**Flowchart of application procedure for CTRFD operation certificate**

**Attachment 1**

Supplement within the prescribed time frame on receipt of notification from NCC

No

Is the application

complete and

adequate?

Yes

No

Yes

Supplement within prescribed time frame？

Yes

Is the supplement

complete and

adequate?

No

Reject application and provide reasoning

Issue approval letter

Submit application form

Accept application form

**Applicant**

**NCC**

Uncompleted company establishment registration or commercial registration

Applicant forwards approval letter to authorities for company establishment registration, commercial registration or factory establishment registration

Completed company establishment registration or commercial registration

Applicant shall submit application of operation certificate and copies of the following documents to NCC:

1. Company establishment registration certificate or commercial registration certificate

2. Factory registration certificate or an affidavit

No

Supplement within the prescribed time frame on receipt of notification from NCC

Accept application form and documents

Is the application

complete and adequate?

Supplement within prescribed time frame？

Yes

Is the supplement

complete and

adequate?

Yes

Yes

No

No

Reject application and provide   
reasoning

1. Receive operation certificate fee

2. Issue operation certificate

**Attachment 2**

**Flowchart of application procedure for CTRFD reissue of operation certificate**

**Applicant**

**NCC**

License expired

The applicant can renew the certificate by submitting an application to NCC with copies of the following documents within one month prior to the expiration of certificate.

1. Company establishment registration certificate or commercial registration certificate.

2. Factory establishment registration or an affidavit.

Submit application form with copies of the following documents to transfer or reissue the certificate.

1. Company establishment registration certificate or commercial registration certificate.

2. Factory establishment registration or an affidavit.

License lost

Accept application form and documents

Is the application

complete and adequate？

Reject application and provide reasoning

1. Receive operation certificate fee

2. Renew or reissue operation certificate

No

Yes

License damaged

Supplement within the prescribed time frame on receipt of notification from NCC

Supplement within the prescribed time frame？

Is the supplement

complete and

adequate?

Yes

Yes

No

No

**Attachment 3**

**Flowchart of application procedure for reissue or transfer of CTRFD operation certificate**

文件。

First, apply for company establishment registration, commercial registration or factory establishment registration change to the authorities.

Submit application form for certificate transfer or reissue with the following documents to NCC:

1. Original Operation Certificate.

2. One copy of the company establishment registration or commercial registration.

3. One copy of factory establishment registration or an affidavit.

Change of certificate business items

Accept application form and documents

1. Receive operation certificate fee

2. Renew or reissue operation certificate

No

Yes

**Applicant**

**NCC**

Supplement within the prescribed time frame on receipt of notification from NCC

Is the application

complete and adequate？

Reject application and provide reasoning

Supplement within

prescribed time frame？

Is the supplement

complete and

adequate?

1. Change of company name, representative, or office location.

2. Change of factory location.

No

Yes

Yes

No

**Flowchart of application procedure for terminating manufacturing or importing business of CTRFD**

**Attachment 4**

**Applicant**

**NCC**

Submit document(letter) for terminating manufacturing or importing business of CTRFD

with the original operation

certificate attached.

Accept application form and documents

Rescind operation certificate

Is the application

complete and adequate？

Supplement within the prescribed time frame on receipt of notification from NCC

Supplement within

the prescribed time frame？

Is the supplement complete

and adequate?

Reject application and provide reasoning

No

Yes

No

Yes

Yes

No

**Flowchart of application procedure for CTRFD import permit**

**Attachment 5**

No

Reject application and provide reasoning

Accept application form and documents

Is the application

complete and adequate？

Submit application form together with documents in Table 6 to NCC

**Applicant**

**NCC**

Yes

Supplement within

the prescribed time frame？

Is the supplement complete

and adequate?

