



SPECIAL APPROVAL REQUIREMENTS FOR COMMUNICATION, MULTIMEDIA AND HYBRID EQUIPMENT

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1.0 INTRODUCTION

- 1.1 The Malaysian Communications and Multimedia Commission (MCMC) have appointed SIRIM QAS International Sdn. Bhd. as a Certifying Agency (CA) for communications Equipment with effect from 1st April 1999. With this appointment, SIRIM QAS International will carry out activities relating to Special Approval of Communication, Multimedia and Hybrid Equipment.
- 1.2 This document (hereinafter referred to as "Special Approval Requirements") defines the responsibilities and obligations of the Certificate Holder with regard to the requirements for the Special Approval application in order to ensure maintenance of the requisite quality control and compliance with the Scope of Certification, standards, procedures, requirements and relevant regulatory provisions and Acts.
- 1.3 This document covers information and requirements for Special Approval application.
- 1.4 Definition of terms used in this document shall refer to Master Glossary (eCMC/PRO/00).
- 1.5 Special Approval is the approval given to any Communication, Multimedia and Hybrid Equipment that are to be exclusively used by Applicant. Special Approval is only applicable to the following category as stated in Communication and Multimedia Act 1998 – Technical Standard Regulations 2000:
 - i) Personal or Company
 - ii) Exhibition
 - iii) Demo / Trial / Market Survey
 - iv) Research and Development (R&D)
 - v) Training
- 1.6 Special Approval application is not for local sales.

2.0 SCOPE OF EQUIPMENT

- 2.1 The Equipment either wired or wireless or a combination of both which requires Special Approval is categorized as follows
 - a) Customer Premise Equipment (CPE) including Hybrid Equipment
 - b) Network Facilities

3.0 ENQUIRIES

3.1 Any inquiries on application for Special 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: sirimepermit@sirim.my

Contact No.: 03-5544 6917

Whatsapp No.: 019-7172627

4.0 SPECIAL APPROVAL APPLICATION

4.1 The Applicant shall submit Special Approval application in eComM (<https://ecom.sirim.my/>).

4.2 Upon Special Approval application, the following documents are required to be submitted (as listed in eComM):

- i. Technical Specification/ Brochures
- ii. Copy of invoice or pro-forma invoice
- iii. Test report (if applicable)
- iv. Approval letter from MCMC (if applicable)
- v. Supporting letter from Supporting Letter from Organizer (for R&D/Demo/Market/Trial/Exhibition)

4.3 Special Approval is granted to specific model of Equipment which has complied with either singular or combination of the followings:

- i. MCMC Technical Code / MCMC Technical Specification (www.mcmc.gov.my);
- ii. Malaysian Standard;
- iii. International Standard;
- iv. Foreign standard of a national standards organization;
- v. Technical Checklist;
- vi. Technical Declaration (association or industry standards or acceptable customer specification).

- 4.4 The application for commercial used or local sales shall not be treated under this category.
- 4.5 The application from MCMC / JKDM / KPDNHEP/ PDRM / military and other government agencies are exempted from evaluation fees for Special Approval, only Certificate of Approval (CoA) and Commitment fees are applicable. The Applicant shall provide an official letter from related government agencies (with justification for national interest or country used, emergency / disaster, social responsibilities, and royal institution). The Applicant name shall appear on the Applicant details in eComM and the consignee details in invoice or proforma invoice.

5.0 EQUIPMENT SUBMISSION

- 5.1 Special Approval Applicant for Company and Training category shall submit the Equipment to SIRIM for evaluation.
- 5.2 The Equipment shall be submitted directly to the Project Officer who is conducting the evaluation. Only 1 unit of Equipment is required for evaluation.
- 5.3 Equipment shall be submitted for evaluation within 14 (fourteen) working days from the schedule date.
- 5.4 Applicant may choose the submission method based on sample size and connectivity test requirement. The options for Equipment submission method are as the following tables:

No	Sample Size	Connectivity Test	Sample Submission
1	$\leq 1.5\text{m} \times 2.0\text{m}$	√	Option 1
2	$\leq 1.5\text{m} \times 2.0\text{m}$	X	Option 1 or Option 3
3	$> 1.5\text{m} \times 2.0\text{m}$	√	Option 2
4	$> 1.5\text{m} \times 2.0\text{m}$	X	Option 2 or Option 3

Option 1	Applicant shall submit complete set of Equipment to SIRIM.
Option 2	Applicant may request for on-site (field) inspection of complete set of Equipment.
Option 3	<ul style="list-style-type: none"> a. Applicant may submit photos of Equipment. Photo submission shall meet the followings: b. Photos must be of complete set of sample which may include adaptor, power cord, antenna etc., if any. c. Photos must be clear. All indication or writings on Equipment can be easily read.

