



Q&A

Requirements for Telecommunication Equipment Registration

IDA EQR Q&A

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Contents

	Page
Equipment Registration Procedure	3
Consumer Assurance	10
Penalty Framework	11
Telecom Equipment for Personal Use	12
Equipment Labelling	13

Revisions Record

Reference	Changes	Effective Date
IDA EQR Q&A Issue 1	Introducing the equipment approval framework by way of equipment registration	21 July 2005
IDA EQR Q&A Issue 1 Rev 1	Providing updates on the Equipment Registration Online, and requirements of the enhanced Simplified Equipment Registration (SER) scheme for ISM-band short-range/low power (SRD/LPD) devices	23 July 2007
IDA EQR Q&A Issue 1 Rev 2	Providing updates on the Equipment Registration Online; extension of the Enhanced Simplified Equipment Registration (ESER) scheme to complex multi-line equipment and other SRD/LPD; Moving the registration of 3G Mobile Terminal from General Equipment Registration (GER) to Simplified Equipment Registration (SER) scheme and the SER Scheme will only be maintained for cellular mobile terminals &, ADSL and cable modems; Introduction of Application for Confirmation of Conformity (COFC) for exempted equipment.	15 April 2010
IDA EQR Q&A Issue 1 Rev 3	Providing updates on Application for Confirmation of Conformity (COFC) for exempted equipment and extension of Enhanced Simplified Equipment Registration (ESER) for short range devices operating in the 5.470 – 5.725 GHz and 57 – 66 GHz frequency bands	1 April 2011

Equipment Registration Procedure

Q1. What is equipment registration?

Equipment registration is a process in which a model of telecom equipment is registered with IDA based on a Declaration of Conformity to IDA standards, made by the supplier (SDoC). The declaration shall be based on a certification or tests of the equipment by a local or foreign body recognised by IDA [Regulation 20(4) of the Dealers Regulations].

Equipment registered with IDA will be available for viewing from the equipment search list via the equipment search function of the <http://tls.ida.gov.sg>, has a registration number and the approval of IDA for sale and use.

Q2. What is the purpose of implementing equipment registration?

Equipment registration enables suppliers to get their equipment approved online by IDA before sale.

Q3. How do suppliers register their equipment with IDA?

Suppliers register their equipment via the Equipment Registration Online, which is part of the Telecoms Licensing System (TLS) application located at <http://tls.ida.gov.sg>. Suppliers select the Equipment Registration group and use one of the following equipment registration online selections:

- **Equipment Registration for complex multi-line equipment or SRD/LPD**
For suppliers who wish to register complex multi-line equipment or the Short Range/Low Power Devices (SRD/LPD)
- **Equipment Registration for Self-Declaration**
For suppliers who wish to register GSM, 3G, GMPCS Mobile Terminals, ADSL and Cable Modems
- **Telecommunication Equipment Registration/Application for Confirmation of Conformity**
For suppliers who wish to register telecommunication equipment listed in Table B.1 of IDA GUIDE EQR or for suppliers who wish to apply for Confirmation of Conformity for exempted equipment listed in Table B.2 of IDA GUIDE EQR.

Screenshots demonstrating access to the Equipment Registration Online are given in the Appendix to the Guide for Registration of Telecommunication Equipment (IDA GUIDE EQR), obtainable from www.ida.gov.sg under "Policies & Regulation" >> quick-link to "Equipment Registration Framework".

Q4. Who may be authorised to use the Equipment Registration Online?

Companies who are holders of the Telecommunication Dealer's Licence may authorise their employees or agents for filing equipment registrations on their behalf. The company (supplier) may complete and return the "REQUEST TO INCLUDE AUTHORISED PERSON TO TLS" form to IDA for processing. This form is obtainable from the TLS portal.

An employee of the company who is already an authorised user may also add agents or other authorised users by selecting "Update Client Information" from the e-Services menu in the TLS.

Please refer to Screenshots 1.1 and 1.2 in the Appendix to the Guide for Registration of Telecommunication Equipment.

