



**CERTIFICATION REQUIREMENT 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 Sdn. Bhd. (SIRIM QAS).
- 1.4. SIRIM QAS 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.
- 1.7. 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.
- 1.8. SIRIM QAS reserves the right to change the certification requirement in this document without prior notification.
- 1.9. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.
- 1.10. Equipment refers to Communication, Multimedia and Hybrid Equipment.

## 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:
  - 3.1.1. MCMC Technical Code / Technical Specification ([www.mcmc.gov.my](http://www.mcmc.gov.my));
  - 3.1.2. Malaysian Standard;

- 3.1.3. International Standard;
- 3.1.4. Foreign standard of a national standards organization;
- 3.1.5. Technical Checklist;
- 3.1.6. Technical Declaration (association or industry standards or acceptable customer specification).

3.2. The purposes of Compliance Approval are: -

- 3.2.1. as an interoperability between any Equipment;
- 3.2.2. non-interference, impairment or malfunction of or harm to any Equipment or any other equipment;
- 3.2.3. as a safety guide to public in general and for any Equipment or any other equipment;
- 3.2.4. as quality assurance;
- 3.2.5. 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:
  - 3.3.1.1. Manufacturer
  - 3.3.1.2. Assembler
  - 3.3.1.3. Importer
  - 3.3.1.4. Network Operator/Service Provider
  - 3.3.1.5. 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 (e-ComM) 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.
- 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 does not have any relations or involvement in regards with the arrangement between the Applicant and the Consultant. The listing of Consultant in e-ComM does not indicate that SIRIM QAS 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 reserves the right to remove any Consultant from the listing in e-ComM 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:
- 4.1.1. Customer Premise Equipment (CPE) including Hybrid equipment
  - 4.1.2. Network Facilities
- 4.2. 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 be referred to MCMC for frequency clearance.

#### 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](mailto:cmcstech@sirim.my) or;  
 Whatsapp: 019-7172627

- 5.2. To apply for Compliance Approval, the Applicant shall complete the following process in e-ComM:
- 5.2.1. Laboratory registration;
  - 5.2.2. Test report registration;
  - 5.2.3. Trademark / brand declaration; and
  - 5.2.4. Compliance Approval submission.
- 5.3. Equipment description including relevant dimensioned drawings, illustrations, materials, components, internal PCB or module or card finishes, performance characteristics, product marking/label used may be submitted to support evaluation process. The technical specification or brochure shall reflect the applied model's name and specifications.
- 5.4. All submitted documents shall be either in Bahasa Malaysia or English
- 5.5. Any authorization letter pertaining to the technical requirements shall be furnished by the same principal or manufacturer as declared in the application.
- 5.6. Laboratory Registration
- 5.6.1. Application for Laboratory Registration to become Accepted Laboratory may be submitted by Applicant, Consultant or the laboratory itself.

5.6.2. Categories of Accepted Laboratory are specified as below:

5.6.2.1. **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.

5.6.2.2. **Recognized**

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

5.6.2.3. **Manufacturer**

- a) 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, or
- b) 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.
- c) Manufacturers carry out full test at their own laboratory in which they utilize their own test equipment, facilities, and resources.

5.6.2.4. **Third Party**

- a) 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, or
- b) Laboratory that is non-accredited shall undergo Laboratory Assessment Program which include the Technical and Quality Management Audit and the testing shall be witnessed by SIRIM QAS.

5.6.3. Process Flow and requirements for Laboratory Registration shall refer to Annex B of this document.

5.7. Test Report Registration

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

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

5.7.3. Issued by Accepted Laboratory;

- 5.7.3.1. Standard(s) used for testing is included in scope of accreditation;
- 5.7.3.2. Issuance date is not more than five (5) years from Compliance Approval application date; and
- 5.7.3.3. Model name of Equipment under test (EUT) matches or is traceable to the model name of Equipment in Compliance Approval application.
- 5.7.3.4. However, a test report with issuance date exceeding five (5) years 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:
  - a) Technical specification, critical components, design and layout of the current Equipment in comparison with the last tested date;
  - b) Current Bill of Material/Components and supplier's chain in comparison with last tested date;
  - c) Any modification or revision made since last tested;

5.7.3.5. May be subjected to a fee for the preliminary evaluation on critical listed above to ensure acceptance of test report (that is more than 5 years). The pre-evaluation fee shall be referred to the Certification Fees document (eTAC/DOC/01-2).

5.7.3.6. A verification test is required to be conducted if the test results from the external test report submitted do not meet the technical specification, frequency allocation, or requirements specified in the Technical Codes, Class Assignments (CA), Spectrum Plan, Standard Radio Spectrum Plan (SRSP), or Apparatus Assignment (AA).

5.7.3.7. Submission of the module test report for certification of End-Product (Host) shall be supported by a Module Declaration Letter (eTAC/FOR/01-8).

5.7.3.8. Additional test report/document may require.

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

5.7.4.1. Application process flow for test report registration.

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

## 5.8. Intellectual Property (Trademark / Brand Declaration)

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

5.8.2. The trademark / brand declaration is categorized as follows:

- 5.8.2.1. The Applicant legally owns the trademark / brand name
- 5.8.2.2. The Applicant is seeking approval for trademark / brand name registration
- 5.8.2.3. The Applicant had been authorized by the trademark / brand name owner
- 5.8.2.4. The Equipment has no trademark / brand name (applicable for module and card only)
- 5.8.2.5. The Applicant did not obtain the written consent and authorization to use the trademark/brand.

5.8.3. 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.	<ul style="list-style-type: none"> <li>Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization.</li> </ul>
ii) Principal is the owner and Applicant is in the same group of companies with the principal	<ul style="list-style-type: none"> <li>Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization;</li> <li>Evidence that the Applicant is in the same group of companies with the Principal.</li> </ul>
b. Applicant is seeking approval for trademark / brand name registration	<ul style="list-style-type: none"> <li>Evidence of application has been received by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization.</li> </ul>
c. Applicant had been authorized by the trademark / brand name owner.	<ul style="list-style-type: none"> <li>Evidence of registration certificate issued by Intellectual Property Corporation of Malaysia (MyIPO) or equivalent foreign organization;</li> <li>Intellectual Property (IP) Authorization Letter. Letter shall follow template provided by SIRIM.</li> </ul> <p>Note: The validity of the approval or Certificate of Conformity (CoC)/electronic Certificate of Conformity (eCoC) shall be aligned with the expiration date of the authorization letter.</p>
d. Module or card that has no trademark / brand name	<ul style="list-style-type: none"> <li>No document required.</li> </ul> <p>Note: SLP ID may be used to replace trademark / brand name in this case. (Subject to SIRIM's approval)</p>
e. The Applicant did not obtain the written consent and authorization to use the trademark/brand.	<ul style="list-style-type: none"> <li>Intellectual Property (IP) Undertaking letter issued by Applicant. Letter shall follow template provided by SIRIM.</li> </ul>

5.8.4. 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.

5.8.5. SIRIM QAS Intellectual Property (IP) Statement:

SIRIM QAS operates a certification scheme to assess and certify products for compliance with certain standards and regulations as outlined in the certification schemes. The certification does not encompass an analysis of patent, copyright, trademark, or other IP rights that may be associated with the certified products.

Thus, we cannot guarantee against or be held responsible for any potential intellectual property infringements associated with the certified products. The Intellectual property (IP) refers to



legally protected rights that include, but are not limited to, patents, trademarks, copyrights, industrial designs, trade secrets, and other related rights.

Our certification scheme relies on information provided by applicant, product manufacturers and suppliers. It is the responsibility of the applicant, product manufacturers and suppliers to ensure that their products do not infringe upon the intellectual property rights of any third parties.

SIRIM QAS conducts reasonable due diligence to verify compliance with applicable standards and regulations. However, it is important to note that our assessment primarily focuses on the technical aspects of the product and does not encompass an exhaustive examination of potential IP infringements.

To the fullest extent permitted by law, SIRIM QAS disclaims all liability for any damages, losses, or claims arising out of or in connection with IP infringement issues related to the certified products. It is the responsibility of the applicant, product manufacturers and suppliers to indemnify and hold SIRIM QAS harmless from any such claims.

By participating in our certification scheme, all applicants, product manufacturers and suppliers acknowledge and agree to this IP infringement disclaimer.

## 6. COMPLIANCE APPROVAL DETAILS

- 6.1. Application types for Compliance Approval are categorized as the following:
  - 6.1.1. Normal
  - 6.1.2. Package
  - 6.1.3. Parallel
  - 6.1.4. Parallel by Comparison
  - 6.1.5. In-house Testing
  - 6.1.6. Hybrid
  - 6.1.7. Fast Track
- 6.2. Process flow for Compliance Approval is summarized in **Annex D** in this document. Compliance Approval for Equipment shall be based on the following requirement:
  - 6.2.1. Full type test report according to requirements listed in item 3.1 and issued by Accepted Laboratory (item 5.3);
  - 6.2.2. 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;
  - 6.2.3. New or final Equipment or complete sample verification on network interoperability, connectivity, functionality, and communications features, where applicable; and
  - 6.2.4. Any other documents deemed necessary.
- 6.3. Items required for Compliance Approval application for all certification types are listed in **Annex E** of this document.
- 6.4. **Normal Application**
  - 6.4.1. Normal application is an application for one model of Equipment from one Applicant.
  - 6.4.2. Normal application is also applicable for the Complete system approval.

6.4.2.1. Normal application is applied for complete system by adding end product TAC which has obtained the Certificate of Conformity (CoC/eCoC). This Certificate of Conformity (CoC/eCoC) shall always remain valid and shall belongs to the same certificate holder.

## 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 e-ComM. 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 an 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 shall only be referred to a Normal application and is not allowed to be referred to a Parallel or Parallel by Comparison application.

6.6.4. An authorization letter for parallel application 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.

## 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. 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.

6.7.3. The authorization letter shall contain the similarity comparison between the earlier approved equipment and the newly applied equipment. The comparison should cover aspects such as layout dimensions, drawings, illustrations, materials, components, finishes, performance characteristics, etc.

