Trial/ Market Survey/Demo.
- 4.5.3 The required documents for conversion application are the same as clause 3.3.2 with additional requirement as follows:
- a) Official letter for conversion;
 - b) Copy of Special Approval Certificate of Conformity (CoC);
- 4.5.4 Sample with the proof of importation documents for the above Special Approval categories may be used for the purpose of testing/evaluation.

5. CRITERIA FOR AWARD of CERTIFICATE of CONFORMITY

- 5.1 The product must comply with:
- a) the requirements a listed in item 1.1.1;
 - b) Terms and Conditions for Type Approval of communication and

- multimedia product;
- c) Regulatory requirements.

5.2 Temporary approval

- 5.2.1 Temporary approval is given due to incomplete evaluation, (i.e. deviation in product specification and identification, pending sample evaluation and do not meet the marking requirement). The maximum validity period for temporary approval is within six (6) months from the decision date. Consideration is also given to extend the validity period to more than 6 months for case of mutual agreement with the applicant. The applicant shall complete the evaluation for verification within this validity period to get full approval.
- 5.2.2 The applicant shall complete and submit the Undertaking agreement (TAC/FOR/04-4) for the temporary/pending approval to be generated.
- 5.2.3 Re-evaluation fee of RM 100.00 for full approval shall be imposed for each application.
- 5.2.4 Application with temporary approval status will not be published at SIRIM QAS International website and CoC will not be issued to the applicant.

6. SUBMISSION AND COLLECTION OF SAMPLE

6.1 Submission of Sample

- 6.1.1 The applicant shall submit the samples for product evaluation prior to issuance of CoC. Only new sample is accepted for evaluation. Used or re-conditional sample shall not be accepted.
- 6.1.2 Samples submitted for evaluation shall possess a valid importation documentation or declaration of importation. The document shall be under the applicant's name. Samples submitted without these documents shall not be accepted for evaluation.
- 6.1.3 The maximum number of samples required for Type Approval is normally 4 units [for communication (2), safety (1) and EMC (1)]. The samples submitted shall be:
 - a) Clearly marked with the brand and type/model designation;
 - b) Chosen from the production. Final prototype model may be submitted only in the case of locally manufactured product;
 - c) Supplied with all relevant accessories and peripherals, if applicable.
- 6.1.4 The sample shall be submitted directly to the Certification Executive who is conducting the evaluation. The Applicant or appointed consultant/agent shall be responsible for ensuring that the submitted sample is complete, in good working condition and as per applied model.

Deviation in sample may result in the cancellation of the application or only temporary approval is issued. SIRIM QAS International shall not be liable for any consequences to the applicant arising from the cancellation of the evaluation.

SIRIM QAS International or its appointed personnel shall not be liable for any damage caused during the evaluation of the product.

- 6.1.5 The Applicant or appointed consultant/agent shall, whenever needed, provide all necessary assistance and support on technical matters pertaining to the product evaluation to the related SIRIM QAS International's technical personnel.
- 6.1.6 On-site (field) inspection may be carried out by SIRIM QAS International's Certification Executive at its own discretion upon official written request from the applicant. Any additional costs related to inspection incurred to SIRIM QAS International shall be borne by the Applicant. Consideration for on-site inspection is given only for the following cases:
- a) The product is very expensive and sensitive; or
 - b) The product is very large/huge; or
 - c) High logistic cost, customize or sales based on tender approval; or
 - d) The importation of product is by parts and takes time for hardware installation;
 - e) Mutual Understanding/ Agreement with the applicant.

6.2 Collection of Sample

- 6.2.1 The Applicant or appointed consultant/agent shall collect the sample within two (2) weeks from the date of CoC issuance and it will be notified through e-ComM. Failure to collect the sample within the said two (2) weeks may result in the sample being disposed in any manner deemed fit by SIRIM QAS International. SIRIM QAS International shall not be liable in whatsoever manner for any loss suffered by the Applicant as a result of the disposal of the sample after the said two (2) weeks or in any manner account for the disposal of the sample after the said two (2) weeks.
- 6.2.2 In all cases, SIRIM QAS International has the right to retain the sample for further evaluation and investigation

6.3 Cancellation of Application and Evaluation

- 6.3.1 Cancellation of application or evaluation shall be requested in writing (letter or email) and is subjected to a forfeiture of the processing fee and evaluation fee based on the respective application. The amount forfeited is as per Table 1.0.
- 6.3.2 The applicant shall request in writing (letter or email) for a new evaluation date. The payment for the surcharge shall be made before the next evaluation could be carried out.

