



Suruhanjaya Komunikasi dan Multimedia Malaysia
Malaysian Communications and Multimedia Commission

MCMC Tower 1, Jalan Impact, Cyber 6, 63000 Cyberjaya, Selangor, MALAYSIA
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CERTIFYING AGENCY APPLICATION FORM

Organisation Name			
Company No.			
Registered Office			Postcode
Principle Place of Business			Postcode
Telephone No.		Fax No.	
E-mail			
Contact Person			
Designation			
Address if different from above			Postcode
Telephone No.		Fax No.	
E-mail			

CATEGORIES OF REGISTRATION (Mark appropriate boxes)

<p>1. COMMUNICATIONS EQUIPMENT</p> <p>a) <input type="checkbox"/> Electrical safety</p> <p>b) <input type="checkbox"/> Electromagnetic immunity and compatibility of the following frequency bands: i) below 30 kHz ii) between 26 kHz and 1,300 MHz iii) above 1,300 MHz</p> <p>c) <input type="checkbox"/> Network interoperability for: i) public switched and cellular telephony networks; ii) data networks; and iii) software.</p> <p>d) <input type="checkbox"/> Wireless for the following frequency bands i) below 30 kHz; ii) between 26 kHz and 1,300 MHz; and iii) above 1,300 MHz</p> <p>e) <input type="checkbox"/> Light wave apparatus</p> <p>f) <input type="checkbox"/> Cabling and accessories primarily utilizing the following propagation methods: i) waveguide type cable; ii) optical-based cable; and iii) other cables including copper and aluminium.</p> <p>2. DESIGNATED SKILL AREAS</p> <p>a) <input type="checkbox"/> Radio Operator - First Class Radio Electronic Certificate</p> <p>b) <input type="checkbox"/> Radio Operator - Second Class Radio Electronic Certificate</p>	<p>c) <input type="checkbox"/> Radio operator - General Operator's Certificate</p> <p>d) <input type="checkbox"/> Radio operator - Restricted Operator's Certificate</p> <p>e) <input type="checkbox"/> Radio operator - Amateur Radio Operator's Certificate (Class A & B)</p> <p>f) <input type="checkbox"/> Cabling provider - copper pair for customer's premises (installation, jointing, testing and maintenance)</p> <p>g) <input type="checkbox"/> Cabling provider - coaxial cable - for customer's premises (installation, jointing, testing and maintenance)</p> <p>h) <input type="checkbox"/> Cabling provider - fiber optic for customer's premises (installation, jointing, testing and maintenance)</p> <p>i) <input type="checkbox"/> Cabling provider - cabling network design for customer's premises</p> <p>j) <input type="checkbox"/> Cabling provider - copper pair for network (aerial and underground installation, jointing, testing and maintenance)</p> <p>k) <input type="checkbox"/> Cabling provider - coaxial cable for network (aerial and underground installation, jointing, testing and maintenance)</p> <p>l) <input type="checkbox"/> Cabling provider - fiber optic for network (installation, jointing, testing and maintenance)</p> <p>m) <input type="checkbox"/> Cabling provider - cabling network design for network</p> <p>n) <input type="checkbox"/> Communications equipment – for radio equipment (installation, testing and maintenance)</p> <p>o) <input type="checkbox"/> Communications equipment – for non-radio equipment (installation, testing and maintenance)</p> <p>p) <input type="checkbox"/> Communications equipment – for radio network facility design</p> <p>q) <input type="checkbox"/> Communications equipment – for non-radio network facility design</p>
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APPLICATION PERIOD

I would like to apply to be registered as a certifying agency for the above selected categories of registration for a period of _____ year/s.
(Please include a sufficient prescribed fees as detailed on page 4)

DETAILS OF ORGANISATION

Name and position (Director level) of person authorising this application			
Name			
Position			
Name and address of parent organisation			
Name			
Address			
		Postcode	
Telephone No.		Fax No.	
E-mail			

Information about ownership (please tick the appropriate box)

- Owned by an individual
- Owned by a private company/partnership
- Owned by a public body/nationalised industry
- Others: _____
(please describe)
- Part of an academic institution
- Part of a learning/technical institution
- Owned by public limited company

Details of shareholders

Main activities of your organisation

Main activities of the parent organisation

Ultimate beneficial shareholders (if applicable)

DETAILS OF KEY PERSONNEL

Technical Manager for organisation	
Name	
Qualification	
Relevant Experience	
Quality Manager for organisation	
Name	
Qualification	
Relevant Experience	

Total number of personnel employed by your organisation _____

Number of technical staff / lecturers / examiners based at Headquarters and branches

Location	No of technical staff / lecturers / examiners

DECLARATION

I declare that the information given in this form is correct to the best of my knowledge and belief.