Yes

Supplement within the prescribed time frame on receipt of notification from NCC

Yes

No

1. Receive license fee

2. Issue import license or import number

No

**Table 1**

**ptions**

**Application form: CTRFD operation certificate**

Application date: /day /month /year

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Company name | | | |  | | | | | | (Company seal) |
| Company address | | | |  | | | | | |
| Representative | Name | | |  | | | | | |
| Identification number | | |  | | | | | |
| Domicile address | | |  | | | | | |
| Contact person | | | |  | Email | |  | | |
| Telephone No. | | | |  | Fax | |  | | |
| Deputy of Applicant | Company name | | | |  | | | | | | (Company seal) |
| Business account number | | | |  | | | | | |
| Company address | | | |  | | | | | |
| Representative | Name | | |  | | | | | |
| Identification number | | |  | | | | | |
| Domicile address | | |  | | | | | |
| Contact person | | | |  | | Email | |  | |
| Telephone No. | | | |  | | Fax | |  | |
| Certificate of  Business items | □Manufacture items | | Controlled telecommunications radio-frequency devices that shall be approved by National Communications Commission. | | | | | | | | |
| □Import items | | Controlled telecommunications radio-frequency devices that shall be approved by National Communications Commission | | | | | | | | |
| For official use only | Result:  □Issue operation certificate.  □Reason for refusal: | | | | | | | | | | |
| Department officer | | | Direct officer | | | Reviewer | | | Director | |
|  | | |  | | |  | | |  | |

**Table 2**

**ptions**

**Application form: CTRFD operation certificate**

Application date： /day /month /year

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Company name | | | | |  | | | | | | (Company seal) |
| Business account number | | | | |  | | | | | |
| Company address | | | | |  | | | | | |
| Representative | Name | | | |  | | | | | |
| Identification number | | | |  | | | | | |
| Domicile address | | | |  | | | | | |
| Contact person | | | | |  | | Email | |  | |
| Telephone No. | | | | |  | | Fax | |  | |
| Deputy of Applicant | Company name | | | | |  | | | | | | (Company seal) |
| Business account number | | | | |  | | | | | |
| Company address | | | | |  | | | | | |
| Representative | Name | | | |  | | | | | |
| Identification number | | | |  | | | | | |
| Domicile address | | | |  | | | | | |
| Contact person | | | | |  | | Email | |  | |
| Telephone No. | | | | |  | | Fax | |  | |
| Application | New issuance | | Certificate of Business items | □Manufacturing | | Controlled telecommunications radio-frequency devices that shall be approved by National Communications Commission. | | | | | | |
| □Import | | Controlled telecommunications radio-frequency devices that shall be approved by National Communications Commission. | | | | | | |
| Reissuance (Renewal) | | □ Expired □ Lost □ Damaged | | | | | | | | | |
| Amendments to descriptions | | Items | | | | Descriptions | | | | | |
| □ Manufacturer name  □ Representative  □ Certificate of Business items  □ Office location  □ Factory location | | | |  | | | | | |
| Attached document | □One copy of company establishment registration or commercial registration.  □One copy of factory establishment registration or an affidavit.  □Original copy of the CTRFD operation certificate (for those with amendments). | | | | | | | | | | | |
| For official use only | Result:  □Approve and issue the operation license. Fee: TWD for license.   License No: Valid Date: /day /month /year  □Reason for refusal: | | | | | | | | | | | |
| Department officer | | | | Direct officer | | | | Reviewer | | Director | |
|  | | | |  | | | |  | |  | |

**Table 3**

**Affidavit**

Application date： /day /month /year

|  |  |  |
| --- | --- | --- |
| Purpose: Application for CTRFD operation certificate | | |
| Company name | |  |
| Business account number | |  |
| Company address | |  |
| Location of factory | |  |
| Representative | Name |  |
| Identification number |  |
| Domicile address |  |
| Declaration:  The factory we own is not one that is required to obtain a factory registration certificate pursuant to LAW GOVERNING FACTORY ADMINISTRATION AND ASSISTANCE. Our factory falls under manufacturing that produces CTRFDs according to the classification C of STANDARD INDUSTRIAL CLASSFICATION SYSTEM OF THE REPUBLIC CHINA published by the Directorate General of Budget Accounting and Statistics Executive Yuan and complies with other related regulations.  Those who are determined by the municipal or county (city) government as exempt of factory registration shall attach the certificate of exemption issued by the municipal or county (city) government.  I/We hereby declare that the above declaration to the best of my/our knowledge is true and correct.  Signature/seal: (for corporate organizations, company seal and seal of the person-in-charge or government organization shall be attached)  /Day /Month /Year | | |

