

## Appendix I

### Operating Procedures for the Application of Type Approval for CTRFD

## Appendix II

### Operating Procedures for the Application of Type Approval for CTRFD

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### Operating Procedures for the Application of Step-by-Step Compliance Approval for CTRFD

## Appendix V

### Operating Procedures for the Application of Type Approval for Self-Use CTRFD

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>		
<input type="checkbox"/> Domestic Natural Person	Name	
	Permanent Address	
	ID Number of the Republic of China	
<input type="checkbox"/> Domestic Incorporate Organization	Company (Business) Name	
	Office Address	
	VAT Number	
	Person in charge	
<input type="checkbox"/> Domestic Non-Incorporate Organization	Company (Business) Name	
	Office Address	
	VAT Number	
	Person in charge	
<input type="checkbox"/> Foreign Manufacturer	Company (Business) Name	
	Office Address	
	Registration Certificate Issuance Unit	
	Person in charge	
<b>Contact Information</b>		
Contact Person		
Address		
E-Mail		
Telephone Number		
Fax Number		
<b>Equipment Information</b>		
Manufacturer		
Equipment Name		
Brand		
Model		

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Letter of Attachment (if any)	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information, official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person)
	VAT Number (or ID Number of the Republic of China): _____
	Address of Commissioned Unit: _____
	Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	<b>Certified by</b> Seal and Signature of the Applicant Company / Applicant: _____

Attachment(s) (original copy or photocopy):

1. User manual or instructions in Chinese or English..... ( )
2. Technical Specifications in Chinese or English..... ( )
3. Circuit diagram or block diagram..... ( )
4. Examination report of device sample..... ( )
5. Color photos or pictures of the device sample (of six sides of the sample and its accessories). The photos or pictures shall be minimum 4" x 6". ..... ( )
6. Applicant who is a natural persons of the country shall submit two forms of identification of the Republic of China, whereas a domestic incorporate or non-incorporate organization or foreign manufacturer shall submit the company registration certificate. .... ( )
7. CD. .... ( )

**The applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Documents itemized from 1 to 6 will be returned when issuing the type approval certificate.

※Domestic natural persons who apply for a secondary review shall be over 20 years old, and shall apply for it at the counter of certification body along with two forms of identification.

Applicant's Company Seal:

Seal and Signature of Person in Charge:

## Annex II      Application Form for DoC for CTRFD

**This DoC shall only be signed after all documents prescribed in Article 9 of Compliance Approval Regulations on Controlled Telecommunications Radio-Frequency Devices are provided.**

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>			
<input type="checkbox"/> Domestic Natural Person	Name		
	Permanent Address		
	ID Number of the Republic of China		
<input type="checkbox"/> Domestic Incorporate Organization	Company (Business) Name		
	Office Address		
	VAT Number		
	Person in charge		
<input type="checkbox"/> Domestic Non-Incorporate Organization	Company (Business) Name		
	Office Address		
	VAT Number		
	Person in charge		
<input type="checkbox"/> Foreign Manufacturer	Company (Business) Name		
	Office Address		
	Registration Certificate Issuance Unit		
	Person in charge		
<b>Contact Information</b>			
Contact Person			
Address			
E-Mail			
Telephone Number			
Fax Number			
<b>Equipment Information</b>			
Manufacturer			
Equipment Name			
Brand		Model	
Transmission Power		Work Frequency	
Examination Body		Number of Examination Report	

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Letter of Attorney (if any)	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information, official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person)
	VAT Number (or ID Number of the Republic of China): _____
	Address of Commissioned Unit: _____
	Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	Certified by Seal and Signature of the Applicant Company / Applicant: _____

Attachment(s) (original copy or photocopy):

1. User manual or instructions in Chinese or English..... ( )
2. Technical Specifications in Chinese or English..... ( )
3. Circuit diagram or block diagram..... ( )
4. Examination report of device sample..... ( )
5. Color photos or pictures of the device sample (of six sides of the sample and its accessories). The photos or pictures shall be minimum 4" x 6"..... ( )
6. Applicant who is a natural persons of the country shall submit two forms of identification of the Republic of China, whereas a domestic incorporate or non-incorporate organization or foreign manufacturer shall submit the company registration certificate.  
..... ( )
7. CD. .... ( )

**The applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Documents itemized from 1 to 6 have been verified and returned.