## 6.8. In-house Testing

6.8.1. In-house Testing application is a Compliance Approval application which is utilizing SIRIM QAS 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:

6.9.1.1. Module

6.9.1.2. End Product (Host)

6.9.1.3. Complete System

- 6.9.2. Package application is not applicable to the Hybrid Equipment application.
- 6.9.3. Parallel application is only allowed for Hybrid End Product (Host) application.
- 6.9.4. Detailed information on Hybrid Scheme Rules and requirement for Hybrid Equipment certification shall be referred to the Information Booklet for Hybrid Equipment Certification, Labelling and Importation (eTAC/DOC/01-3).
- 6.9.5. 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.

## 6.10. Fast Track Application

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

## 7. SUBMISSION AND COLLECTION OF SAMPLES

### 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:
  - 7.1.1.1. Clearly marked with the brand and type/model designation as specified in relevant Technical Code. The product markings shall be legible, indelible, and readily visible. All information on the marking shall be either in Bahasa Melayu or English Language.
  - 7.1.1.2. New sample chosen from the production;
  - 7.1.1.3. Sample from final prototype model may be submitted. It is subjected to SIRIM QAS discretion.
  - 7.1.1.4. Used or re-conditional or research and development (R&D) sample shall not be accepted;
  - 7.1.1.5. 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:

- 7.1.2.1. Applicant details (e.g. company name, address, application number)
- 7.1.2.2. Equipment details (e.g. product type, brand name, model name)
- 7.1.2.3. Consignor details (e.g. company name, address, telephone number)
- 7.1.2.4. Consignee details (e.g. company name, address, telephone number)
- 7.1.2.5. Mode of transport (e.g. courier, post, hand carry via maritime/rail/road/air/ etc.)
- 7.1.2.6. Country / Place of origin.

- 7.1.3. The 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 shall not be liable for any consequences to the Applicant arising from the cancellation of the evaluation.

- 7.1.5. SIRIM QAS 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's technical personnel.
- 7.1.7. On-site (field) inspection (for sample submission Option 2) may be carried out by SIRIM QAS'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 shall be borne by the Applicant. Consideration for on-site inspection is given only for the following cases:
- 7.1.7.1. The Equipment is very expensive and sensitive; or
  - 7.1.7.2. The Equipment is very large (as described in Clause 7.1.8); or
  - 7.1.7.3. High logistic cost, customize or sales based on tender approval; or
  - 7.1.7.4. The importation of Equipment is by parts and takes time for hardware installation;
  - 7.1.7.5. Mutual Understanding / Agreement with the Applicant.
- 7.1.8. Any special precautions required in handling the sample shall be distinctly notified to SIRIM QAS during application submission. The sample shall be submitted along with its complete accessories, including certified power supply, adaptor, plug, socket, appliance connector, inter-connection coupler, etc., where applicable.
- 7.1.9. Based on the criteria listed in clause 7.1.1, applicant may choose the submission method based on sample size and connectivity test requirement (As required by the relevant Technical Code). 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	<p>Applicant may request for an on-site (field) inspection of complete set of samples. On-site (field) inspection may be carried out by SIRIM QAS'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 shall be borne by the Applicant.</p> <p>Consideration for on-site inspection is given only for the following cases:</p> <ul style="list-style-type: none"> <li>a) The Equipment is very expensive and sensitive; or</li> <li>b) The Equipment is very large; or</li> <li>c) High logistic cost, customize or sales based on tender approval; or</li> <li>d) The importation of Equipment is by parts and takes time for hardware installation; or</li> <li>e) Mutual Understanding / Agreement with the Applicant.</li> </ul>
Option 3	<ul style="list-style-type: none"> <li>a. Applicant may submit photos of sample. Photo submission shall meet the followings:</li> <li>b. Photos must be of complete set of samples which may include adaptor, power cord, antenna etc., if any.</li> <li>c. Photos must be clear. All indication or writings on sample shall be legible.</li> <li>d. Photos submitted must contain the following details of sample: <ul style="list-style-type: none"> <li>i. Front view;</li> <li>ii. Rear view;</li> <li>iii. Top view;</li> <li>iv. Bottom view;</li> <li>v. Side views (right &amp; left);</li> <li>vi. Product marking which includes brand, model number and marketing name (if any); and</li> <li>vii. PCB layout (top &amp; bottom) including PCB layout of wireless module.</li> </ul> </li> <li>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.</li> </ul>

7.1.10. In the event of unforeseen circumstances, such pandemic or geopolitical risks, the Project Officer may opt for remote evaluation as an alternative arrangement for onsite inspection. The arrangement is subject to the approval of the section head. 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. 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. SIRIM QAS 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 has the right to retain the sample for further evaluation and investigation.

7.2.3. In all cases, SIRIM QAS 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 for the award of CoC/eCoC are:

8.1.1. The Equipment shall comply with this Certification Requirements;

8.1.2. 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:

8.2.1. Full Approval

8.2.2. Conditional Approval:

8.2.2.1. Temporary Approval

8.2.2.2. 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:

- i) Deviation in Equipment specification
- ii) Deviation in Equipment identification
- iii) Pending sample for evaluation
- iv) Do not meet marking requirements as specified in clause 7

8.4.1.4. The Applicant shall complete the following where applicable:

- i) Letter of Undertaking for Conditional Approval (eTAC/FOR/04-4) and/or;

ii) Certification Agreement for Temporary Approval on Communication, Multimedia and Hybrid Equipment (eTAC/DOC/04-1) (if required by SIRIM QAS).

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. The recommended maximum validity period of CoC/eCoC for Interim Approval is one (1) year. The interim period may be extended upon SIRIM QAS discretion.

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

8.4.2.3. Applicant shall complete the pending requirement for verification upon notification from SIRIM QAS for obtaining Full Approval or applicant shall submit an application under Parallel by Comparison application type if necessary.

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

## 9. CANCELLATION OF APPLICATION

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

9.2. SIRIM QAS has the right to cancel the application due to but not limited to the followings:

9.2.1. No submission of sample.

9.2.2. No proof of importation (Foreign manufacturer).

9.2.3. No payment of fee.

9.2.4. No test report.

9.2.5. Not meeting Certification Requirements and/or Certification Agreement and/or the Act and Regulations.

9.2.6. 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.

## 10. CERTIFICATE OF CONFORMITY (COC/ECOC)

- 10.1. The CoC/eCoC is a document issued by SIRIM QAS 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:
- 10.2.1. Registration Number;
  - 10.2.2. Serial Number;
  - 10.2.3. Name and Address of Certificate Holder;
  - 10.2.4. Approval Number or Type Approval Code (TAC);
  - 10.2.5. Equipment Category;
  - 10.2.6. Standards;
  - 10.2.7. Trademark / Brand;
  - 10.2.8. Model;
  - 10.2.9. Marketing Name;
  - 10.2.10. Features;
  - 10.2.11. Approval Date; and
  - 10.2.12. 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. CANCELLATION OF CERTIFICATE OF CONFORMITY (COC/ECOC)

- 11.1. Suspension or Cancellation (Termination) of CoC/eCoC
- 11.1.1. Suspension or Cancellation (Termination) can be imposed when a Certificate Holder is unable to comply with the Scope of Certification, but not limited to:
    - 11.1.1.1. If sample selected during market surveillance indicate Non-Conformance with the Scope of Certification;
    - 11.1.1.2. If a case of improper use of the eCoC/CoC or the Certification Mark, e.g. misleading prints or advertisement is not solved by suitable retractions and appropriate action taken by the Certificate holder;
    - 11.1.1.3. If there has been any other contravention to the Scope of Certification and information on eCoC/CoC;
    - 11.1.1.4. If request in writing / official letter by government enforcement agencies;
    - 11.1.1.5. If the Equipment is banned from use by relevant regulatory authorities;
    - 11.1.1.6. If the Certificate Holder fails to comply with the due settlement of any of his financial obligation.
    - 11.1.1.7.
  - 11.1.2. SIRIM QAS shall notify the Certificate Holder of any suspension or cancellation (Termination) of the CoC/eCoC.
  - 11.1.3. The Certificate Holder shall within 14 (fourteen) days from the issuance of the notice provide a written submission to SIRIM stating the reasons for not suspending or cancelling its eCoC/CoC if applicable.
  - 11.1.4. The Suspension or Cancellation (Termination) of the eCoC/CoC shall take effect on the expiry of 21 (twenty-one) days from the date on which the notice of Suspension or Cancellation (Termination) is issued to the Certificate holder.



- 11.2. Voluntary Suspension /Cancellation (withdrawal) of CoC/eCoC can be imposed when requested officially by the Certificate Holder.
- 11.3. All type of cancellation of CoC/eCoC subjected to a forfeiture of the fee.

## 12. RENEWAL OF CERTIFICATE OF CONFORMITY (COC/ECOC)

- 12.1. Certificate Holder shall submit application for renewal of CoC/eCoC through e-ComM.
- 12.2. The Certificate Holder is responsible to ensure the following requirements are met before submission of CoC/eCoC renewal application:
- 12.2.1. CoC/eCoC has been granted Full Approval;
  - 12.2.2. Continue compliances to the current requirements as listed in this Certification Requirements;
  - 12.2.3. No valid complaint/feedback and findings from market surveillance/Enforcement/Raid activities;
  - 12.2.4. The maximum validity period for renewal is five (5) years from current year.
- 12.3. The Applicant/Certificate Holder may renew the CoC/eCoC one (1) month before the expiry date. The new date starts from the expiry date.
- 12.4. The fee for renewal application is RM50 for one (1) year.
- 12.5. Request for Information (RFI)
- 12.5.1. During initiates of the CoC/eCoC renewal request, every CoC/eCoC may be subjected to RFI.
  - 12.5.2. RFI shall be issue based on the following cases, but not limited to:
    - 12.5.2.1. No record on Self-Labeling (SLP) Product registration; or
    - 12.5.2.2. No record on Certificate of Approval (CoA); or
    - 12.5.2.3. Valid finding on the Market surveillance/Enforcement/Raid activities.
  - 12.5.3. RFI status shall be closed before Certificate Holder proceeds for renewal of CoC/eCoC through e-ComM.