Q5. What are the schemes available under the equipment registration framework? What types of equipment does each scheme cover?

Under the equipment registration framework, three schemes are available for suppliers to register their equipment: (a) Enhanced Simplified Equipment Registration (ESER), (b) Simplified Equipment Registration (SER) and (c) General Equipment Registration (GER). The types of equipment covered by these schemes are shown below:

Equipment Registration Scheme	Effective Date	Types of Equipment
1 ESER a Self-Declaration	15 Apr 10	Covers complex multi-line equipment or Short Range Devices/Low Power Devices shown in Table B.1 of Annex B of the Guide for Registration of Telecom Equipment). These includes PABX, KTS, ISDN Equipment, DECT phones, WLAN, Bluetooth devices, RFID, wireless microphones, radio detection, telecommand & telemetry devices, etc.
2 SER a Self-declaration	15 April 10	Covers only cellular (2G/3G/GMPCS) mobile terminals and broadband access equipment (ADSL and cable modems)
3 GER a Declaration certified by an IDA recognised body; or b Declaration evaluated by IDA	21 Jul 05	Covers any type of equipment shown in Table B.1 of Annex B of the Guide for Registration of Telecom Equipment, and is mandatory for land mobile radio, mobile base station, UWB and WBA equipment and short range devices where operation requires IDA licensing.

The above 4 possible routes for registering equipment are outlined in the Equipment Registration Schematic Diagram given in Annex A of the Guide for Registration of Telecomm Equipment (Routes 1a, 1b, 2a and 2b).

Q6. What are the main changes to the ESER scheme

ESER was first introduced in 2007 for registration of ISM-band SRD/LPD. This scheme is now extended to cover complex/multi-line equipment (previously under GER scheme) and other short range/low power devices (previously under SER scheme)

The ESER provides a simpler registration process for equipment whose approval can be based on a declaration of conformity that does not need prior verification by IDA. It is not only free-of-charge but is also immediate in giving the equipment approval.

Please refer to Table B.1 of Annex B, Guide for Registration of Telecom Equipment for the type of equipment that can be registered under ESER.

Q7. What are the main changes to the SER scheme?

IDA will move the approval scheme for 3G mobile phones previously under the GER scheme to the SER scheme. With this move, the SER will only be administered for 2G/3G/GMPCS mobile terminals, ADSL and cable modems.

Q8. Why are there different schemes for equipment registration?

Different schemes exist to meet the different market needs for different types of equipment. ESER and SER apply mainly to consumer-type devices with mature technologies and low potential for causing disruption to telecommunication services. GER applies generally to equipment which have a wider impact should it malfunction.

Q9. What needs to be submitted to IDA under each registration scheme?

Suppliers submit the required documents as attachments to the online application form according to the scheme, i.e. (1a), (1b), (2a) or (2b) as shown in the table below, together with the registration fee where applicable (see the Equipment Registration Schematic Diagram given in Annex A, and Screenshots 2.6 and 3.8 in the Appendix to the Guide for Registration of Telecom Equipment).

Document Attachments to the online Application Form			
(1a) Enhanced SER	(1b) SER	(2a) GER certified by an IDA recognised body	(2b) GER evaluated by IDA
<ul style="list-style-type: none"> ▪ Sales brochure with technical data and picture of equipment 	<ul style="list-style-type: none"> ▪ SDoC ▪ Photos of equipment ▪ Sales brochure with technical data 	<ul style="list-style-type: none"> ▪ SDoC ▪ Certificate issued by CB ▪ Photos of equipment ▪ General information or sales brochure 	<ul style="list-style-type: none"> ▪ SDoC ▪ Photos of equipment ▪ Description of equipment ▪ Sales brochure with technical data ▪ Test reports ▪ Features supported ▪ User Guide

Q10. What is the key difference between SER and GER?

SER requires only the submission of a declaration of conformity made by the supplier with a little technical data. Whereas GER, on top of the declaration, requires also the submission of (a) certification by a recognised body; or (b) test data to be evaluated by IDA.