Cancellation of application	Processing fee	Evaluation fee	Surcharge
Cancellation of application	RM100.00	Job Progress	-
Cancellation of evaluation date			
Notified more than 7 working days from evaluation date	RM100.00	Job Progress	-
Notified less than 7 working days from evaluation date	RM 100.00	Job Progress	RM 100.00

Table 1.0

6.3.3 If there is no response from the applicant within six (6) months from the date of Cancellation, the Type Approval application will be closed automatically.

7. CERTIFICATE OF CONFORMITY (CoC)

7.1 The CoC is a document issued by SIRIM QAS International to the Certificate Holder in recognizing the conformance of the Certificate Holder's product to the requirements listed in item 1.1.1 and the Terms and Conditions for Type Approval and meeting the regulatory requirements.

The approval of CoC does not itself confer a right on the certificate holder to operate the product. The product may be subjected to Apparatus Assignment (AA) license or any other approval or conditions by SKMM or related bodies before it can be operated.

7.2 The CoC shall have the following information:

- a) Registration Number;
- b) Serial Number;
- c) Certificate of Conformity (CoC) holder name and address;
- d) Approval Number;
- e) Device Category;
- f) Standards;
- g) Brand;
- h) Model;
- i) Approval Date;
- j) Expiry Date.

7.3 After the approval is granted, the certificate holder shall apply import permit and certification label. The certification label shall be affixed on the certified model to denote the compliance to the regulatory requirements.

8. RENEWAL CERTIFICATE OF CONFORMITY

- 8.1 The CoC shall be renewed every year upon official request from the certificate holder. The renewal application shall be made through e-ComM.
- 8.2 The applicant is responsible to ensure the following requirements are met before submission of CoC renewal application :
- a) Continue compliances to the current requirements as listed in item 1.1.1 and Terms and Conditions for Type Approval;
 - b) Continue compliances to Regulatory requirements;
 - c) No valid complaint/feedback and findings from market surveillance activities;
 - d) Maximum validity period for renewal is 5 years from current year.
- 8.3 The applicant may renew the CoC one month before the expiry date. The new date starts from the expiry date.
- 8.4 If the CoC already expired for more than six (6) months, the CoC will be automatically be suspended. If there is no respond within the six (6) months, the CoC will automatically be terminated. A new Type Approval application is required.
- 8.5 The renewal fee of RM50.00 per year per CoC.

9. PROCESS FOR CHANGES of PARTICULARS IN CERTIFICATE OF CONFORMITY

9.1 Process for changes of company name and address (no change of ROB/ROC)

- 9.1.1 Any changes to the certificate holder's name and/or address (i.e. not transferring of CoC to another entity), the certificate holder shall submit the following documents:
- a) Application form for changes in e-ComM;
 - b) Original CoC (only applicable for CoC issued before e-ComM is implemented);
 - c) Related supporting documents from relevant authorities (e.g. copy of approval from ROC/ROB);
 - d) Change Request Fee: RM 50.00 / CoC.

9.2 Process for Transfer of ownership of CoC (change of ROB/ROC)

- 9.2.1 Any changes to certificate holder's name and/or address (i.e. transferring of COC within the group of company), the certificate holder shall submit the following documents:
- a) Application form for changes;
 - b) Application form for Type Approval;
 - c) Original COC (only applicable for COC issued before e-ComM is implemented);
 - d) Related supporting documents from relevant authorities (e.g. copy of approval from ROC/ROB);
 - e) Change Request Fee: RM450.00 /COC.

