



CERTIFICATION REQUIREMENTS FOR COMPLIANCE APPROVAL (TYPE APPROVAL) ON COMMUNICATION, MULTIMEDIA AND HYBRID EQUIPMENT

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1 GENERAL

- 1.1 This document (hereinafter referred to as "Certification Requirements") defines the responsibilities and obligations of the Certificate Holder with regard to the requirements for the Certification Activities in order to ensure maintenance of the requisite quality control and compliance of the Certified Equipment with the Scope of Certification, standards, procedures, requirements and relevant regulatory provisions and Acts.
- 1.2 This document covers information and certification requirements for activities including Compliance Approval, Certification Mark and Certificate of Approval (CoA) for Equipment.
- 1.3 During the validity period of the Certification Agreement for Compliance Approval on Communication, Multimedia and Hybrid Equipment (eTAC/DOC/01-1) (hereinafter referred to as "Certification Agreement"), the Certificate Holder shall not vary any of the Certified Equipment and conditions under which the certification was issued, unless a written notice is given by the Certificate Holder and a written approval is obtained from SIRIM QAS International.
- 1.4 SIRIM QAS International is a registered Certifying Agency (CA) by Malaysian Communications and Multimedia Commission (MCMC). It provides Compliance Approval based on Product Certification System (ISO/IEC 17065) pursuant to Communications and Multimedia Act (CMA) 1998, Communications and Multimedia (Technical Standards) Regulations 2000.
- 1.5 This document shall be read together with Certification Agreement and Information Booklet for Hybrid Equipment Certification, Labelling and Importation (eTAC/DOC/01-3) for information on Scheme Rules for Hybrid Equipment certification.
- 1.6 The Certificate Holder shall display Certification Mark or Certification Label on Certified Equipment to denote its compliance. The Certification Mark or Certification Label shall be implemented through Self Labelling Program (SLP) whereby a Certificate Holder shall obtain SLP ID and register the serial number or IMEI number of the Equipment prior to importation or releasing the Equipment into the market for traceability.
- 1.6 The Certificate Holder shall apply Certificate of Approval (CoA) for all Equipment subjected to SIRIM's approval pursuant to Customs Act 1967 and as specified in Customs (Prohibition of Imports) Order 2017.
- 1.7 SIRIM QAS International reserves the right to change the certification requirement in this document without prior notification.
- 1.8 For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

2 DEFINITIONS

- 2.1 Definition of terms used in this document shall refer to Master Glossary (eCMC/PRO/00).

3 COMPLIANCE APPROVAL

3.1 Compliance Approval or also known as Type Approval is granted to a specific model of Equipment which has complied with either singular or combination of the followings:

- a) MCMC Technical Code / Technical Specification (www.mcmc.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).

3.2 The purposes of Compliance Approval are: -

- a) as an interoperability between any equipment;
- b) non-interference, impairment or malfunction of or harm to any Equipment or any other equipment;
- c) as a safety guide to public in general and for any Equipment or any other equipment;
- d) as quality assurance;
- e) protection of consumers' rights.

3.3 The Applicant

3.3.1 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 (SSM) which may be categorized as follows:

- a) Manufacturer
- b) Assembler
- c) Importer
- d) Network Operator/Service Provider
- e) Authorized Consultant

3.3.2 The Applicant shall appoint a Management Representative who will be responsible for the Compliance Approval application.

3.3.3 The Management Representative shall register the company in Online Certification for Communications & Multimedia Equipment (eComM) system and the Management Representative shall automatically become the Administrator of the company account. The Management Representative shall manage the users, consultant or agents and is responsible for their activities on behalf of the Applicant. The Management Representatives shall be a point of contact between the company and SIRIM QAS International.

3.3.4 The Applicant shall comply and agree to abide with the Certification Agreement, Certification Requirements, Communications and Multimedia Act (CMA) 1998, Communications and Multimedia (Technical Standards) Regulations 2000, Customs

Act 1967 and Customs (Prohibition of Imports) Order 2017 including any other relevant Malaysian Acts and Regulations (hereinafter referred to as "the Act & Regulations").

3.4 The Consultant

- 3.4.1 The Applicant may appoint a Consultant to submit application on behalf of the Applicant.
- 3.4.2 The Consultant shall have the same responsibilities as the Applicant and shall sign Letter of Authentication and Letter of Undertaking upon registration to indicate that the Consultant has agreed to abide by the Certification Agreement, Certification Requirements, and the Act & Regulations.
- 3.4.3 SIRIM QAS International does not have any relations or involvement in regards with the arrangement between the Applicant and the Consultant. The listing of Consultant in eComM 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 Consultant.
- 3.4.4 SIRIM QAS International reserves the right to remove any Consultant from the listing in eComM when it feels necessary to do.

4 SCOPE OF EQUIPMENT

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

5 APPLICATION PROCEDURE

- 5.1 Any inquiries on application for Compliance Approval shall be addressed to:

Communication and Multimedia Certification Section (CMCS)
 Product Certification and Inspection Department
 SIRIM QAS International Sdn. Bhd.
 Building 25, SIRIM Complex
 1, Persiaran Dato' Menteri
 Section 2, 40700 Shah Alam, Selangor.

Email : cmcstech@sirim.my or;
 Whatsapp: 019-7172627

- 5.2 In order to apply for Compliance Approval, the Applicant shall complete the following process:
 - a) Laboratory registration;
 - b) Test report registration;

- c) Trademark / brand declaration; and
- d) Compliance Approval submission.

5.3 Laboratory Registration

5.3.1 Application for Laboratory Registration to become Accepted Laboratory may be submitted by Applicant, Consultant or the laboratory itself.

5.3.2 Categories of Accepted Laboratory are specified as below:

a) Accredited

Laboratory that has been evaluated and possesses a formal recognition from National Accreditation Body that a laboratory is competent to perform test in accordance with ISO/IEC 17025.

b) Recognized

Non-accredited laboratory that possesses a formal recognition from Government or relevant Regulatory Authorities.

c) Manufacturer

- i) Laboratory which is accredited to ISO/IEC 17025 but does not include SKMM MTSFB TC T004 and MCMC MTSFB TC G002 in its scope of accreditation. The laboratory shall undergo Laboratory Assessment Program whereby the testing shall be witnessed by SIRIM QAS International, or
- ii) Laboratory that is not accredited and shall undergo Laboratory Assessment Program which include the Technical and Quality Management Audit and the testing shall be witnessed by SIRIM QAS International.
- iii) Manufacturer carries out full test at their own laboratory in which they utilize their own test equipment, facilities, and resources.

d) Third Party

- i) Laboratory which is accredited to ISO/IEC 17025 but does not include SKMM MTSFB TC T004 and MCMC MTSFB TC G002 in its scope of accreditation. The laboratory shall undergo Laboratory Assessment Program whereby the testing shall be witnessed by SIRIM QAS International, or
- ii) Laboratory that is non-accredited and shall undergo Laboratory Assessment Program which include the Technical and Quality Management Audit and the testing shall be witnessed by SIRIM QAS International.

5.3.3 Process Flow and requirements for Laboratory Registration shall refer to **Annex A** of this document.

5.4 Test Report Registration

5.4.1 Application for Test Report Registration may be submitted by Applicant, Consultant or the laboratory itself.

5.4.2 The Applicant shall submit complete test report meeting the following criteria:

- a) Issued by Accepted Laboratory;
- b) Standard(s) used for testing is included in scope of accreditation;
- c) Issuance date is not more than five (5) years from Compliance Approval application date; and
- d) Model name of Equipment under test (EUT) matches or is traceable to the model name of Equipment in Compliance Approval application.
- e) However, test report which is issued five (5) years or more from its issuance date may be submitted for certification if it meets the following criteria:
 - i. Only applies for communication scope;
 - ii. Meet the limit of affected parameters as specified in latest Technical Specification / Technical Code / Standard;
 - iii. There are no changes in hardware and software after five (5) years of approval. No modification has been done to the Equipment after the test is conducted (Declaration of Conformity from Principal is required);
 - iv. No major technical changes in the relevant standards specified in the Technical Specification / Technical Code / Standard which will affect radio, safety, EMC and/or SAR performance of the Equipment. The acceptance of relevant standard is based on the latest standard or the same version and year with the latest Technical Specification / Technical Code;
 - v. Testing laboratory is still in operation and the scope of testing is covered under the laboratory's accreditation scope;
 - vi. Testing may be conducted for selected parameters if minor change is made which will not affect the safety and performance of the Equipment;
 - vii. Declaration from manufacturer for:
 - Technical specification, critical components, design and layout of the current Equipment in comparison with the last tested date;
 - Current Bill of Material/Components and supplier's chain in comparison with last tested date;
 - Any modification or revision made since last tested;
- f) May be subjected to a fee for the preliminary evaluation on critical criteria listed above to ensure acceptance of test report (that is more than 5 years).

5.4.3 The process flow and requirements for Test Report Registration are available in **Annex B** of this document.

- (i) Application process flow for test report registration.
- (ii) Application process flow for registration of test report that exceeds five (5) years.

5.5 Trademark / Brand Declaration

5.5.1 The Applicant shall declare the trademark / brand of Equipment submitted for Compliance Approval.

5.5.2 The trademark / brand declaration is categorized as follows:

- a) The Applicant legally owns the trademark / brand name
- b) The Applicant is seeking approval for trademark / brand name registration
- c) The Applicant had been authorized by the trademark / brand name owner
- d) The Equipment has no trademark / brand name (applicable for module and card only)

5.5.3 The Applicant shall accompany the declaration with the following documents:

Category	Required Document
a) Legally own the trademark / brand name: i) Applicant is the owner	i) Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization
ii) Principal is the owner and Applicant is in the same group of companies with the Principal	i) Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization; ii) Evidence that the Applicant is in the same group of companies with the Principal
b) Applicant is seeking approval for trademark / brand name registration	i) Evidence of application has been received by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization
c) Applicant had been authorized by the trademark / brand name owner	i) Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization; ii) Authorization letter issued by trademark / brand owner. Letter shall follow template provided by SIRIM
d) Module or card that has no trademark / brand name	i) SLP ID may be used to replace trademark / brand name in this case

5.5.4 Authorization letter issued by the trademark / brand name owner shall not have validity period.

5.5.5 The information stated on registration certificate for trademark/brand name shall be either in Bahasa Malaysia or English Language. Otherwise, the Applicant or trademark / brand owner shall provide official translation of this information into Bahasa Malaysia or English Language. The translator's name shall be specified in the translation document and the document shall be endorsed by the company's management representative.

6 COMPLIANCE APPROVAL DETAILS

6.1 Application types for Compliance Approval are categorized as the following:

- a) Normal
- b) Package
- c) Parallel
- d) Parallel by Comparison
- e) In-house Testing
- f) Hybrid
- g) Fast Track

6.2 Process flow for Compliance Approval is summarized in **Annex C, D & E** in this document. Compliance Approval for Equipment shall be based on the following requirement:

- a) Full type test report according to requirements listed in item 3.1 and issued by Accepted Laboratory (item 5.3);
- b) Technical evaluation based on the accepted test report for communication, safety (for Equipment and power adapter), electromagnetic compatibility (EMC), specific absorption rate (SAR) or radiation hazards, and technical document;
- c) New or final Equipment or complete sample verification on network interoperability, connectivity, functionality, and communications features, where applicable; and
- d) Any other documents deemed necessary.

6.3 Items required for Compliance Approval application for all certification types are listed in **Annex F & G** of this document.

6.4 Normal Application

6.4.1 Normal application is an application for one model of Equipment from one Applicant.

6.5 Package Application

6.5.1 Package Application is an application for one model of Equipment from multiple Applicants submitted together. The main Applicant shall be identified and declared through application submission in eComM. The other Applicants in the same package shall be the supplementary Applicants. Package application shall be treated as normal application.

6.6 Parallel Application

6.6.1 Parallel Application is an application for identical model of Equipment that has been approved earlier for a different Certificate Holder.

6.6.2 Parallel application shall be referred to main Applicant if the earlier approved application is a Package Application.

6.6.3 Parallel application is not allowed to refer to supplementary application.

6.7 Parallel by Comparison Application

6.7.1 Parallel by Comparison application is an application for similar Equipment that has been approved earlier for the same or different Certificate Holder.

- 6.7.2 Parallel by Comparison application shall be allowed for approved model that has no change on communications characteristic and performance, safety, EMC and SAR or radiation hazards, if applicable, with the earlier approved Equipment by the main Applicant.

6.8 In-house Testing

- 6.8.1 In-house Testing application is a Compliance Approval application which is utilizing SIRIM QAS International testing facilities to produce its test report.

6.9 Hybrid Equipment Application

- 6.9.1 Hybrid Equipment application is Compliance Approval based on the following method:

- a) Module
- b) End Product (Host)
- c) Complete System

- 6.9.2 Parallel and Package application shall not applicable for Hybrid Equipment application.

- 6.9.3 Information on Scheme Rules for Hybrid Equipment certification shall refer to Information Booklet for Hybrid Equipment Certification, Labelling and Importation (eTAC/DOC/01-3).

6.10 Fast Track Application

- 6.10.1 Fast Track application is an application which the approval is granted within a shorter time frame compared to normal application.

- 6.10.2 Applicant shall request for Fast Track application and the request shall be subjected to SIRIM QAS International discretion.

- 6.10.3 The fee for Fast Track application is calculated with an additional evaluation rate.

7 SUBMISSION AND COLLECTION OF SAMPLE

7.1 Submission of Sample

- 7.1.1 The Applicant shall submit complete sample meeting the following criteria for evaluation prior to issuance of CoC/eCoC:

- a) Clearly marked with the brand and type/model designation;
- b) New sample chosen from the production;
- c) Sample from Special Approval application under category Training and Company shall be submitted
- d) Sample from final prototype model may be submitted only in the case of locally manufactured Equipment
- e) Used or re-conditional or research and development (R&D) sample shall not

be accepted

- f) Supplied with all relevant accessories and peripherals, if applicable

- 7.1.2 Sample submitted for evaluation shall be accompanied with a copy of CoA or K1 form or SANDEC information or a valid importation documentation. The document shall be under the Applicant's name. Sample submitted without any of these documents shall not be accepted for evaluation.

In the case of sample submitted without any importation document, the Applicant shall submit a duly signed declaration letter that contains the following details:

- a) Applicant details (e.g. company name, address, application number)
- b) Equipment details (e.g. product type, brand name, model name)
- c) Consignor details (e.g. company name, address, telephone number)
- d) Consignee details (e.g. company name, address, telephone number)
- e) Mode of transport (e.g. courier, post, hand carry via maritime/rail/road/air/ etc.)
- f) Country / Place of origin

- 7.1.3 Number of samples to be submitted shall depend on the evaluation required. Generally, four (4) units are required (for certification (1), communication testing (1), safety testing (1) and EMC testing (1)).

- 7.1.4 The sample shall be submitted directly to the Project Officer who is conducting the evaluation. The Applicant or appointed Consultant shall be responsible for ensuring that the submitted sample is complete, in good working condition, on the schedule date and as per model in application submission.

Deviation in sample may result in the cancellation of the application or the Applicant may only be granted with Temporary Approval. SIRIM QAS International shall not be liable for any consequences to the Applicant arising from the cancellation of the evaluation.

- 7.1.5 SIRIM QAS International shall not be liable for any damage caused on the sample during the evaluation of the Equipment.

- 7.1.6 The Applicant or appointed Consultant shall, whenever needed, provide all necessary assistance and support on technical matters pertaining to the Equipment evaluation to the related SIRIM QAS International's technical personnel.

- 7.1.7 On-site (field) inspection may be carried out by SIRIM QAS International's at its own discretion upon official written request from the Applicant two (2) weeks before schedule date. 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 Equipment is very expensive and sensitive; or
- b) The Equipment is very large; or
- c) High logistic cost, customize or sales based on tender approval; or
- d) The importation of Equipment is by parts and takes time for hardware installation;
- e) Mutual Understanding / Agreement with the Applicant.

- 7.1.8 Based on the criteria listed in clause 7.1.1, applicant may choose the submission method based on sample size and connectivity test requirement. The options for sample submission method are as the following tables:

No	Sample Size	Connectivity Test	Sample Submission
1	≤ 1.5m x 2.0m	√	Option 1
2	≤ 1.5m x 2.0m	X	Option 1 or Option 2 or Option 3
3	> 1.5m x 2.0m	√	Option 2
4	> 1.5m x 2.0m	X	Option 2 or Option 3

Option 1	Applicant shall submit complete set of samples to SIRIM
Option 2	Applicant may request for an on-site (field) inspection of complete set of samples.
Option 3	<p>a. Applicant may submit photos of sample. Photo submission shall meet the followings:</p> <p>b. Photos must be of complete set of samples which may include adaptor, power cord, antenna etc., if any.</p> <p>c. Photos must be clear. All indication or writings on sample shall be legible.</p> <p>d. Photos submitted must contain the following details of sample:</p> <ul 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 sample's wireless module (e.g. WLAN, Bluetooth, RFID etc) and interface port (e.g. RJ11, USB etc) must be identified and labelled</p>

Project Officer may opt for remote evaluation as an alternative arrangement for onsite inspection. For the remote evaluation procedure, document PCID/PRO/01 shall be referred to.

7.2 Collection of Sample

- 7.2.1 The Certificate Holder or appointed Consultant shall collect the sample within two (2) weeks from the date of CoC/eCoC issuance. Certificate Holder will be notified through eComM. 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 Certificate Holder 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.
- 7.2.2 In all cases, SIRIM QAS International has the right to retain the sample for further evaluation and investigation.
- 7.2.3 In all cases, SIRIM QAS International has the right to request additional sample for evaluation or investigation. The Certificate Holder shall bear all related costs incurred during investigation such as, but not limited to, purchase of sample or testing fees for validation of technical declaration or complaints etc.

8 CRITERIA FOR AWARD OF CERTIFICATE OF CONFORMITY (CoC/eCoC)

- 8.1 Criteria used by SIRIM QAS International for the award of CoC/eCoC are:
- a) The Equipment shall comply with this Certification Requirements;
 - b) The Applicant shall demonstrate capability to comply with Certification Agreement, Certification Requirements and the Act and Regulations;
- 8.2 Compliance Approval may be granted in the following manners:
- a) Full Approval
 - b) Conditional Approval:
 - i) Temporary Approval
 - ii) Interim Approval

8.3 Full Approval

- 8.3.1 Full Approval is granted to application meeting all specified requirements in this Certification Requirements.

8.4 Conditional Approval

8.4.1 Temporary Approval

- 8.4.1.1 Temporary Approval is approval given with a temporary expiry date that is the same day as approval date for the purpose of controlling the importation. The expiry date may be extended by mutual agreement with Applicant.
- 8.4.1.2 The Applicant will not be issued with the CoC/eCoC until full approval is granted.
- 8.4.1.3 Temporary Approval is given when there is incomplete conformance to requirements of evaluation. Incomplete conformance includes but not limited to:

- a) Deviation in Equipment specification
- b) Deviation in Equipment identification
- c) Pending sample for evaluation
- d) Do not meet marking requirements
- e) Pending for Certificate Holder ID (HID) to replace trademark / brand

8.4.1.4 The Applicant shall complete the following where applicable:

- a) Certification Agreement for Temporary Approval on Communication, Multimedia and Hybrid Equipment (eTAC/DOC/04-1).
- b) Letter of Undertaking for Conditional Approval (eTAC/FOR/04-4)
- c) Letter of Undertaking for Acceptance to Replace Brand Name with the Certificate Holder ID (HID) (eTAC/FOR/04-5)

8.4.1.5 Applicant shall complete the pending requirement for verification within stipulated period to obtain full approval. Failure to do so will result in recommendation for suspension and followed by cancellation of Temporary Approval.

8.4.1.6 Temporary approval shall not be included in the publicly available information of Certified Equipment.

8.4.2 Interim Approval

8.4.2.1 Interim Approval is an approval for Equipment subjected to interim period determined by SIRIM QAS International. The recommended maximum validity period of CoC/eCoC for Interim Approval is one (1) year. The interim period may be extended upon SIRIM QAS International discretion.

8.4.2.2 The Applicant will not be issued with the CoC/eCoC until full approval is granted.

8.4.2.3 The applicant shall complete the Letter of Undertaking for Conditional Approval (eTAC/FOR/04-4).

8.4.2.4 Applicant shall complete the pending requirement for verification upon notification from SIRIM QAS International for obtaining Full Approval. Certificate Holder shall submit an application under Parallel by Comparison application type.

8.4.2.5 SIRIM QAS International has the right to impose any other criteria for granting of approval when it feels necessary without prior notice.

9 CANCELLATION OF APPLICATION

9.1 The Applicant may request in writing or SIRIM QAS International may initiate the cancellation of the application.

9.2 Cancellation of application may be due, but not limited to the followings :

- a) No submission of sample
- b) No proof of importation
- c) No payment of fee
- d) No test report

- e) Not meeting Certification Requirements and/or Certification Agreement and/or the Act and Regulations.
- f) Direction from Regulator

- 9.3 The Applicant may request in writing for a new evaluation date. However, if there is no response from the Applicant within six (6) months from the date of cancellation, the application will be closed.
- 9.4 Cancellation of application or evaluation is subjected to a forfeiture of the processing fee and evaluation fee based on the status of evaluation. The amount of forfeited fee shall be determined by SIRIM QAS International.

10 CERTIFICATE OF CONFORMITY (CoC/eCoC)

- 10.1 The CoC/eCoC is a document issued by SIRIM QAS International to the Certificate Holder in recognizing the conformance of the Certificate Holder's Equipment to the requirements listed in this Certification Requirements.
- 10.2 The CoC/eCoC shall have the following information:
- a) Registration Number;
 - b) Serial Number;
 - c) Name and Address of Certificate Holder;
 - d) Approval Number or Type Approval Code (TAC);
 - e) Equipment Category;
 - f) Standards;
 - g) Trademark / Brand;
 - h) Model;
 - i) Marketing Name;
 - j) Features;
 - k) Approval Date; and
 - l) Expiry Date.
- 10.3 The approval of CoC/eCoC does not in itself confer a right on the Certificate Holder to operate the Equipment. The Equipment may be subjected to Apparatus Assignment (AA) and/or Spectrum Assignment (SA) license or any other approval or conditions by MCMC or other related bodies before it can be operated.

11 RENEWAL OF CERTIFICATE OF CONFORMITY (CoC/eCoC)

- 11.1 Certificate Holder shall submit application for renewal of CoC/eCoC through eComM.
- 11.2 The Certificate Holder is responsible to ensure the following requirements are met before submission of CoC/eCoC renewal application:
- a) CoC/eCoC has been granted Full Approval;
 - b) Continue compliances to the current requirements as listed in this Certification Requirements;
 - c) No valid complaint/feedback and findings from market surveillance activities;
 - d) Maximum validity period for renewal is five (5) years from current year.

11.3 The Applicant/Certificate Holder may renew the CoC/eCoC one (1) month before the expiry date. The new date starts from the expiry date.

11.4 The fee for renewal application is RM50 for one (1) year.

12 CHANGES OF PARTICULARS IN CERTIFICATE OF CONFORMITY (CoC/eCoC)

12.1 Certificate Holder shall refer to the table below for categorization of changes and the action required.

Category of Change	Details	Action
Change of Certificate Holder's Name	<ul style="list-style-type: none"> ROB/ROC number is maintained; Maintained in the same entity 	Change Request
	<ul style="list-style-type: none"> ROB/ROC number is changed; Transfer to new entity within the same group of companies 	New Application by Parallel by Comparison
	<ul style="list-style-type: none"> ROB/ROC number is changed; Transfer to new entity not within the same group of companies 	New Application by Parallel by Comparison
Change of Principal's Name	<ul style="list-style-type: none"> Transfer to an entity within the same group of companies 	New Application by Parallel by Comparison
	<ul style="list-style-type: none"> Transfer to an entity not within the same group of companies 	New Application by Normal
Change of Manufacturer's Name	<ul style="list-style-type: none"> Change or addition of Manufacturer's name; Manufacturer do not own the Equipment & design Change to an entity within or not within the same group of companies 	Change Request
	<ul style="list-style-type: none"> Change or addition of Manufacturer's name; Manufacturer own the Equipment & design Change to an entity within or not within the same group of companies 	New Application by Normal
Change of Factory's Name	Change or addition of Factory's name	Change Request
Change of Address / Location	Certificate Holder / Principal / Manufacturer / Factory	Change Request

Change of Technical Code / Standard	Technical Code / Standard with Requirement Change	New Application by Parallel by Comparison
	Technical Code / Standard without Requirement Change	Action by SIRIM QAS International Upon Request
Change of Equipment's Particular	Model	New Application by Normal
	Brand without change of Principal	New Application by Parallel by Comparison
	Brand with change of Principal	New Application by Normal
	Equipment Category with Change of Technical Code	New Application by Normal
	Equipment Category Without Change of Technical Code	Action by SIRIM QAS International Upon Request

12.2 Deviation of Equipment

12.2.1 Deviation of Equipment refers to changes made to Equipment after it has been certified.

Deviation of Equipment is acceptable if it meets all the following criteria:

- Deviation in appearance e.g. color, casing, button, port, etc.;
- Deviation does not affect communication, safety, EMC, SAR and radiation hazards characteristics and performance, where applicable; AND
- Model name of Equipment remain the same.

12.2.2 Changes that affects on communication, safety, EMC, SAR and radiation hazards characteristics and performance is not acceptable and is subjected to new evaluation (despite maintaining its model number and brand name). The Applicant shall submit new application and the application may be treated as parallel by comparison application type. Refer **Annex G**.

12.2.3 Certificate Holder shall submit official letter to specify the changes including its effect on communication, safety, EMC, SAR and radiation hazards characteristics and performance.

12.2.4 SIRIM QAS International shall evaluate the changes:

Result of Evaluation	Action
Satisfactory	<ul style="list-style-type: none"> SIRIM QAS International shall keep a record of the changes No change to existing CoC/eCoC
Not Satisfactory	<ul style="list-style-type: none"> SIRIM QAS International shall inform Certificate Holder to submit new application. <i>Note: Model name shall be different from the previous model name if the change affects communication, safety, EMC, SAR and radiation hazards characteristics and performance, where applicable.</i>

13 CERTIFICATION MARK THROUGH SELF LABELLING PROGRAM (SLP)

13.1 MCMC Certification Mark

- 13.1.1 SLP is eligible for all Certificate Holders and is associated with Principal/ Manufacturer of the application for Compliance Approval.
- 13.1.2 The Certificate Holder shall use the Certification Mark in full and shall comprise of the following:
- a) The logo design;
 - b) The word "MCMC"; and
 - c) Unique SLP ID i.e. Common ID (CID) or Certificate Holder ID (HID)
 - d) Unique identification number that provides traceability for each Equipment bearing certification mark. The identification number can be in form of either IMEI number or Equipment serial number.

13.2 Certificate Holder's Responsibility

- 13.2.1 Certificate Holder shall ensure all Certified Equipment bear a valid Certification Mark implemented through the Self Labelling Program (SLP).
- 13.2.2 Certificate Holder shall apply the Certification Mark only to the Certified Equipment that is specified in CoC/eCoC.
- 13.2.3 Certificate Holder shall refer to The Guideline on Certification Mark for Self- Labelling Program (SLP) of Certified Communication Equipment in Malaysia (eCMC/DOC/04-10) for its implementation.
- 13.2.4 The Certification Mark shall be associated with unique ID either for Certificate Holder or Principal, issued by SIRIM QAS International and it shall be used according to this guideline only. There are requirements for Certification Mark including durability, legibility, positioning and font and symbol size.
- 13.2.5 The Certificate Holder shall submit Equipment registration application in eComM. Equipment registration is the registration of the IMEI number or Equipment serial number in eComM database or any suitable system agreed by SIRIM QAS International where the data shall be validated. The registration of this number shall be a mandatory input prior to the issuance of CoA for each consignment/importation. Certificate Holder shall maintain these records.
- 13.2.6 The Certificate Holders shall ensure the SLP Usage report is completed within 3 months from importation date for every Equipment IMEI number or serial number registration application.
- 13.2.7 In the event that there is no importation after SLP registration is made or SLP usage report is not completed without any justification, SIRIM QAS International reserves the right to recommend for suspension of SLP registration before its renewal. In order to resume with the program, the Certificate Holder may request for an extension or initiate renewal of registration after meeting all the requirements.

- 13.2.8 The Certificate Holder shall be subjected to factory inspection at any time, as and when required. The factory inspection may be conducted based on the outcome of market surveillance, customer complaints and/or Equipment failure. The frequency of inspection will be tightened or reduced depending on the Certificate Holder/Principal/Manufacturer's performance in adhering to the Certification Requirements, Certification Agreement and the Act and Regulations. They may also be subjected to unannounced factory inspection or consignment inspection depending on the severity of the non-conformance(s).
- 13.2.9 The Certificate Holder shall and hold the obligation to rework, recall or remove the Self-Labeling from any or all Equipment or destroy any or all Equipment which did not comply with the Certification Requirements, Certification Agreement and the Act and Regulations. SIRIM reserves the right to cancel, amend, suspend and/or withdraw the IMEI numbers or Equipment serial numbers that are attempted to be registered or have been registered at any time without prior notice when SIRIM decide it is necessary to cancel, amend, suspend and/or withdraw.
- 13.2.10 For cases of duplication/wrong format/error, the Certificate Holder shall justify with evidence the authenticity and the right of ownership by submission of documentation. The registration status shall remain void until proven otherwise.

13.3 Scale and Visibility

- 13.3.1 The Certification Mark shall be legible and visible to the unaided eye. The size of the Certification Mark may be reduced or enlarged proportionately as required but shall be no smaller than 8 millimeters in height by 8 millimeters in width (8 mm x 8 mm).
- 13.3.2 The Certificate holder shall use only original artwork of the Certification Mark. The Certificate Holder shall not alter the Certification Mark in any way other than to resize the artwork proportionately. Unacceptable uses of the Certification Mark include, but are not limited to, adding/deleting wording or artwork, reducing the artwork to an illegible size, or distortion.
- 13.3.3 The Certificate Holder shall use either one of the optional colors (black, reverse white and grey) for the Certification Mark, provided that visibility is assured through either contrast with the background color or marking in relief (for example, molding or engraving or embossing). Where the unique ID for Certificate Holder or Common ID for Principal/Manufacturer are used, the font must be visible.
- 13.3.4 The Certificate Holder shall print or produce the Certification Mark on a white background or base, i.e. in rich black version. In the event the label needs to be printed or produced on a background or base that jeopardies its visual/appearance, reverse white or 30% black version may be used.

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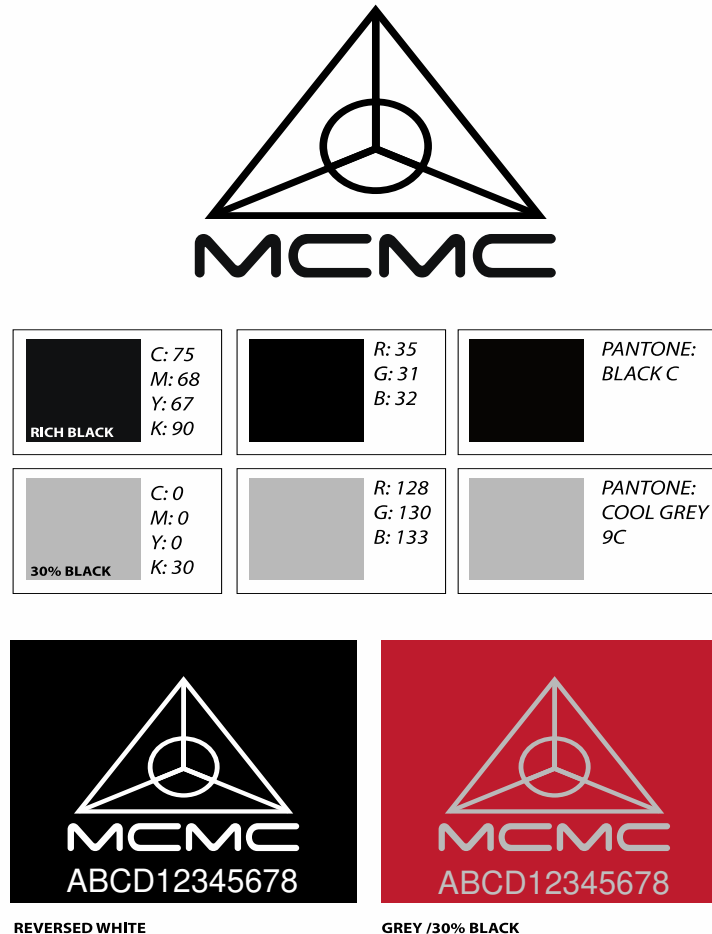


Figure : MCMC Certification Mark and Its Color Options

13.4 Placement

- 13.4.1 Certificate Holder has the choice of either applying a Certification Mark to the surface of the Equipment, namely Surface Labeling or in electronic form, namely Electronic Labelling.
- 13.4.2 The Certification Mark shall be applied in such manner that is not transferable from one Equipment to another.

13.5 Surface Labelling

- 13.5.1 For Surface Labelling, the Certificate Holder shall ensure the Certification Mark is placed on a permanent feature of the Equipment and is readily accessible to the user. The Certification Mark should be durable and applied by any suitable means including printing, painting, moulding, etching, engraving or embossing.
- 13.5.2 If a Certification Mark has to be applied to the external surface of the packaging used for an Equipment, it must:
- a) Be clearly visible;
 - b) Occupy an area that is greater than one per cent of that external surface.

13.5.3 Certificate Holder shall submit a proposal through eComM on alternative placement if it is not practical to apply Certification Mark to the external surface of the Equipment or it is not displayed using the built-in electronic display. The Certification Mark may be applied to the following items associated with the equipment:

- a) The external surface of the packaging used for the Equipment;
- b) The documentation (operating instructions, warranty or guarantee certificates) that accompanies the Equipment when it is supplied to the consumer and readily available database.

The proposal is subjected to SIRIM QAS International's approval.

13.5.4 If the Certificate Holder intent to apply the Certification Mark on the external surface of the packaging used for an Equipment, it must:

- a) Be clearly visible;
- b) Occupy an area that is greater than one per cent of that external surface.

13.6 Electronic Labelling (e-Labelling)

13.6.1 Electronic labelling shall be implemented for Equipment that is:

- a) Supported by firmware or operating system (OS) which can be displayed, stored and retrieved from the Equipment; and
- b) A built-in display or can only operate in association with a device that has an electronic display screen.

13.6.2 The Certificate Holder that choose to use Electronic Labelling shall indicate in the documentation that accompanies the Equipment on how it can be viewed or retrieved. The same document shall be uploaded in eComM.

13.7 Usage

13.7.1 Certificate Holder shall not use the Certification Mark on the Equipment to imply a relationship such as partnership with either MCMC or SIRIM QAS International.

13.7.2 Certificate Holder shall not make a reference on the intention to submit an Equipment for certification or the expectation that the Equipment may be certified in the future. For example, a Licensee shall not state "Approval by SIRIM QAS International is pending" or "Approval by SIRIM QAS International applied for".

13.7.3 Certification Mark shall not be preceded or followed by a qualifier that indicates a degree of certification or acceptability. For example, "exceeds" "first" or "only" shall not be used to qualify any Certification Mark.

13.7.4 Certificate Holder shall not incorporate the Certification Mark or aspect thereof as part of business name, business stationery, Internet domain name, or brand name/trademark for equipment's/equipment lines. This includes both designs aspects and words aspects.

13.7.5 Certificate Holder may place the Certification Mark on promotional material

whereby;

- a) The Certification Mark shall be used in full;
- b) The promotional material used covers advertising material, article, catalog, manual, booklet, mill certificate, signage and news releases only; and
- c) It shall not substitute the use of the complete Certification Mark on Certified Equipment's and/or its packaging.

13.8 Effect on Misuse of the Certification Mark

13.8.1 The Certificate Holder shall be considered as misusing the Certification Mark if any act such as addition and/or omission that has breach the term and guidelines provided herein and in The Guideline on Certification Mark for Self-Labeling Program (SLP) of Certified Communication Equipment in Malaysia (eCMC/DOC/04-10) is committed by the Certificate Holder with or without intention.

13.8.2 SIRIM QAS International shall have the right to:

- a) Make an investigation including providing support to enforcement body to raid the premises related to the Equipment without giving notice to the Certificate Holder once SIRIM QAS International received such complaint;
- b) Terminate the agreement with the Certificate Holder if it is shown there are evidences of misuse of the Certification Mark;
- c) Claim from the Certificate Holder for any lost and cost incurred that SIRIM QAS International has to suffer as a result of the misuse including legal proceedings and public notification cost;
- d) Make a claim through court jurisdiction if the remedy provided by arbitration is not sufficient to cover the loss and cost suffered by SIRIM QAS International due to the misuse.

13.8.3 The Certificate Holder shall initiate Product Notice to inform the public of the misuse and the Certificate Holder may require to perform Equipment recall based on SIRIM QAS International or Regulator's discretion.

14 PROHIBITED ITEMS

14.1 The following equipment are prohibited for importation:

- a) FM Radio receivers operating outside the 87.5 MHz – 108 MHz band, except meteorology broadcasting receiver on "spot" frequency
- b) Toy walkie talkie
- c) Scanner transceiver
- d) Used/refurbished/reconditioned/second-hand Equipment
- e) Jammer/Frequency Stopper/Cellular Firewall (GSM, CDMA, 3G, WiFi, kind of frequency jamming)
- f) Radio scanner, interception device and alike
- g) Television-Receive-only (TVRO) equipment and parabolic dish (Government policy except for broadcasters/operators for pocket-filling, embassies, etc.)
- h) Speed-Trap Detector (monitor)
- i) Any Equipment operating in frequency bands designated for other services

(e.g. Cordless phone or CCTV operating in the 900 MHz band, unmanned aerial vehicle (UAV)/drone operating in GSM bands, Government bands, etc.)

- j) Any Equipment which does not comply with MCMC Technical Code or applicable standards which may include items in clause 3.1.
- k) Equipment originating from Israel

Note : The list above is not exhaustive. Prohibited items are not limited to above list.

15 CONDITIONS FOR CERTIFIED EQUIPMENT

15.1 The following conditions shall apply to the Certified Equipment:

- a) Where the Certified Equipment is found to be defective after being type approved due to any modification or alteration done and if the defect is not resolved and is serious, SIRIM QAS International may direct the entire defective Equipment to be recalled at the cost and expenses of the Certificate Holder.
- b) The Certified Equipment shall be subjected to other approvals by MCMC and/or any other Regulatory Agencies as the case may be before the operation of the Certified Equipment.
- c) The Certified Equipment may be subjected to any other conditions by MCMC or SIRIM QAS International as the case may be decided from time to time.

15.2 SIRIM QAS International shall have the rights to conduct further or any other tests as it deems fit after the Equipment has been certified.

16 CERTIFICATE OF APPROVAL (CoA)

16.1 General Requirements

16.1.1 The CoA applies to:

- a) All Equipment capable of being used for telecommunication in the frequency band up to 420 THz or their motherboards and apparatus or Equipment to be attached or connected to Public Networks
- b) IT / Networking equipment utilizing tariff code assigned to SIRIM

16.1.2 Approval for CoA applications shall only be granted for equipment which is already approved and/or certified by SIRIM QAS International Sdn. Bhd.

16.1.3 Certificate Holder shall use tariff code under SIRIM's purview as per Customs Duties Order and Customs (Prohibition of Imports) Order 2017.

16.1.4 Certificate Holder shall declare the imports to Royal Malaysian Customs Department (RMCD), irrespective whether they are dutiable or otherwise.

16.1.5 Certificate Holder shall use CoA in association with consignee (importer), consignor

(exporter), equipment description, tariff code, country of origin (CoO), port of entry, CoA number and expiry date as per mandatory inputs for CoA application in the ePermit system.

- 16.1.6 Certificate Holder shall ensure the CoA is not transferable from one equipment to another equipment and from other importer to another importer.
- 16.1.7 Certificate Holder shall ensure the approved CoA is not to be sold, given, lent, amended or in any way transferred to any third party.
- 16.1.8 Certificate Holder shall lodge a police report and inform SIRIM QAS International immediately if the approved CoA is lost, stolen or imitated.
- 16.1.9 Certificate Holder shall be fully responsible in the event that any CoA is found to be used for equipment other than specified in the approved CoA.
- 16.1.10 Certificate Holder shall ensure the imported equipment operate in the frequency band as per spectrum plan approved by MCMC.

16.2 CoA Application

- 16.2.1 Certificate Holder shall register as ePermit user with SIRIM appointed vendor for the purpose of applying CoA through ePermit system (<https://epermit.dagangnet.com.my>)
- 16.2.2 Certificate Holder shall apply for CoA through ePermit system or any other system as instructed by SIRIM where the approval is granted by SIRIM as a Cross Border Regulatory Agency (CBRA).
- 16.2.3 The usage of approved CoA is:
 - a) For one model per application per shipment;
 - b) Valid for three (3) months from the date of approval; and
 - c) Not extendable.
- 16.2.4 Certificate Holder may apply CoA based on the categories are as following:
 - a) Local Sales (complete set and/ or accessories) I
 - b) Import After Repair (complete set)
 - c) Import for Replacement (complete set)
 - d) Import for Sample (complete set)
 - e) Import for Manufacturing (parts)
 - f) Import for Repair (parts)
 - g) Import for Re-export (complete set)
 - h) Import for Re-export (parts)
 - i) Special Approval (Private)
 - j) Special Approval (Trial)
 - k) Special Approval (Research & Development)
 - l) Special Approval (Exhibition)
 - m) Special Approval (Demo)
 - n) Special Approval (Training)
 - o) Special Approval (Market Survey)

- p) Service Provider (complete set and/ or accessories)
- q) Import for Repair (complete set for re-export)
- r) Import for Repair (parts for re-export)
- s) IT/Networking Equipment (complete set and/ or accessories)
- t) Antenna (except for satellite antenna)
- u) Other telecommunication accessories

Certificate Holder shall ensure the quantity of imported equipment do not exceed the quantity declared in the approved CoA.

16.3 Specific Conditions

- 16.3.1 CoA shall not be issued for equipment under the following conditions:
- a) Detained or under investigation by any authority until official notification is issued by the respective authority
 - b) Used, refurbished, reconditioned and/or second-hand
 - c) 'Blanket approval'
 - d) Already brought into Malaysia
- 16.3.2 CoA is not required for foreigner carrying mobile phone operating under International Roaming for personal use or to bring back to their origin country but exemption is limited to three (3) units per person only. For foreign visitors under social visit pass, it is allowed for a period of three (3) months.
- 16.3.3 Any amendment or changes to the approved CoA are not allowed. New application is required for any changes.
- 16.3.4 CoA is required for equipment exempted from tax or duties.
- 16.3.5 CoA is required for equipment imported through ATA Carnet.

17 CHANGES IN SCOPE OF CERTIFICATION

- 17.1 SIRIM QAS International shall notify the Certificate Holder of any changes in the Scope of Certification and Certification Requirements, and shall give reasonable time to adjust the process and related procedures, where necessary.
- 17.2 In the event of changes in the Scope of Certification and Certification Requirements which, in the opinion of SIRIM QAS International, warrant tests in addition to or different from, those already detailed in the Certification Report, the Certificate Holder will be notified of the additional testing and examination requirements. Work performed by SIRIM QAS International to determine compliance to these requirements shall be at the Certificate Holder expense.

18 RECORDS

- 18.1 The Certificate Holder shall establish and maintain records to provide evidence of conformity to Scope of Certification, Standards, procedures, Requirements and the Act and Regulations and of the effective operation of the quality control system. Records shall be legible, identifiable, stored, protected, and readily retrievable and

retained for a minimum of five (5) years or a period of time consistent with equipment warranty.

19 TERM OF USAGE OF SIRIM QAS INTERNATIONAL CORPORATE LOGO

- 19.1 The use of SIRIM QAS International's corporate logo, trademarks or any Intellectual Property under any circumstances without prior written approval of the Managing Director of SIRIM QAS International is strictly prohibited.

20 APPEALS AND DISPUTES

- 20.1 SIRIM QAS International has procedure on appeals and disputes, which may be made available upon request. Appeals on revocations / withdrawals may be made within six (6) months from the date of termination.

21 COMPLAINTS

- 21.1 Complaints against Certified Equipment or services provided by SIRIM QAS International may be put forward at its official website (cserviceqas@sirim.my).

22 ADVERTISEMENT FOR PRODUCT RECALL AND PRODUCT NOTICE

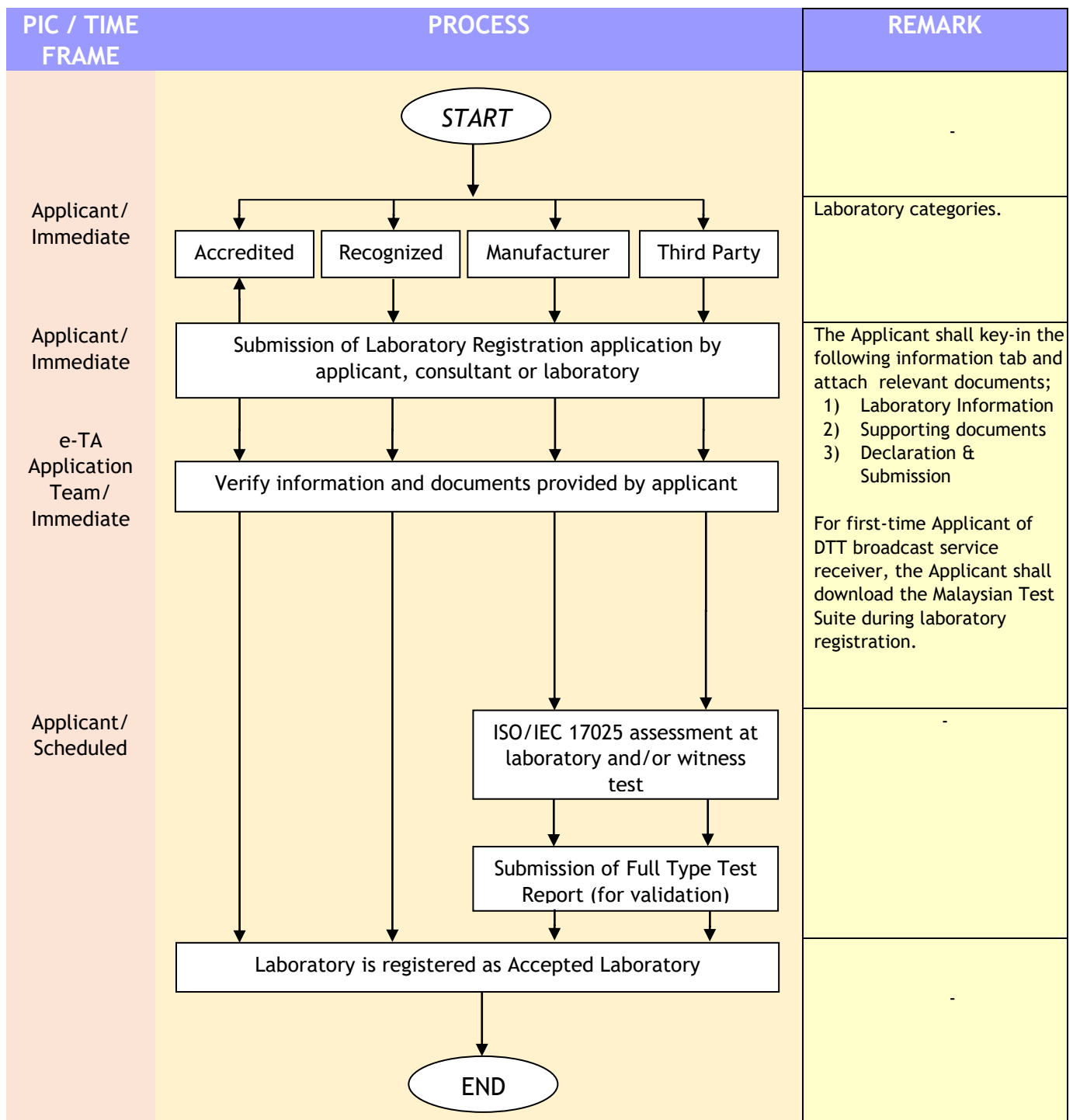
- 22.1 The Product Recall shall be performed by the Certificate Holder under the following conditions;
- a) The CoC/eCoC issued has been suspended or cancelled (terminated) under Regulation 23 of Communications and Multimedia (Technical Standards) Regulations 2000 [P.U.(A) 124/2000];
 - b) The CoC/eCoC issued has been voluntarily suspended or cancelled (withdrawal);
 - c) Certified Equipment with no Certification Mark / Label; and
 - d) Certified Equipment with wrong or misuse Certification Mark / Label;
- 22.2 MCMC may direct the Certificate Holder to recall the Certified Equipment within a reasonable time and in the manner specified by MCMC.
- 22.3 If MCMC directs SIRIM to undertake the Product Recall process, then the process as stated in eCMC/DOC/08-1 shall be referred.
- 22.4 In the event the Certificate Holder refuse to advertise the recalled Certified Equipment, Certificate Holder shall agree that SIRIM QAS International shall have the right to advertise the recalled Certified Equipment in SIRIM Website. The Certificate Holder shall have no right to take any action against SIRIM QAS International relating to such action taken by SIRIM QAS International.
- 22.5 The Certified Equipment that is under Recall status, shall not be allowed to perform the following activities;

- a) CoC/eCoC Renewal;
- b) SLP applications;
- c) Importation; and
- d) Supply or place to the market.

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ANNEX A

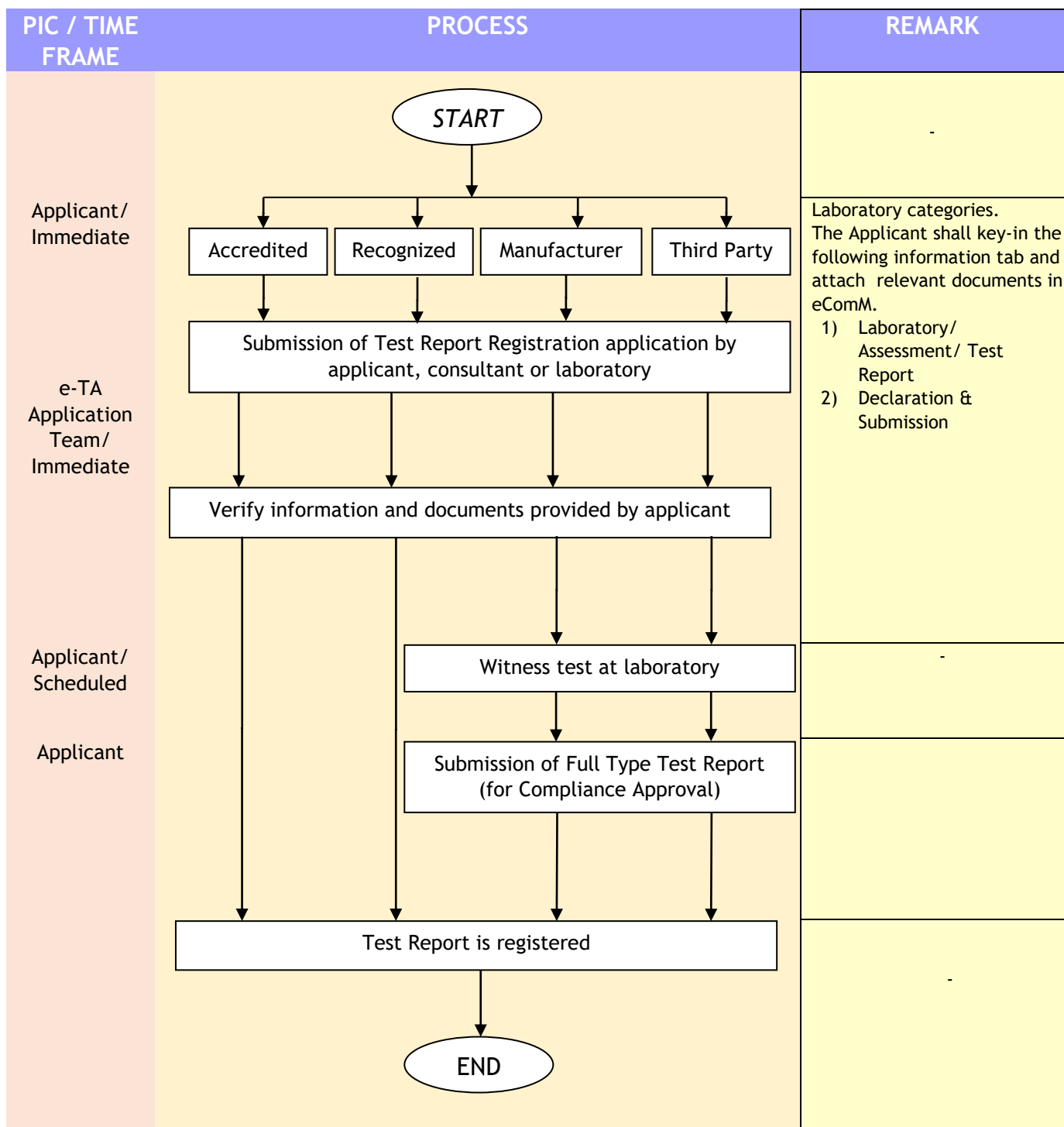
APPLICATION PROCESS FLOW FOR LABORATORY REGISTRATION



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ANNEX B (i)

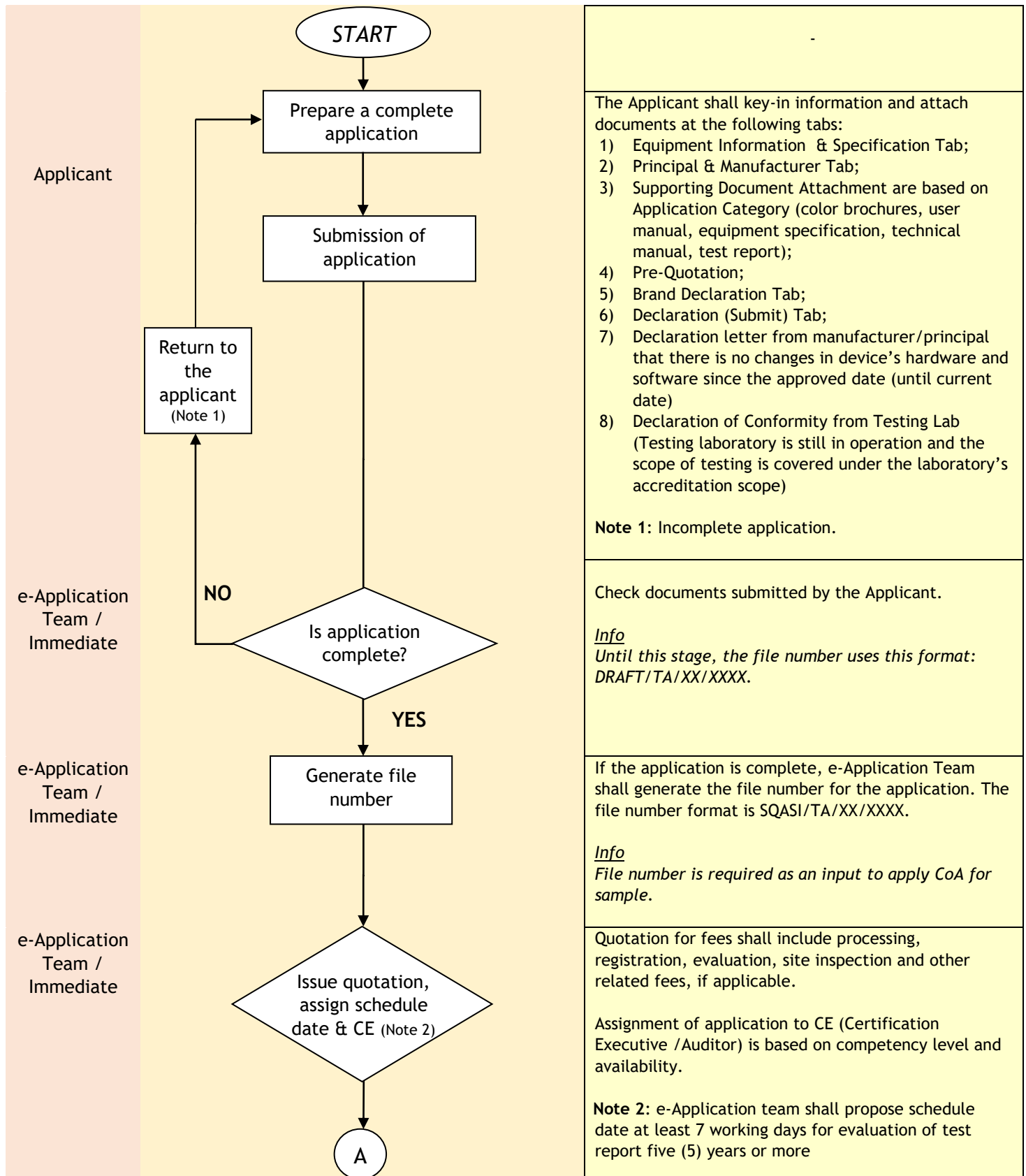
APPLICATION PROCESS FLOW FOR TEST REPORT REGISTRATION

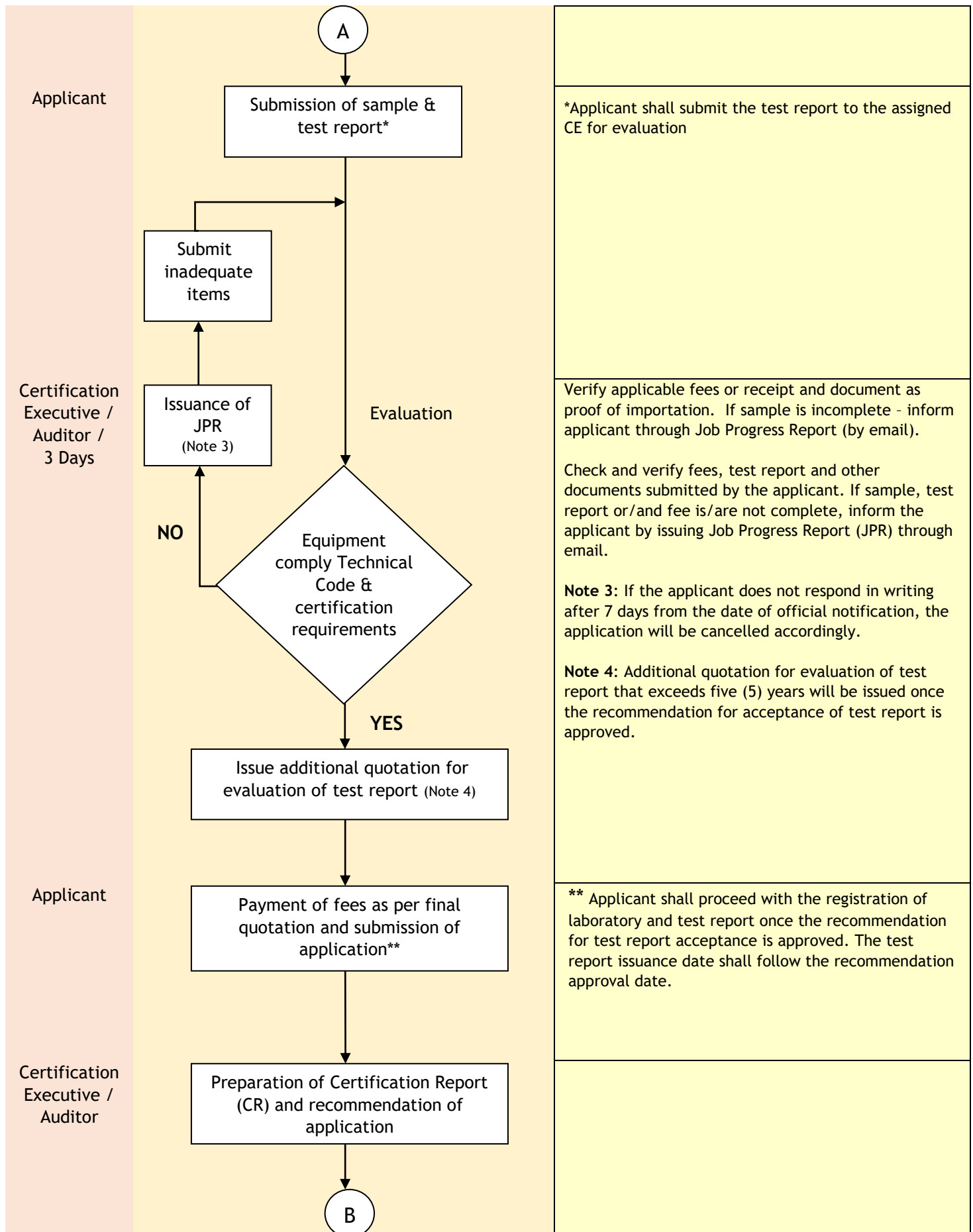


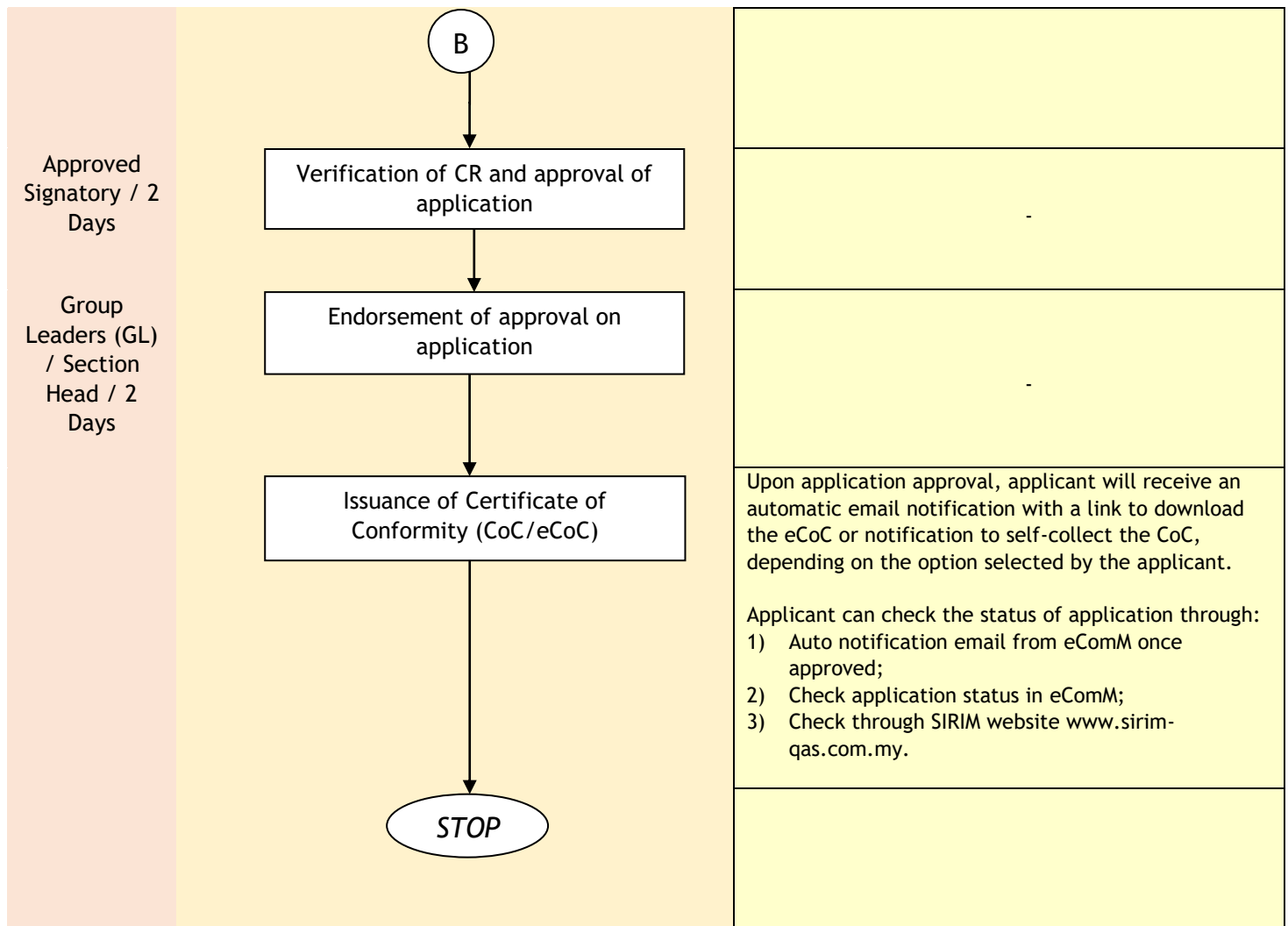
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ANNEX B (ii)

APPLICATION PROCESS FLOW FOR REGISTRATION OF TEST REPORT THAT EXCEEDS FIVE (5) YEARS





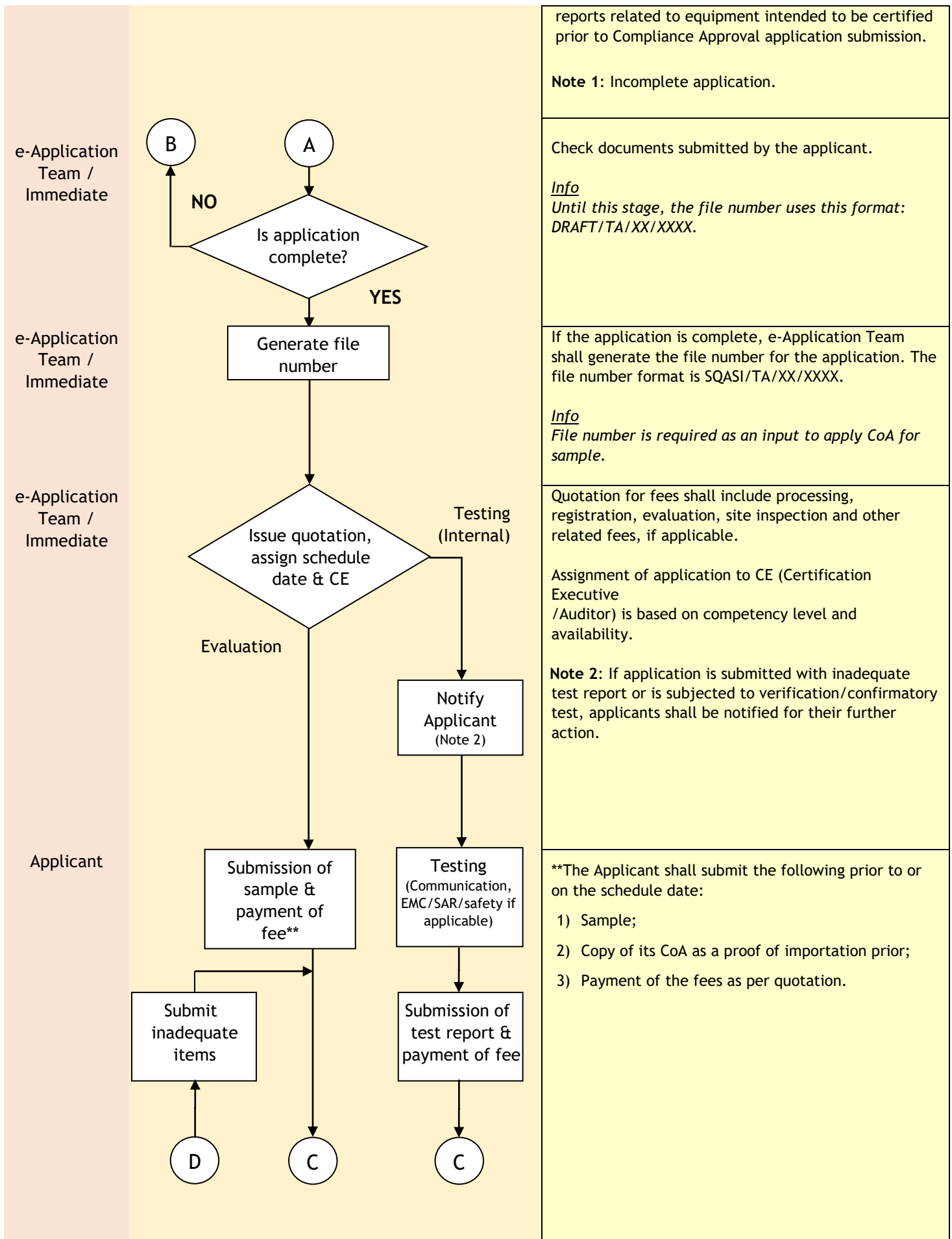


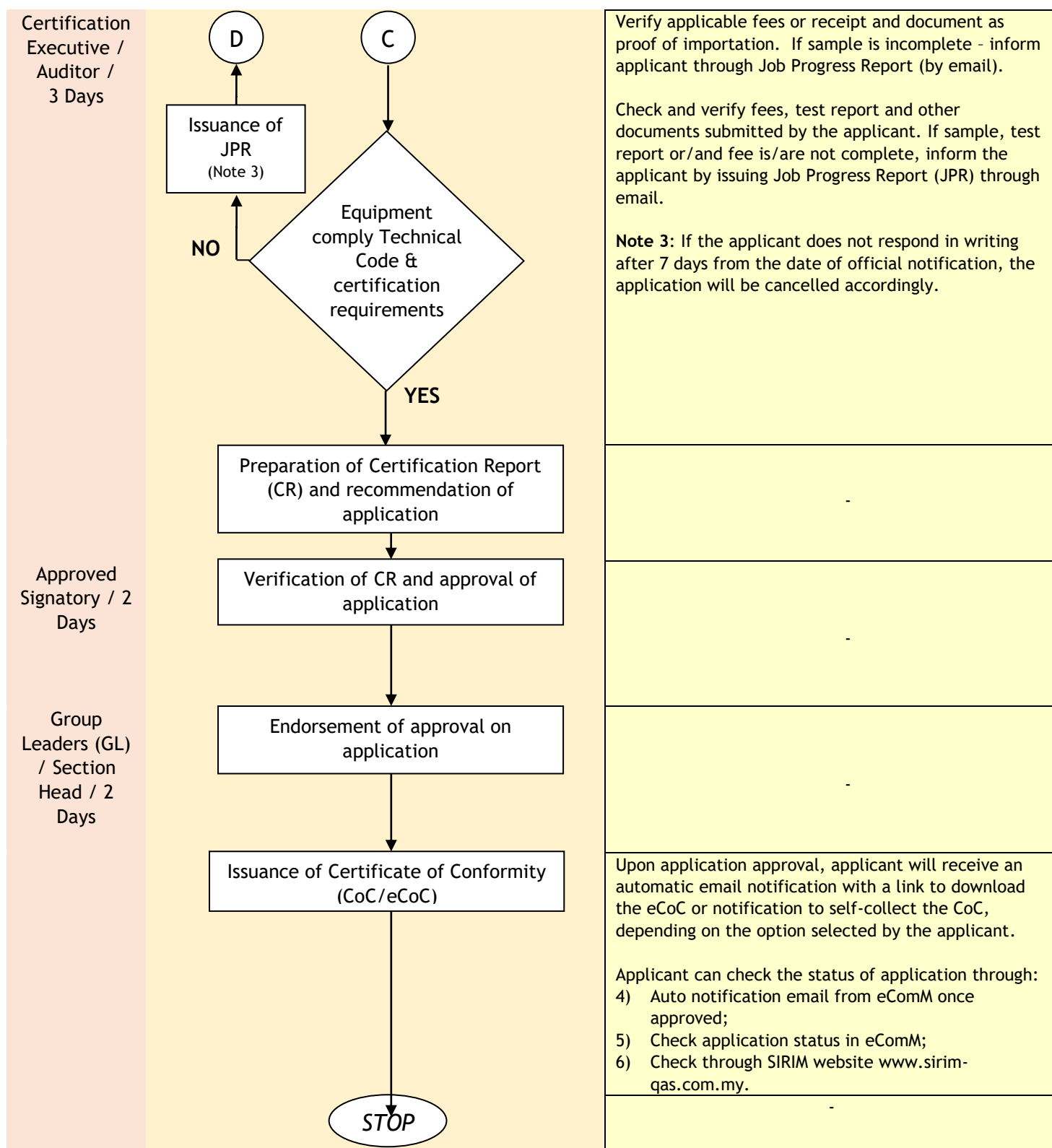
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ANNEX C

APPLICATION PROCESS FLOW FOR eComM REGISTRATION AND COMPLIANCE APPROVAL

PIC / TIME FRAME	PROCESS	REMARK
Applicant	<pre> graph TD START([START]) --> CR[Company Registration in eComM] CR --> AA[Account Activation] AA --> V[Verify] V --> N[Notification] N --> PCA[Prepare a complete application] PCA --> SA[Submission of application*] SA --> A((A)) SA -- "Return to the applicant (Note 1)" --> PCA B((B)) </pre>	<p>Information supplied to Applicant:</p> <ol style="list-style-type: none"> Application form for Compliance Approval through eComM (online); Certification Agreement for Compliance Approval on Communication, Multimedia and Hybrid Equipment. (eTAC/DOC/01-1); Certification Fees (eTAC/DOC/01-2); Certification Requirement for Communication, Multimedia and Hybrid Equipment (eTAC/DOC/01-1.1). <p><u>Note:</u> Item (b), (c) & (d) are available from SIRIM QAS International website (www.sirim-qas.com.my).</p>
Applicant	Company Registration in eComM	<p>Registration through eComM (https://ecom.sirim.my) to get username and password. Documentation required for eComM registration:</p> <ol style="list-style-type: none"> ROC/ROB Management Representative and email address Address Letter of Authentication (signed) (eTAC/FOR/01-1) Letter of Undertaking by Agent/Consultant (signed), if applicable (eTAC/FOR/01-2)
Applicant	Account Activation	Applicant will receive automatic email notification. Copy the activation link and paste to Internet Browser to activate the account.
eComM Secretariat	Verify	Verify new or existing company or consultant name in eComM and update in SIRIM Berhad's System (CRM)
Applicant	Notification	eComM will automatically send the company's username and password through the registered Management Representative's e-mail.
Applicant	Prepare a complete application Submission of application*	<p>The applicant shall key-in information and attach documents at the following tabs:</p> <ol style="list-style-type: none"> Equipment Information & Specification Tab; Principal & Manufacturer Tab; Supporting Document Attachment are based on Application Category (color brochures, user manual, equipment specification, technical manual, test report); Pre-Quotation; Brand Declaration Tab; Declaration (Submit) Tab; <p>*Applicant shall register the laboratories and test</p>





Note *:

- 1) For Parallel Application, the Applicant shall key-in the Compliance Approval Code/Type Approval Code (TAC) of existing approved application it is referring to. The status of existing approved application shall be valid. Additional requirements may be imposed based on current procedures.
- 2) For Package Application, the Applicant shall select main applicant and supplementary applicant(s). The detailed explanation for Package Application is in the flow chart as below.

ANNEX D

APPLICATION PROCESS FLOW FOR PACKAGE APPLICATION

PIC / TIME FRAME	PROCESS	REMARK
	<pre> graph TD START([START]) --> A[Prepare a complete application] A --> B[Main applicant adds supplementary applicant] B --> C[Supplementary applicant acknowledge the application] C --> D[Complete declaration for package application] D --> E[Submit package application to SIRIM] E --> STOP([STOP]) </pre>	-
Applicant/ Immediate	Prepare a complete application	Supporting document (official letter) is required to denote who is the main applicant.
Main Applicant/ Immediate	Main applicant adds supplementary applicant	-
Supplementary Applicant	Supplementary applicant acknowledge the application	-
Main Applicant	Complete declaration for package application	-
Main Applicant	Submit package application to SIRIM	-
	STOP	-

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ANNEX E

GENERAL PROCESS FLOW FOR HYBRID APPLICATION (ADD MODULE)

PIC / TIME FRAME	PROCESS	REMARK
	<pre> graph TD START([START]) --> PREP[Prepare a complete application] PREP --> CHOOSE{Choose Scheme Rule for the equipment} CHOOSE -- "End Product Approval" --> SEND[Send Hybrid Application to SIRIM] CHOOSE -- "Use Existing Approval" --> ADDTAC[Add Existing TAC] ADDTAC --> SEND SEND --> STOP([STOP]) </pre>	-
Applicant/ Immediate	Prepare a complete application	TAC of the intended module to be added to the end product certification has to be valid.
Applicant/ Immediate	Choose Scheme Rule for the equipment End Product Approval Send Hybrid Application to SIRIM STOP	<p>The Applicant shall key-in information and attach the following documents in eComM:</p> <ol style="list-style-type: none"> 4) Equipment Information & Equipment Specification for end product; 5) Principal & Manufacturer Tab; 6) Supporting Document Attachment are based on Application Category of the end product (color brochures, user manual, Equipment specification, technical manual, test report, existing TAC/eCoC for the modules/Card/Sub-Assembly Components); 7) Pre-Quotation 8) Declaration Tab; 9) Brand Declaration Tab; <p><u>Info</u> For selection of Scheme Rules, please refer to with Information Booklet for Hybrid Equipment Certification, Labelling and Importation.</p>
		-

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ANNEX F

SUMMARY OF ITEMS REQUIRED FOR COMPLIANCE APPROVAL APPLICATION

Documents	Normal	Package		Parallel	Parallel by Comparison
		Main	Supplementary		
Application for Compliance Approval through eComM [Equipment Information & Equipment Specification]	✓	✓		✓	✓
Principal/Manufacturer Information	✓	✓		✓	✓
Declaration of Trademark / Brand Name	✓	✓		✓	✓
Authentication Letter	✓	✓		✓	✓
Technical Specification	✓	✓		✓	✓
Colour brochures or colour photo (minimum size 5R)	✓	✓		✓	✓
Original User Manual	✓	✓		✓	✓
Original Technical Manual, if relevant	✓	✓			✓
Related technical Checklist as per TAC/DOC/01-4	✓	✓			✓
Test report ²	✓	✓			
Declaration of similarity letter from Manufacturer/principal (original copy/traceable to originator)				✓	✓
Official letter on the reason for Fast Track application					
Other related documents ^{6,7 & 8}	✓	✓		✓	✓
Processing and Registration fees in the sum of RM150.00 together with evaluation fees	✓	✓	✓	✓	✓
Sample ⁵ and evidence of importation documents (CoA, declaration form: K1/ K9, etc.)	✓	✓			✓

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ANNEX F

**SUMMARY OF ITEMS REQUIRED FOR COMPLIANCE APPROVAL APPLICATION
(Continued)**

Documents	Parallel by Comparison For Hybrid	Testing	Fast Track
Application for Compliance Approval through eComM [Equipment Information & Equipment Specification]	√	√	√
Principal/Manufacturer Information	√	√	√
Declaration of Trademark / Brand Name	√	√	√
Authentication Letter	√	√	√
Technical Specification	√	√	√
Colour brochures or colour photo (minimum size 5R)	√	√	√
Original User Manual	√	√	√
Original Technical Manual, if relevant	√	√	√
Related technical Checklist	√	√	√
Test report ²	√	√	√
Declaration of similarity letter from manufacturer/principal (original copy/traceable to originator)	√	√	
Official request letter for Fast Track application			√
Other related documents ^{6,7 & 8}			√
Processing and registration (1 year) fees in the sum of RM150.00 together with evaluation fees	√	√ [Reduced Evaluation Fee]	√ [Different Rate for Evaluation Fee]
Sample ⁵ and evidence of importation documents (CoA, declaration form: K1/ K9, etc.)	√	√	√

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ANNEX G**SUMMARY OF ITEMS REQUIRED FOR PARALLEL BY COMPARISON (DEVIATION OF EQUIPMENT)
APPLICATION**

Documents	Changes that affects characteristic and performance (Brand and the model name remain the same)	Change in Brand and the model number remain the same (within the group of company)	Change in Brand and the model number remain the same, (not within the group of company)	Change type of product category which does not involve the change of Technical Code	Change type of product category which involve the change of Technical Code	Communication Module or Interface Card which has obtained Compliance Approval
Application for Compliance Approval [Equipment Information & Specification]	√	√	√	√	√	√
Principal/Manufacturer Information	√	√	√	√	√	√
Declaration of Trademark / Brand Name	√	√	√	√	√	√
Authentication Letter	√	√	√	√	√	√
Colour brochures or colour photo (minimum size 5R) with supporting technical specification ¹	√	√	√	√	√	√
Original User Manual	√	√	√	√	√	√
Original Technical Manual, if relevant	√	√	√	√	√	√
Related technical Checklist	√	√	√	√	√	√

Test report ²	✓		✓		✓	✓
Declaration of similarity letter from Manufacturer/principal (original copy/traceable to originator)	✓	✓	✓		✓	
Copy of Registration of Company (ROC) or Registration of Business (ROB) Certificate	✓	✓	✓	✓	✓	✓
Other related documents ^{6, 7 & 8}	✓	✓	✓	✓	✓	✓
Sample ⁵ and evidence of importation documents [CoA, Declaration form: K1/K9, etc	✓	✓	✓	✓	✓	✓
Processing and Registration (1 year) fees in the sum of RM 150.00 together with evaluation fees	RM 300	RM 450	Normal Evaluation Fee	RM 250	Normal Evaluation Fee	RM 450

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ANNEX H

SUMMARY OF ITEMS REQUIRED FOR CHANGES OF PARTICULARS IN CERTIFICATE OF CONFORMITY (CoC/eCoC)

Information Required Category of Change	Copy of CoC/ eCoC	Supporting Documents from Relevant Authorities (e.g. copy of approval from ROC/ROB)	Change Request Fee (RM per CoC/ eCoC)	Method of Application / Request	Supporting Documents from	Sample From New Principal
Change of Certificate Holder's Name • ROB/ROC maintained • In the same entity	✓	✓	50			
Change of Certificate Holder's Name • ROB/ROC changed • New entity within group of companies	✓	✓	450	New Parallel by Comparison Application		
Change of Certificate Holder's Name • ROB/ROC changed • New entity NOT within group of companies	✓	✓	450	New Parallel by Comparison Application		
Change of Principal's Name • New entity within group of companies	✓	✓	250	New Parallel by Comparison Application	Previous Principal	✓
Change of Principal's Name • New entity NOT within group of companies			Normal Evaluation Fee	New Normal Application		✓
Change of Manufacturer's Name • Change or add • New entity within or NOT within group of companies • Own equipment & design	Submit change of manufacturer application through eComM under change request module. Fee is not applicable.					
Change of Manufacturer's Name • Change or add • New entity within or NOT within group of companies • DON'T own equipment & design			Normal Evaluation Fee	New Normal Application		✓

Change of Factory's Name	Submit change of manufacturer application through eComM under change request module. Fee is not applicable.
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Information Required Category of Change	Copy of CoC/ eCoC	Supporting Documents from Relevant Authorities (e.g. copy of approval from ROC/ROB)	Change Request Fee (RM per CoC/ eCoC)	An Official Written Request from The Certificate Holder to Specify the Changes	Supporting Documents from	Sample From New Principal
Change of Address or Location (of Certificate Holder)	Submit change of address application through eComM under change request module. Fee is not applicable.					
Change of Technical Code / Standard • With Requirement Change	✓	✓	450	New Parallel by Comparison Application		✓ (if testing is required for new requirement)
Change of Technical Code / Standard • Without Requirement Change	✓	✓	50	Action by SIRIM Upon Request Through Email		
Change of Equipment's Particular • New Model Name			Normal Evaluation Fee	New Normal Application		✓

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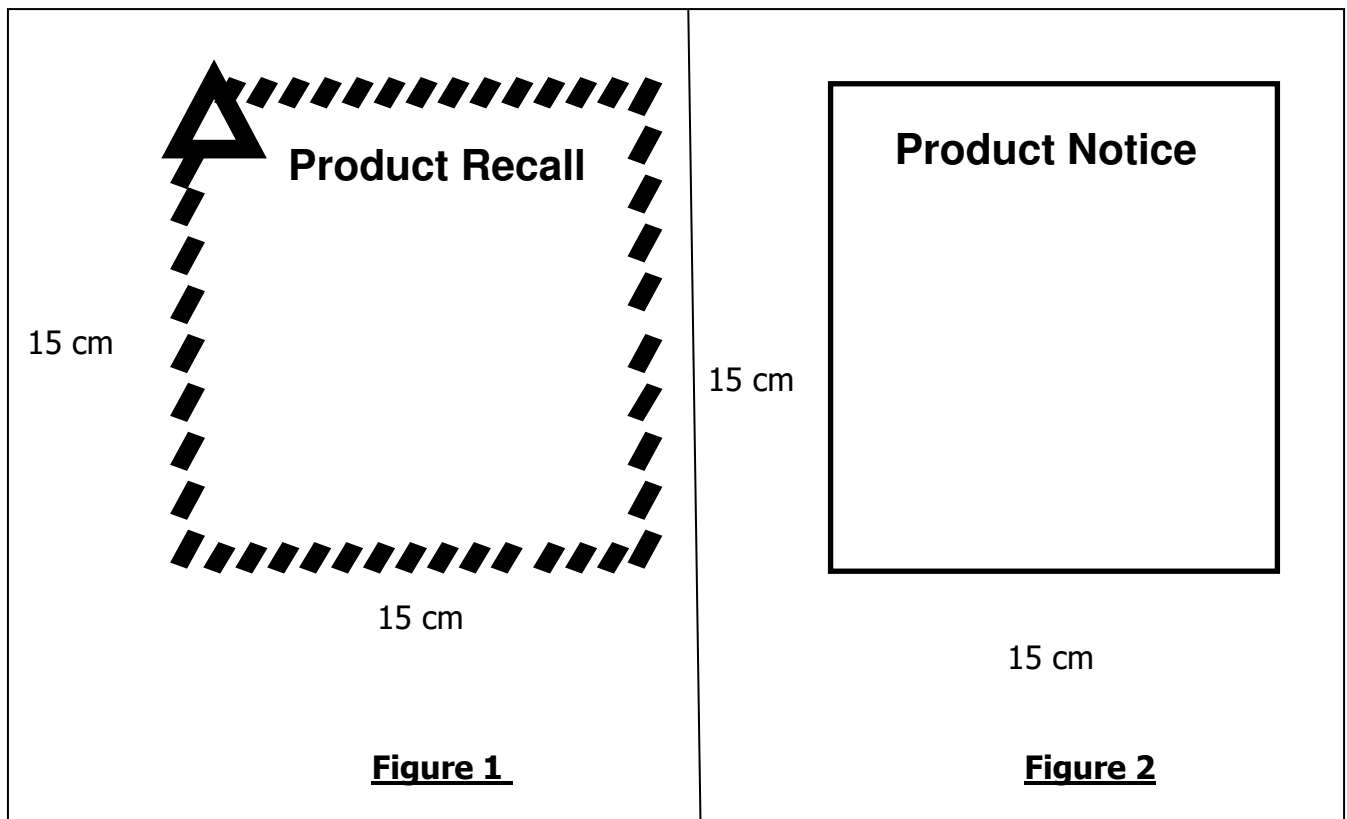
ANNEX I

GUIDELINE FOR ADVERTISEMENT OF PRODUCT NOTICE AND PRODUCT RECALL

NO.	DETAILS	PRODUCT RECALL NOTICE	PRODUCT NOTICE
1.	Newspaper Advertisement The advertisement shall be in Malay language newspaper (Utusan Malaysia or Berita Harian) and English newspaper (The Star or New Straits Times). To ensure Recall effectiveness, the advertisement should be published on the same date.	✓	X
2.	Website Advertisement The advertisement shall be publish in Certificate Holder's website & linked to SIRIM's Website.	✓	✓
3.	Size The size of the advertisement shall be not less than 15 cm x 15 cm.	✓	✓
4.	Duration Minima 1 day. If more days required, the advertisement shall be published consecutively.	✓	✓
5.	Title Include the words "Product Recall" / "Product Notice" prominently at the top of advertisement.	✓	✓
6.	Information i) A clear description of the product; including the Product Category, Brand, Model, Batch or Serial Number;	✓	✓
	ii) A drawing or photograph of the product;	✓	✓
	iii) Clear identification of the name and address of supplier, e-mail and web-site address, fax and telephone number;	✓	✓
	iv) A statement of the Non-Conformances; "does not meet product standard requirements", or "does not meet SIRIM QAS International requirements";	✓	✓
	v) Date when the product was first placed in the market;	✓	✓
	vi) The contact person who consumers should contact to receive a refund or have the product repaired or replaced (eg. Manufacturer, wholesaler, agent or retailer);	✓	✓
	vii) Business and after hours telephone numbers for further information, preferably toll free	✓	✓
7.	viii) Advice that the recall is at the expense of the supplier.	✓	X

Note :

- 1) For Product Recall: Use the example hatched border with the safety triangle in the upper left-hand corner- this is an internationally recognized symbol (Refer Figure 1).
- 2) For Product Notice: Refer Figure 2



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APPENDIX
ADDITIONAL NOTE FOR CERTIFICATION REQUIREMENT DOCUMENT

NO	DESCRIPTION
1.	Equipment 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 technical specification or brochure shall reflect the applied model's name and specifications.
2.	In case the results from external test report submitted does not cover based on technical specification or requirements as per Technical Codes or Class Assignments (CA), Apparatus Assignment (AA) or Spectrum Plan or SRSP, the equipment shall be re-tested to the above requirements.
3.	Equipment that operates outside the allowable frequency band and not as per designated application as stated in Technical Code or Class Assignments (CA) or Spectrum Plan or Standard Radio System Plan (SRSP) or Apparatus Assignment Interactive Guidelines (AAIG), shall refer to MCMC for frequency clearance.
4.	Broadcasting Equipment: Approval is only granted to a licensed broadcaster from MCMC or its distributor with a consent letter from the licensed broadcaster.
5.	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.
6.	Any authorization letter in regard to the technical matters requirements shall be furnished by the same principal or manufacturer as declared in the application.
7.	<p>Parallel:</p> <ol style="list-style-type: none"> 1. The authorization letter shall be issued by the principal or manufacturer of the earlier approved CoC/eCoC and shall contain the Certificate Holder's (owner) company name, TAC number or earlier approved CoC/eCoC, Equipment brand, model and new applicant's company name. <p>Parallel by Comparison:</p> <ol style="list-style-type: none"> 1. For product category other than hybrid, the authorization letter shall be issued by the principal or manufacturer of the earlier approved CoC/eCoC and shall contain the Certificate Holder's (owner) company name, TAC number or earlier approved CoC/eCoC, Equipment brand, model and new applicant's company name. 2. For hybrid product category, the detail of authorization letter shall be

	<p>referred to Information Booklet for Hybrid Product Certification, Labelling and Importation.</p> <p>3. The authorization letter shall contain the similarity of layout dimension drawings, illustrations, materials, components, finishes, performance characteristics etc.</p> <p>4. End product or complete system approval shall comply with safety, electromagnetic compatibility (EMC) and specific absorption rate (SAR) or radiation hazards requirement, where applicable according to the latest MCMC Technical Specification or Technical Code and shall be subjected to respective evaluation fee(s).</p>
8.	For DTTV broadcast service receiver, the applicant shall complete the Product Declaration form (eCMC/FOR/06-5) prior to submission of Compliance Approval application.

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