※Domestic natural persons who apply for a secondary review shall be over 20 years old, and shall apply for it at the counter of certification body with along with two forms of identification.

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Annex III. Application Form for Simplified DoC for CTRFD

**This simplified DoC shall only be signed after all documents prescribed in Article 10 of Compliance Approval Regulations on Controlled Telecommunications Radio-Frequency Devices are provided**

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>			
<input type="checkbox"/> Domestic Natural Person	Name		
	Permanent Address		
	ID Number of the Republic of China		
<input type="checkbox"/> Domestic Incorporate Organization	Company (Business) Name		
	Office Address		
	VAT Number		
	Person in charge		
<input type="checkbox"/> Domestic Non-Incorporate Organization	Company (Business) Name		
	Office Address		
	VAT Number		
	Person in charge		
<input type="checkbox"/> Foreign Manufacturer	Company (Business) Name		
	Office Address		
	Registration Certificate Issuance Unit		
	Person in charge		
<b>Contact Information</b>			
Contact Person			
Address			
E-Mail			
Telephone Number			
Fax Number			
<b>Equipment Information</b>			
Manufacturer			
Equipment Name			
Brand		Model	
Transmission Power		Work Frequency	
Testing Laboratory		Test Report Number	

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Letter of Attorney (if any)	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information, official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person)
	VAT Number (or ID Number of the Republic of China): _____
	Address of Commissioned Unit: _____
	Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	Certified by Seal and Signature of the Applicant Company / Applicant: _____

Attachment(s) (original copy or photocopy):

1. User manual or instructions in Chinese or English..... ( )
2. Technical Specifications in Chinese or English..... ( )
3. Color photos or pictures of the device sample (of six sides of the sample and its accessories). The photos or pictures shall be minimum 4" x 6"..... ( )
4. Applicant who is a natural persons of the country shall submit two forms of identification of the Republic of China, whereas a domestic incorporate or non-incorporate organization or foreign manufacturer shall submit the company registration certificate.  
..... ( )
5. CD. .... ( )

**he applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Documents itemized from 1 to 4 have been verified and returned.

※Domestic natural persons who apply for a secondary review shall be over 20 years old, and shall apply for it at the counter of certification body along with two forms of identification.

Applicant's Company Seal:

Seal and Signature of Person in Charge:

# Application Form for Step-by-Step Compliance Approval for CTRFD

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>		
<input type="checkbox"/> Domestic Natural Person	Name	
	Permanent Address	
	ID Number of the Republic of China	
<input type="checkbox"/> Domestic Incorporate Organization	Company (Business) Name	
	Office Address	
	VAT Number	
	Person in charge	
<input type="checkbox"/> Domestic Non-Incorporate Organization	Company (Business) Name	
	Office Address	
	VAT Number	
	Person in charge	
<input type="checkbox"/> Foreign Manufacturer	Company (Business) Name	
	Office Address	
	Registration Certificate Issuance Unit	
	Person in charge	
<b>Contact Information</b>		
Contact Person		
Address		
E-Mail		
Telephone Number		
Fax Number		
<b>Equipment Information</b>		
Manufacturer		
Equipment Name		
Brand		
Model Number		
Equipment Serial Number		

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Letter of Attorney (if any)	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information, official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person)
	VAT Number (or ID Number of the Republic of China): _____
	Address of Commissioned Unit: _____
	Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	Certified by _____
	Seal and Signature of the Applicant Company / Applicant: _____

Attached equipment and documents (original copy or photocopy):

1. To-be-approved CTRFD..... ( )
2. User manual or instructions in Chinese or English..... ( )
3. Technical specifications or catalogue, which shall technical standards such as the frequency and output power, in Chinese or English. .... ( )
4. Identification documents for device source..... ( )
5. Applicant who is a natural persons of the country shall submit two forms of identification of the Republic of China, whereas a domestic incorporate or non-incorporate organization or foreign manufacturer shall submit the company registration certificate..... ( )

**The applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Equipment itemized in 1 has been verified / tested and returned. °

※Domestic natural persons who apply for a secondary review shall be over 20 years old, and shall apply for it at the counter of certification body along with two forms of identification.