Q11. What is the significance of a supplier's Declaration of Conformity (SDoC)?

A supplier's online declaration of conformity (under ESER) or an SDoC submitted to IDA signifies that the supplier has carried out conformity assessment for a particular model of equipment, based on test data or evidence of equipment certification given by the manufacturer or an accredited body. The supplier is able to attest that the equipment is capable of meeting the applicable IDA standards.

Q12. What are the IDA standards and where do suppliers obtain copies of such standards?

IDA standards are Technical Regulations published in the form of Technical Specifications which deal primarily with network compatibility, users' safety and interference with radio-communications. Suppliers may obtain copies of the IDA Technical Specifications from www.ida.gov.sg under Policies & Regulation >> Standards.

Q13. What should suppliers do if they are uncertain that the equipment can comply with an applicable IDA Technical Specification?

Suppliers must be certain that the equipment is able to comply with the applicable IDA Technical Specifications before they make an online declaration of conformity or submit an SDoC. If uncertain, suppliers should request any testing lab recognised by IDA to do a conformity assessment to the relevant IDA Specifications. Testing labs recognised by IDA include (a) labs designated by IDA and MRA partners; or (b) labs accredited by accreditation bodies recognised by IDA.

Q14. How do suppliers register equipment which has multiple network and/or radio-com air interfaces? What is the cost incurred?

Suppliers only need to submit one application for registration, using one online form (refer to Screenshot 1.4 in the Guide for Registration of Telecom Equipment for access to the application forms online). Examples are given in the table below to help suppliers visualise the items to be entered in the online form, compute the fee and anticipate the registration number to be issued.

Examples of equipment model with multiple interfaces	Selects Online Application Form	Selects equipment category & type	Select Schemes	Declares to IDA Tech Spec(s)	Reg. Fee (SGD) [Note 3]	Reg. No. issued
3G Base Station	Telecom Equipment Registration	Mobile Base Station	GER evaluated by IDA	IDA TS 3G-BS IDA TS GSM-BS	\$350	GXXXX-YY
iDEN with GSM & Bluetooth	Telecom Equipment Registration	Land Mobile Radio	GER evaluated by IDA [Note 1]	IDA TS LMR IDA TS GSM-MT IDA TS SRD	350	GXXXX-YY
3G/GSM phone with Bluetooth & WLAN	Equipment Registration for Self-Declaration	Mobile Terminal	SER	IDA TS 3G-MT IDA TS GSM-MT IDA TS SRD	100	SXXXX-YY
Wireless ADSL Router	Equipment Registration for Self-Declaration	Broadband Access Equipment	SER	IDA TS ADSL IDA TS SRD	100	SXXXX-YY
WLAN in 2.4 GHz & 5.2 GHz and 5.4 GHz and 5.8 GHz bands	Equipment Registration for Complex Multi-line Equipment or SRD/LPD	Radio (Others) PMREQ -> WLAN	ESER [Note 2]	IDA TS SRD	No fee	NXXXX-YY
RFID	Equipment Registration for Complex Multi-line	Radio (Others) LPREQ-> RFED	ESER [Note 2]	IDA TS SRD	No fee	NXXXX-YY

	Equipment or SRD/LPD					
PABX with PSTN, ISDN BRI and ISDN PRI interfaces	Equipment Registration for Complex Multi-line Equipment or SRD/LPD	Complex/ Multi-Line Equipment	ESER	IDA TS PSTN, IDA TS ISDN-BA IDA TS ISDN-PRA	No fee	NXXXX-YY
DECT Phones	Equipment Registration for Complex Multi-line Equipment or SRD/LPD	Radio (Others) PMREQ -> DECT	ESER	IDA TS CT-CTS	No fee	NXXXX-YY

[Note 1] When selecting the scheme for equipment with multiple network and/or radio-com air interfaces, suppliers must consider the higher order requirements. If GER is mandated for one of the interfaces, suppliers should select GER only, GER with SER and/or ESER. In the latter, suppliers submit a GER request with an appendix for the SER and/or ESER portion(s).