	<p>d. Photos submitted must contain the following details of sample:</p> <ol style="list-style-type: none"> i. Front view; ii. Rear view; iii. Top view; iv. Bottom view; v. Side views (right & left); vi. Product marking which includes brand, model number and marketing name (if any); and vii. PCB layout (top & bottom) including PCB layout of wireless module. <p>e. Photos must be duly labelled as above and Equipment's wireless module (e.g. WLAN, Bluetooth, RFID etc) and interface port (e.g. RJ11, USB etc) must be identified and labelled</p>
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5.5 Connectivity Test shall be carried out on Equipment for applications that fall under the following Technical Codes / Technical Specifications / Technical Checklist:

No	Technical Code / Technical Specification / Technical Checklist	Document Description
1	SKMM WTS GSM MT Rev.1.01:2007	Technical specification for GSM Mobile Terminals
2	SKMM WTS IMT MT Rev.1.01:2007	Technical specification for IMT-2000 Third-generation (3G) Cellular Mobile Terminals
3	MCMC MTSFB TC T012:2015	Technical specification for Land Mobile Radio Equipment
4	MCMC MTSFB TC T015:2016	Technical specification for Long Term Evolution (LTE) – User Equipment (UE)
5	CETS-T/SPC/002 Second Edition	Technical checklist for Data/Facsimile Modem
6	CETS-T/SPC/003	Technical checklist for Facsimile Machine with Telephone Handset

5.6 Nonetheless, the table above may change without prior notice based on MCMC's instruction or publication or revision of technical codes.

5.7 SIRIM QAS International Sdn. Bhd. has the right to terminate the application if the Equipment is not submitted for evaluation after 14 (fourteen) working days from the schedule date.

6.0 FEES

6.1 All fees for Special Approval shall be paid in full and in advance (Schedule of Fees can be referred to **ANNEX B**).

6.2 Any excess in the fees for Certification Activities may be reimbursed by SIRIM QAS International at its absolute discretion.

6.3 SIRIM QAS International reserves the right to change these Fees without prior notice given to the Applicant.

6.4 If during evaluation it becomes evident that the estimated fees earlier collected is insufficient, the Applicant is required to make payment of the additional fees. Failure of Applicant to make payment of the additional fees within the time period stipulated by SIRIM QAS International will result in non-issuance of the electronic Special Approval Certificate (eSAC) and/or termination of the application for the Special Approval.

6.5 If the Equipment submitted fails to meet the Special Approval Requirements, SIRIM QAS International at its absolute discretion and unless specifically instructed in writing by the Applicant to the contrary, may proceed to carry out the remainder of the test. In the event of any remaining test being aborted, the balance of the fees, may at the absolute discretion of SIRIM QAS International, be reimbursed to the Applicant.

6.6 The fees including all related payment which has been made by the Applicant shall not be refundable once the application is terminated.

7.0 PAYMENT

7.1 Applicant may make a payment by the following method.

i. Cash

Cash payment can be made over the counter at Building 25, SIRIM QAS INTERNATIONAL SDN. BHD.

ii. Cheque

Cheque can be cashed at the counter or cheque deposited machine. The cheque deposit slip shall be emailed to cmccounter@sirim.my.

iii. Central payment through eComM– FPX, credit card or prepaid.

iv. IBG transfer

IBG can be made to SIRIM QAS INTERNATINAL SDN. BHD account bank.

Name: SIRIM QAS International Sdn. Bhd

Bank Account no. : 2-12451-4008608-7

Bank Name: RHB BANK BERHAD

Applicant shall email payment slip to cmcscounter@sirim.my

8.0 ELECTRONIC SPECIAL APPROVAL CERTIFICATE (eSAC)

- 8.1 An electronic Special Approval Certificate (eSAC) will be issued via eComM in respect of Special Approval application conducted and shall relate only to the Equipment actually tested and evaluated.
- 8.2 The eSAC shall not be amended, changed, varied or modified in any manner whatsoever by the Applicant or otherwise.
- 8.3 If the eSAC is to be furnished to any third party or to the public, each such eSAC shall be furnished in full, legible and in its entirety.
- 8.4 The eSAC shall not be reproduced and shall not in any event be used for any advertising purposes or whatsoever without written approval from the Managing Director of SIRIM QAS International.

