**Official Company Letterhead**

Ref No. :

Date :

Head / Senior Director

Technology and Standards Division

**Malaysian Communications and Multimedia Commission (MCMC)**

MCMC Tower 1, Jalan Impact, Cyber 6

63000 Cyberjaya

Selangor

Fax: 03-8688 1005

Dear Sir,

**SPECIAL APPROVAL APPLICATION FOR XXXXXXXXX [TYPE OF EQUIPMENT]**

We refer to the above matter.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Company Name]** would like to import \_\_\_\_\_\_\_\_\_\_\_\_\_ **[Type of Equipment]** under the provision of Special Approval for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Purpose of the Equipment]**.

3. The details of the \_\_\_\_\_\_\_\_\_\_\_\_\_ [Type of Equipment] for the Special Approval application under the Communications and Multimedia (Technical Standards) Regulation 2000 are listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Communications Equipment | Quantity | Frequency | Maximum Output Power |
| 1. | **Brand:**  **Model:** |  |  |  |
| 2. | **Brand:**  **Model:** |  |  |  |
| 3. | **Brand:**  **Model:** |  |  |  |

…2/-

4. Together with this application letter, attached herewith the special approval application form, checklist and other documents as part of approval requirement by MCMC.

5. Your consideration to our request is greatly appreciated.

Thank You

Yours Sincerely,

……………………………………….

[Name]

[Position]

[Company]