[Note 2] Only SRD/LPD listed in Table 1 of IDA TS SRD can be registered under ESER. For short range devices listed in Table 2 of IDA TS SRD, registration shall be under the GER scheme.

[Note 3] Fees are computed based on the number of network and/or radio-com air interfaces for which the equipment registration is sought. Should suppliers opt to register equipment that is in the ESER/SER under the GER, the registration fee under GER applies.

Q15. How do suppliers register various models of equipment in a family series?

Whether registration is for a single model or a family series of models, suppliers register equipment with IDA on a per model basis (with a unique model name and number).

Q16. How much is the registration fee?

The registration fee is SGD100 per model of equipment registered under SER or GER (declaration certified by IDA recognised body), and SGD 350/500 per model registered under GER (declaration evaluated by IDA). No fee is payable for equipment registered under the ESER. Fees schedule is given in Annex B of Guide for Registration of Telecom Equipment obtainable from www.ida.gov.sg under "Policies & Regulation" >> quick-link to "Equipment Registration Framework".

Q17. How do suppliers make payment to IDA?

Where applicable, supplier shall proceed to make ePayment when prompted by the system and via email. Suppliers shall use e-Payment from the e-Services located at <http://tls.ida.gov.sg> (refer to section 2.6 of the Guide for Registration of Telecom Equipment and screenshots for e-Payment given in the Appendix to the Guide).

Q18. Will suppliers receive Registration Certificates from IDA?

No, suppliers will receive registration confirmation with a Registration Number and an outline of the network and/or radio-com air interfaces (IDA TS) for which the equipment has been registered successfully with IDA.

Q19. What is the turnaround time for registering telecom equipment with IDA?

The turnaround time is within 3 or 10 working days, depending on the use of SER or GER, and upon receipt of complete and correction documentation. For ESER, the equipment registration/approval is immediate.

Q20. Is there a validity period for equipment registration?

Yes, a record of telecom equipment registered with IDA is valid for 5 years from the date of assignment of Registration Number. Registration may be renewed for periods of 5 years at a time.

Q21. What is the prerequisite for the supplier to register equipment with IDA?

The company must have a Telecommunication Dealer's Licence (Class or Individual).

Q22. Since the SER scheme is now applicable only to mobile phones and ADSL and cable modems, what happens to other equipment that is registered previously under the SER scheme (before 15 April 2010)?

For short range devices (SRD) that was registered previously under the SER scheme (before 15 April 2010), the Equipment Registration remains valid until the date of expiry. Upon expiry of the Equipment Registration, suppliers may re-register the SRD under ESER scheme at no fee or GER scheme at a fee of \$350.

For exempted single line equipment which suppliers previously opt to register under SER scheme, the Equipment Registration remains valid until the date of expiry. Upon expiry, the supplier may opt to apply for Confirmation of Conformity at a fee of \$350. The issuance of Confirmation of Conformity will be valid throughout the lifespan of the equipment

Q23. Can suppliers of single-line equipment who are exempted from the registration requirement, register their single-line equipment with IDA?

Under regulation 20(A) of the Dealers Regulations, suppliers can opt to apply for Confirmation of Conformity (COFC) for their single-line equipment with IDA. They may opt to apply for COFC at a fee of SGD350 for declaration evaluated by IDA or SGD100 under self-declaration or if it is certified & submitted by IDA recognised Certification Body.

Q24. What happens to the type-approved equipment when the type approval (TAP) scheme ceases to exist?

Type-approved (TAP) equipment ceased to exist from the effective date of the single equipment registration framework (21 Jul 05). But IDA considers equipment with a valid Type Approval Certificate (TAC) as an IDA registered equipment.

Q25. Does IDA require holders of TAC to convert to GER?

No, any valid TAC will continue to carry the same effect until the date of its expiry.

Q26. If an existing TAC expires, can the supplier request for renewal of the TAC?

No, the supplier may request for modified equipment re-registration at a fee of SGD 100, using the registration application form. In that case, the supplier must comply with the full SER or GER requirements where applicable.