## 13. CHANGES OF PARTICULARS IN CERTIFICATE OF CONFORMITY (COC/ECOC)

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

No.	Category of Change	Details	Action
1.	Change of Certificate Holder's Name	<ul style="list-style-type: none"> <li>• ROB/ROC number is maintained.</li> <li>• Maintained in the same entity</li> </ul>	Change Request
		<ul style="list-style-type: none"> <li>• ROB/ROC number is changed.</li> <li>• Transfer to new entity within the same group of companies</li> </ul>	New Application by Parallel by Comparison
		<ul style="list-style-type: none"> <li>• ROB/ROC number is changed.</li> <li>• Transfer to new entity not within the same group of companies</li> </ul>	New Application by Normal

2.	Change of Principal's Name	Transfer to an entity within the same group of companies	New Application by Parallel by Comparison
		Transfer to an entity not within the same group of companies	New Application by Normal
3.	Change of Manufacturer's Name	<ul style="list-style-type: none"> <li>• Change or addition of Manufacturer's name.</li> <li>• Manufacturer own the Equipment &amp; design.</li> <li>• Change to an entity within or not within the same group of companies.</li> </ul>	Change Request
4.	Change of Factory's Name	Change or addition of Factory's name	Change Request
5.	Change of Address / Location	Certificate Holder / Principal/ Manufacturer / Factory	Change Request
6.	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 upon request
7.	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	New Application by Normal
		Equipment Category without Change of Technical Code	Action by SIRIM QAS upon request
		Equipment Features	New Application by Parallel by Comparison

## 13.2. Deviation of Equipment

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

13.2.2. Deviation of Equipment is classified in two categories:

13.2.2.1. Minor Changes

13.2.2.2. Major Changes

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

13.2.3. Minor changes is acceptable if it meets all the following criteria:

13.2.3.1. Deviation in appearance e.g.;

- i) color,
- ii) casing,
- iii) button,
- iv) port,
- v) component,
- vi) Antenna.

- 13.2.3.1. Deviation does not affect communication, safety, EMC, SAR and radiation hazards characteristics and performance, where applicable; and
- 13.2.3.2. Model name of Equipment remain the same. No new application required.
- 13.2.4. Major changes that affect communication, safety, EMC, SAR and radiation hazards characteristics and performance are not acceptable and is subjected to new evaluation. The Applicant shall submit new application and the application may be treated as normal application type. The model name of the equipment shall be not be the same as the existing approved model.
- 13.2.5. However, in the event that the Certificate Holder intends to retain the identical model and brand, they shall revoke (close) the previous application and proceed by submitting a new application.
- 13.2.6. SIRIM QAS shall evaluate the changes:

Result of Evaluation	Action
Minor changes	<ul style="list-style-type: none"> <li>SIRIM QAS shall keep a record of the changes.</li> <li>No change to existing CoC/eCoC.</li> </ul>
Major Changes	<ul style="list-style-type: none"> <li>SIRIM QAS shall inform Certificate Holder to submit a new application.</li> <li>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.</li> </ul>

## 14. CERTIFICATION MARK THROUGH SELF LABELLING PROGRAM (SLP)

- 14.1. The Certification Mark shall be associated with unique SLP ID either for Certificate Holder or Principal, issued by SIRIM QAS and it shall be used according to guideline specify in eCMC/DOC/04-1. There are requirements for Certification Mark including durability, legibility, positioning and font and symbol size.
- 14.2. Self-labelling (SLP) ID Application
- 14.2.1. SLP is eligible for all Certificate Holders and is associated with Principal/ Manufacturer of the application for Compliance Approval. It is the obligation of a Certificate Holder to ensure that all certified products bear a valid Certification Mark.
- 14.2.2. Categories of SLP ID are specified as below:
- 14.2.2.1. Common ID (CID).
- 14.2.2.2. Certificate Holder ID (HID).
- 14.2.3. Common ID (CID) is assigned to Principal per country to the Certificate Holders authorized by Principal upon application. All products from the same Principal (brand) and country will use the same CID although Certificate Holders and Manufacturers are different.

- 14.2.4. Certificate Holder ID (HID) is assigned to Certificate Holder, regardless of any Principals / Manufacturers upon application. Products from the same Principal (brand) and country will use different HID depending on the Certificate Holder.
- 14.2.5. Certificate Holder shall only apply and maintain one Certificate Holder ID (HID) in one time.
- 14.2.6. The Certificate Holder shall be subject 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).
- 14.2.7. RFI status shall be closed before Certificate Holder proceeds for SLP ID renewal application.
- 14.2.8. The maximum validity period for SLP ID renewal is One (1) year.
- 14.2.9. The Applicant/Certificate Holder may renew the SLP ID one (1) month before the expiry date. The new date starts from the expiry date.
- 14.2.10. The fee for renewal application is RM100 for one (1) year.
- 14.2.11. Cancellation of application subjected to a forfeiture of the fee.

### 14.3. SLP Product Registration Application

- 14.3.1. The Certificate Holder shall submit Equipment registration application in e-ComM. Equipment registration is the registration of the IMEI number or Equipment serial number in e-ComM database or any suitable system agreed by SIRIM QAS 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. For product that is incorporated with IMEI number for product that support cellular feature such as mobile phone and 2 modem, the IMEI number shall be used to record the products labelled with SLP Certification Mark. Whilst, for product that is not incorporated with IMEI number, the suitable method of unique number shall be proposed by the Certificate Holder/Principal.
- 14.3.2. The Certificate Holder shall and hold the obligation to rework, recall or remove the Self- Labelling from any or all Equipment or dispose any or all Equipment which did not comply with the Certification Requirements, Certification Agreement and the Act and Regulations. SIRIM QAS 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 QAS decide it is necessary.
- 14.3.3. For cases of duplication/wrong format/error, the Certificate Holder shall justify with evidence of the authenticity and the right of ownership by submission of documentation. The registration status shall remain void until proven otherwise.
- 14.3.4. Cancellation of application subjected to a forfeiture of the fee.

## 15. PROHIBITED ITEMS

15.1. The following equipment are prohibited for importation:

- 15.1.1. FM Radio receivers operating outside the 87.5 MHz - 108 MHz band, except meteorology broadcasting receiver on "spot" frequency
- 15.1.2. Scanner transceiver, Radio scanner, interception device and alike
- 15.1.3. Used/refurbished/reconditioned/second-hand Equipment.
- 15.1.4. Jammer/Frequency Stopper/Cellular Firewall (GSM, CDMA, 3G, WiFi, kind of frequency jamming)
- 15.1.5. Television-Receive-only (TVRO) equipment and parabolic dish (Government policy except for broadcasters/operators for pocket-filling, embassies, etc.)
- 15.1.6. Speed-Trap Detector (monitor)
- 15.1.7. Any Equipment operating in frequency bands designated for other services (e.g. Cordless phone or CCTV operating in the 900 MHz band operating in GSM bands, Government bands, etc.)
- 15.1.8. Any Equipment which does not comply with MCMC Technical Code or applicable standards which may include items in clause 3.1.
- 15.1.9. Equipment originating from Israel.

Note: The functionality of the equipment must comply with legal requirements and not contradict with other regulatory laws. Please note that the list provided is not exhaustive, and prohibited items extend beyond those mentioned.

## 16. CONDITIONS FOR CERTIFIED EQUIPMENT

16.1. The following conditions shall apply to the Certified Equipment:

- 16.1.1. 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 may direct the entire defective Equipment to be recalled at the cost and expenses of the Certificate Holder.
- 16.1.2. The Certified Equipment shall bear the Certification Mark.
- 16.1.3. The Certified Equipment shall be subject to other approvals by MCMC and/or any other Regulatory Agencies as the case may be before the operation of the Certified Equipment.
- 16.1.4. The Certified Equipment may be subjected to any other conditions by MCMC or SIRIM QAS as the case may be decided from time to time.

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

## 17. CERTIFICATE OF APPROVAL (COA)

### 17.1. General Requirements

- 17.1.1. The CoA applies to:
- 17.1.1.1. 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.
  - 17.1.1.2. Information Technology (IT) / Networking equipment utilizing tariff code assigned to SIRIM.
- 17.1.2. Approval for CoA applications shall only be granted for equipment which is already approved and/or certified by SIRIM QAS.
- 17.1.3. Certificate Holder shall use tariff code under SIRIM's purview as per Customs Duties Order and Customs (Prohibition of Imports) Order.
- 17.1.4. Certificate Holder shall declare the imports to Royal Malaysian Customs Department (RMCD), irrespective whether they are dutiable or otherwise.
- 17.1.5. Certificate Holder shall use CoA in association with consignee (importer), consignor (exporter), equipment description, tariff code, country of origin (CoO), port of entry, [Type approval code](#) (TAC), SLP ID and Self Labelling Product Registration number as per mandatory inputs for CoA application in the ePermit system.
- 17.1.6. Certificate Holder shall ensure the CoA is not transferable from one equipment to another equipment and from other importer to another importer.
- 17.1.7. Certificate Holder shall ensure the approved CoA is not to be sold, given, lent, amended or in any way transferred to any third party.
- 17.1.8. Certificate Holder shall lodge a police report and inform SIRIM QAS immediately if the approved CoA is lost, stolen or imitated.
- 17.1.9. 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.
- 17.1.10. Certificate Holder shall ensure the imported equipment operates in the frequency band specified in MCMC spectrum plan.