**Attachment 4 Application for CTRFD Import Permit**

Application date: /day /month /year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant** | □Natural Person | Name |  | | |
| ID or passport number |  | | |
| Residential address |  | | |
| □Corporate Organization | Name |  | | |
| Business account number |  | | |
| Company address (or residential address): |  | | |
| Person-in-charge |  | | |
| ID or passport number |  | | |
| □Non-corporate Organization | Name |  | | |
| Unit that issues the establishment certificate. |  | | |
| Address |  | | |
| Person-in-charge |  | | |
| ID or passport number |  | | |
| **Deputy Applicant** | □Natural Person | Name |  | | |
| ID or passport number |  | | |
| Residential address |  | | |
| □Corporate Organization | Name |  | | |
| Business account number |  | | |
| Company address (or residential address): |  | | |
| Person-in-charge |  | | |
| ID or passport number |  | | |
| □Non-corporate Organization | Name |  | | |
| Unit that issues the establishment certificate. |  | | |
| Address |  | | |
| Person-in-charge |  | | |
| ID or passport number |  | | |
| **Contact Information** | Contact person |  | | Telephone No. |  |
| E-mail |  | | Fax |  |
| Address |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **List of imported CTRFDs** | Origin of the devices: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | |
| Item | Device name | Brand | Model | Operation frequency | Transmit power | Quantity |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| □ Import of personal-use mobile wireless telecommunications terminal equipment (TTE), client device with only WiFi and Bluetooth functionality (no AP), and low-power radio-frequency devices (LPD) with only Bluetooth functionality shall be not subject to filling the operation frequency and transmission power.  □ CTRFDs that are imported for export after the certification, reproduction, maintenance or assemblage shall be not subject to the type approval and recognition of inspection in accordance with Paragraph 3 of Article 49 of Telecommunications Act. Therefore, their power and frequency may not be in compliance with relevant technical specifications.  □ CTRFDs that comply with technical specifications of low-power radio frequency devices and wireless telecommunications terminal equipment do require a radio station license. When importing aforesaid devices for R&D, testing and display, they shall not be subject to type approval and recognition of inspection in accordance with Paragraph 3 of Article 49 of Telecommunications Act. Therefore, the devices’ power and frequency may not be in compliance with relevant technical specifications. | | | | | | |
| **Attached Documents** | □Product catalogue or specification or related documents  □Appointment Letter □Affidavit  □Foreign flag-flying registry certificates, sale and purchase contracts  □Personal-use affidavit □Amateur operator licenses  □Personal identification document of natural person, or establishment certificate of corporate or non-corporate organization □Others  □Operation certificate and certificate number (No. \_\_\_\_\_\_\_\_\_\_\_\_)  □Original export declaration form and number  □Radio station establishment permit document and document number (No. \_\_\_\_\_\_\_\_\_\_\_\_)  □Special program authorization document and document number (No. \_\_\_\_\_\_\_\_\_\_\_\_)  □Type approval certificate and Doc certificate (approval No: ) | | | | | | |

**I/We hereby declare that the above declaration to the best of my/our knowledge is true and correct. If there is any false or untrue information, I/we will be liable for all obligations without any objection.**

Applicant (signature and seal): Person-in-charge (signature and seal):

Deputy Applicant (signature and seal):

Person-in-charge of Deputy Applicant (signature and seal):

**※**For corporate organizations, company seal and seal of the person-in-charge or government organization shall be attached).

