

GUIDELINES TO APPLICATION FOR TELECOMMUNICATION WIRING LICENCES

1. INTRODUCTION

- 1.1 This set of guidelines contains general information for interested parties intending to provide installation, maintenance or repair of any internal telecommunication wiring work connected to the Public Switch Telephone Network.
- 1.2 There are two types of Telecommunication Wiring Licence, namely:
- (a) Telecommunication Wiring Contractor's (Class) Licence; and
 - (b) Telecommunication Wiring Installer's Licence.
- 1.3 The Telecommunication Wiring Contractor's (Class) Licence is meant for an ACRA registered entity (e.g. business, LLP or company) and the Telecommunication Wiring Installer's Licence is for an individual. These licences are required to perform internal telecommunication wiring work.
- 1.4 The ACRA registered entity shall be deemed to have been granted a Telecommunication Wiring Contractor's (Class) licence if it has —
- (a) registered with IDA;
 - (b) submitted to IDA upon registration the required information as detailed in the online registration form; and
 - (c) paid to IDA the one time payment of \$100.
- 1.5 To register for a Telecommunication Wiring Contractor's (Class) licence, you need to be an ACRA registered entity and must employ at least one licensed telecommunication wiring installer.
- 1.6 To apply for the Telecommunication Wiring Installer's licence, the individual must possess at least one of the qualifications as shown in Annex 1.

2. DEFINITIONS

- 2.1 "interface point" means any point of interconnection between a user's telecommunication equipment and any telecommunication system of a public telecommunication licensee.



- 2.2 “internal telecommunication wiring” means any telecommunication line, optical fibre, conduit or other physical medium connecting a user’s telecommunication equipment and any interface point but does not include the use of extension cords with built-in connectors and sockets.
- 2.3 telecommunication equipment” means any appliance, apparatus or accessory used or intended to be used for telecommunication.
- 2.4 “telecommunication wiring contractor” means any person –
- (a) who, in the course of or in connection with or for the purposes of any trade or business carried on by him, performs or carries out any telecommunication wiring work or who offers to perform or carry out such work or who causes or arranges for such work to be performed or carried out; or
 - (b) who, for profit or reward, offers his services as a telecommunication wiring contractor.
- 2.5 “telecommunication wiring installer” means a person whose trade or occupation requires or includes the personal performance by him of any telecommunication wiring work.
- 2.6 “telecommunication wiring work” includes the installation, maintenance or repair of a user’s internal telecommunication wiring.

3. SCOPE OF LICENCE

3.1 Telecommunication Wiring Contractor’s (Class) Licence

- (a) No person, other than a holder of a telecommunication wiring contractor’s licence shall –
 - (i) act as a telecommunication wiring contractor;
 - (ii) advertise, notify or state that he carries on or is willing to carry on the business of a telecommunication wiring contractor; or
 - (iii) in any way hold himself out as ready to undertake for payment or other remuneration (whether monetary or otherwise) any of the functions of a telecommunication wiring contractor.
- (b) The licence conditions for the Telecommunication Wiring Contractor’s (Class) Licence is attached at Annex 2.

3.2 Telecommunication Wiring Installer's Licence

- (a) No person, other than the holder of a telecommunication wiring installer's licence shall –
 - (i) Perform or carry out personally any telecommunication wiring work or offer or undertake to perform or carry out any such work.
 - (ii) Advertise or otherwise hold himself out as a telecommunication wiring installer or as a person competent or qualified or legally permitted personally to perform or carry out telecommunication wiring work.

4. LICENCE FEES/DURATION OF LICENCE

- 4.1 (a) The registration fee for a Telecommunication Wiring Contractor's (Class) Licence is a one time payment of \$100 and is valid until cancelled or suspended; and
- (b) The licence fee for a Telecommunication Wiring Installer's Licence is a one time payment of \$30 and is valid until cancelled or suspended.

Note:

Licence fees paid are not refundable (whether on a pro-rated basis or any other basis) when the licence is cancelled by IDA in the following circumstances:

- (i) where the licensee requests for variation or early termination of its licence, or
- (ii) where IDA cancels the licence under the Telecommunications Act (Cap 323) or the Telecommunications (Internal Wiring) Regulations 2005.

5. COMPLIANCE WITH REGULATORY FRAMEWORK

- 5.1 The licensee shall comply with any directions and notifications which IDA may, from time to time, issue.