### 17.2. CoA Application

- 17.2.1. 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>)
- 17.2.2. 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 Permit Issuance Agency (PIA)/Cross Border Regulatory Agency (CBRA).
- 17.2.3. The usage of approved CoA is:
- 17.2.3.1. For one model per application per shipment;
  - 17.2.3.2. Valid for three (3) months from the date of approval; and

17.2.3.3. Not extendable.

17.2.4. Certificate Holder may apply CoA based on the categories are as following:

- 17.2.4.1. Local Sales (complete set and/ or accessories)
- 17.2.4.2. Import After Repair (complete set)
- 17.2.4.3. Import for Replacement (complete set)
- 17.2.4.4. Import for Sample (complete set)
- 17.2.4.5. Import for Manufacturing (parts)
- 17.2.4.6. Import for Repair (parts)
- 17.2.4.7. Import for Re-export (complete set)
- 17.2.4.8. Import for Re-export (parts)
- 17.2.4.9. Special Approval (Private)
- 17.2.4.10. Special Approval (Trial)
- 17.2.4.11. Special Approval (Research & Development)
- 17.2.4.12. Special Approval (Exhibition)
- 17.2.4.13. Special Approval (Demo)
- 17.2.4.14. Special Approval (Training)
- 17.2.4.15. Special Approval (Market Survey)
- 17.2.4.16. Service Provider (complete set and/ or accessories)
- 17.2.4.17. Import for Repair (complete set for re-export)
- 17.2.4.18. Import for Repair (complete set for re-export)
- 17.2.4.19. Import for Repair (parts for re-export)
- 17.2.4.20. IT/Networking Equipment (complete set and/ or accessories)
- 17.2.4.21. Antenna (except for satellite antenna)
- 17.2.4.22. Other telecommunication accessories

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

17.2.5. Cancellation of CoA application subjected to a forfeiture of the fee.

### 17.3. Specific Conditions

17.3.1. CoA shall not be issued for Equipment under the following conditions:

- 17.3.1.1. Detained or under investigation by any authority until official notification is issued by the respective authority.
- 17.3.1.2. Import products categorized under 100% re-export purposes and is not declared in the Principal Customs Area (PCA).
- 17.3.1.3. Already brought into Malaysia.

17.3.2. 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.

17.3.3. Any amendment or changes to the approved CoA are not allowed. New application is required for any changes.

17.3.4. CoA is required for equipment exempted from tax or duties.

17.3.5. CoA is required for equipment imported through ATA Carnet.

## 18. CHANGES IN SCOPE OF CERTIFICATION

- 18.1. SIRIM QAS 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.
- 18.2. If any changes to the Certification Scope and Requirements or request by regulator to require supplementary tests or additional requirement, the Certificate Holder will be notified of these additional requirements. The costs associated with SIRIM QAS conducting assessments to ensure conformity with these requirements will be borne by the Certificate Holder.

## 19. RECORDS

- 19.1. 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.

## 20. TERM OF USAGE OF SIRIM QAS CORPORATE LOGO

- 20.1. The use of SIRIM QAS's corporate logo, trademarks or any Intellectual Property under any circumstances without prior written approval of the Chief of Executive (CEO) of SIRIM QAS is strictly prohibited.

## 21. APPEALS AND DISPUTES

- 21.1. SIRIM QAS has procedures 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.

## 22. COMPLAINTS

- 22.1. Complaints against Certified Equipment or services provided by SIRIM QAS may be put forward at its official website (<https://www.sirim-qas.com.my/complaint-form>) [cserviceqas@sirim.my](mailto:cserviceqas@sirim.my)).

## 23. ADVERTISEMENT FOR PRODUCT RECALL AND PRODUCT NOTICE

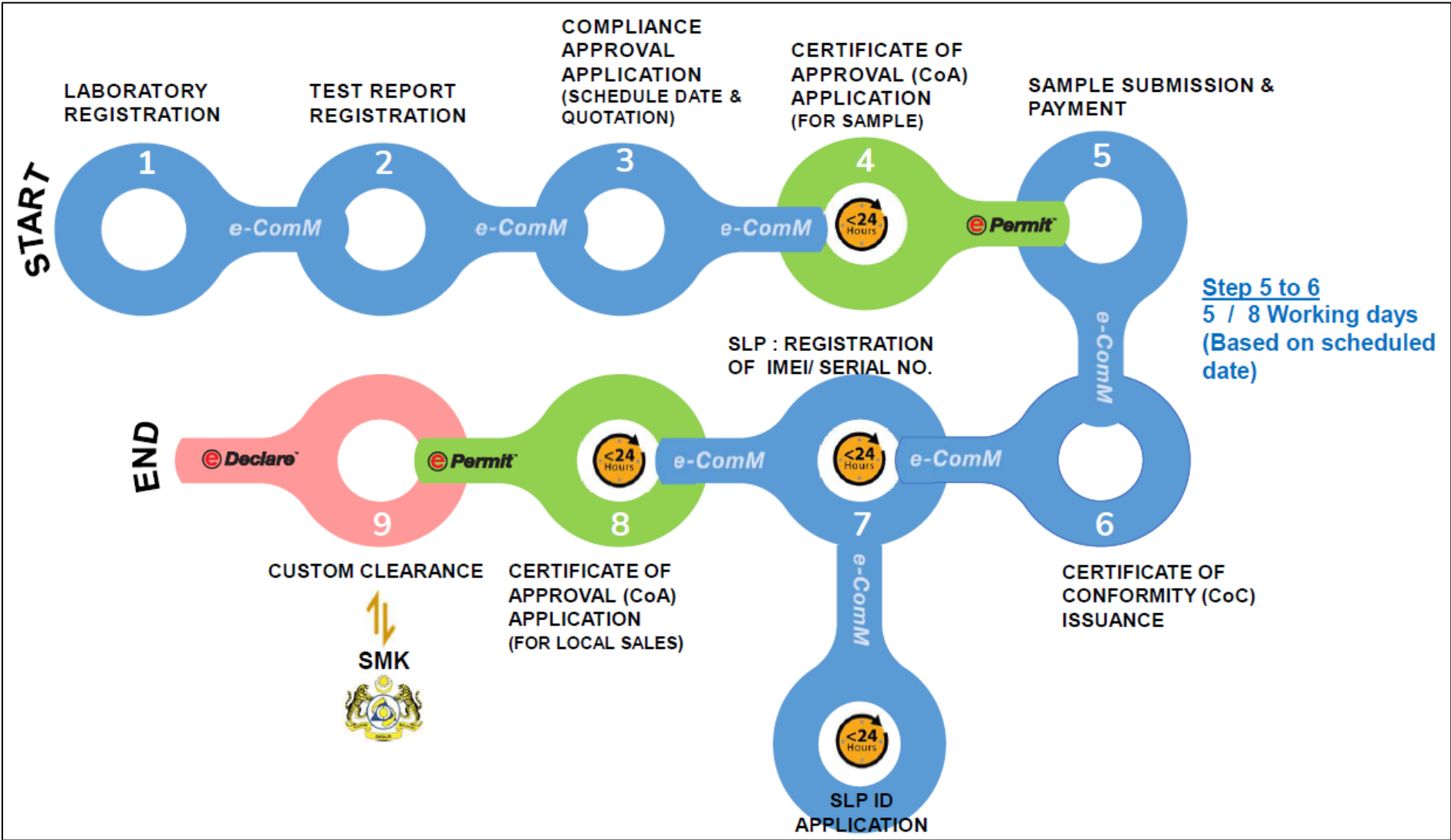
- 23.1. The Product Recall shall be performed by the Certificate Holder under the following conditions;
  - 23.1.1. The CoC/eCoC issued has been suspended or cancelled (terminated) under Regulation 23 of Communications and Multimedia (Technical Standards) Regulations 2000 [P.U.(A) 124/2000];
  - 23.1.2. The CoC/eCoC issued has been voluntarily suspended or cancelled (withdrawal);
  - 23.1.3. Certified Equipment with no Certification Mark / Label; and
  - 23.1.4. Certified Equipment with wrong or misuse Certification Mark / Label;
- 23.2. MCMC may direct the Certificate Holder to recall the Certified Equipment within a reasonable time and in the manner specified by MCMC.
- 23.3. If MCMC directs SIRIM to undertake the Product Recall process, then the process as stated in eCMC/DOC/08-1 shall be referred.



- 23.4. In the event the Certificate Holder refuse to advertise the recalled Certified Equipment, Certificate Holder shall agree that SIRIM QAS 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 relating to such action taken by SIRIM QAS.
- 23.5. The Certified Equipment that is under Recall status, shall not be allowed to perform the following activities;
- 23.5.1. CoC/eCoC Renewal;
  - 23.5.2. SLP Product registration applications;
  - 23.5.3. Importation; and
  - 23.5.4. Publish or advertise or offer for sale.
  - 23.5.5. Supply or place to the market.

