



**Suruhanjaya Komunikasi dan Multimedia Malaysia**  
 Malaysian Communications and Multimedia Commission

### CHECKLIST – CERTIFYING AGENCY APPLICATION

| Required Information   | Information Provided by Applicant  |
|--|--|
| <b>1. Application Information</b>  |  |
| a) Applicant name and address  |  |
| b) Contact persons   |  |
| c) Registered date (Form 8/9)  |  |
| d) Paid up capital (Form 24)   |  |
| <b>2. Application for registration</b>   |  |
| a) Paid prescribed fee   |  |
| b) Working capital and technical capabilities that is sufficiently reasonable to carry on and operates as a certifying agency for the categories of registration   | 1. Total paid-up capital<br>2. Overview of technical capabilities including: <ul style="list-style-type: none"> <li>a. List of certification personnel including qualification and experience</li> <li>b. List of facilities to support the certification program (training facilities, computer systems etc.)</li> </ul>  |
| c) Track record as a competent certifying agency or evidence to show that despite the lack of record, applicant have the necessary knowledge, skill and expertise to carry on or operate a certification program |  |
| d) Certification program for each category applied and skilled personnel, which fulfils the requirements under the regulations   | 1. Documents and procedures describing the certification program according to: <ul style="list-style-type: none"> <li>a. Communications and Multimedia (Technical Standards) Regulations 2000; and</li> <li>b. ISO/IEC 17065 (for categories of communications equipment); or</li> <li>c. International Convention Standard of Training, Certification and Watchkeeping 1978 (for categories of radio operators (GOC/ROC)); or</li> <li>d. Any other relevant national or international standard to support the certification program (for other categories).</li> </ul> 2. Summary of documents and procedures mapped to the requirements of the relevant regulations, convention and standards above |

| Required Information   | Information Provided by Applicant |
|--|-----------------------------------|
| <b>3. Categories of registration</b>   |                                   |
| a) Categories applied  |                                   |
| <b>4. Certification program</b>  |                                   |
| a) Control of the certification mark or label, certificate or other indicator of compliance                                      |                                   |
| b) Periodic monitoring and testing of the equipment  |                                   |
| c) Quality control and quality assurance requirements  |                                   |
| d) Procedure to review and re-established certification status when revisions are made to standards, policies and procedures     |                                   |
| e) Recording and reporting systems which demonstrate that procedures have been fulfilled   |                                   |
| f) Procedure for the resolution of disputes between the persons who apply for certification and the registered certifying agency |                                   |
| g) Other documents and procedures that may be required according to the relevant convention and standards as specified in 2d)    |                                   |
| <b>5. Complies with other requirements</b> (Please attach the requested info/document)   |                                   |
| a) Organization chart  |                                   |
| b) Certificate of Incorporation (Form 8 or Form 9)   |                                   |
| c) Return of Allotment of Shares (Form 24)   |                                   |
| d) Notice of Situation and Registered Office and Office Hours and Particulars of Changes (Form 44)                               |                                   |
| e) Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars (Form 49)             |                                   |

| <b>Required Information</b>   | <b>Information Provided by Applicant</b> |
|---|--|
| f) Latest audited accounts, memorandum and articles of association  |  |
| g) Corporate information  |  |
| h) Certificate of accreditation or certification from relevant authorities and/or recognised bodies (if any)      |  |
| i) Detailed 5-year business plan as a certifying agency which includes the assessment of the current market needs |  |