9.0 OBLIGATIONS OF THE APPLICANT

The Applicant shall at all times abide by the following conditions:-

- 9.1 Agree to allow SIRIM QAS International to take possession of the Equipment if the imported Equipment does not comply with Technical Code / Technical Specifications / Technical Standards / Technical Checklist. The Equipment that does not complied shall be re-exported or sealed;
- 9.2 Agree that Special Approval cannot be treated as Compliance Approval (Type Approval) and the said Equipment can only be used as specified in the Special Approval Certificate (eSAC);

- 9.3 Agree to report any technical problem arising from the usage of the Equipment to MCMC within 14 (fourteen) working days from the date of the technical issues are identified;
- 9.4 Agree to take necessary safety measures on the Equipment and to cease manufacturing the Equipment if it may cause harm to the network or the user of the Equipment;
- 9.5 Agree to allow MCMC and/or SIRIM QAS International to isolate the Equipment from the network without prior notice if the Equipment is found to be the source of interference to the network;
- 9.6 Agree to allow MCMC and/or SIRIM QAS International to instruct the user to modify the Equipment within 3 (three) months from the date of instruction, if any technical issue occurs.
- 9.7 Agree to allow MCMC and/or SIRIM QAS International to check on the usage record and/or test on the said Equipment from time to time;
- 9.8 Agree to comply with the procedures and tariff determined by MCMC and/or the Network Operator for the installation of the Equipment to the public telecommunication network;
- 9.9 Agree to abide by the procedure for the importation of spare parts for approved Equipment under Special Approval category;
- 9.10 Agree to inform MCMC and SIRIM QAS International on the Equipment change of location or when the Equipment is no longer in used;
- 9.11 Agree that Equipment under the category of Personal, Company, Exhibition, R&D, Trial, Market Survey, Demo and Training described in the eSAC are not allowed to be sold or distributed to other user except those stated in the eSAC;
- 9.12 Agree that Equipment under the category Demo, Market Survey and Trial must be re-exported upon the expiry date of the eSAC;
- 9.13 Agree that MCMC and/or SIRIM QAS International or any agencies appointed by them has the right to terminate the Special Approval granted by giving 1 (one) month notice;
- 9.14 Agree that MCMC and SIRIM QAS International or any agencies appointed by them is not responsible for any accident or injury caused by the usage of the Equipment;

- 9.15 Agree that MCMC and/or SIRIM QAS International Sdn. Bhd has the right to amend or add the terms and conditions from time to time without prior notice;
- 9.16 Agree not to participate in promoting illegal activities or engage in any act in breach of the Special Approval Requirements, including but not limited to, promoting illegal streaming of copyright contents and shall not use the Special Approval for illegal activities;
- 9.17 Undertake to comply with CMA1998 and its amendment on the usage of the Equipment.
- 9.18 In the event the Applicant is found in breach of this provision, SIRIM QAS International without prejudice to any other rights and remedies may take all action deemed necessary including but not limited to:-
- a) informing and placing a notice in the media;
 - b) obtaining an injunction from Court (cost on a solicitor-client basis to be borne by the Applicant);
 - c) refuse in accepting other Equipment for any services from the Applicant or whosoever related to the Applicant, whether subsidiary or otherwise;
 - d) instructing the Applicant to withdraw and recall the advertisement, statement or document in question and advertise a clarification and apology to SIRIM QAS International twice in a national publication of SIRIM QAS International's choice at the Applicant's sole cost; and
 - e) informing or lodging a report pertaining the Applicant's eSAC with the relevant authorities.

10.0 OBLIGATIONS OF SIRIM QAS INTERNATIONAL

- 10.1 SIRIM QAS International reserves the right to **decline** any applications for the Special Approval and/or refuse to issue the eSAC if: -
- a) The Applicant fails, refuses or neglects to pay fees for the Special Approval in a way as stipulated in **Clause 6.0**;
 - b) The Equipment contravenes any laws or regulations in Malaysia or any other country;

