Spectrum Management and Telecommunications

Radio Standards Procedure

Certification of Radio Apparatus
Preface

The Radio Standards Procedure for Certification of Radio Apparatus (RSP-100 Issue 10), sets out the requirements for certification of radio apparatus and broadcasting equipment. This document must be used in conjunction with Radio Standards Specifications (RSSs) related to the type of radio apparatus for which certification is sought.

This document will come into force upon publication on the Industry Canada website.

List of Changes:

(1) Issue 10 of RSP-100 has been entirely modified. There are numerous changes to the content including the numbering of sections. Consequently, all changes may not be captured in this list.

(2) Sections 2.3, 2.4, 3, 4, and 7 have been added to RSP-100, Issue 10; they were previously in RSS-Gen, Issue 3.

Inquiries concerning the procedure for equipment certification should be directed to:

Industry Canada
Certification and Engineering Bureau
P.O. Box 11490, Station H
3701 Carling Avenue (Building 94)
Ottawa, Ontario K2H 8S2
Attention: Manager, Equipment Certification
Email: certification.bureau@ic.gc.ca

Inquiries concerning the procedure for licensing of certified equipment should be directed to:

Industry Canada
Spectrum Management Operations Branch
JETN, 235 Queen Street
Ottawa, Ontario K1A 0H5
Attention: Spectrum Management Operations
Email: spectrum_pubs@ic.gc.ca
Inquiries concerning regulatory radio standards (RSS) should be directed to:

Industry Canada
Engineering, Planning and Standards Branch
Attention: Regulatory Standards
JETN, 235 Queen Street
Ottawa, Ontario K1A 0H5
Email: res.nmr@ic.gc.ca


Issued under the authority of
The Minister of Industry

Daniel Duguay
Acting Director General
Engineering, Planning and Standards Branch
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1. **Scope**

The Radio Standards Procedure for Certification of Radio Apparatus — RSP-100, Issue 10 — sets out the requirements for certification of radio apparatus and broadcasting equipment. RSP-100 does not apply to interference-causing equipment covered under the ICES series of standards.

1.1 **Content of Application**

The application for equipment certification shall be prepared and submitted in accordance with this procedure document — RSP-100, *Procedure for Certification of Radio Apparatus* — which describes the radio equipment\(^1\) certification process.

The contents of the application package submitted for equipment certification must contain the requirements found in this procedure, including a cover letter describing the certification service being applied for, the intent and use of the radio model. Based on the type of certification service, a test report meeting the requirements of RSS-Gen substitute — *General Requirements for Compliance of Radio Apparatus* — shall be included.

2. **Equipment Certification Requirements**

Radio apparatus subject to an RSS or a BETS standard, included in the Category I Equipment Standards List\(^2\), requires equipment certification.

2.1 **Required Canadian Representative**

The applicant must provide, in writing, the identity of a company representative in Canada who is responsible for all enquiries. The Canadian representative shall also be responsible for providing audit samples at no charge to Industry Canada and the Applicant-Canadian representative agreement must be valid for as long as the applicant products are offered on the Canadian market.

2.2 **Categories of Radio Equipment**

Radio apparatus are classified into two categories, Category I equipment and Category II equipment.

**Category I Equipment**

This procedure applies to Category I equipment which comprises radio apparatus for which a technical acceptance certificate (TAC) is required pursuant to subsections 4(2) of the *Radiocommunication Act* and 21(1) of the *Radiocommunication Regulations*. A TAC may be issued by the Certification and

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1 “equipment” means radio apparatus.

Certification of Radio Apparatus

Engineering Bureau of Industry Canada (the Bureau) or a certificate may be issued by a recognized Certification Body (CB).\(^3\)

**Category II Equipment**

Category II equipment\(^4\) comprises radio apparatus for which standards have been prescribed, but for which a TAC is not required and will not be issued. Category II equipment is certification exempt. Therefore, a TAC from Industry Canada or a certificate from a CB is not required, pursuant to subsection 4(3) of the *Radiocommunication Act*. The manufacturer and / or importer shall ensure compliance with all applicable procedures and standards for Category II equipment are met. Please note that an application for Category II equipment is not necessary and will not be accepted.

2.3 **Radio Equipment Certification and Terminal Equipment Registration**

Radio apparatus that is designed to connect to the public switched network must comply with the applicable RSS and CS-03 standards. In addition to the requirements in RSP-100, terminal equipment registration is also required in accordance with DC-01 - *Procedure for Declaration of Conformity and Registration of Terminal Equipment*.