………………………………………………………………………………………………………………

(To be completed by NCC)

|  |  |  |  |
| --- | --- | --- | --- |
| Application results (to be completed by the unit that accepts the application) | | | |
| □Agree. The CTRFD import permit or permit number shall be issued.  TWD\_\_\_\_\_ fee for the issuance; permit number :  □Disagree and reject the application. Reason(s): | | | |
| Department officer | Direct officer | Reviewer | Director |
|  |  |  |  |

**Attachment 5 List of required documents for CTRFD import permit application**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Device Category | Documents | Note |
| 1 | Mobile satellite earth station or small satellite earth station, or amateur wireless devices that are imported for sales (Subparagraph 3 and 4 of Paragraph 1 of Article 17 of the Regulations) | 1. Import permit application form.  2. Operation certificate.  3. Product catalogue or specification, or related documents.  4. Type approval certificate, Doc certificate, establishment permit document or special program authorization document. | Descriptions 1, 2 and 5. |
| 2 | Controlled telecommunications radio-frequency devices for ships flying a foreign flag or exporting; the devices are imported for sales (Subparagraph 5 of Paragraph 1 of Article 17 of the Regulations) | 1. Import permit application form.  2. Operation certificate.  3. Product catalogue or specification, or related documents.  4. Foreign flag-flying registry certificates, sale and purchase contracts or special program authorization document. | Descriptions 1, 2 and 5. |
| 3 | Foreign manufactured CTRFDs that are shipped again or shipped back (Subparagraph 1 of Paragraph 1 of Article 19 of the Regulations) | 1. Import permit application form.  2. Personal identification document of natural person, or establishment certificate or operation certificate of corporate or non-corporate organization.  3. Product catalogue or specification, or related documents.  4. Original export declaration form. | Descriptions 1, 2 and 4. |
| 4 | CTRFDs that are imported for certification (Subparagraph 2 of Paragraph 1 of Article 19 of the Regulations) | 1. Import permit application form.  2. Personal identification document of natural person, or establishment certificate or operation certificate of corporate or non-corporate organization.  3. Product catalogue or specification, or related documents.  4. Affidavit. | Descriptions 1, 2 and 6. |
| 5 | CTRFDs that are imported for display, R&D, testing and export after reproduction, maintenance or assembling (Subparagraph 3 to 4 of Paragraph 1 of Article 19 of the Regulations) | 1. Import permit application form.  2. Establishment certificate or operation certificate of corporate or non-corporate organization.  3. Product catalogue or specification, or related documents.  4. Affidavit. | Descriptions 1, 2 and 6. |
| 6 | A maximum of ten wireless telecommunications terminal equipment (TTE) or low-power radio-frequency devices (LPD) that are imported for personal-use; mobile satellite earth station and small satellite earth station are excluded) (Subparagraph 5 of Paragraph 1 of Article 19 of the Regulations) | 1. Import permit application form.  2. Product catalogue or specification, or related documents.  3. Personal identification document of natural person, or establishment certificate of corporate or non-corporate organization.  4. Personal-use affidavit. | Descriptions 1 to 3. |
| 7 | A maximum of two amateur mobile radio stations that are imported for personal-use (Subparagraph 6 of Paragraph 1 of Article 19 of the Regulations) | 1. Import permit application form.  2. Product catalogue or specification, or related documents.  3. Amateur operator licenses.  4. Affidavit. | Descriptions 1 to 3. |
| 8 | General CTRFDs (those that are excluded from Paragraph 1 to 7) | 1. Import permit application form.  2. Personal identification document of natural person, or establishment certificate or operation certificate of corporate or non-corporate organization.  3. Product catalogue or specification, or related documents.  4. System setup permit, network construction permit, radio station establishment permit or special program authorization document. | Descriptions 1, 2 and 5. |
| Descriptions:   1. All photocopies shall, according to the identity of applicant, be attached with the seal of company/ government organization, or signature. 2. The Applicant may download the product brand/model information (frequency and power setting shall be included) from the manufacturer or distributor’s website. The said information may replace product catalogue or specification, or related documents. 3. Where the imported CTRFD has an identical brand and model with the CTRFD that has been approved and recognized by NCC or its commissioned certification body, the application shall not be subject to providing the product catalogue or specification, or related documents. 4. Where the Applicant fails to fill the “Attached Document” with complete information, or the exporter is not identical with the Applicant of returned shipment / re-import on the export declaration form, it shall adhere to application procedures of item 8 “equipment”. 5. CTRFDs with an import application under a special program authorization are shall not be subject to the requirement of attaching product catalogue or specification, or related documents. 6. CTRFDs that are imported for export after the certification, reproduction, maintenance or assemblage are shall not be subject to the type approval and recognition of inspection in accordance with Paragraph 3 of Article 49 of Telecommunications Act. Therefore, their power and frequency may not be in compliance with relevant technical specifications. Also, CTRFDs comply with technical specifications of low-power radio frequency devices and wireless telecommunications terminal equipment do require radio station license. When importing aforesaid devices for R&D, they shall not be subject to testing and display, type approval and recognition of inspection in accordance with Paragraph 3 of Article 49 of Telecommunications Act. Therefore, the devices’ power and frequency may not be in compliance with relevant technical specifications. | | | |