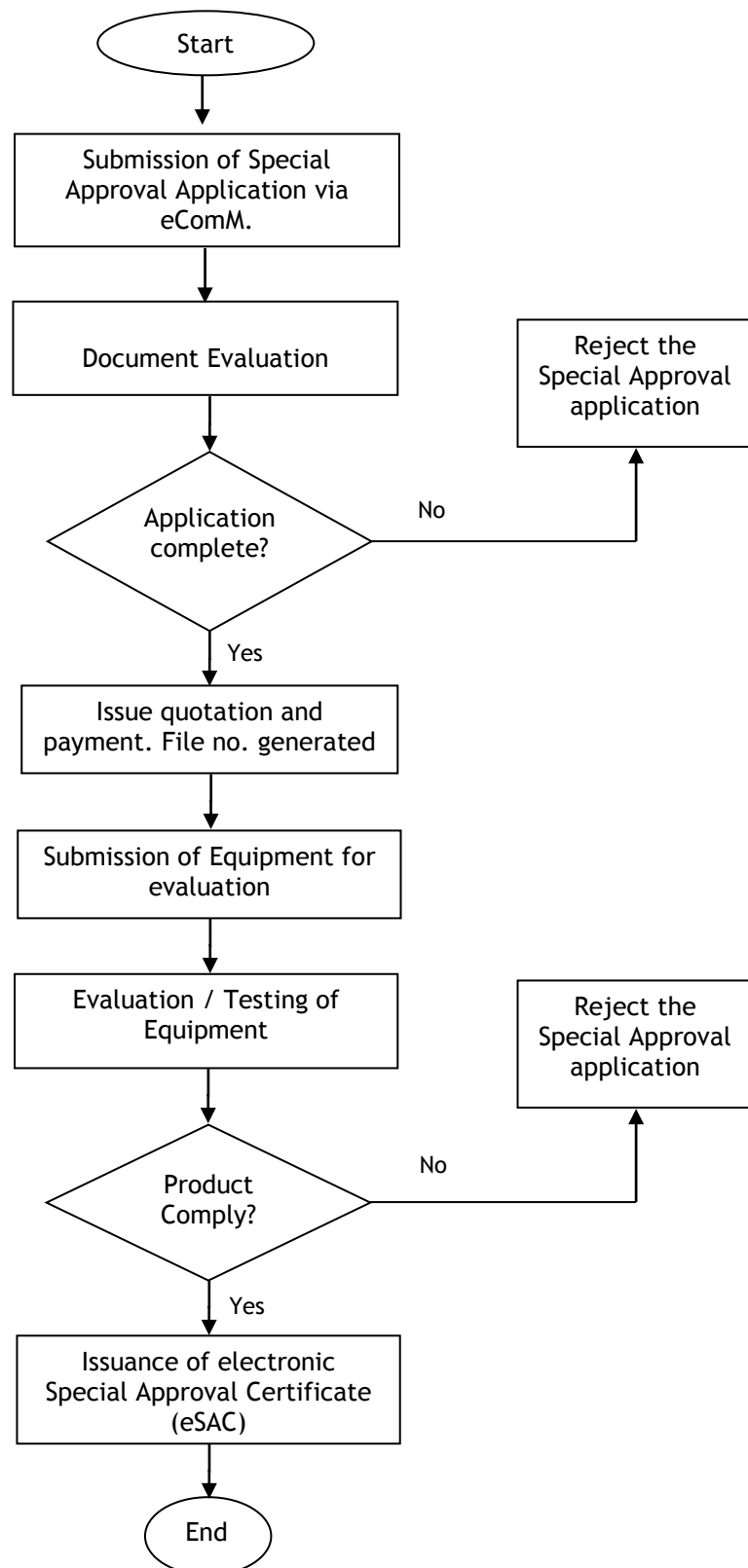
- c) The same Applicant applies for more than 12 units per year regardless of models and if proven that the importation is not for Personal (Individual) use;
 - d) The second-hand / used / reconditioned Equipment unless for relocation purposes;
 - e) The Walkie-talkie application use for Personal (Individual) unless Apparatus Assignment (AA) license is attached during Special Approval and Clearance Letter (SA and CL) application.
 - f) For any other reasons as SIRIM QAS International may see as fit.
- 10.2 Any Equipment that have been approved (under Special Approval) and re-export and then being imported back into Malaysia are subjected to import permit only, if proven that the eSAC is still valid and the Applicant shall provide the copy of K2 form.
- 10.3 The application for confiscated Equipment is not entertained unless requested officially by the related government agencies. Special Approval and CoA fees are applicable.
- 10.4 The application for "Tahan Sementara" Equipment may be considered for Special Approval if the Equipment is officially released by the related government agencies.
- 10.5 Broadcasters are allowed to import Equipment for their own use only. Their distributors shall obtain consent letter from the broadcasters. The CoA shall be applied using valid Special Approval application number and CoA fees are applicable.
- 10.6 TVRO is not allowed to be imported into Malaysia unless the Applicant is able to provide an official letter from KPDNHEP/ MCMC or any other relevant regulatory body. Special Approval and CoA fees are applicable.
- 10.7 Any Equipment that bears specifications that is wider in range than specified in the Technical codes / Technical Specification or MCMC Spectrum Assignment plan shall obtain a clearance letter from MCMC.
- 10.8 Only CoA is required for amateur radio Equipment that is listed in the notice of amateur radio. Notice can be found in the MCMC website (<https://www.mcmc.gov.my>).
- 10.9 Special Approval and CoA is only given to those amateur radio Applicants who holds amateur radio certificate (Class A or B) and to which the Equipment not listed as in notice of amateur radio.