2.4 **Listed Requirements in the Radio Equipment List (REL)**

Category I radio apparatus shall be listed in Industry Canada’s *Radio Equipment List (REL)* database. The following requirements shall be met:

(i) The Category I equipment model must be certified; and

(ii) Industry Canada’s Certification and Engineering Bureau must have received all the required information demonstrating compliance with this procedure (RSP-100).

No person shall distribute, sell, offer for sale or lease a Category I radio apparatus in Canada unless it is listed on the Industry Canada REL. Subsequent to an equipment model receiving certification, the Category I radio apparatus shall be listed in the Industry Canada REL database; otherwise, the equipment model is deemed uncertified.

2.5 **RSS-Gen Compliance**

Except where otherwise specified in the applicable RSS standard, radio apparatus shall comply with the specifications and methods prescribed in RSS-Gen, *General Requirements for Compliance of Radio*

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\(^3\) The subject of a certificate issued by a foreign certification body that is designated under an international agreement, convention or treaty to which Canada is party and that is recognized by Canada under that agreement, convention or treaty as competent to certify equipment, to the effect that the equipment complies with the applicable standards; or the subject of a certificate issued by a Canadian Certification Body that meets the requirements set out in requirements for Certification Bodies, as amended from time to time, published by Industry Canada, to the effect that the equipment complies with the applicable standards.

\(^4\) See *Radiocommunication Regulations (SOR/96-484)* - December 11, 2011
Certification of Radio Apparatus in addition to the requirements in this procedure (RSP-100).

2.6 Exposure of Humans to RF Fields (RSS-102)

Category I and Category II equipment shall comply with the applicable requirements of RSS-102 Radio Frequency (RF) Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands).

2.6.1 Radiocommunication Antenna Systems

Some equipment will require the use of an external antenna system and supporting structure. The Minister has established as a standard that all antennas, masts, towers or other antenna supporting structures are required to comply with the terms of CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems. This section is for information only and is not a requirement for equipment certification.

2.7 Licence-Exempt Radio Apparatus

Certain types of radio apparatus are permitted to operate without licensing from Industry Canada. These are typically low-output power devices that are intended primarily for consumer or commercial applications.

Licence-exempt (unlicensed) radio apparatus share spectrum with licensed radio services and must operate on a no-interference, no-protection basis in relation to all other radio systems. Licence-exempt radio apparatus may not cause radio interference to, and cannot claim protection from interference caused by, licensed radio services.

2.8 Licensing of Radio Apparatus

Many types of radio apparatus require a radio licence issued by Industry Canada, which sets the terms and conditions under which the radio apparatus may be operated.

Ordinarily, radio apparatus subject to licensing is classified as Category I equipment (requiring equipment certification under an RSS), and certification must be obtained before the equipment is eligible to be licensed. Whether a type of radio apparatus is subject to licensing is stated in the applicable RSS.

Inquiries concerning licensing requirements should be directed to Industry Canada Spectrum Management Operations Branch via email, spectrum_pubs@ic.gc.ca.
3. **Labelling Requirements**

The manufacturer, importer or distributor shall meet the labelling requirements set out in this section and in Notice 2014 – DRS1003 for electronic labelling for every unit:

(i) prior to marketing in Canada, for devices manufactured in Canada and
(ii) prior to importation into Canada, for imported devices.

The label for the radio apparatus represents the manufacturer’s or importer’s compliance to Industry Canada regulatory requirements.

3.1 **Labelling of Certified Equipment Apparatus**

Every unit of Category I radio apparatus certified for marketing and use in Canada shall bear a label identified by a unique combination of a model number and a certification number, which are assigned as described below in this section. This label shall be permanently affixed to the device or displayed electronically and its text must be clearly legible. If the dimensions of the device are too small or if it is not practical to place the label on the device and electronic labelling has not been implemented, the label shall be, upon agreement with Industry Canada, placed in a prominent location in the user manual supplied with the device. The user manual may be in an electronic format and must be readily available. The model number is assigned by the applicant and shall be unique to each model of radio apparatus. The model number shall be clearly indicated by a prefix such as “Model:”. The word "Model" may be abbreviated; for example, the model number displayed on the label and preceded by the text “M / N:”, or equivalent, is acceptable.

The certification number is made up of a Company Number (CN), assigned by Industry Canada’s Certification and Engineering Bureau, followed by the Unique Product Number (UPN) assigned by the applicant.