**Attachment 6 Affidavit**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose: applying for CTRFD import permit** | | | | | | **Import certificate No. \_\_\_\_\_\_\_\_\_\_.** | | | | |
| **Applicant** | □Natural Person | | Name | | |  | | | | |
| ID or passport number | | |  | | | | |
| Residential address | | |  | | | | |
| □Corporate Organization | | Name | | |  | | | | |
| Business account number | | |  | | | | |
| Company address (or residential address): | | |  | | | | |
| Person-in-charge | | |  | | | | |
| ID or passport number | | |  | | | | |
| □Non-corporate Organization | | Name | | |  | | | | |
| Unit that issues the establishment certificate | | |  | | | | |
| Address | | |  | | | | |
| Person-in-charge | | |  | | | | |
| ID or passport number | | |  | | | | |
| **Contact Information** | Contact person | |  | | | Telephone number | | |  | |
| Address | |  | | | | | | | |
| E-mail | |  | | | | | Fax |  | |
| **Descriptions** | The applicant applies for importing the following CTRFD(s) in accordance with Administrative Regulations on the Controlled Telecommunications Radio-Frequency Devices: | | | | | | | | | |
| Item | Device name | | Brand | | | Model | | | Quantity |
| 1 |  | |  | | |  | | |  |
| 2 |  | |  | | |  | | |  |
| 3 |  | |  | | |  | | |  |
| Use | | | | Following Measures | | | | | |
| □For certification  □R&D, testing or display  □Export after reproduction, maintenance or assemblage before exporting the devices | | | | **The device(s) will be shipped back / exported before \_\_\_\_\_\_ (dd/mm/yyyy) or be destroyed under the surveillance of NCC in accordance with Paragraph 3 of Article 19 of Administrative Regulations on the Controlled Telecommunications Radio-Frequency Devices.** | | | | | |
| □Amateur mobile radio station imported for amateur (personal-use). | | | | **The amateur mobile radio station permit shall be acquired within three months after the issuance of the import permit in accordance with Paragraph 4 of Article 19 of Administrative Regulations on the Controlled Telecommunications Radio-Frequency Devices.** | | | | | |
| **I/We hereby declare that the above declaration to the best of my/our knowledge is true and correct. If there is any false or untrue information, I/we will be liable for all obligations without any objection.**  Signature and seal: (for corporate organizations, company seal and seal of the person-in-charge or government organization shall be attached)    Date: (dd/mm/yyyy) | | | | | | | | | |