ANNEX A

COMPLIANCE APPROVAL PROCESS FLOW

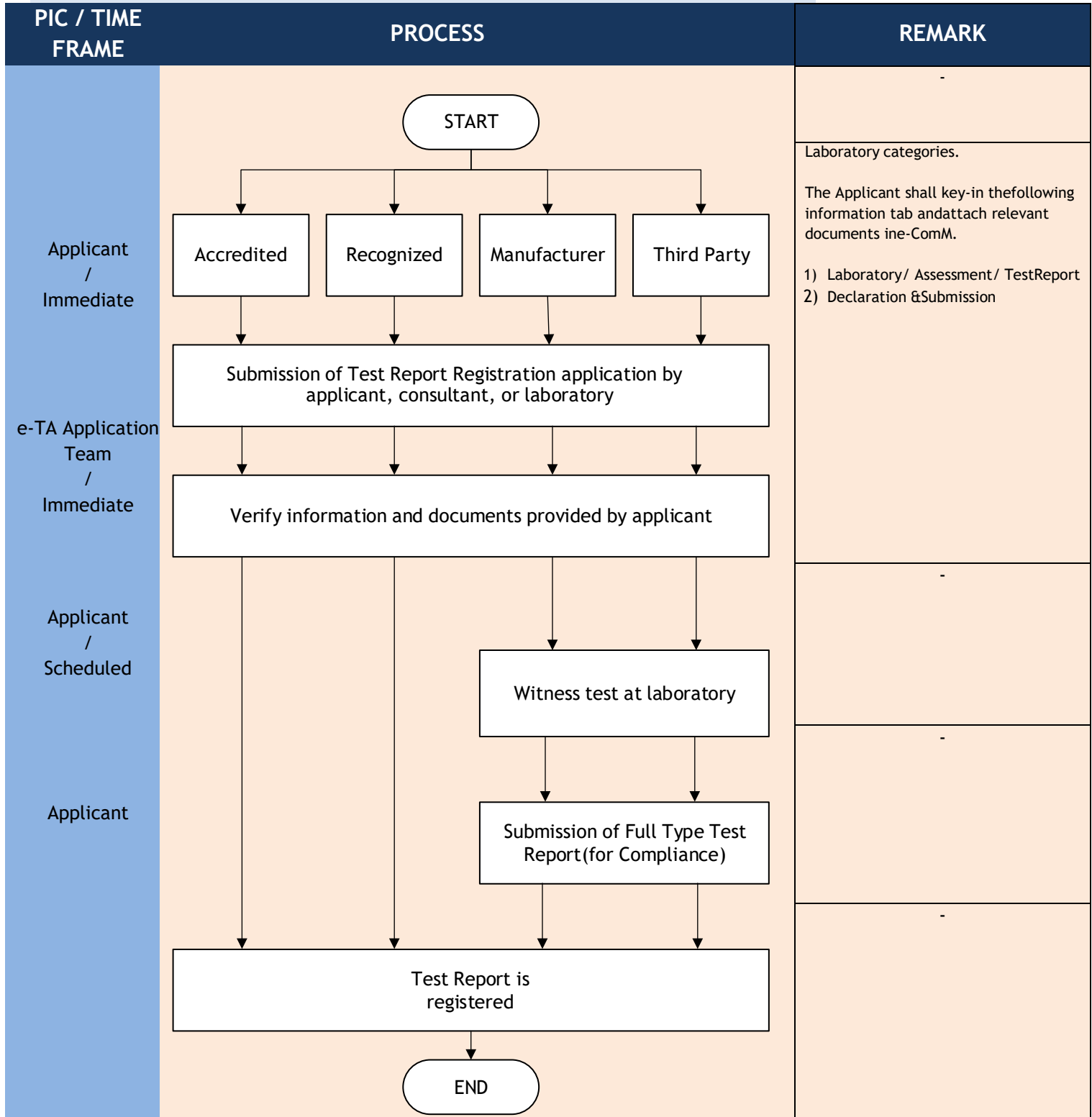


ANNEX B

I. APPLICATION PROCESS FLOW FOR LABORATORY REGISTRATION

PIC / TIME FRAME	PROCESS	REMARK
Applicant / Immediate	<pre> graph TD     START([START]) --&gt; Accredited[Accredited]     START --&gt; Recognized[Recognized]     START --&gt; Manufacturer[Manufacturer]     START --&gt; ThirdParty[Third Party]         </pre>	-
Applicant / Immediate	<pre> graph TD     A[Submission of Laboratory Registration application by applicant, consultant, or laboratory]         </pre>	Laboratory categories.
Applicant / Immediate	<pre> graph TD     B[Verify information and documents provided by applicant]         </pre>	<p>The Applicant shall key-in the following information tab and attach relevant documents;</p> <ol style="list-style-type: none"> <li>1) Laboratory Information</li> <li>2) Supporting documents (i.e: Lab accreditation certificate and scope)</li> <li>3) Declaration &amp; Submission</li> </ol>
e-TA Application Team / Immediate	<pre> graph TD     C[ISO/IEC 17025 assessment at laboratory and/or witness test]         </pre>	For first-time Applicant of DTT broadcast service receiver, the Applicant shall download the Malaysian TestSuite during laboratory registration.
Applicant / Scheduled	<pre> graph TD     D[Submission of Full Type Test Report (for validation)] --&gt; E[Laboratory is registered as Accepted Laboratory]     E --&gt; END([END])         </pre>	-

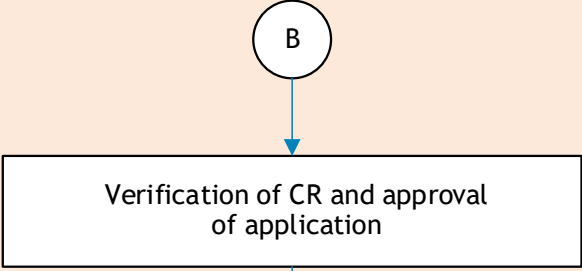
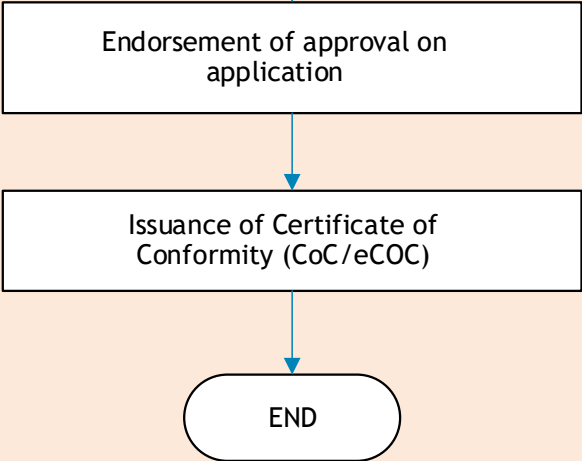
II. APPLICATION PROCESS FLOW FOR TEST REPORT REGISTRATION



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

PIC / TIME FRAME	PROCESS	REMARK
Applicant	<pre> graph TD     Start([START]) --&gt; Prep[Prepare a complete application]     Prep --&gt; Submit[Submission of application]     Submit --&gt; IsComplete{Is application complete?}     IsComplete -- NO --&gt; Return[Return to the applicant (Note 1)]     Return --&gt; Prep     IsComplete -- YES --&gt; GenFile[Generate file number]         </pre>	<p>The Applicant shall key-in information and attach documents at the following tabs:                  Equipment Information &amp; Specification Tab;                  1) Principal &amp; Manufacturer Tab;                  2) Supporting Document Attachment are based on Application Category (color brochures, user manual, equipment specification, technical manual, test report);                  3) Pre-Quotation;                  4) Brand Declaration Tab;                  5) Declaration (Submit) Tab;                  6) Declaration letter from manufacturer/principal that there is no changes in device's hardware and software since the approved date (until current date)                  7) Declaration of Conformity from Testing Lab (Testing laboratory is still in operation and the scope of testing is covered under the laboratory's accreditation scope)</p> <p><i>Note 1: Incomplete application.</i></p>
e-ApplicationTeam / Immediate		<p>Check documents submitted by the Applicant.</p> <p><i>Info</i>                  Until this stage, the file number uses this format: <i>DRAFT/TA/XX/XXXX</i>.</p>
e-ApplicationTeam / Immediate		<p>If the application is complete, e-Application Team shall generate the file number for the application. The file number format is <i>SQASI/TA/XX/XXXX</i>.</p> <p><i>Info</i>                  File number is required as an input to apply CoA for sample.</p>
	<pre> graph TD     GenFile --&gt; Issue[Issue quotation, assign schedule date (Note 2)]     Issue --&gt; A((A))         </pre>	<p>Quotation shall include processing, registration, evaluation, site inspection and other related fees, if applicable.</p> <p>Assignment of application to CE (Certification Executive /Auditor) is based on competency level and availability.</p> <p><i>Note 2: e-Application team shall propose schedule date at least 7 working days for evaluation of test report five (5) years or more</i></p>

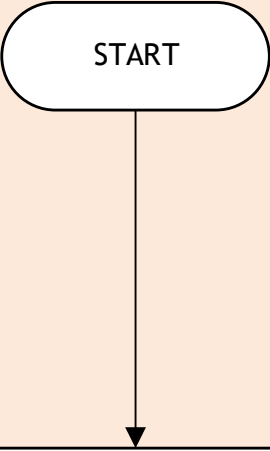
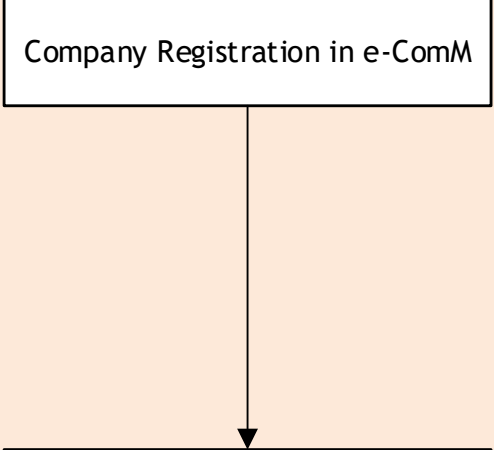
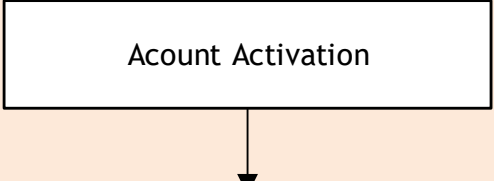
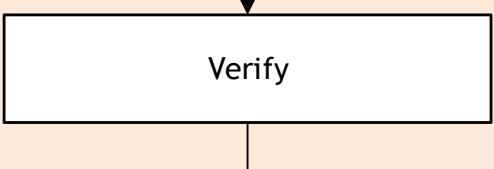
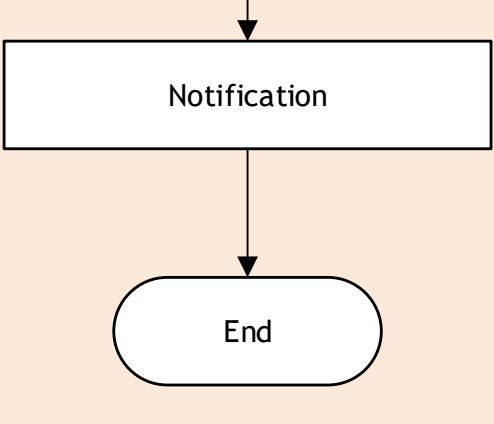
PIC / TIME FRAME	PROCESS	REMARK
<p>Applicant</p> <p>Certification Executive/ Auditor / 3 Days</p>	<pre> graph TD     A((A)) --&gt; S[Submission of sample &amp; test report*]     S --&gt; E[Evaluation]     E --&gt; D{Equipment comply to Technical code &amp; Certification requirements}     D -- YES --&gt; Q[Issue additional quotation for evaluation of the test report (Note 4)]     D -- NO --&gt; J[Issuance of JPR (Note 3)]     J --&gt; I[Submit inadequate items]     I --&gt; S     Q --&gt; P[Payment of fee as per final quotation and submission of application**]     P --&gt; CR[Preparation of Certification Report (CR) and recommendation of application]     CR --&gt; B((B))                     </pre>	<p>*Applicant shall submit the required test report to the assigned CE for evaluation</p> <p>Verify applicable fees or receipt and document as proof of importation. If sample is incomplete - inform applicant through Job Progress Report (by email).</p> <p>Check and verify fees, test report and other documents submitted by the applicant. If sample, test report or/and fee is/are not complete, inform the applicant by issuing Job Progress Report (JPR) through email.</p> <p><b>Note 3:</b> If the applicant does not respond in writing after 7 days from the date of official notification, the application will be cancelled accordingly.</p> <p><b>Note 4:</b> Additional quotation for evaluation of test report that exceeds five (5) years will be issued once the recommendation for acceptance of test report is approved.</p>
<p>Applicant</p> <p>Certification Executive/ Auditor</p>	<p>Payment of fee as per final quotation and submission of application**</p> <p>Preparation of Certification Report (CR) and recommendation of application</p>	<p>** Applicant shall proceed with the registration of laboratory and test report once the recommendation for test report acceptance is approved. The test report issuance date shall follow the recommendation approval date.</p>