The certification number shall appear as follows:

IC: XXXXXX-YYYYYYYYYYY

where:

- XXXXXX is the Company Number (CN) assigned by Industry Canada, made up of 6 alphanumeric characters (A-Z, 0-9) at most, including a letter at the end of the CN to distinguish between different addresses for the same company;

- YYYYYYYYYYYYY is the Unique Product Number (UPN) assigned by the applicant, made up of 11 alphanumeric characters (A-Z, 0-9) at most; and

- XXXXXX-YY YYYY YYYY YYYY is the certification number.

The letters “IC” (Industry Canada) indicate that this is an Industry Canada certification number, but they are not part of the certification number.

Permitted alphanumeric characters used in the CN and UPN are limited to capital letters (A-Z) and
Example: A company has been assigned a CN of “21A” and wishes to use a UPN of “WILAN3” for one of its products. The full Industry Canada certification number of this product would thus be: IC: 21A-WILAN3.

The use of symbols to represent characters in the certification number or the model number that are to be considered indeterminate (“wildcard” characters) is not permitted.

Example: In the hypothetical model number 47XP-820K/A21XX, a manufacturer wishes to use the characters “XX” as wildcards to indicate that these two characters in the model number are not fixed but represent a range of characters decided by the manufacturer. This practice is not permitted. However, this same sequence of symbols can be used as a valid model number, if it identifies a single equipment model.

3.2 Required Notices to the User

Radio apparatus shall comply with the requirements to include required notices and / or statements to the user of the equipment with each unit of the equipment model offered for sale.

The required notices are specified in the RSS documents applicable to the equipment model. These notices are required to be shown in a conspicuous location in the user manual for the equipment, or to be displayed on the equipment model. If more than one notice is required, the equipment model(s) to which each notice pertains should be identified. Suppliers of radio apparatus shall provide the notices and / or statements in both English and French. Variable formats are acceptable for providing the notices (i.e., in paper form, CD, DVD, or insert with download link on the company’s website).

In cases where the applicant has not completed the requirement in this section at the time of equipment certification, the applicant may provide a declaration in writing that the user notices and / or statements to the user of the equipment will be in both English and French at the time each unit of equipment model is offered for sale and / or lease in Canada.

4. Certification Services

The following sections have been prepared to assist the applicant when applying for equipment certification services.

4.1 Single New Certification

Single certification may be granted to radio equipment provided that the equipment model is assigned a unique model number by the manufacturer and certification has never been granted for that model.
The following information must be submitted:

- a completed and signed original copy of Annex A – Application and Agreement for Certification Services;

- a covering letter explaining the type of certification services requested and a brief description of the radio equipment;

- a completed and signed copy of Annex B – Test Report Cover Sheet;

- a detailed test report meeting the technical requirements of the applicable Radio Standards Specification (RSS);

- a completed and signed copy of Annex A and B or C of RSS-102 — Radio Frequency Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands);

- photographs (internal and external) and product literature for the new model;

- schematic diagrams and block diagrams; and

- a drawing, sample or illustration of the product label.

4.2 Family Certification

Family certification (multiple models) may be granted to many models of radio equipment that are electrically identical, provided that each model is assigned a unique model number by the manufacturer.

Equipment is considered electrically identical if no changes are made to equipment that has been certified or if the changes made to the equipment qualify as Class 1 permissive changes (see Section 5.2).

(1) New Family Certification — If family certification is requested and none of the models in the family has ever been certified, the following information shall be provided:

- the information required for a new certification;
- a list of all model numbers;
- a statement of the similarities and differences among all model numbers; and
- a brief statement as to why the products should qualify for family approval.

(2) Family to a Previously Certified Model — If family certification is requested and at least one model in the family has been certified, the following information shall be submitted:

- the model number and the previous certification number of the approved equipment;
- a detailed description of the differences between the new device and the previously-certified device, with particular emphasis on the radio frequency and RF output power, the radio frequency circuitry; and functional capabilities;
• a completed and signed copy of Annex A. If more than one model is to be approved, the additional models may be shown on an attached list;
• a completed and signed copy of Annex B and, if applicable (when a new model’s circuit design is not identical to a previously-certified model), a detailed test report meeting the technical requirements of the applicable Radio Standards Specification (RSS);
• a completed and signed copy of Annex A and either Annex B or Annex C of RSS-102;
• photographs (internal and external) and product literature if the new model’s (or models’s) internal or external appearance differ(s) from the previously certified models;
• a drawing, sample or illustration of the product label, if this does not appear among the photos and product literature (see previously bullet); and
• a brief statement as to why the new product should qualify for family approval. This statement must be augmented with schematic diagrams and block diagrams. If modifications have been made to the circuitry, a test report verifying affected parameters may be required.

