

Public Guide: Permission for Self-Issuance of Standard Inspection and Certification Mark
Service Agency: Broadcasting Engineering Standard Approval Bureau, Non-Ministry Affiliated Agency

Rule, Procedure and Condition (if any) of Application Submission and Permission

Consideration

Principle and Rationale

With reference to the Notification of the National Telecommunications Commission on Standard Inspection and Certification of Telecommunication Equipment and Devices in Clause 29, it prescribes that the supplier (entrepreneur) can issue standard inspection and certification mark by itself upon permission of the Commission. With reference to the Meeting of the National Telecommunications Commission No. 31/2008 on 28 August 2008, the Meeting approved the rules, procedures and conditions of permission on self-issuance of standard investigation and certification mark, and approved The Secretary General of the NBTC to have power to consider permitting the supplier (entrepreneur) for self-issuance of the standard inspection and certification mark. In the case of the complete documentary evidence and compliance with such rules, procedures and conditions, the Notification of Office of the National Telecommunications Commission on Supporting Rules, Procedures and Conditions of Permission on Self-Issuance of Standard Inspection and Certification Mark, and the Notification of the Royal Thai Government Gazette on 30 October 2008.

According to request for permission on self-issuance of standard inspection and certification, the applicant shall be the supplier (entrepreneur) (meaning the manufacturer, distributor or importer) with accountability on telecommunication equipment and devices being submitted to request for mark issuance.

Conditions of the Application Submission

1. Qualification of the Applicant

- 1.1 Being a Juristic Person established under Thai law.
- 1.2 Being a supplier (entrepreneur) with accountability under the law on telecommunication equipment and devices of which their standard has already been inspected and certified, under intention of self-issuance of standard inspection and certification mark. The supplier (entrepreneur) shall have any of the following qualifications.

- Being the owner of product (manufacturer).
- Being the owner of trademark or brand name.
- Being branch company in Thailand.
- Being the authorized to manufacture, trade or sell from the manufacturer in foreign country (authorized dealer).

1.3 Acquiring Supplier Code issued by Office of the NBTC.

1.4 Correctly acquiring License under Radiocommunications Law.

2. Permission condition shall be in accordance with the Notification of the Office of the National Telecommunications Commission on Supporting Rules, Procedures and Conditions of Permission on Self-Issuance of Standard Inspection and Certification Mark.

Procedures of the Application Submission

1. The applicant shall submit letter of intent signed by the authorized person who acts on behalf of the Juristic Person, together with documentary evidence or essential information required for consideration support, to Office of the NBTC.

2. The applicant may apply for permission in person or by post.

3. The place of document delivery: 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 the Office of the NBTC) from 08.30 hrs. – 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: 23 Working Days

No.	Step	Duration	Responsible Section
1)	Document Verification	1 Day	Office of the

No.	Step	Duration	Responsible Section
	<p>The officer verifies the completeness and completeness of documentary evidence. (Remark: (Broadcasting Engineering Standard Approval Bureau (RorSor.)/Telecommunications Standard and Technology Bureau (ThorThor.), Office of the NBTC))</p>		National Broadcasting and Telecommunications Commission
2)	<p>Consideration The officer considers documentary evidence of permission for self-issuance of mark indicating standard inspection and certification. (Remark: (Broadcasting Engineering Standard Approval Bureau (RorSor.)/Telecommunications Standard and Technology Bureau (ThorThor.), Office of the NBTC))</p>	17 Working Days	Office of the National Broadcasting and Telecommunications Commission
3)	<p>Consideration The officer prepares the record together with the letter of acknowledgement to the applicant, and proposes to The Secretary General of the NBTC for consideration. (Remark: (Broadcasting Engineering Standard Approval Bureau (RorSor.)/Telecommunications Standard and Technology Bureau (ThorThor.), Office of the NBTC))</p>	2 Working Days	Office of the National Broadcasting and Telecommunications Commission
4)	<p>Signing/Resolution of the Commission The Secretary General of the NBTC or the authorized person of The Secretary General of the NBTC approves and signs on the Permit / Letter for Self-Issuance of Standard Inspection and Certification Mark</p>	3 Working Days	Office of the National Broadcasting and Telecommunications Commission

No.	Step	Duration	Responsible Section
	(Remark: -)		

List of Documents and Supporting Evidence

No.	Title of Document, Number, and Additional Details (if any)	Document Issuing Government Agency
1)	<p>Permission Request Notice</p> <p>Original document: 1</p> <p>Copy of original document: 0</p> <p>Remark -</p>	-
2)	<p>Juristic Person Certificate</p> <p>Original document: 0</p> <p>Copy of original document: 1</p> <p>Remark (the validity is not more than 90 days.)</p>	Department of Business Development
3)	<p>In the case of authorization for representation, there shall be Power of Attorney for representation on behalf of the Juristic Person and Copy of Identification Card of the Principal and the Attorney.</p> <p>Original document: 1</p> <p>Copy of original document: 0</p> <p>Remark -</p>	-
4)	<p>Evidence showing the person with accountability in accordance with laws on telecommunication equipment, radiocommunication equipment and devices of which their standard has already been inspected and certified under intention of self-issuance of mark indicating standard inspection and certification. The said person shall have any of the following qualifications: 1) being the owner (manufacturer) of product, 2) being the owner of trademark or brand name, 3) being the branc</p>	-

No.	Title of Document, Number, and Additional Details (if any)	Document Issuing Government Agency
	<p>company in Thailand, 4) being the licensee of the right to manufacture, trade or sell from the manufacturer in foreign country (authorized dealer).</p> <p>Original document: 1</p> <p>Copy of original document: 0</p> <p>Remark -</p>	
5)	<p>Copy of Supplier Code Card</p> <p>Original document: 0</p> <p>Copy of original document: 1</p> <p>Remark -</p>	Office of the National Broadcasting and Telecommunications Commission
6)	<p>Copy of License for trading of Radiocommunication equipment</p> <p>Original document: 0</p> <p>Copy of original document: 1</p> <p>Remark -</p>	Office of the National Broadcasting and Telecommunications Commission
7)	<p>Supporting details of submission for permission request includes: 1) marking request duration, 2) forecast of mark issuance, 3) position requested for marking, 4) sample of mark issuance format</p> <p>Original document: 1</p> <p>Copy of original document: 0</p> <p>Remark -</p>	-

Fee

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

Form, Sample and Filling Guide

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

Remark