9.3 Process for Transfer of Ownership of Certificate (Bought Over of Company) (change of ROB/ROC)

- 9.3.1 For any changes to certificate holder's name and/or address (i.e. transferring of certificate to another entity), the certificate holder shall submit the following

documents:

- a) Application for changes Type Approval via e-ComM;
- b) Original COC (only applicable for COC issued before e- ComM is implemented);
- c) Related supporting documents from relevant authorities (i.e. copy of approval from ROB/ROC);
- d) Change request fee: RM450.00 / COC.

9.4 Change of Manufacturer/Principal (within the group of company).

9.4.1 Any changes to Manufacturer/Principal within the group of company, the certificate holder shall submit the following documents:

- a) Application form for changes;
- b) An official written request from the certificate holder to specify the changes;
- c) Original COC (only applicable for COC issued before e-ComM implemented);
- d) Related supporting documents from previous manufacturer/principal;
- e) Sample from new manufacturer/principal;
- f) Change Request Fee: RM250.00 /COC.

9.5 Change of Manufacturer/Principal (not within the group of company)

9.5.1 Any changes to Manufacturer/Principal which is not within the group of company (i.e. not under the same parent company/no legal relationship), the certificate holder shall submit new application.

9.6 Deviation of Product

9.6.1 Change in Colour or Change in Appearance (eg. casing, button, port etc) (Model number remained)

9.6.2 The certificate holder shall submit:

- a) Application form for changes;
- b) Undertaking letter specifying the changes for the model does not affect the communication characteristic and performance, safety, EMC, SAR and radiation hazards where applicable.

9.6.3 If the result of evaluation is satisfactory, SIRIM shall inform the applicant of the result and shall keep a record for the changes. Fee is not applicable.

9.6.4 If the result of evaluation is not satisfactory, the certificate holder is required to submit for new application. The model number shall be different from the previous model.

9.7 Change in Model Number and/or Brand

9.7.1 When there is a change in Model Number (i.e. even with additional character/symbol), the applicant shall submit new application.

9.7.2 When there is a change in Brand and the model number remain the same (within the group of company), the applicant shall submit new application and may be treated as parallel by comparison with evaluation fee of RM450 / CoC.

9.7.3 When there is a change in Brand and the model number remain the same, (not within the group of company) the applicant shall submit new application and be treated as parallel by comparison with evaluation fee as per parallel application.

9.7.4 When there is a change in Brand and model number, the applicant shall submit new application.

9.8 Determination of Product Category

9.8.1 Classification/Determination of product category and technical criteria are set by SIRIM QAS International. Reference is made to the product category which is already available in the database (e-ComM - Listing of product category).

9.8.2 The applicant may request a product category to be considered by SIRIM QAS International by indicating the said category in the application form.

9.8.3 If there is a request to change product category, the applicant / certificate holder shall acquire a supporting letter from the manufacturer/principal.

9.8.4 Change Request Fee: RM 200.00/application. Registration Fee: RM 50.00 / CoC (Product Category).

10. Additional Host

10.1 Additional host means to include the new host model number in existing Type Approval for module/card and only applies for valid CoC.

10.2 The certificate holder shall submit the application for additional host through e-ComM with the followings :

- a) Product Specification with brochure for host;
- b) Test report for safety, EMC and SAR or radiation hazards which applicable;
- c) Fee: RM 150.00 per host (if not subject to clause 10.3).

10.3 Each additional host shall comply with safety, EMC and SAR or radiation hazards requirements where applicable according to the latest requirements as listed in item 1.1 and subject to respective evaluation fee.

10.4 The certificate holder shall submit the host for verification by SIRIM QAS International.

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APPENDIX**ADDITIONAL NOTE FOR INFORMATION PACKAGE OF COMMUNICATION AND MULTIMEDIA PRODUCT**