Signature : _____ Date _____

Name : _____

Organisation Stamp:

REQUIREMENTS FOR APPLYING AS A CERTIFYING AGENCY

Qualification requirements

1. A person who wishes to apply for registration as a certifying agency must be either of the following:
 - (a) a body corporate incorporated in Malaysia;
 - (b) a body registered by the Registrar of Societies under the Societies Act 1966 [Act 335]
 - (c) a Government department or agency; or
 - (d) a foreign agency which has established a local agent for service of process in Malaysia-
 - i) that is registered, licensed or otherwise authorised by the relevant authority in that other country to carry on or operate as a certifying agency for technical standards or proficiencies in that country; or
 - ii) that is in a country that has arrangements with Malaysia for the recognition of certifying agencies for the purpose of certifying compliance with the other country's standards or proficiencies.

2. The prescribed fees chargeable by the Commission for the purposes of a Certifying Agency is as following:

Particulars	Fee (RM)
Registration fee per category per year for categories of communications equipment	2,000.00
Registration fee per category per year for categories of designated skill areas	2,000.00
Registration fee for subsequent applications made within 18 months of the previous application	1,000.00
Annual/renewal of registration per category (maximum term for registration is 5 years)	2,000.00
Processing fee (for new application) per application	2,000.00
Issuance/reissuance of certificate of registration	N/A

Notes:

- Only processing fee (for new application) is required to be submitted together with the application form.
- Registration fee will only be required after the application is approved.

3. To enclose together:
 - a) Corporate information;
 - b) Organisation chart;
 - c) Certificate of Incorporation (Forms 8 or 9);
 - d) Return on Allotment of Shares (Form 24);
 - e) Notice of Situation and Registered Office and Office Hours and Particulars of Changes (Form 44) or Notification of Change in the Registered Address under Companies Act 2016 (Section 46(3));
 - f) Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars (Form 49);
 - g) Latest audited accounts, memorandum and articles of association;
 - h) Information on organisation's technical capability including track record, necessary knowledge, skills and expertise to carry on or operate as a certifying agency;
 - i) List of certification personnel including qualification and experience;
 - j) List of facilities to support the certification program (training facilities, computer systems etc.);
 - k) Certificate of accreditation or certification from relevant authorities and/or recognised bodies (if any);
 - l) Documents and procedures describing the certification program according to:
 - a. Communications and Multimedia (Technical Standards) Regulations 2000; and
 - b. ISO/IEC 17065 (for categories of communications equipment); or
 - c. International Convention Standard of Training, Certification and Watchkeeping 1978 (for categories of radio operators (GOC/ROC)); or
 - d. Any other relevant national or international standard to support the certification program (for other categories);
 - m) Summary of documents and procedures mapped to the requirements of the relevant regulations, convention and standards above; and
 - n) Detailed 5-year business plan as a certifying agency which includes the assessment of the current market needs.

Application for registration

1. A person qualified above may apply in writing to the Commission by filling-in the application form to be registered as a certifying agency for one or more categories of registration, together with any information and documents to substantiate the application.
2. Each application must be accompanied with the prescribed fee as described in the table above.
3. The applicant must have the working capital and the technical capability that is reasonably sufficient to enable to carry on or operate as a certifying agency for the category of registration.
4. The applicant must have a proven track record as a competent certifying agency or evidence to show that despite the lack of a track record the applicant has the necessary knowledge, skill and expertise to carry on or operate a certification program.
5. The applicant must have a certification program and skilled personnel which fulfils the requirements under the Communications and Multimedia (Technical Standards) Regulations 2000. The certification program must be included together with the application.
6. The applicant must comply with such other requirements as the Commission may decide.

Notes:

- If the space is insufficient to provide the information, please use separate sheet of paper, indicating clearly the parts to which the information refers. Any attachment should be initialled by the signatory to this application.
- Print clearly - illegible, unclear or incomplete application forms may delay processing.