Upon successful re-registration, IDA will issue a registration confirmation to the supplier in the place of the expired TAC, comprising the Registration Number and scope of the re-registration. Validity period for such re-registration is 5 years. After that, registration renewal will apply at a fee of SGD 50 for periods of 5 years at a time.

Q27. If another supplier has a TAC from IDA for a model of equipment or has already registered the model with IDA, do I need to register for that model again with IDA?

Yes, every supplier is responsible for the equipment he imports and places on the Singapore market. He is therefore required to register equipment under his responsibility even though another supplier may have registered the same models with IDA before. This is because different suppliers may bring in equipment from different sources. When manufactured in different countries, the equipment could differ in technical performances. Also, the equipment search list obtainable from <http://tls.ida.gov.sg> will provide information on the different suppliers who are separately responsible for their products.

Q28. Where can I find information on the equipment registration framework and schemes, and the applicable registration fees?

Information on the registration schemes and the applicable fees are given in the Guide for Registration of Telecommunication Equipment (IDA Guide EQR) available from www.ida.gov.sg, under "Policies & Regulation" >> quick-link to "Equipment Registration Framework".

Consumer Assurance

Q29. How do consumers know whether the supplier has registered the equipment with IDA?

Consumers can check the registration status of any telecommunication equipment using the equipment search function of the online Telecom Licensing System (TLS) located at <http://tls.ida.gov.sg>.

Q30. How do consumers identify the registration scheme in which the equipment has undergone?

Consumers can identify the registration scheme from the alphabet in the IDA issued Registration Number: "G" as in GXXXX-YY for equipment registered under the GER, "S" as in SXXXX for equipment registered under the SER and "N" as in NXXXX-YY for equipment registered under the ESER.

Q31. How can a consumer be assured that there is adequate protection to safeguard consumers' interest when they purchase and use equipment registered under SER (including the ESER)?

IDA Technical Specifications include certain consumer safeguards (e.g. requirements to ensure the use of authorised frequency bands and power limits, network compatibility, EMC and electrical safety). Under the SER scheme, IDA will hold the suppliers responsible for the declaration made to confirm compliance to the requirements of the applicable IDA Technical Specification(s). The enforcement team is also monitoring consumers' feedback and will carry out ex post enforcement based on complaints.

Q32. After the products are placed in the market, is there a checking mechanism to ensure that they truly comply with the applicable IDA Specification(s)?

Yes, IDA has a checking mechanism in the form of post market surveillance, which is being carried out by IDA's enforcement team in response to public complaints.

For ESER, IDA will carry out sample checking of registrations on a weekly basis. For cases where there are doubtful or inaccurate registrations, IDA will clarify with the suppliers concerned and may require them to submit documentary proof to substantiate compliance with the standards, failing which IDA will reject the registration.

Q33. How does IDA ensure that suppliers make proper declaration and what are the measures to ensure that suppliers will not abuse the SER (including the ESER) scheme?

IDA expects suppliers to ensure that their equipment can comply with the applicable IDA standards and make proper declaration in registering the equipment. As the SER is intended to help suppliers to get their equipment approved quicker and cheaper to facilitate sale, it is in their interest that suppliers do not abuse the scheme. Where IDA has doubts about the details of registration of a type of equipment; or about the compliance of such equipment with IDA standards; or has reasons to believe that proper declaration has not been made, IDA will reject the registration. IDA will then require the supplier to submit documentary proof to substantiate the compliance.

Penalty Framework

Q34. Is there any penalty if a supplier furnishes false or misleading information to obtain the registration under the ESER?

Any registration obtained with false or misleading information shall be null and void, and the supplier shall be guilty of an offence [Regulation 21 and 24 of the Dealers Regulations].

The supplier may be in breach of the licence conditions for selling non-registered equipment for local use. IDA may take up enforcement action with the supplier.

Q35. Is there any penalty if a supplier has not registered with IDA and starts selling the telecom equipment?

If a supplier has not registered the telecom equipment with IDA and starts selling the equipment to the public, the supplier is in fact selling non-approved equipment for local use. In that case, the supplier may be in breach of his license conditions and IDA may take enforcement action against him accordingly. Under section 8 of the Telecommunications Act, IDA may impose a financial penalty or suspend and/or cancel the license.

Q36. Will consumers be penalised if they buy and use radio-com equipment that has not been registered with IDA?

Consumers should not buy or use radio-com equipment that has not been registered with IDA. When purchasing radio-com equipment, consumers should always look for the compliance label affixed by the suppliers. They will be warned if they buy and use radio-com equipment which is not registered with IDA as such equipment may not comply with the IDA standards.

Consumers using radio-com equipment not registered with IDA have no assurance from suppliers that they are operating within the IDA permitted frequency bands and transmission power limits. The use of non-registered radio-com equipment may cause interference to safety communications and telecommunication services, and consumers may, in turn, have violated the Telecommunications (Radio-communication) Regulations.

Telecommunication Equipment for Personal Use

Q37. I have bought a piece of telecom equipment from overseas and intend to use it in Singapore. Do I need to register the equipment with IDA?

No, if you bring in telecom equipment intended for personal use and not for sale or hire in the local market, you do not need to register with IDA nor seek the approval of IDA. However, you have to ensure that the equipment complies with the stipulated IDA standards and will not cause interference and disruption to the public telecom network.

Q38. May an individual choose to register telecom equipment bought from overseas for personal use?

No, IDA does not accept individual registration of equipment bought from overseas for personal use. However, IDA will advise these individuals of their personal responsibility to check for network compatibility, safety and electromagnetic compatibility if they are not buying equipment from local suppliers.

Q39. How can I be certain that the telecom equipment bought from overseas complies with the relevant IDA standards?

You should compare the manufacturer's specification with the relevant IDA Technical Specification. To be sure, you should seek the assistance of testing labs. If you are unsure, please do not use or switch on the telecom equipment.

Q40. May individuals use telecom equipment that does not comply with the IDA standards?

No, individuals must not use non-compliant telecom equipment. Using such telecom equipment is akin to using equipment not approved by IDA.

Q41. Will I be penalised if my piece of telecom equipment bought from overseas is found to be causing interference and disruption to public telecom services?

Yes, you will be warned and required to disconnect and cease operating the equipment immediately. If your piece of telecom equipment is causing interference to safety communications and other telecommunication services, you may have violated the Telecommunications (Radio-communication) Regulations.

Q42. How many pieces of telecom equipment may an individual import from overseas for personal use?

IDA does not set a limit but cautions individuals that equipment bought from overseas for personal use is not meant for sale and hire in the local market.

Equipment Labelling

Q43. What sort of equipment labelling must suppliers use for equipment registered with IDA under the ESER, SER or GER scheme?

Suppliers must affix "Complies with IDA standards" labels on all equipment registered with IDA; or on the instruction manual or packaging of the registered equipment, before displaying such equipment for sale. Please refer to the IDA "Guidelines on Requirements for Telecommunication Equipment Labels and Advertisement" for more information.

Q44. Can I affix IDA Compliance Label on single-line equipment which is exempted from equipment registration?

No you cannot. But you can continue to sell such single-line products without the compliance label as long as you are sure that the products comply with the stipulated IDA standards. Under regulation 20(A) of the Dealers Regulations, suppliers have the option to apply for Confirmation of Conformity (COFC) for their single-line equipment with IDA. You can then affix the IDA Compliance Label for equipment that have been issued with Confirmation of Conformity by IDA.

Q45. If I have not applied for Confirmation of Conformity (COFC) for the single-line equipment and start selling it with the compliance label affixed, will I be penalised?

You will be warned for selling non-approved equipment if you fail to show that the single-line equipment is able to comply with the stipulated IDA standards. If you are able to ensure that the single-line equipment complies with the IDA standards, you will still be warned for misleading consumers into believing that you have applied for COFC for the equipment with IDA.