6. REGISTRATION/APPLICATION PROCEDURE

- 6.1 (a) Interested parties can register online for the Telecommunication Wiring Contractor's (Class) Licence at www.business.gov.sg/licences . The above application can also be accessed via IDA's online application webpage at tls.ida.gov.sg. No submission of the copy of the ACRA Certificate to IDA is

necessary if the registration is made online.

- (b) As for the Telecommunication Wiring Installer's Licence, applicants can apply online via IDA website at tls.ida.gov.sg.

6.2 E-payment for the above licences must be made online at tls.ida.gov.sg.

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Notes:

- 1 This document has no legal standing and is not intended as a substitute for legal advice. While every effort has been made to provide an accurate and authoritative account of the licensing regime, the licence(s) to be granted to successful applicants will be the complete authoritative text.
- 2 The information contained in this document is intended to assist interested parties in applying for the relevant licences. It does not bind IDA to any particular course of action in relation to the handling of any application, or to the terms of any licence to be granted, or to grant any licence to any party. IDA reserves the right to change its policies and/or to amend this document without prior notice.
- 3 The grant of a licence is at the sole discretion of IDA. IDA reserves the right not to accept any application submitted. IDA will undertake to explain to the applicant concerned, on the applicant's request, why the applicant is unsuccessful in its application for a licence.
- 4 IDA reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.

Inland Revenue Authority of Singapore (IRAS) Tax Obligation for Self-Employed Person

For information on record-keeping and other tax obligation of self-employed persons, you can visit IRAS website at www.iras.gov.sg >> Business >> For sole-proprietors/self-employed >> tax guide for new sole proprietors

Annex 1

To apply for an IDA telecommunication wiring installer's licence, the applicant needs to possess one of the following qualifications:

- 1 Passed Telecommunication Wiring for Customer Premises (Module 1 & 2) Courses conducted by Singapore Telecommunication Academy (STA); or
- 2 Passed ITE's NTC-3 Electrical Installation & Servicing (EIS) Course (full Certificate issued after November 1996) and its equivalent, namely NTC-3 Electrical Technology course (new title of EIS course wef November 1997);
- 3 Passed ITE's NTC-3 EIS Module 2 Domestic Installation Course (Certificate issued after May 1996) and its equivalent, namely NTC-3 Technology "Domestic Installation" module (Certificate issued wef November 1997); or
- 4 Passed ITE's CoC Electrical Wiring (EW) and passed STA Telecommunication Wiring for Customer Premises (Module 2) Course; or
- 5 Passed Nitec in Electrical Technology "Domestic Installation" module certificate (wef 4 Jul 2002); or
- 6 Passed ITE Skills Certificate in Electrical Servicing (wef 4 Jul 2002); or
- 7 Passed Nitec (Intermediate) in Electrical Technology (wef 4 Jul 2002); or
- 8 Passed Nitec in Electrical Technology (Installation & Servicing) (wef 4 Jul 2002); or
- 9 Passed Nitec in Electrical Technology (Power & Machines) (wef 4 Jul 2002); or
- 10 Passed Nitec in Electrical Technology (Power & Control) (wef 1 Jun 2011)
- 11 Passed SEC Level 1 in Electrical Technology (wef 4 Jul 2002), which has since been renamed as Skills Evaluation Test (SET) Level 1 in Electrical Technology (wef Jul 2005); or
- 12 Passed STA Telecommunication Wiring for Customer Premises (Module 2) Course within one year from obtaining the ITE Skills Certificate in Electrical Wiring (wef 4 Jul 2002); or
- 13 Passed STA Telecommunication Wiring for Customer Premises (Module 2) Course within one year from obtaining SEC Level 1 in Electrical Wiring (wef 4 Jul 2002);

- 14 Passed Nitec in Electrical Technology (wef 1 Aug 2004); or
- 15 Passed Nitec in Electrical Technology “Power and Telecommunication Installation” module (wef 1 Jul 2005).

**EXTRACTS FROM THE TELECOMMUNICATIONS (INTERNAL WIRING)
REGULATIONS 2005**

**CONDITIONS OF TELECOMMUNICATION WIRING CONTRACTOR'S CLASS
LICENCE**

1. The holder of a telecommunication wiring contractor's class licence (referred to in this Schedule as the class licensee) shall at all times have in his employment a telecommunication wiring installer who holds a valid telecommunication wiring installer's licence.
2. The class licensee shall ensure that only a holder of a valid telecommunication wiring installer's licence carries out any telecommunication wiring works in the course of the class licensee's trade or business.
3. The class licensee shall comply with the provisions of the Act, these Regulations and any code of practice issued under the Act.