11.0 CORPORATE LOGO

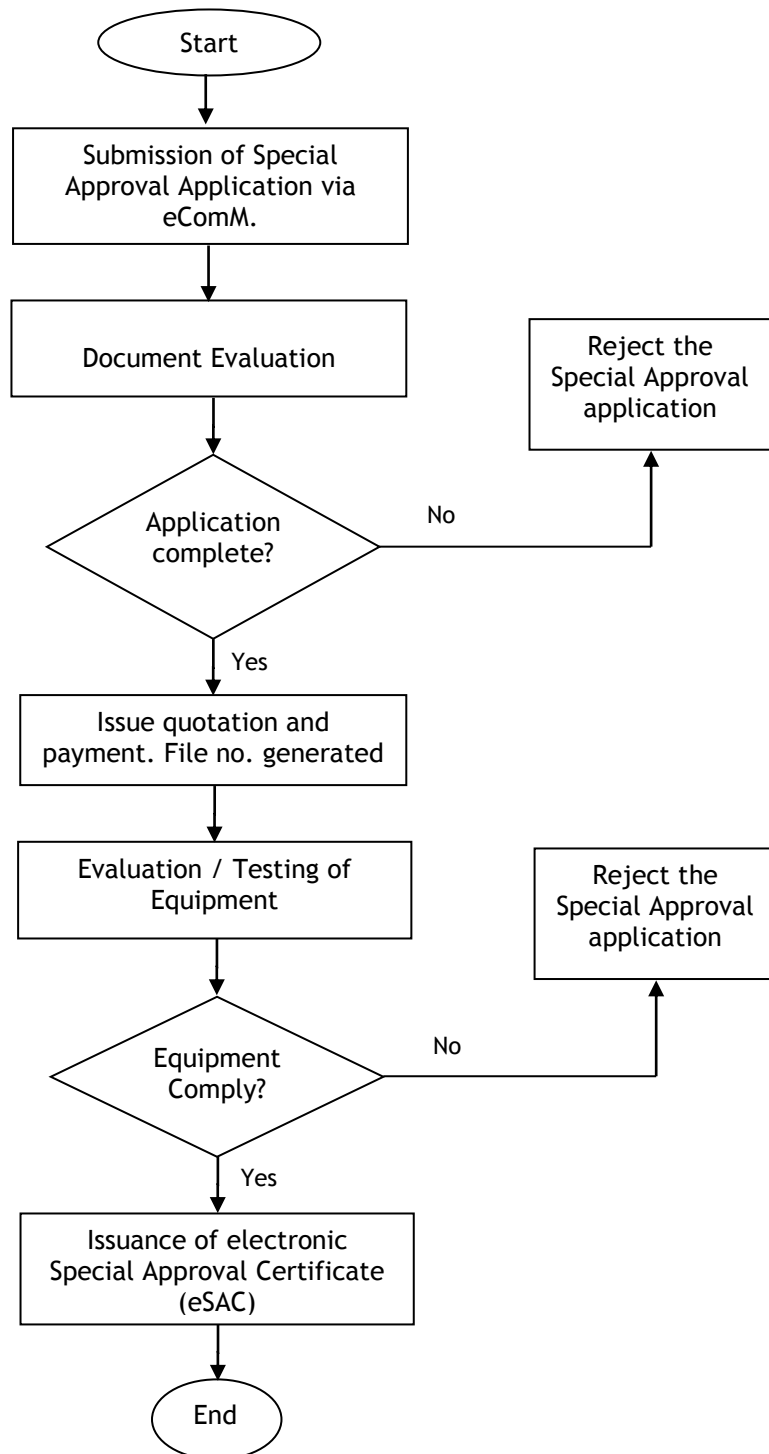
The use of SIRIM QAS International and/or the MCMC corporate logo, trademarks or any other Intellectual Property Rights under any circumstances without prior written approval from the Chief Executive Officer of SIRIM QAS International and/or the Chairman of the MCMC is strictly prohibited.