PIC / TIME FRAME	PROCESS	REMARK
Approval Signatory (review only) / 2 Days	 <pre>                     graph TD                         B((B)) --&gt; A[Verification of CR and approval of application]                     </pre>	-
Approval Signatory (Review & approve) / 2 Days	 <pre>                     graph TD                         A[Verification of CR and approval of application] --&gt; B[Endorsement of approval on application]                         B --&gt; C[Issuance of Certificate of Conformity (CoC/eCOC)]                         C --&gt; END([END])                     </pre>	Upon application approval, applicant will receive an automatic email notification with a link to download the eCoC or notification to self-collect the CoC, depending on the option selected by the applicant.  Applicant can check the status of application through: 1) Auto notification email from e-ComM once approved; 2) Check application status in e-ComM;  Check through SIRIM website <a href="http://www.sirim-qas.com.my">www.sirim-qas.com.my</a> .
		-

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## ANNEX C

## APPLICATION PROCESS FLOW FOR E-COMM REGISTRATION

PIC / TIME FRAME	PROCESS	REMARK
Applicant	 <pre> graph TD     Start([START]) --&gt; Reg[Company Registration in e-ComM]           </pre>	<p>Information supplied to Applicant:</p> <ol style="list-style-type: none"> <li>Application form for Compliance Approval through eComM (online);</li> <li>Certification Agreement for Compliance Approval on Communication, Multimedia and Hybrid Equipment. (eTAC/DOC/01-1);</li> <li>Certification Fees (eTAC/DOC/01-2);</li> <li>Certification Requirement for Communication, Multimedia and Hybrid Equipment (eTAC/DOC/01-1.1).</li> </ol> <p><i>Note:</i> Item (b), (c) &amp; (d) are available from SIRIM QAS website (<a href="http://www.sirim-qas.com.my">www.sirim-qas.com.my</a>).</p>
Applicant	 <pre> graph TD     Reg[Company Registration in e-ComM] --&gt; Act[Account Activation]           </pre>	<p>Registration through eComM (<a href="https://ecomms.sirim.my">https://ecomms.sirim.my</a>) to get username and password.</p> <p>Documentation required for eComM registration:</p> <ol style="list-style-type: none"> <li>ROC/ROB</li> <li>Management Representative and email address</li> <li>Address</li> <li>Letter of Authentication (signed) (eTAC/FOR/01-1)</li> <li>Letter of Undertaking by Agent/Consultant (signed), if applicable (eTAC/FOR/01-2)</li> </ol>
Applicant	 <pre> graph TD     Act[Account Activation] --&gt; Ver[Verify]           </pre>	<p>Applicant will receive automatic email notification. Copy the activation link and paste to Internet Browser to activate the account.</p>
e-ComM Secretariat	 <pre> graph TD     Ver[Verify] --&gt; Not[Notification]           </pre>	<p>Auto verification new or existing company or consultant name by eComM system.</p>
Applicant	 <pre> graph TD     Not[Notification] --&gt; End([End])           </pre>	<p>eComM will automatically send the company's username and password through the registered Management Representative's e-mail.</p>



ANNEX D

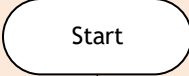
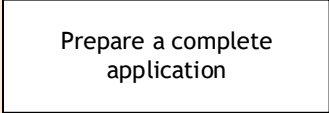
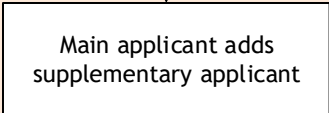
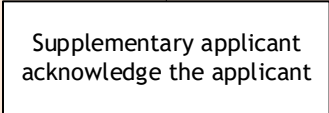
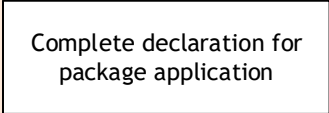

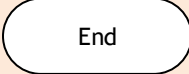
I. APPLICATION PROCESS FLOW FOR COMPLIANCE APPROVAL – NORMAL APPLICATION

PIC / TIME FRAME	PROCESS	REMARK
Applicant	<pre> graph TD     Start([START]) --&gt; Prepare[Prepare a complete Type approval application]     Prepare --&gt; Submit[Submission of application*]     Submit --&gt; Complete{Is application complete?}     Complete -- No --&gt; Prepare     Complete -- Yes --&gt; File[Generate file number]             </pre>	<p>The applicant shall key-in information and attach documents at the following tabs:</p> <ol style="list-style-type: none"> <li>1) Equipment Information &amp; Specification Tab;</li> <li>2) Principal &amp; Manufacturer Tab;</li> <li>3) Supporting Document Attachment are based on Application Category (color brochures, user manual, equipment specification, technical manual, test report);</li> <li>4) Pre-Quotation;</li> <li>5) Brand Declaration Tab;</li> <li>6) Declaration (Submit) Tab;</li> </ol> <p>*Applicant shall register the laboratories and test reports related to equipment intended to be certified prior to Compliance Approval application submission.</p> <p><b>Note 1: Incomplete application.</b></p>
e-application Team / Immediate	<pre> graph TD     File[Generate file number] --&gt; Quotation{Issue quotation, assign schedule date &amp; CE}     Quotation -- Required internal testing --&gt; Notify[Notify Applicant Note 2]     Quotation -- All test report provided --&gt; Sample[Submission of sample &amp; payment of fee**]             </pre>	<p>Check documents submitted by the applicant.</p> <p><b>Info:</b> Until this stage, the file number uses this format: DRAFT/TA/XX/XXXX.</p>
e-application Team / Immediate	<pre> graph TD     Notify[Notify Applicant Note 2] --&gt; Testing[Testing Communication/EMC/SAR/Safety if applicable]     Testing --&gt; TestReport[Submission of test report &amp; payment of fee]     Sample[Submission of sample &amp; payment of fee**] --&gt; Inadequate[Submit inadequate items A]     Sample --&gt; TestReport             </pre>	<p>If the application is complete, e-Application Team shall generate the file number for the application. The file number format is SQASI/TA/XX/XXXX.</p> <p><b>Info:</b> File number is required as an input to apply CoA for sample.</p>
Applicant	<pre> graph TD     Inadequate[Submit inadequate items A] --&gt; Prepare[Prepare a complete Type approval application]     TestReport[Submission of test report &amp; payment of fee] --&gt; Inadequate     TestReport --&gt; B((B))             </pre>	<p>Quotation for fees shall include processing, registration, evaluation, site inspection and other related fees, if applicable.</p> <p>Assignment of application to CE (Certification Executive / Auditor) is based on competency level and availability.</p> <p><b>Note 2: If application is submitted with inadequate test report or is subjected to verification/confirmatory test, applicants shall be notified for their further action.</b></p> <p>**The Applicant shall submit the following prior to or on the schedule date:</p> <ol style="list-style-type: none"> <li>1) Sample;</li> </ol>

		2) Copy of its CoA as a proof of importation prior; Payment of the fees as per quotation.
--	--	--

PIC / TIME FRAME	PROCESS	REMARK
Certification Executive / Auditor / 3 Days	<pre>                     graph TD                         B((B)) --&gt; D{Equipment comply to Technical code &amp; Certification requirements}                         D -- No --&gt; A((A))                         A --&gt; JPR[Issuance of JPR (Note 3)]                         D -- Yes --&gt; CR[Preparation of Certification report (CR) and recommendation of application]                         CR --&gt; V[Verification of CR and approval of application]                         V --&gt; E[Endorsement of approval application]                         E --&gt; CoC[Issuance of Certificate of Conformity (CoC/eCoC)]                         CoC --&gt; End([End])                     </pre>	Verify applicable fees or receipt and document as proof of importation. If sample is incomplete - inform applicant through Job Progress Report (by email).  Check and verify fees, test report and other documents submitted by the applicant. If sample, test report or/and fee is/are not complete, inform the applicant by issuing Job Progress Report (JPR) through email.  <i>Note 3: If the applicant does not respond in writing after 7 days from the date of official notification, the application will be cancelled accordingly.</i>
Approved Signatory / 2 Days	Preparation of Certification report (CR) and recommendation of application	
Approved & review Signatory / 2 Days	Verification of CR and approval of application	Upon application approval, applicant will receive an automatic email notification with a link to download the eCoC or notification to self-collect the CoC, depending on the option selected by the applicant.
Certificate Secretariat / 1 Days	Endorsement of approval application	Applicant can check the status of application through: 1) Auto notification email from eComM once approved; 2) Check application status in eComM; 3) Check through SIRIM website <a href="http://www.sirim-qas.com.my">www.sirim-qas.com.my</a> .
Certificate Secretariat / 1 Days	Issuance of Certificate of Conformity (CoC/eCoC)	
Certificate Secretariat / 1 Days	End	

II. APPLICATION PROCESS FLOW FOR COMPLIANCE APPROVAL – PACKAGE APPLICATION

PIC / TIME FRAME	PROCESS	REMARK
Applicant / Immediate		
Main Applicant / Immediate		Supporting document (official letter) is required to denote who is the main applicant.
Supplementary applicant		
		
Main applicant		
		
		