4.3 Multiple Listing

Multiple listing of a certified model is required when a manufacturer or distributor wishes to list under its name and unique model number certified equipment of an original equipment manufacturer (OEM).

A model of equipment may be multiple-listed to other manufacturers or distributors based upon the approval granted to the original applicant and certificate holder.

In order to obtain a multiple-listing certification, the following documentation must be submitted to the Bureau:

• the model number and certification number of the approved equipment;

• a signed letter from the original applicant and certificate holder authorizing the Department to use information on file to grant a multiple-listing certification. The name / model number and certification number of the radio equipment must be shown. The letter must also declare that the model to be multiple-listed is identical in design and construction to the originally-approved model;

• a letter from the applicant requesting the certification;

• completed and signed original copies of Annex A and Annex B;

• completed and signed copies of Annex A and Annex B of RSS-102 — Radio Frequency Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands);

• a drawing, sample or illustration of the product label; and

• photographs and product literature of the new model.
4.4 Reassessment (Class II Permissive Change)

A reassessment is required when a Class II permissive change (see Section 6) is made to previously certified equipment.

In order to obtain a reassessment certification, the following documentation must be presented to the Bureau:

- the model number and certification number of the approved radio equipment with a detailed description of the differences between the modified device and the previously certified device, with particular emphasis on the following:
  - the radio frequency and RF output power;
  - the radio frequency circuitry;
  - functional capabilities; and
  - a test report.

- a completed and signed copy of Annex A. If more than one model was originally approved, each model shall be included. Where the permissive change does not apply to all models, the request for certification may be evaluated by the Bureau on a case-by-case basis;

- a completed and signed copy of Annex B attached to the test report;

- photographs (internal and external) and product literature if the modified models(s) internal or external appearance differ(s) from the previously-certified models;

- completed and signed copies of Annex A and Annex B of RSS-102;

- a drawing, sample or illustration of the product label, if this is not shown in (d), and

- a brief statement as to why the modified product still qualifies for certification. Where changes to circuitry have been made, this statement must be accompanied by schematic diagrams and block diagrams.

4.5 Transfer of a Certification

Certification ownership may be transferred from the current owner to a new entity that wishes to assume all of the previous owner’s responsibilities associated with the certificate. To transfer the ownership, the new entity shall send a letter to the Bureau providing a copy of a signed letter from the current certificate holder, authorizing the Department to transfer the ownership from the current owner to the new entity and change the certificate file information to reflect the new owner’s information. The letter must also attest that the equipment covered by the certificate is identical in design and construction to the originally-approved model.

A completed and signed copy of Annex A is also required.
5. Modification of Certified Radio Equipment

5.1 General

Modifications to certified radio equipment may require re-certification of the radio equipment. The certificate holder shall inform the certification body or the Department of any changes that may affect compliance with the technical requirements of the standards under which the device was originally certified. These changes may require either complete or partial re-testing. Full details shall be submitted to the certification body or to the Department, including any test results where applicable.

5.2 Class I Permissive Change

A Class I permissive change includes those modifications in the radio equipment that:

- do not change the electrical characteristics beyond the rated limits established by the manufacturer;
- do not change external or internal mechanical characteristics significantly enough to require new photographs to identify the modified radio equipment; and
- do not change the model number.

A Class I permissive change does not require notification to Industry Canada. However, when Class I permissible changes are made, the certificate holder must ensure that the attestation of compliance with RSS-102, last submitted, continues to be valid.

5.3 Class II Permissive Change

A Class II permissive change includes those modifications in the radio equipment which do change the electrical characteristics beyond the rated limits established by the manufacturer, without violating the minimum requirements of the applicable standard. A Class II permissive change requires notification to Industry Canada. However, when Class II permissible changes are made, the certificate holder must ensure that the attestation of compliance with RSS-102, last submitted, continues to be valid.

