

Suruhanjaya Komunikasi dan Multimedia Malaysia

Malaysian Communications and Multimedia Commission

63000 Cyberjaya, Selangor

Tel : +60 3 8688 8000 Fax : +60 3 8688 1000 www.mcmc.gov.my

Application Fee RM60 Per Application
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APPLICATION FOR APPARATUS ASSIGNMENT(S) (AMATEUR SERVICE)

To be used when applying for Amateur apparatus (Class A) and Amateur apparatus (Class B) assignment(s). For repeater apparatus please use FIXED SERVICE APPLICATION FORM.

1. CLIENT INFORMATION									
Organization name:									
Individual / Company / Business Name:									
Business / Home address:									
Town / State:								Postal code:	
Billing Address: (if different from above)								Postal code:	
E-mail :		Telephone:		Fax :		Occupation :			
Passport / IC No:				Date of birth:		Place of birth:			
Citizenship:		Malaysian		Commonwealth		Other, please specify _____			
2. APPLICATION INFORMATION									
Application date:						Class (A/B):			
3. GEOGRAPHIC AREA INFORMATION									
Location name: <i>If mobile, give the vehicle registration no.</i>									
Site address:									
Town/ State:								Postal code:	
Apparatus Name :				Ground Elevation: <i>(meters above mean sea level)</i>					
Number of mobiles / hand-carried portables :				Hand-carried portable (Y/N):					
Geographic Area of operations				Coverage radius (km) :					
Center of area of operations				Longitude (°E) :					
Latitude (°N) :				Building height (m) :					
Structure height (m) :									
4. APPARATUS INFORMATION									
Manufacturer/ Model/ Serial no.:			Power:	Emission:	Frequency band:	Use (transmitter, receiver etc)			

Do you have a license / assignment under the Communications and Multimedia Act 1998?. If you have, please provide details of your license / assignment.

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Please state the required validity date and period.

Date :	Date assignment is issued OR Date required _____ (Please state the date)
Period (from 3 months to 5 years):	

I certify that the statements made in this application are complete and correct to the best of my knowledge, the apparatus is type approved for use in Malaysia and it will be used only for the purposes authorized by the Minister of Energy, Communications and Multimedia.

Signature:		Date:	
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If applicant is under 21 years of age, counter signature of parent or guardian is required: _____

Note: Please enclose

1. A sketch of the aerial(s) to be used,
2. Documentary proof of citizenship,
3. A copy of radio amateur certificate,
4. Two written character references,
5. A declaration of secrecy.

FOR CMC USE ONLY

Fee paid:	
Check/ bank in slip No:	
Receipt No:	

1. INTENT

- 1.1 The intent of this document is to provide applications with guidelines and instructions to assist them in properly completing the APPARATUS ASSIGNMENT(s) AMATEUR SERVICE Application Form.
- 1.2 The AMATEUR SERVICE Application Form is to be completed by the applicant and submitted to the Malaysian Communication and Multimedia Commission office for the following types of Amateur services:
 - a) *Amateur station (Class A);*
 - b) *Amateur stations (Class B);*
- 1.3 Applicants are to complete one Amateur Station Application Form per type of station indicated above. For example, one application is required for mobile use, one for fixed use and one for transportable use. An Amateur station is defined as being one or more transmitters, receivers, or a combination of both belonging to a single applicant at a specified location (e.g. in an automobile, at a home, etc.) An application for an amateur repeater station must be made on the FIXED SERVICES Application Form.
- 1.4 The applicant is requested to submit the annual fee associated with the services for which they are applying along with the application. Apparatus Assignment will not be issued until full payment of all appropriate fees has been received. In addition, the applicant is requested to submit a sketch of the aerial(s) to be employed at the fixed or transportable station, documentary proof of citizenship, a copy of their radio amateur examination certificate, two written character references, and a completed declaration of secrecy form.

2. PROCEDURES

Each application contains 6 sections :-

- Section 1 for client information,*
- Section 2 for application information,*
- Section 3 for Geographic Area information,*
- Section 4 for apparatus information,*
- Section 5 for comments and remarks*
- Section 6 for the applicant's certification and signature.*

The information in each of these sections is required to properly analyze the application. Failure to complete portions of the application could result in a delay in the assignment of a frequency.

2.1 New Apparatus

If the application is for a new apparatus, i.e. the applicant does not already have any apparatus assignment at the location, then the applicant should indicate this by checking the "New Apparatus" box. NOTE: if the client has existing apparatus assignment, then the Client ID number field should be completed to assist CMC staff in locating the applicant's file.

2.2 Change to Existing Apparatus Assignment

If, on the other hand, the application is for a change to an existing apparatus, or a change in the station location, then the applicant should indicate this by checking the "Existing Apparatus" box and then entering the Client ID number, the assignment number of each mobile involved, and the Callsign, found on the existing assignment, in the appropriate fields on the form.

2.3 Client Information

This section requests particular information on the applicant, including the individual's or company's name and address. Two separate addresses are indicated: a Business / Home address which is where the apparatus assignment payment invoices and any correspondence regarding billing will be sent. If both addresses are the same then only the mailing address needs to be completed. Because CMC may need to contact the applicant for more information, the applicant is requested to indicate a telephone and fax (if necessary) number. The form also requests the individual's occupation, place and date of birth, the Passport or I.C. number and an indication of the applicant's nationality. If the applicant is neither a Malaysian or Commonwealth citizen, then they are requested to specify their nationality.

2.4 Application Information

The application information section contains the date the application is completed.

2.5 Geographic Area Information

The information requested in this section pertains to the actual location of the station. These four fields detail the location name and a site address if the location of the station is not the same as the mailing address above. If the station is portable or mobile then the registration number of the vehicle in which the unit will be employed should be indicated in the "Location name field".

2.6 Apparatus Information

This section requests the applicant provide CMC with information on the make, model and serial number of the apparatus being employed at the station. Included are fields requesting the transmitter output power, the emissions and frequency bands to be employed and the use of the equipment, e.g. transmitter, receiver, transceiver.

2.7 Comments / Remarks

The applicant is requested to provide details of their license/assignment under the Communications and Multimedia Act 1998. The applicant also allow to enter any comments or remarks that may assist CMC in processing the application in an efficient manner. If more space is required the applicant can attach additional pages.

2.8 Certification and Signature

The applicant is requested to CAREFULLY READ the certification and sign and date the form where indicated. The name and I.C. number of the signatory should then be PRINTED clearly where indicated.