NO	DESCRIPTION
1.	All information required has to submit through e-ComM. In the event of system breakdown, SIRIM QAS International at its own discretion shall issue a notice for the acceptance of manual application.
2.	Product description including relevant dimensioned drawings, illustrations, materials, components, internal PCB or module or card finishes, performance characteristics, marking/label used may be submitted to support evaluation process. The product technical specification and product brochure shall reflect the applied/approved product.
3.	In case the results from external test report submitted does not cover the main technical specification or requirements as per Technical Specification or Class Assignments (CA), Apparatus Assignment (AA) or Spectrum Plan or SRSP, the product shall be re-tested to the above requirements either at SIRIM QAS International laboratory or recognized by SKMM or accredited laboratory.
4.	Broadcasting Product: Approval is only granted to a licensed broadcaster from SKMM or its distributor with a consent letter from the licensed broadcaster.
5.	Product that operates outside the allowable frequency band and not as per designated application as stated in Technical Specification or Class Assignments (CA) or Spectrum Plan or Standard Radio System Plan (SRSP) or Apparatus Assignment Interactive Guidelines (AAIG), shall refer to SKMM for frequency clearance.
6.	Any special precautions required in handling of the sample shall be distinctly notified to SIRIM QAS International during application submission. The sample shall be submitted complete with certified power supply, adaptor, plug, socket, appliance connector, inter-connection coupler etc where applicable.
7.	The package application will depend on the main applicant/mother. The main applicant/mother shall be responsible for all matters pertaining to Type Approval application. The status of sub applicant will be entirely depending on the status of the main applicant/mother. However, the sub applicant can cancel/suspend/terminate the application without consent from the main applicant. Surcharges for package application are applicable to main applicant/mother only. Surcharges fee: RM 100.00/application.
8.	Fast track fee is double the evaluation fee and applicable to all applicants.
9.	The authorization letter shall contain the approved or earlier main applicant company name , TAC number, product brand, model and new applicant company name .

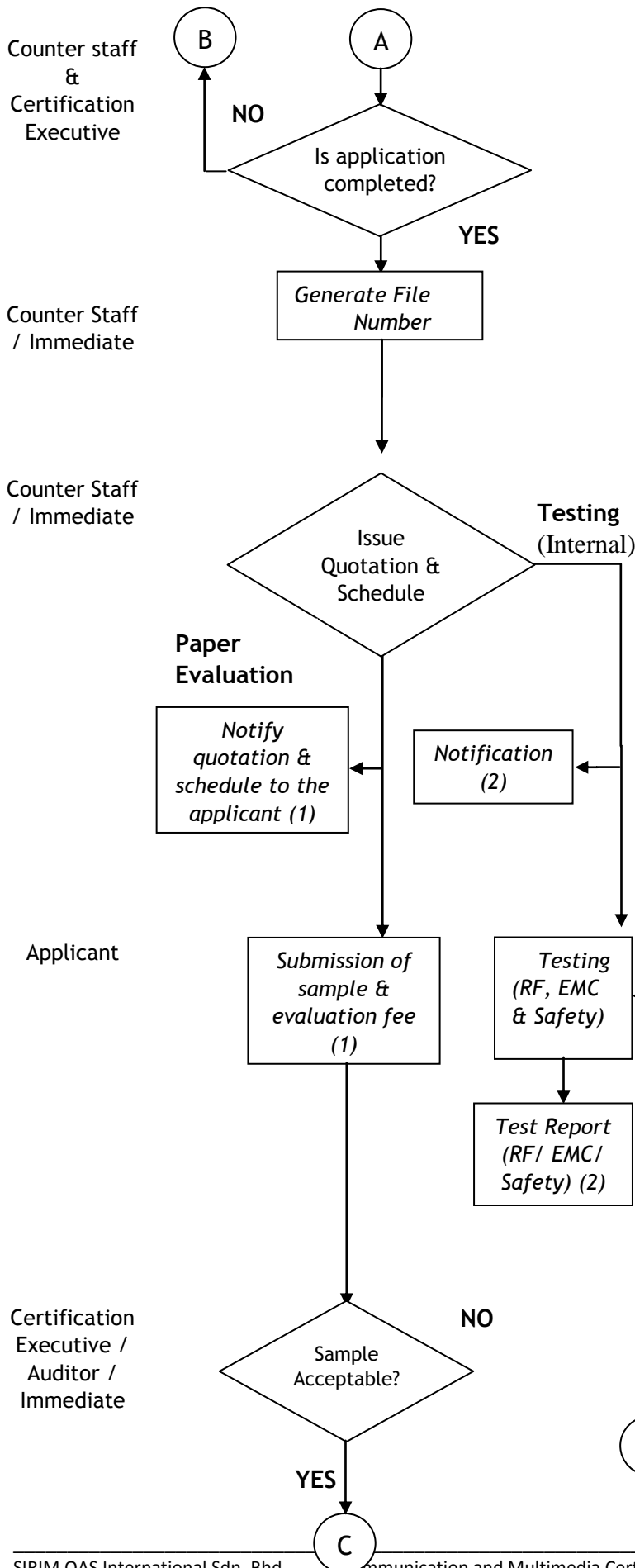
10.	Any authorization letter in regard to the technical matters requirements shall be furnished by the same principal or manufacturer as declared in the application.
11.	Any additional feature that is subjected to evaluation for Parallel or Parallel by Comparison will be imposed with additional evaluation fee.
12.	Change of model , brand, colour, appearance (minimal which does not affect the communications characteristic and performance, safety, EMC and SAR or radiation hazards)
13.	Parallel by Comparison - The authorization letter shall contain the similarity of layout dimension drawings, illustrations, materials, components, finishes, performance characteristics etc.