6. Certification Retention and Audits

6.1 Manufacturers, Importers, Distributors and Vendors

Manufacturers, importers, distributors and vendors have a regulatory obligation to ensure that the equipment has been certified or declared to comply with Canadian regulatory requirements and is registered with the Department before it enters the Canadian marketplace and that equipment sold in the Canadian marketplace continues to meet the applicable standards throughout its entire life cycle. Where testing shows that equipment does not comply with an applicable standard, these entities are responsible for taking prompt and effective remedial action.
6.2 Post-certification Audits, Investigations and Quality Control

Post-certification audits will be conducted by the Bureau and the CB in order to ensure continuing compliance. The Department may request from a certificate holder random radio equipment samples at the certificate holder’s expense for post-certification audit testing, or as a result of radio interference complaints. In the event of an investigation of non-compliance, the certificate holder will be asked to provide to the Department records of the quality control process, as well as any relevant information that would help to identify issues related to compliance. It is expected that all certificate holders will be able to demonstrate a quality control process used for production inspection and testing in accordance with good engineering practices.

6.3 Remedial Action

Where, as a result of post-certification audit or other information obtained by the CB or by the Department, a certified radio apparatus fails to meet this procedure or the applicable technical standard, or where there is reasonable evidence that a certified device is creating electromagnetic interference, or not operating in accordance with the parameters described on the certificate, the certificate (TAC) holder will be required to take remedial action.

6.4 Disclosure of Information

The applicant shall indicate which information and documents furnished in support of an application for certification are confidential. The provisions of the Access to Information Act apply to all applicants.

Files provided to the Bureau in the following exhibit types qualify for confidential treatment:

- block diagrams;
- operational description;
- parts lists and tune-up information;
- SDR software and security information; and
- schematic diagrams.

For files of other exhibit types, IC may consider allowing confidential treatment if the applicant submits an inquiry with appropriate justification before the application for certification is submitted to IC or a CB.

7. Modular Devices

7.1 Equipment Certification of Radio Modules for Category I or Category II Equipment

Modular approval permits the installation of the same module in a host device or multiple host devices without the need to recertify the device. Applicants may seek equipment certification for modular devices in either Category I or Category II.
Transmitters designed as modules for installation in a host device may obtain equipment certification as modular devices provided they meet the applicable RSS and the conditions in the following section.

7.2 Requirements for the Host Device

The host device and all the separately certified modules it contains shall jointly meet the RF exposure compliance requirements of RSS-102, if applicable.

The host device shall be properly labeled to identify the modules within the host device.

The Industry Canada certification label of a module shall be clearly visible at all times when installed in the host device; otherwise, the host device must be labeled to display the Industry Canada certification number for the module, preceded by the words “Contains transmitter module”, or the word “Contains”, or similar wording expressing the same meaning, as follows:

Contains transmitter module IC: XXXXXX-YYYYYYYYYYYY
where XXXXXX-YYYYYYYYYYYY is the module’s certification number.

The applicant for equipment certification of the module shall provide with each unit of the module either a label such as described above, or an explanation and instructions to the user as to the host device labelling requirements.

7.3 Equipment Certification Requirements for Modular Apparatus

To obtain equipment certification for a modular device, the application for equipment certification shall include a cover letter in which the applicant requests modular approval. The application for equipment certification shall also include the following completed checklist demonstrating that the modular apparatus complies with each of the following conditions:

Modular Approval Checklist:

<table>
<thead>
<tr>
<th>Modular Approval Requirement</th>
<th>Yes</th>
<th>No *</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The radio elements shall have the radio frequency circuitry shielded. Physical / discrete and tuning capacitors may be located external to the shield, but must be on the module assembly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) The module shall have buffered modulation/data input(s) (if such inputs are provided) to ensure that the module will comply with the requirements set out in the applicable RSS standard under conditions of excessive data rates or over-modulation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) The module shall have its own power supply regulation on the module. This is to ensure that the module will comply with the requirements set out in the applicable standard regardless of the design of the power supplying circuitry in the host device which houses the module.</td>
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<tr>
<td>d) The module shall comply with the provisions for external power amplifiers and antennas detailed in the applicable RSS standard. The equipment certification submission shall contain a detailed description of the configuration of all antennas that will be used with the module.</td>
<td></td>
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</tr>
<tr>
<td>e) The module shall be tested for compliance with the applicable standard in a stand-alone configuration, i.e. the module must not be inside another</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The module shall comply with the Category I equipment labelling requirements.

The module shall comply with applicable RSS-102 exposure requirements, which are based on the intended use/configurations.

Is the modular device for an Industry Canada licence-exempt service?

* Shall provide a detailed explanation if the answer is “No.”

### 7.4 Limited Modular Approval

LMA may be granted when one or more of the requirements in the table above cannot be demonstrated.