III. GENERAL PROCESS FLOW FOR HYBRID APPLICATION (ADD MODULE)

PIC / TIME FRAME	PROCESS	REMARK
Applicant / Immediate	<pre> graph TD     Start([Start]) --&gt; Prepare[Prepare a complete application]     Prepare --&gt; Choose{Choose Scheme Rule for the equipment}     Choose -- "Use existing TAC" --&gt; AddTAC[Add existing TAC]     Choose -- "End product approval" --&gt; SendSIRIM[Send application to SIRIM]     AddTAC --&gt; SendSIRIM     SendSIRIM --&gt; End([End])         </pre>	<p>TAC of the intended module to be added to the end product certification has to be valid.</p>
Applicant / Immediate		<p>The Applicant shall key-in information and attach the following documents in eComM:                  Equipment Information &amp; Equipment Specification for end product;                  Principal &amp; Manufacturer Tab;                  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);                  Pre-Quotation Declaration Tab;                  Brand Declaration Tab;</p> <p><i>Info:</i>                  For selection of Scheme Rules, please refer to with Information Booklet for Hybrid Equipment Certification, Labelling and Importation.</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 E

## SUMMARY OF ITEMS REQUIRED FOR COMPLIANCE APPROVAL APPLICATION

Documents	Application types							
	Normal	Package		Parallel	Parallel by Comparison	Hybrid	Testing	Fast Track
		Main	Supplementary					
Application for Compliance Approval through e-ComM [Equipment Information & Equipment Specification]	✓	✓		✓	✓	✓	✓	✓
Principal/Manufacturer Information	✓	✓		✓	✓	✓	✓	✓
Declaration of Trademark / Brand Name	✓	✓		✓	✓	✓	✓	✓
Authentication Letter	✓	✓		✓	✓	✓	✓	✓
Technical Specification	✓	✓		✓	✓	✓	✓	✓
Color brochures or color photo (minimum size 5R)	✓	✓		✓	✓	✓	✓	✓
Original User Manual	✓	✓		✓	✓	✓	✓	✓
Original Technical Manual, if relevant	✓	✓			✓	✓	✓	✓
Test report	✓	✓				✓	✓	✓
Declaration of similarity letter from Manufacturer/principal (original copy/traceable to originator)				✓	✓	✓	✓	
Official letter on the reason for Fast Track application								✓
Other related documents (Refer note 6,7,8,9,10 in Appendix)	✓	✓		✓	✓ [Applicable for Interface card only]	✓		✓
Processing and Registration fees in the sum of RM150.00 together with evaluation fees	✓	✓	✓	✓	✓	✓	✓	✓
Sample and evidence of importation documents (CoA, declaration form: K1/ K9, etc.)	✓	✓			✓	✓	✓	✓

## ANNEX F

## SUMMARY OF ITEMS REQUIRED FOR COMPLIANCE APPROVAL APPLICATION (DEVIATION OF EQUIPMENT)

Documents	Type of Deviation of Equipment						Interface Card which has obtained Compliance Approval
	Changes that affect characteristic and performance	Change in Brand (the model number remain the same)		Change in type of product category		Change of product features which involve/ not involve the change of Technical Code	
		Within the group of Company	Not within the group of Company	Not involve the change of Technical Code	Involve the change of Technical Code		
Application for Compliance Approval [Equipment Information & Specification]	✓	✓	✓	✓	✓	✓	✓
Principal/Manufacturer Information	✓	✓	✓	✓	✓	✓	✓
Declaration of Trademark/ Brand name	✓	✓	✓	✓	✓	✓	✓
Authentication Letter	✓	✓	✓	✓	✓	✓	✓
Color brochures or color photo (minimum size 5R) with supporting technical specification	✓	✓	✓	✓	✓	✓	✓
Original user manual	✓	✓	✓	✓	✓	✓	✓
Original Technical Manual, if relevant	✓	✓	✓	✓	✓	✓	✓
Related technical Checklist	✓	✓	✓	✓	✓	✓	✓
Test report	✓		✓		✓	✓	✓
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 6,7,8,9 & 10	✓	✓	✓	✓	✓	✓	✓
Sample and evidence of importation documents [CoA, Declaration form: K1/ K9, etc.]	✓	✓	✓	✓	✓	✓	✓
Evaluation fees (* Normal Evaluation fee as in eTAC/DOC/01-2)	Normal Evaluation fee	RM 300 / Application	Normal Evaluation fee	RM 100 / Application	Normal Evaluation fee	Normal Evaluation fee	RM 300 / Application
Processing and Registration fee (1 year)	RM 150 / Application						

## ANNEX G

## SUMMARY OF ITEMS REQUIRED FOR CHANGES OF PARTICULARS IN CERTIFICATE OF CONFORMITY (COC/ECOC)

Category of Change	Information required					
	Copy of CoC/eCoC	Supporting Documents from Relevant Authorities (e.g. copy of approval from ROC/ROB)	Fee	Method of Application /Request	Supporting Documents from	Sample From New Principal
1. Change of Certificate Holder's Name <ul style="list-style-type: none"> <li>ROB/ROC maintained.</li> <li>In the same entity.</li> </ul>	✓	✓	RM 50 / Certificate	Change Request Application		
2. Change of Certificate Holder's Name <ul style="list-style-type: none"> <li>ROB/ROC changed.</li> <li>New entity within group of companies.</li> </ul>	✓	✓	RM 450 / Application	New Parallel by Comparison Application		
3. Change of Certificate Holder's Name <ul style="list-style-type: none"> <li>ROB/ROC changed.</li> <li>New entity NOT within group of companies.</li> </ul>	✓	✓	Normal Evaluation Fee	New Normal Application		
4. Change of Principal's Name <ul style="list-style-type: none"> <li>New entity within group of companies.</li> </ul>	✓	✓	RM 250 / Application	New Parallel by Comparison Application	Previous Principal	✓
5. Change of Principal's Name <ul style="list-style-type: none"> <li>New entity NOT within group of companies.</li> </ul>			Normal Evaluation Fee	New Normal Application		✓
6. Change of Manufacturer's Name <ul style="list-style-type: none"> <li>Change or add.</li> </ul>	Submit change of Manufacturer information through e-ComM under Change Request module. Fee is not applicable.					
7. Change of Address or Location (of Certificate Holder)	Submit Change of Company Info through e-ComM under Change Request module. RM 50 / Application					
8. Change of Technical Code / Standard with requirement change	✓	✓	RM 450 / Application	New Parallel by Comparison Application		✓
9. Change of Technical Code / Standard without requirement change	✓	✓	RM 50 / Application	Action by SIRIM Upon		

				Request Through Email		
10. Change of Equipment's Particular New Model Name			Normal Evaluation Fee	New Normal Application		✓
11. Change of Equipment's Brand with change of Principal		✓	Normal Evaluation Fee	New Normal Application	New Principal	✓
12. Change of Equipment's Particular Brand without change of Principal	✓	✓	RM 450 / Application	New Parallel by Comparison Application	Refer Annex G	✓
13. Change of Equipment's Particular Category with change of Technical Code			Normal Evaluation Fee	New Normal Application	Refer Annex G	
14. Change of Equipment's Particular Category without change of Technical Code		✓	RM 250 / Application	Action by SIRIM Upon Request Through Email	Refer Annex G	
15. Change of Equipment's Particular Product features with / without change of Technical Code	✓	✓	Normal Evaluation Fee	New Parallel by Comparison Application	Refer Annex G	✓

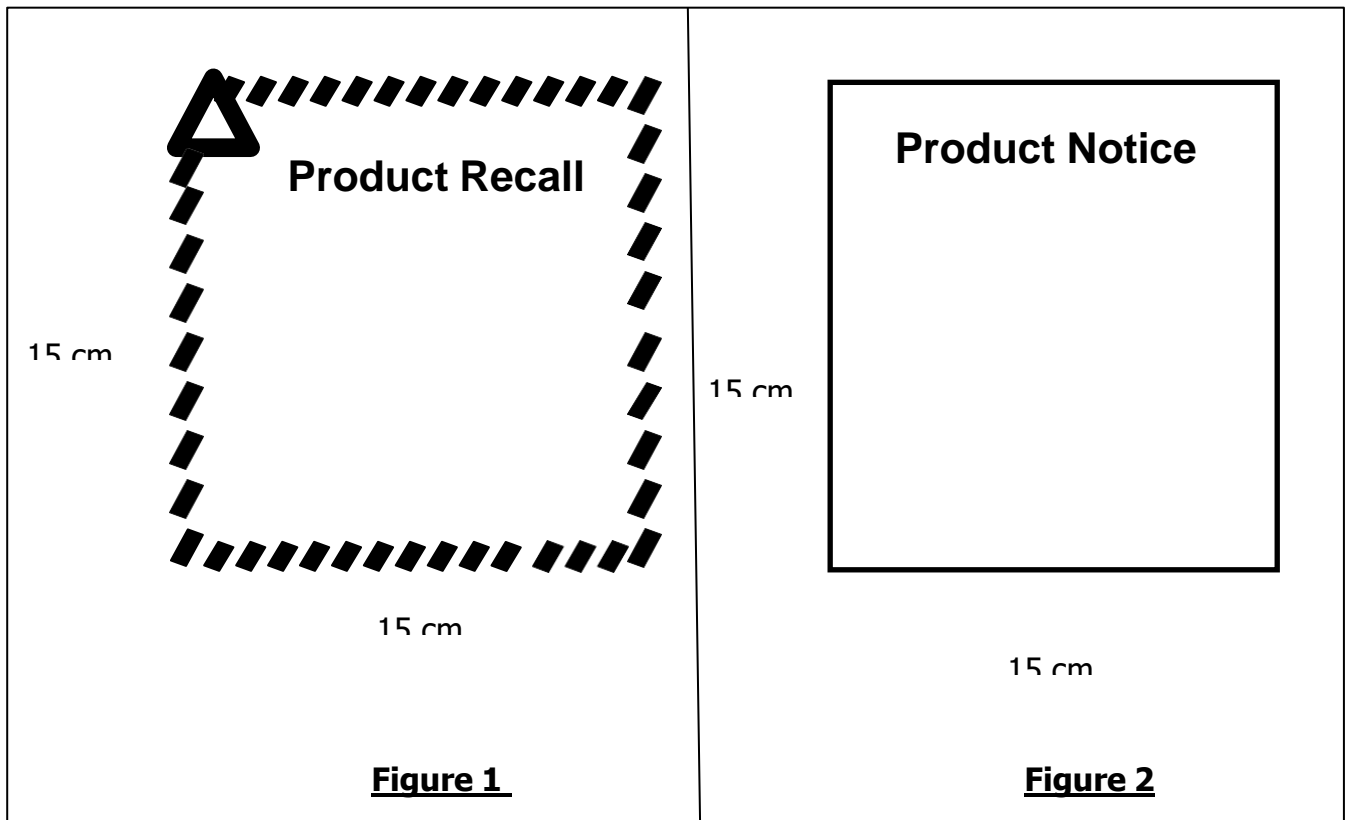


## GUIDELINE FOR ADVERTISEMENT OF PRODUCT NOTICE AND PRODUCT RECALL

NO.	DETAILS	PRODUCT RECALL NOTICE	PRODUCT NOTICE
1.	<b>Newspaper Advertisement</b> 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.	<b>Website Advertisement</b> The advertisement shall be publish in Certificate Holder's website & linked to SIRIM's Website.	✓	✓
3.	<b>Size</b> The size of the advertisement shall be not less than 15 cm x 15 cm.	✓	✓
4.	<b>Duration</b> Minima 1 day. If more days required, the advertisements shall be published consecutively.	✓	✓
5.	<b>Title</b> Include the words "Product Recall" / "Product Notice" prominently at the top of advertisement.	✓	✓
6.	<b>Information</b>		
	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 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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## ADDITIONAL REQUIREMENT FOR COMPLIANCE APPROVAL