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ANNEX A

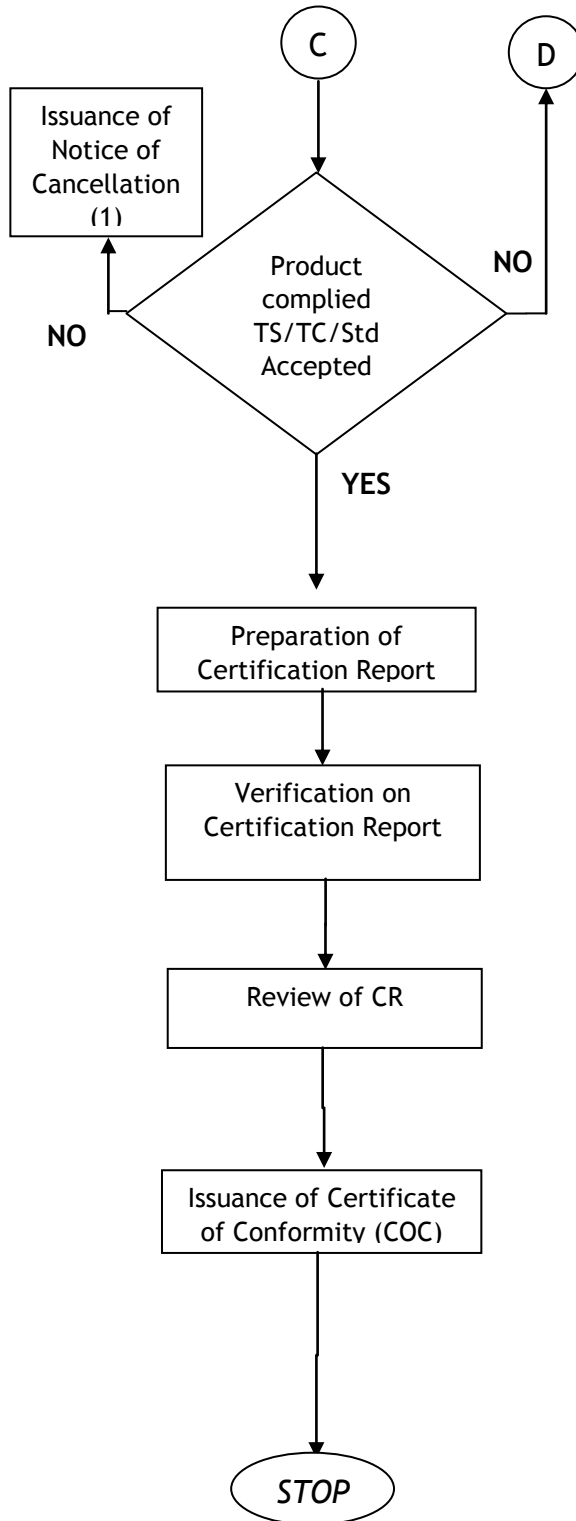
APPLICATION PROCESS FOR TYPE APPROVAL OF COMMUNICATION AND MULTIMEDIA PRODUCT VIA e-ComM (FOR CUSTOMER)