ANNEX A : SPECIAL APPROVAL APPLICATION PROCESS FLOW

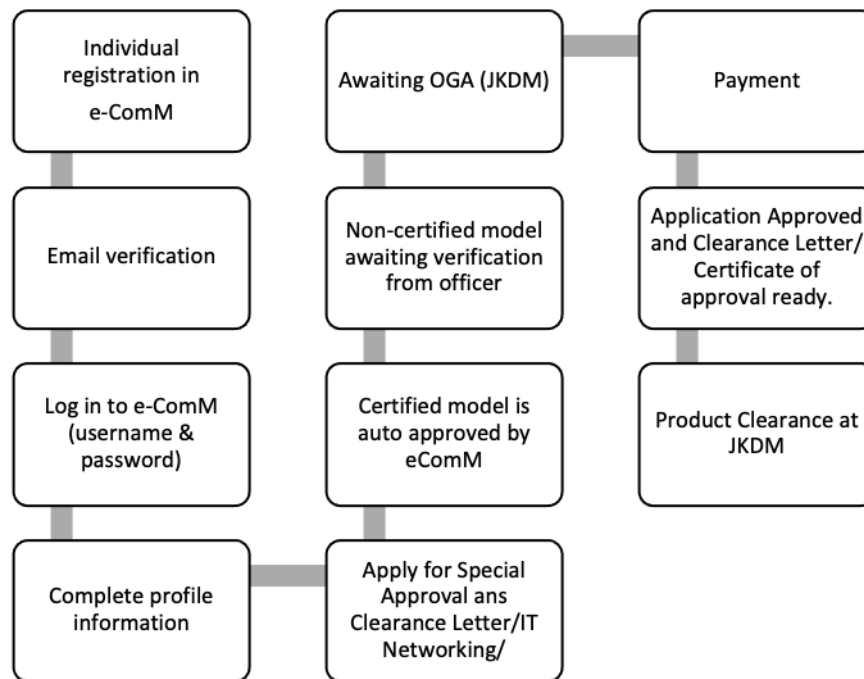
A.1 Company & Training



A.2 Demo/Trial/Research and Development (R&D)



A.3 Special Approval and Clearance Letter (SA and CL)



- i) Any prohibited item shall be rejected.
- ii) Application must be submitted by the consignee.
- iii) Application through eComM <https://ecomm.sirim.my/> under individual module.

ANNEX B : SUMMARY OF SPECIAL APPROVAL**B.1 Company, Exhibition, R&D, Trial / Market Survey / Demo and Training**

NO	CATEGORY	MAX. QTY	PERIOD (YEAR)	PROCESSING FEE PER MODEL	EVALUTION FEE PER MODEL	STATUS	PRODUCT SUBMISSION / SIRIM LABEL
1	COMPANY	3	5	RM 100	RM 300	FIXED	YES
2	EXHIBITION	5	3 MONTHS			EXPORT BEFORE EXPIRY	NO
3	R & D	5	5			FIXED	NO
4	TRIAL / MARKET SURVEY / DEMO	5	3 MONTHS			EXPORT BEFORE EXPIRY	NO
5	TRAINING	5	5			FIXED	YES

Note:

1. Maximum importation for company category is only 20 units. More than 20 unit is subject for approval from GL/Section Head.
2. The above evaluation fees are exclusive of testing fees.
3. eSAC will be issued via eComM after process completed.
4. Only a complete of Special Approval application and payment done will be processed.

B.2 Product Clearance for Personal (Individual)

NO	PRODUCT CLEARANCE CATEGORY		MAX. QTY	PERIOD (YEAR)	PROCESSING FEE PER MODEL (RM)	STATUS	PRODUCT SUBMISSION
1	SPECIAL APPROVAL AND CLEARANCE LETTER (SA AND CL)	CERTIFIED MODEL	12	1	20	FIXED	NO
		NON-CERTIFIED MODEL			40		
2	I/T NETWORKING		NO LIMIT		26.90		
3	RELEASE LETTER		NO LIMIT		26.90		