Attachment 7 **Letter of Appointment**

|  |
| --- |
| **Letter of Appointment**  To  National Communications Commission  I/We hereby appoint (name of the appointee or unit) to apply for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; the appointee shall undertake the responsibility of all conduct.  ---------------------------------------------------------------------------------------------------------------  Appointer (name of the person or unit):  Representative: signature and seal  (for corporate organizations, company seal and seal of the  person-in-charge or government organization shall be attached)  Business account number (Identification number or passport number):  Company address (or residential address):  Telephone number:  Appointee (name of the person or unit): signature and seal  (for corporate organizations, company seal and seal of the  person-in-charge or government organization shall be attached)    Business account number (Identification number or passport number):  Company address (or residential address):  Telephone number:  Date: (dd/mm/yyyy) |

**Attachment 8 Personal-Use Affidavit**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose: The import of wireless telecommunications terminal equipment or low-power radio-frequency devices, except for mobile satellite earth station or small satellite earth station.** | | | | | | | | | | |
| **Applicant** | □Natural Person | | Name | | |  | | | | |
| ID or passport number | | |  | | | | |
| Residential address | | |  | | | | |
| □Corporate Organization | | Name | | |  | | | | |
| Business account number | | |  | | | | |
| Company address (or residential address): | | |  | | | | |
| Person-in-charge | | |  | | | | |
| ID or passport number | | |  | | | | |
| □Non-corporate Organization | | Name | | |  | | | | |
| Unit that issues the establishment certificate. | | |  | | | | |
| Company address (or residential address): | | |  | | | | |
| Person-in-charge | | |  | | | | |
| ID or passport number | | |  | | | | |
| **Contact Information** | Contact person | |  | | | Telephone number | |  | | |
| Address | |  | | | | | | | |
| E-mail | |  | | | Fax | |  | | |
| **Descriptions** | The Applicant has, in accordance with Administrative Regulations on the Controlled Telecommunications Radio-Frequency Devices, applied for importing the following CTRFD(s) that are in compliance with technical specifications stipulated by NCC. The aforesaid devices are only for the purpose of personal-use and will not be sold or used for other business purposes: | | | | | | | | | |
| Item | Device name | | Brand | Model | | Operation frequency | | Transmit power | Quantity |
| 1 |  | |  |  | |  | |  |  |
| 2 |  | |  |  | |  | |  |  |
| **I/We hereby declare that the above declaration to the best of my/our knowledge is true and correct. If there is any false or untrue information, I/we will be liable for all obligations without any objection.**  Signature and seal: (for corporate organizations, company seal and seal of the person-in-charge or government organization shall be attached)  Date: (dd/mm/yyyy) | | | | | | | | | |
| **Note** | **※Import of personal-use mobile wireless telecommunications terminal equipment (TTE), client device with only WiFi and Bluetooth functionality (no AP), and low-power radio-frequency devices (LPD) with only Bluetooth are not subject to filling the operation frequency and transmission power.**  **※According to Paragraph 3 of Article 49 of Telecommunications Act, CTRFD (low-power radio-frequency devices) without type approval and recognition of inspection** **must not be produced, imported, sold or public displayed. Those in violation of this regulation shall be imposed with a penalty of TWD100,000 to TWD500,000 as prescribed in Subparagraph 10 of Paragraph 1 of Article 65 of the same Act.**  **※According to Paragraph 1 of Article 42 of Telecommunications Act, The telecommunications terminal equipment for connection to the telecommunications machinery and line facilities of a Type I telecommunications enterprise shall conform to technical specifications, and be certified and approved before import and sale. Those in violation of this regulation shall be imposed with a penalty of TWD30,000 to TWD100,000 as prescribed in Subparagraph 3 of Paragraph 1 of Article 67 of the same Act.**  **※When importing Personal Locator Beacon (PLB) for the purpose of personal-use, it is necessary to register the device identification code, contact number of the contact person and emergency contact person and other relevant information at Maritime Port Bureau, Ministry of Transportation and Communications. The same procedure shall be undertaken should the device become damaged, replaced or no longer in use, or when there is achange to the registered information.** | | | | | | | | | |