Applicant's Company Seal:

Seal and Signature of Person in Charge:

# Annex V. Application Form for the Approval for Self-Use CTRFD

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>		
<input type="checkbox"/> Natural Person	Name	
	Permanent Address	
	ID Number of the Republic of China or Passport Number	
<input type="checkbox"/> Incorporate Organization	Company (Business) Name	
	Office Address	
	VAT Number	
	Person in charge	
<input type="checkbox"/> Non-Incorporate Organization	Company (Business) Name	
	Office Address	
	Registration Certificate Issuance Unit	
	Person in charge	
<b>Contact Information</b>		
Contact Person		
Address		
E-Mail		
Telephone Number		
Fax Number		
<b>Equipment Information</b>		
Manufacturer		
Equipment Name		
Brand		
Model Number		
Equipment Serial Number		

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Letter of Attor ney (if any)	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information, official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person)
	VAT Number (or ID Number of the Republic of China or Passport Number): _____
	Address of Commissioned Unit: _____
	Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	Certified by _____
	Seal and Signature of the Applicant Company / Applicant: _____

Attached equipment and documents (original copy or photocopy):

1. To-be-approved CTRFD..... ( )
2. Technical specifications or catalogue, which shall technical standards such as the frequency and output power, in Chinese or English..... ( )
3. Identification documents for device source..... ( )
4. Applicant who is a natural persons of the country shall submit two forms of identification of the Republic of China, whereas a domestic incorporate or non-incorporate organization or foreign manufacturer shall submit the company registration certificate. .... ( )

**The applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Equipment itemized in 1 has been verified / tested and returned. °

※Natural persons who apply for the approval certificate shall apply for it at certification body's counter along with two forms of identification.

Applicant's Seal and Signature:

.....

(The following fields will be filled in by the Commission)

Columns of Review (to be filled in by the handling unit)

Approval Results:

1. ☐ Pass, the approval certificate and label (AAxxYYyyyZS) for self-use CTRFD are hereby issued.
2. ☐ The prerequisite document(s) is missing or incomplete (list the missing / required document). The applicant shall submit the document(s) within a month. Those who fail to do so or the document remains incomplete after the submission will be rejected.
3. ☐ Disqualified (list reasons for disqualification). The applicant shall make correction within two months and apply for a secondary review.

Undertaken by	Approved by	Direct Supervisor	Department Head

Annex VI. Application Form for the renewal (reissue) of Approval Certificate for

CTRFD.

Date of Application: (dd/mm/yyyy)

<b>Applicant</b>			
<input type="checkbox"/> Natural Person	Name		
	Permanent Address		
	ID Number of the Republic of China or Passport Number		
<input type="checkbox"/> Incorporate Organization	Company (Business) Name		
	Office Address		
	VAT Number		
	Person in charge		
<input type="checkbox"/> Non-Incorporate Organization	Company (Business) Name		
	Office Address		
	Registration Certificate Issuance Unit		
	Person in charge		
<b>Contact Information</b>			
Contact Person			
Address			
E-Mail			
Telephone Number		Fax Number	
<b>Equipment Information</b>			
Manufacturer			
Equipment Name			
Brand		Model	
<b>Approval Details</b>			
Approval Type	<input type="checkbox"/> Type Approval <input type="checkbox"/> Step-by-step compliance approval <input type="checkbox"/> DoC <input type="checkbox"/> Approval for self-use CTRFD <input type="checkbox"/> Simplified DoC		
Approval or DoC label			

Applicant's Company Seal:

Seal and Signature of Person in Charge:

<b>Application Details</b>	
<input type="checkbox"/> Loss or damage of approval certificate.	
<input type="checkbox"/> Amendments to descriptions of approval	<input type="checkbox"/> Change or creation to the manufacturer.
	<input type="checkbox"/> Change to the applicant's name or address.
	<input type="checkbox"/> The applicant reports corporate merger or division to the central competent authority,