PIC / TIME FRAME	PROCESS	REMARK
Applicant		<p>Information supplied to the Applicant:</p> <ul style="list-style-type: none"> a) Application Checklist (TAC/FOR/01-1); (Requirement Documents for TA) b) Application Type Approval through e-ComM (online); c) Information Package for Type Approval (TAC/DOC/01-02) d) Certification Fees for Type Approval (TAC/DOC/01-3); e) Application Process for Type Approval; f) Terms and Conditions for Type Approval. <p><i>Note:</i> Item (a), (c), (d), (e) & (f) is accessible from the web site: www.sirim-qas.com.my.</p>
Applicant		<p>Registration via eComM (http://ecomm.sirim.my) to get username and password Documentation Required:</p> <ul style="list-style-type: none"> a) ROC/ROB b) Management Representative and email address c) Address d) Authentication Form with signed
Applicant		<p>Applicant will received auto email notification. Copy the activation link and paste to Internet Browser to activate the account.</p>
e-ComM Secretariat		<p>Verify for new or existing company or consultant name in e-ComM and update to SIRIM Berhad's System (CRM)</p>
Applicant		<p>e-ComM will automatically send the company's username and password through the registered Management Representative's e-mail.</p>
Applicant		<p>The applicant shall key-in information and attach document in e-ComM</p> <ul style="list-style-type: none"> 1) Application Type Approval form Module^{Note*} 2) Product Tab; 3) Principal & Manufacturer Tab; 4) Supporting Document Attachment are based on Application Category (color brochures, user manual, product specification, technical manual, test report); 5) Pre-Quotation 6) Declaration Tab;



ANNEX A	
<p>Counter staff & Certification Executive</p>	<p>Check document submitted by the applicant. (Internal process).</p> <p>Note: Until this stage, the file is with format: DRAFT/TA/XX/XXXX.</p> <p>Note 1: Incomplete application.</p>
<p>Counter Staff / Immediate</p>	<p>Upon completion of application, counter staff shall generate file number with format: SQASI/TA/XX/XXXX.</p> <p>Note: File number is required as an input to apply import for sample</p>
<p>Counter Staff / Immediate</p>	<p>1) Issue quotation and schedule of evaluation date to the applicant. 2) Additional Notification (if necessary) subject to verification/confirmatory test and/or adequate test report</p> <p>Forward application to Certification Executive /Auditor (based on competency level and availability).</p> <p>Note: Quotation/fees shall include processing, registration, evaluation, site inspection and other related fees, if applicable.</p>
<p>Applicant</p>	<p>The Applicant shall:</p> <p>1) Submit the sample and import permit as a proof of importation on the schedule date and make payment of the fees as per quotation. 2) Upload the test report (RF/EMC/Safety) via e-ComM.</p>
<p>Certification Executive / Auditor / Immediate</p>	<p>Verify applicable fees or receipt and document as a proof of importation. If sample is incomplete - inform applicant via Job Progress Report (by email).</p>

Certification Executive / Auditor / 2 Days



Approved Signatory / 2 Days

Group Leaders (GL) / Section Head / 2 Days

Certificate Secretariat / 2 Days

ANNEX A	
	<p>Check and verify test report and other documents submitted by the applicant. If Test Report (TR) is not complete - inform the applicant with Job Progress Report via email. Note: (1) If the applicant does not respond in writing after 7 days from the date of official notification document, the application will be cancelled accordingly.</p>
	<p>Generate CoC, record and forward COC to counter.</p> <p>Applicant can check the status :</p> <ol style="list-style-type: none"> 1) Auto notification email from eComM once Approved 2) Through e-ComM (Inside the application-below file no) 3) Through SIRIM website www.sirim-qas.com.my

Note *:

- 1) For Parallel Application, the applicant shall key-in the type approval code (TAC) number for existing company with status main applicant or Mother which TAC is valid. Additional requirements may be imposed based on current procedures, .
- 2) For the Package Application, the applicant shall select main applicant and sub applicant. The detail

explanation for Package Application refers flow chart as below.

ANNEX A

PIC / TIME FRAME

PROCESS

REMARK