NO	DESCRIPTION														
1.	<p><b><u>Broadcasting Equipment</u></b></p> <p>Approval is only granted to a licensed broadcaster from MCMC or its distributor with a consent letter from the licensed broadcaster.</p>														
2.	<p><b><u>DTTV broadcast service receiver</u></b></p> <p>The applicant shall complete the Product Declaration form (eCMC/FOR/06-5) prior to submission of Compliance Approval application.</p>														
3.	<p><b><u>Wireless Media Player and Set-Top Box (WMP/ STB)</u></b></p> <p>Further to the temporary freeze of all new applications for the certification of devices under the categories of Wireless Media Player and Set-Top Box (WMP/ STB) since 3<sup>rd</sup> March 2020, MCMC has found that there are still irresponsible parties who takes advantage of the MCMC/SIRIM's certification including the use of MCMC and SIRIM's corporate logos in promoting WMP/STB together with its capabilities of providing access to copyrighted contents from unauthorized sources. Therefore, MCMC has decided to impose additional requirements for the certification and importation of WMP/STB effective from 1<sup>st</sup> January 2022. In this regard, the current temporary freeze will remain effective until the new requirements are implemented.</p> <p>By 1st January 2022, new application/ renewal of approved certificate of compliance (CoC) and certificate of approval (CoA) shall be subjected to the following requirements:</p> <table border="1" data-bbox="236 1153 1385 2083"> <thead> <tr> <th data-bbox="236 1153 311 1187">No</th> <th data-bbox="311 1153 555 1187">Requirements</th> <th data-bbox="555 1153 954 1187">Conditions</th> <th data-bbox="954 1153 1385 1187">Additional Documents ***</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1187 311 1668">1.</td> <td data-bbox="311 1187 555 1668">MCMC Licensee or company with an arrangement with licensee</td> <td data-bbox="555 1187 954 1668">           a) Not allowed to sell in the open market; and            b) Must be bundled with a subscription service or a product.         </td> <td data-bbox="954 1187 1385 1668">           a) MCMC License: ASP(C), CASP(I) or CASP(C).            b) Letter from MCMC Licensee or contractual agreement on the arrangement with licensee (if applicable).            c) Certification Agreement for Compliance Approval (Type Approval) for Communication, Multimedia and Hybrid Equipment (latest version)            d) Letter of Undertaking         </td> </tr> <tr> <td data-bbox="236 1668 311 2083">2.</td> <td data-bbox="311 1668 555 2083">Manufacturer (OEM), brand owner or authorized local importer/distributor*</td> <td data-bbox="555 1668 954 2083">           a) It can only be sold by the certificate holders via their official stores or authorised resellers**; and            b) Certificate holders shall keep detailed records to ensure traceability of certified products supplied to authorized resellers.         </td> <td data-bbox="954 1668 1385 2083">           a) Trademark registration as evidence of the company as brand owner.            b) Letter from brand owner or contractual agreement on the company as an authorized local importer/distributor (if applicable).            c) Certification Agreement for Compliance Approval (Type Approval) for Communication,         </td> </tr> </tbody> </table>			No	Requirements	Conditions	Additional Documents ***	1.	MCMC Licensee or company with an arrangement with licensee	a) Not allowed to sell in the open market; and b) Must be bundled with a subscription service or a product.	a) MCMC License: ASP(C), CASP(I) or CASP(C). b) Letter from MCMC Licensee or contractual agreement on the arrangement with licensee (if applicable). c) Certification Agreement for Compliance Approval (Type Approval) for Communication, Multimedia and Hybrid Equipment (latest version) d) Letter of Undertaking	2.	Manufacturer (OEM), brand owner or authorized local importer/distributor*	a) It can only be sold by the certificate holders via their official stores or authorised resellers**; and b) Certificate holders shall keep detailed records to ensure traceability of certified products supplied to authorized resellers.	a) Trademark registration as evidence of the company as brand owner. b) Letter from brand owner or contractual agreement on the company as an authorized local importer/distributor (if applicable). c) Certification Agreement for Compliance Approval (Type Approval) for Communication,
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Apart from the above additional requirements and conditions, the CoC shall also be subjected to the following conditions:

- i) WMP/STB to be affixed with a warning notice on the offences related to access to copyrighted contents from unauthorised sources; and
- ii) The list of authorised resellers and relevant records that provide traceability of WMP/STB supplied to authorised resellers shall be made available to MCMC and/or SIRIM as and when required.

The new requirements shall be applicable to all WMP/STB that meets the following criteria:

- a) Device which is designed for connection to television and setup to the internet via Wi-Fi connectivity.
- b) Device which runs on an open-source operating system such as Android;
- c) Device which enables television to be used for browsing the internet, streaming video contents from online sources, and
- d) For consumers market (WMP/STB for digital signage/advertisement or similar applications are excluded).

**Note:**

*\*Authorised local importer/ distributor means an importer or distributor who distribute the products within the terms of the Original Equipment Manufacturer (OEM) or brand owner's contractual agreement.*

*\*\*Authorised resellers are retail outlets that sell products in physical or online stores within the terms of the Certificate Holder's contractual agreement.*

*\*\*\*Subject to further revision based on MCMC's direction*

**4. RADIO FREQUENCY IDENTIFICATION DEVICE (RFID)**

Type Approval for RFID device operating in frequency 919MHz -923MHz subjected to below requirement:

- a) Adhere to the technical requirements specified in the Technical Code MCMC MTSFB TC T007: "Specification for Short Range Devices (SRD)";
- b) Applicant shall set and lock the frequency range for Malaysia as default frequency setting for all existing and new RFID;
- c) Applicant shall indicate the frequency range for Malaysia on product specifications, user manual and product brochure. All documents submitted for certification and for distribution to consumer or buyer shall reflect this.
- d) To submit test report produced based on testing in accordance to Malaysia's frequency band 919MHz - 923MHz; and
- e) Submitting the complete "Conformity Declaration letter for RFID device".

RFID 919MHz - 923MHz classification according to MCMC MTSFB TC T007: "Specification for Short Range Devices (SRD)" :

- a) Below 2W subjected to Class Assignment.
- b) 2W to 4W subjected to Apparatus Assignment.

In the event that the test report is produced based on wide frequency band (frequency band exceeds allowable Malaysia's frequency band), a confirmatory test shall be carried

	<p>out to verify below:</p> <p>a) RF output power. b) Operating frequency.</p> <p>Confirmatory test may be carried out at the same laboratory and witnessed by SIRIM QAS International's representative or the test may be carried out at SIRIM QAS International's laboratory.</p>																						
5.	<p><b><u>CELLULAR BOOSTER</u></b></p> <p>Type Approval and Special Approval (for company only) for cellular boosters or equivalent product categories can only be applied by the following applicants:</p> <p>a) Telcos; or b) Companies that have been authorized by Telcos.</p> <p>Additional Certification Requirements are as follow:</p> <table border="1" data-bbox="233 674 1428 1120"> <thead> <tr> <th rowspan="2">No.</th> <th rowspan="2">Certification Requirements</th> <th colspan="2">Applicant</th> </tr> <tr> <th>Telcos</th> <th>Authorized Companies</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>i. Proof of Spectrum Assignment (SA) <sup>1</sup> for 900, 1800 and 2100 MHz bands <sup>2</sup>; and/or ii. Proof of Apparatus Assignment (AA) for 850, 2300 and 2600 MHz bands <sup>2</sup></td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>2</td> <td>Authorization letter by Telco</td> <td>-</td> <td>Yes</td> </tr> <tr> <td>3</td> <td>Product specification <sup>3</sup></td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>4</td> <td>Test report <sup>4</sup> according to MCMC's Technical Code or equivalent international standards</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table> <p>Note:</p> <ol style="list-style-type: none"> <li>For Spectrum Assignment, the frequency bands can be referred to MCMC's official website at <a href="https://www.mcmc.gov.my/legal/registers/cma-registers">https://www.mcmc.gov.my/legal/registers/cma-registers</a></li> <li>Frequency bands listed are not exhaustive and shall be based on MCMC's direction.</li> <li>Product Specification shall reflect the authorized SA and AA. The frequencies used shall be based on the SRSP and Spectrum Plan.</li> <li>Acceptance of test report shall be: <ol style="list-style-type: none"> <li>Issued by accredited laboratory; and</li> <li>Within 5 years from its issuance date.</li> </ol> </li> </ol>	No.	Certification Requirements	Applicant		Telcos	Authorized Companies	1	i. Proof of Spectrum Assignment (SA) <sup>1</sup> for 900, 1800 and 2100 MHz bands <sup>2</sup> ; and/or ii. Proof of Apparatus Assignment (AA) for 850, 2300 and 2600 MHz bands <sup>2</sup>	Yes	Yes	2	Authorization letter by Telco	-	Yes	3	Product specification <sup>3</sup>	Yes	Yes	4	Test report <sup>4</sup> according to MCMC's Technical Code or equivalent international standards	Yes	Yes
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