certificate.	and the central competent authority agrees that the surviving or newly incorporated company is eligible to use the original approval certificate.
	Descriptions of Amendment(s):
<b>Attachment(s)</b>	
Loss or damage of approval certificate.	Application form for certificate renewal (reissue)..... ( )
Change or creation to the manufacturer.	Application form for certificate renewal (reissue)..... ( ) Device production outsourcing documents, and DoC that complies with technical specifications..... ( )
Change to the applicant's name or address.	Application form for certificate renewal (reissue)..... ( ) Applicant who is a natural person shall provide personal identifications (two forms of identification), whereas a incorporate or non-incorporate organization shall submit company registration certificate. .....( )
The applicant reports corporate merger or division to the central competent authority, and the central competent authority agrees that the surviving or newly incorporated company is eligible to use the original approval certificate.	Application form for certificate renewal (reissue)..... ( ) Company or business registration certificate / document..... ( ) Competent authority's letter of consent..... ( )
<b>Letter of Attorney (if any)</b>	WHEREAS, the Company (I), _____ (name of the company or person), hereby applies for an approval certificate for CTRFD and has commissioned _____ (name of the company or person) to handle all relevant affairs, including those related to the provision of missing or supplementary information , official letters and CTRFD approval certificate.
	Commissioned Unit: _____ (name of the company or person) VAT Number (or ID Number of the Republic of China or Passport Number): Address of Commissioned Unit: Please send the report (original copy), official letter and certificate to: _____ (name of the company or person)
	<b>Certified by</b> Seal and Signature of the Applicant Company / Applicant:

**The applicant certifies that all statements on this form are accurate and true. If there is any mistake or false information, the applicant will be solely liable for all legal consequences without objection.**

※Applications for renewal (reissue) of type approval certificate shall be submitted to the certification body at its counters; applicant who is a natural persons shall provide two forms of identification, whereas a incorporate or non-incorporate organization shall submit the company registration certificate.

Applicant's Company Seal:

Seal and Signature of Person in Charge:

Annex VII. CTRFD Type Approval Certificate

Name of Certification Body  
CTRFD Type Approval Certificate

1. Applicant:

2. Address:
3. Manufacturer:
4. Device Name:
5. Brand Name:
6. Model Number:
7. Transmission Power (Intensity of Electric Field):
8. Work Frequency :
9. Approval Date : (dd/mm/yyyy)
10. Approval Label: :
11. Warning or Label Requirement(s):
12. Special Remarks:

Descriptions:

1. The Company's (Center's) simplified type approval certificate is issued by a certification body commissioned by the National Communications Commission (Certificate Number: OOO; Address of Certification Body: OOOOOO; Telephone: OOO).
2. Please produce above label, and affix or emboss the label on a noticeable part of the body of CTRFD before the public display or sale.
3. The production, import, sale and use of the equipment shall comply with provisions of Telecommunications Act.

Remarks:

Annex VIII. DoC Certificate for CTRFD

Name of Certification Body  
DoC Certificate for CTRFD

1. Applicant:

2. Address:
3. Manufacturer:
4. Device Name:
5. Brand Name:
6. Model Number:
7. Transmission Power (Intensity of Electric Field):
8. Work Frequency:
9. Name of the Examination Body:
10. Number of Examination Report:
11. Date of Register : (dd/mm/yyyy)
12. DoC Certificate Label:
13. Warning or Label Requirement(s)
14. Special Remarks:

Descriptions:

1. The Company's (Center's) DoC certificate is issued by a certification body commissioned by the National Communications Commission (Certificate Number: OOO; Address of Certification Body: OOOOOO; Telephone: OOO
2. Please produce above label, and affix or emboss the label on a noticeable part of the body of CTRFD before the public display or sale.
3. The production, import, sale and use of the equipment shall comply with provisions of Telecommunications Act.

Remarks:

Annex IX. Simplified DoC Certificate for CTRFD

Name of Certification Body  
Simplified DoC Certificate for CTRFD

1. Applicant:

2. Address:
3. Manufacturer:
4. Device Name:
5. Brand Name:
6. Model Number:
7. Transmission Power (Intensity of Electric Field):
8. Work Frequency:
11. Date of Register : (dd/mm/yyyy)
10. DoC Certificate Label:
11. Warning or Label Requirement(s)
12. Special Remarks:

Descriptions:

1. The Company's (Center's) simplified DoC certificate is issued by a certification body commissioned by the National Communications Commission (Certificate Number: OOO; Address of Certification Body: OOOOOO; Telephone: OOO).
2. Please produce above label, and affix or emboss the label on a noticeable part of the body of CTRFD before the public display or sale.
3. The production, import, sale and use of the equipment shall comply with provisions of Telecommunications Act.

Remarks: