

## **Public Guide: Approval Certification of Radiocommunication Equipment and Devices in Broadcasting Business and Television Business**

**Service Agency:** Broadcasting Engineering Standard Approval Bureau, Non-Ministry Affiliated Agency

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### **Rules, Procedures and Conditions (if any) of Application Submission and Permission Consideration**

Conditions

Qualification of the Applicant

1. Being a Thai nationality natural person; or
2. Being a Juristic Person established under Thai law.
  - In the case where the Juristic Person established under Thai law or has a location in a foreign country, the applicant must be its representative who is a Thai person or a Thai Juristic Person.
3. In the case where the applicant is the manufacturer, importer or distributor of radiocommunication equipment or radiocommunication devices, the applicant must be the licensee relating to Radiocommunications Law.
4. In the case where the applicant is the manufacturer, importer, distributor or possess to trade the receiver, tools or devices for other person to use in signal receiving or conversion for use in receiving the subscription programs of the broadcasting business and television business, the applicant must be also the licensee relating to Broadcasting business and television businesses Law.

Procedures of the Application Submission

Submit the complete and valid Application (Form MorSor.02) together with supporting documentary evidence at Exim Building, L Floor, Broadcasting Technical Standard Investigation Sub-Bureau as the case may be, Broadcasting Engineering Standard Approval Bureau, Office of the NBTC, No. 1193, Exim Building, Phahon Yothin Road, Samsen Nai Sub-district, Phaya Thai District, Bangkok 10400, on Monday to Friday (except holidays specified by the Office of the NBTC) from 08.30 hrs. &ndash; 12.00 hrs. and 13.00-16.30 hrs.

Remark:

1. In the case where the applicant submits the application in person

1.1 In the case where the application and documentary evidence is correctly and completely submitted, the competent authority shall receive the said application and documentary evidence for execution following the steps and service durations prescribed in the Guide.

1.2 In the case where the application and documentary evidence are incorrectly or incompletely submitted, the competent authority shall record information and list of documents or evidence requiring additional submission, and schedule deadline requiring submission of additional documents. The competent authority and the applicant shall countersign in such record as evidence.

2. In the case where the applicant delivers the application and documentary evidence by post, Office of the NBTC shall immediately verify the completeness of the application and related documentary evidence. If they are incorrect or incomplete, the competent authority shall record information and list of documents or evidence requiring additional submission, and schedule deadline requiring submission of additional documents for acknowledgment of the applicant within the said working days. Unless in the case where documents received after 15.00 hrs., the notification shall be made within the following working day.

3. If the applicant fails to revise or provide additional documents within the prescribed deadline, the competent authority shall issue a letter for returning of such application and documentary evidence to the applicant accordingly.

4. The competent authority will not consider the application and will not start to count the operating duration until the applicant revised the application or completely provided the additional documents under the record of fault(s).

5. The duration of operating step under the Guide shall begin after completion of full verification by the officer on documents as specified in Public Guide.

6. Office of the NBTC shall notify consideration result for acknowledgement of the applicant within seven (7) days from completion date of consideration. Once the deadline is met and the consideration is still processing, the licensor shall give a written notice on the cause of delay every seven (7) days until completion of consideration.

7. The applicant shall provide a certified copy of documents submitted to Office of the NBTC as support of the application, in which the said copy is being certified by the authorized person on

every page.

**Steps, Duration and Responsible Section**

**Total Operating Duration: 5 Working Days**

<b>No.</b>	<b>Steps</b>	<b>Duration</b>	<b>Responsible Section</b>
1)	<p><b>Document Verification</b></p> <p>The supplier (entrepreneur) (person/Juristic Person) submits the application and documentation and the officer verifies the completeness and completeness of the application and supporting evidence. 1.1 In the case of completeness and completeness, the officer issues Receipt to the supplier for fee payment within 16.30 hrs. at Finance Sub-Bureau, Finance Bureau, Office of the NBTC, and notifies the supplier the consideration duration of application and documents, in first come first serve basis. 1.2 In the case of incompleteness and incompleteness, the officer notifies the supplier for acknowledgement.</p> <p>(Remark: (Broadcasting Technical Standard Investigation Sub-Bureauas the case may be, Broadcasting Engineering Standard Approval Bureau, Office of the NBTC))</p>	1 Day	Broadcasting Engineering Standard Approval Bureau
2)	<p><b>Consideration</b></p> <p>The officer considers certifying Radiocommunication equipment and devices in broadcasting business and television business (Remark: (Broadcasting Technical Standard Investigation Sub-Bureau as the case may be, Broadcasting Engineering Standard Approval</p>	3 Working Days	Broadcasting Engineering Standard Approval Bureau

No.	Steps	Duration	Responsible Section
	Bureau, Office of the NBTC))		
3)	<p><b>Signing/Resolution of the Commission</b></p> <p>The Secretary General of the NBTC, or the authorized person of the The Secretary General of the NBTC, approves and signs on the letter of certification or certificate.</p> <p>(Remark: (Broadcasting Engineering Standard Approval Bureau, Office of the NBTC.))</p>	1 Working Day	Broadcasting Engineering Standard Approval Bureau

#### List of Documents and Supporting Evidence

No.	Title of Document, Number, and Additional Details (if any)	Document Issuing Government Agency
1)	<p><b>Complete and valid Certification Service Application Form for Radiocommunication Equipment and Devices (Form MorThor. 02)</b></p> <p><b>Original document: 1</b></p> <p><b>Copy of original document: 0</b></p> <p><b>Remark -</b></p>	Office of the National Broadcasting and Telecommunications Commission
2)	<p><b>Copy of Commercial Registration Certificate or Copy of Juristic Person Registration Certificate, or Copy of Identification Card as the case may be</b></p> <p><b>Original document: 0</b></p> <p><b>Copy of original document: 1</b></p> <p><b>Remark -</b></p>	Department of Business Development
3)	<p><b>Lawful Power of Attorney (if any)</b></p> <p><b>Original document: 1</b></p> <p><b>Copy of original document: 0</b></p> <p><b>Remark -</b></p>	-
4)	<b>Catalogue and Technical Specifications of</b>	-

No.	Title of Document, Number, and Additional Details (if any)	Document Issuing Government Agency
	<b>Radiocommunication Equipment and Devices</b> <b>Original document: 1</b> <b>Copy of original document: 0</b> <b>Remark -</b>	
5)	<b>Copy of Test Report</b> <b>Original document: 0</b> <b>Copy of original document: 1 set</b> <b>Remark (according to prescribed standards)</b>	-
6)	<b>Copy of Accreditation Certificate of Laboratory Work System, and Scope of Accreditation Testing, in the case of laboratory unregistered in Laboratory Registration of Office of the NBTC</b> <b>Original document: 0</b> <b>Copy of original document: 1 set</b> <b>Remark (Based on the number of laboratories)</b>	-
7)	<b>Photographs showing Radiocommunication Equipment and Devices in all views, brands and designs/models of Radiocommunication Equipment and Devices</b> <b>Original document: 1</b> <b>Copy of original document: 0</b> <b>Remark -</b>	-

#### Fee

No.	Detail of Fee	Fee (Baht / Percent)
1)	<b>Radiocommunication Equipment and Devices in Broadcasting Business and Television Business Certificate Issuance fee (per Time per Design/Model)</b> <b>(Remark: (excluding VAT))</b>	5,000 Baht

**Form, Sample and Filling Guide**

No.	Title of Form
<i>No form, sample and Filling Guide</i>	

**Remark**

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