LMA will also be issued in those instances where applicants can demonstrate that they will retain control over the final installation of the device, such that compliance of the end product is assured. In such cases, an operating condition on the LMA for the module must state that the module is only approved for use when installed in devices produced by a specific manufacturer.

When LMA is sought, the application for equipment certification must specifically state how control of the end product, into which the module will be installed, will be maintained, such that full compliance of the end product is always ensured.
# Annex A – Application and Agreement for Certification Services

## Certification Applicant

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC Company Number:</td>
<td>Tel.:</td>
</tr>
<tr>
<td>Company Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

## Canadian Representative

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC Company Number:</td>
<td>Tel.:</td>
</tr>
<tr>
<td>Company Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
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</tbody>
</table>

## Product Information

<table>
<thead>
<tr>
<th>Name / Description:</th>
<th>Company Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Number(s):</td>
<td>UPN Number:</td>
</tr>
<tr>
<td>Specification Standard(s):</td>
<td>Modular Approval: □ LMA: □</td>
</tr>
<tr>
<td>Type of Certification:</td>
<td>Modular Approval: □ LMA: □</td>
</tr>
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</table>

## Payment Information and Authorization

<table>
<thead>
<tr>
<th>Payment Amount ($)</th>
<th>Payment Method: □ Cheque □ Credit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Holder/Payment By: □ Applicant □ Representative</td>
<td>Credit Card Type: □ Visa □ MC □ AMEX</td>
</tr>
<tr>
<td>Name on the Card:</td>
<td>Card Number:</td>
</tr>
</tbody>
</table>

I agree to pay the total amount stated above in accordance with the credit card holder’s agreement.

<table>
<thead>
<tr>
<th>Card Holder Signature:</th>
<th>Card Expiry Date:</th>
</tr>
</thead>
</table>

## Application Agreement Signature

The Applicant Agrees to:
I. Accept responsibility for all Departmental charges arising from this application.
II. Meet all requirements in accordance with Radio Standards Procedure 100 and other applicable procedures.
III. Warrant that the test results submitted are a true representation of the characteristics of the radio equipment type for which certification is requested; and
IV. Inform the Bureau of any changes to the information submitted.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Contact person Title and company name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Applicant</td>
<td>□ Authorized Agent</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature Date:</td>
</tr>
</tbody>
</table>
## Annex B – Test Report Cover Sheet

### Product Information

<table>
<thead>
<tr>
<th>Product Name / Description:</th>
<th>Applicant Company Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Number(s):</td>
<td>UPN Number:</td>
</tr>
<tr>
<td>All Used IC Test Site(s) Reg. #:</td>
<td>SAR Test Lab Company Number:</td>
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### Emissions Information

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<th>Band 14</th>
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<td>RSS # &amp; Issue #</td>
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<td>Frequency Min (MHz)</td>
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<td>RF Power Min (W) Conducted/EIRP / ERP</td>
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<td>Emission Classification (F1D, G1D, D1D, etc.)</td>
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<td>Transmitter Spurious Units@distance</td>
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### Agreement Signature

**ATTESTATION:** The test measurements were made in accordance with the above-mentioned departmental standard(s), and that the radio equipment identified in this application has been subject to all the applicable test conditions specified in the departmental standards and all of the requirements of the standards have been met.

<table>
<thead>
<tr>
<th>Applicant/Agent Name:</th>
<th>Applicant/Agent Title:</th>
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<tbody>
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<tr>
<td>Applicant/Agent Signature:</td>
<td>Signature Date:</td>
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### Annex C – Checklist for Radio Certification

<table>
<thead>
<tr>
<th>Task</th>
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<tr>
<td>Obtain Company Number from Industry Canada, if not previously assigned</td>
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<tr>
<td>Complete and sign Application and Agreement for Certification Services (Annex A)</td>
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<tr>
<td>Complete and sign Test Report Cover Sheet (Annex B)</td>
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<td>Attach a cover letter precisely describing the radio apparatus and its specific use</td>
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<td>Attach payment of applicable fees (TRC-49)</td>
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Annex D – Reference Documents

The following documents are available on Industry Canada’s Spectrum Management and Telecommunications website at http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01841.html

RSS - Radio Standards Specification

RSS-102 - *Radio Frequency Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands)*

ICES - Interference-Causing Equipment Standard

BETS - Broadcasting Equipment Technical Standards

CS-03 - *Compliance Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aid Compatibility*

DC-01 - *Procedure for Declaration of Conformity and Registration of Terminal Equipment*

RIC-66 - Addresses and Telephone Numbers of Regional and District Offices of Industry Canada