

## **Public Guide: Submission of Supplier's Declaration of Conformity Form**

**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.

#### Procedures of the Application Submission

Submit the complete and valid Application (Form MorSor.01) together with supporting documentary evidence:

##### Submit in person

1. For radiocommunication equipment and devices in broadcasting business and television business

Submit the complete and valid Supplier's Declaration of Conformity (SDoc) 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.

2. For telecommunication equipment and devices in telecommunications business

Submit the complete and valid Supplier's Declaration of Conformity (SDoc) together with supporting documentary evidence at Building 3, 1st Floor, Standard Certification Sub-Bureau, Telecommunications Standard and Technology Bureau, Office of the NBTC, No. 87, Phahon Yothin Alley 8 (Sai Lom) Road, Samsen Nai Sub-district, Phaya Thai District, Bangkok 10400,

on Monday to Friday (except holidays specified by Office of the NBTC) from 08.30 &ndash; 12.00 hrs. and 13.00-16.30 hrs.

Submit by post

Office of the NBTC, No. 87, Phahon Yothin Alley 8 (Sai Lom) Road, Samsen Nai Sub-district, Phaya Thai District, Bangkok 10400

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:** 3 Hours

No.	Steps	Duration	Responsible Section
1)	<p><b>Document Verification</b></p> <p>The supplier (entrepreneur) (person/Juristic Person) submits Supplier’s Declaration of Conformity Application Form for Radiocommunication equipment and devices in broadcasting, television or telecommunications businesses as the case may be.</p> <p>The officer verifies the completeness and completeness of Application Form and supporting documents.</p> <p>(Remark: (1. <i>Standard Certification Sub-Bureau, Telecommunications Standard and Technology Bureau</i></p> <p>2. <i>Technical Standard Inspection Sub-Bureau in Broadcasting Business or Television Business as the case may be, Broadcasting Engineering Standard Approval Bureau, Office of the NBTC.</i></p>	2 Hours	Office of the National Broadcasting and Telecommunications Commission

No.	Steps	Duration	Responsible Section
2)	<p><b>Consideration</b></p> <p>2.1 In the case where documents are correct and complete in consistency with prescribed standards, the officer affixes seal, specifying the date and Received No., and returns Copy of Supplier's Declaration of Conformity Form, and consideration documentation to be retained for subsequent verifiability.</p> <p>2.2 In the case where documents are inconsistent with prescribed standards, the officer returns all of the Supplier's Declaration of Conformity Form, and supporting documents.</p> <p>(Remark: (1. <i>Standard Certification Sub-Bureau, Telecommunications Standard and Technology Bureau</i></p> <p>2. <i>Technical Standard Inspection Sub-Bureau in Broadcasting Business or Television Business as the case may be, Broadcasting Engineering Standard Approval Bureau, Office of the NBTC.</i></p>	1 Hour	Office of the National Broadcasting and Telecommunications Commission

#### 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 Supplier's Declaration of Conformity Form (MorSor.03) (for radiocommunication equipment and devices in broadcasting business and television business), or complete and valid Supplier's Declaration of Conformity Form (for telecommunication equipment</b></p>	Office of the National Broadcasting and Telecommunications Commission

No.	Title of Document, Number and Additional Details (if any)	Document Issuing Government Agency
	<p>and devices in telecommunications business)</p> <p><b>Original document: 1</b></p> <p><b>Copy of original document: 0</b></p> <p><b>Remark</b> (Radiocommunication equipment and devices in broadcasting business and television business, or telecommunication equipment and devices in telecommunications business, as the case may be)</p>	
2)	<p><b>At least having the following documentary evidence: 1. Product-related information such as – Catalogue, - Technical Specifications, Photographs of Radiocommunication Equipment and Devices in all views, 2. Inspection information for confirming the conformity with technical standards or technical specifications (if any) such as - Copy of Test Report, - Copy of Approval Certificate, - Copy of Certificate of Conformity with Standards:</b></p> <p><b>Original document: 0</b></p> <p><b>Copy of original document: 1</b></p> <p><b>Remark</b> (For Radiocommunication equipment and devices in broadcasting business and television business)</p>	-
3)	<p><b>At least having the following documentary evidence: 1. Product-related information such as – Catalogue, - Technical Specifications, Photographs of Telecommunication Equipment, 2. Inspection information for confirming the conformity with technical standards or technical specifications such as - Copy of Test Report, - Copy of Approval Certificate for Telecommunication Equipment and Related Devices.</b></p> <p><b>Original document: 0</b></p>	-

No.	Title of Document, Number and Additional Details (if any)	Document Issuing Government Agency
	<b>Copy of original document: 1</b> <b>Remark</b> (For telecommunication Radiocommunication equipment and devices))	
4)	<b>Juristic Person Certificate</b> <b>Original document: 0</b> <b>Copy of original document: 1</b> <b>Remark -</b>	Office of the Secretary, Department of Business Development
5)	<b>Identification Card</b> <b>Original document: 0</b> <b>Copy of original document: 1</b> <b>Remark -</b>	Department of Provincial Administration
6)	<b>Copy of House Registration</b> <b>Original document: 0</b> <b>Copy of original document: 1</b> <b>Remark -</b>	Department of Provincial Administration
7)	<b>- Lawful Power of Attorney (if any)</b> <b>Original document: 1</b> <b>Copy of original document: 0</b> <b>Remark</b> (For Radiocommunication equipment and devices in broadcasting business and television business)	-
8)	<b>- Lawful Power of Attorney (if any), Copy of Accreditation Certificate of Laboratory Work System and Scope of Accredited Testing, in the case of laboratory unregistered in Laboratory Registration of Office of the NBTC (if any)</b> <b>Original document: 1</b> <b>Copy of original document: 1</b> <b>Remark</b> (For telecommunication Radiocommunication equipment and devices))	-

No.	Title of Document, Number and Additional Details (if any)	Document Issuing Government Agency
9)	<b>Declaration of Conformity (DoC) Form in accordance with Standard of Human Health Safety from Use of Radiocommunication Equipment, and necessary documentary evidence (if submission is required)</b> <b>Original document: 1</b> <b>Copy of original document: 1</b> <b>Remark</b> (For telecommunication equipment, and devices in telecommunications business)	-

**Fee**

No.	Detail of Fee	Fee (Baht / Percent)
1)	<b>No fee payment</b> (Remark: -)	0 Baht

**Form, Sample and Filling Guide**

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

**Remark**

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