



## GUIDELINES FOR TYPE APPROVAL APPLICATIONS

Applications for Type Approval should be sent to the **National Telecommunications Regulatory Commission (NTRC)** and addressed to The Executive Director, National Telecommunications Regulatory Commission, 20 Cork Street, 2nd Floor, P.O. Box 649, Roseau, Commonwealth of Dominica.

Essentially, the application submission comprises of a signed cover letter requesting Type Approval along with the following items:

- Completed Type Approval Application Form
- Technical Documentation of the Equipment requiring Type Approval, including its general specifications
- Other (Foreign) Type Approval Certificate(s)
- A copy of the test report(s) including the technical characteristics of the respective equipment issued by a recognized certification body
- Safety Report
- Electromagnetic Compatibility (EMC) Report
- Letter of Authorisation / Power of Attorney (if applicant is an authorised institution)
- A copy of accreditation certificate/documentation of the certification body
- Other relevant supporting documents
- User Manual
- A physical sample of the equipment requiring type approval (if its compulsory for a particular application)
- Application Fee of EC\$500 per application

The supporting documents for the Type Approval Application must include a comprehensive description of the equipment, complete with illustrations, technical parameters and specifications. It should also clearly indicate what type of service the equipment is intended for. The information on all tests carried out by approved laboratories in relation to the said equipment ought to be presented with the application. Please note that equipment already typed approved pursuant to FCC or ETSI standards (EU) must be accompanied with their appropriate document(s) including the Power of Attorney (i.e.: if a third party is responsible for seeking type approval) from the manufacturer/producer requesting representation for the handling of the Type Approval certification of their electronic equipment/devices. The supporting documents for the application can be submitted on compact disk (CD) or via File Transfer Protocol (FTP).

## PAYMENT:

If the payment is being made with a foreign cheque there is a surcharge of EC\$10.10 (US\$3.76 ≈ US\$4.00) and via wire transfer, a surcharge of EC\$20.00 (US\$8.00) for local Bank) + EC\$94.00 (US\$35.00) for overseas bank, added to the application fee.

Cash: The cost per submission is EC\$500.00 or US\$187.27 = **US\$190.00**

Cheque: The cost per submission is EC\$500.00 + EC\$10.10 (US\$186.00 + 4.00) = US\$189.76 = **US\$190.00**

Wire: The cost per submission is EC\$500.00 (US\$186.) + EC\$20.00 00 (US8.00) + EC\$94.00 (US\$35.00) = **US\$230.00**

Hence, the required payment for one type approval application by cheque would be **EC\$510.10 or US\$190.00** and by wire transfer, **EC\$614.00 or US\$230.00**.

All Cheques for payments to the National Telecommunications Regulatory Commission should be made payable to the N.T.R.C

If paying by wire transfer, the bank information is stated in the FAQs below.

In order to legitimately use a device/product in another ECTEL member state, even if a product/device has been approved in one of the ECTEL member states, Type Approval Certification would still be required in the other member states for the said device. In such a case, it may not be mandatory to have another (separate) technical evaluation done in consultation with ECTEL. Once a particular device (or equipment) has been recommended for type approval by ECTEL, ECTEL's recommendation effectively serves for all the ECTEL member states. Hence, other member states could issue a Type Approval Certificate based on the initial Type Approval recommendation from ECTEL or issue a Type Approval Certificate based on the initial Type Approval Certificate issued by a member state.

Pursuant to our regulations, all ETSI standards are recognised in our jurisdiction; some of the FCC standards are, not all. In addition, some of the FCC standards have been recognised by established precedents through recommendations from ECTEL; in accordance to our regulations, such recommendations from ECTEL are legitimate. More information about ECTEL is available on the following website <http://www.ectel.int>.

Please note that any change made to the name or model of the type approved equipment will require a new type approval. This involves reapplying with all the revised supporting documents. If the technical specifications have not been amended, reference can be made to the original type approval. However, the applicant must submit a letter of declaration stating that the technical

specifications for the old named/model equipment is the same as the new name/model equipment.

The NTRC reserves the right to revoke any Type Approval Certificate issued by our Commission if the holder uses it beyond the approved scope or if any of the supporting documents have been proven to be illegitimate.

### Other FAQs

- 1) What email address should be used for Type Approval submissions?

***Response: tadma@ectel.int***

- 2) How long does it take to process and issue a certificate?

***Response: On average, it could take about eight weeks, if all the submissions and the application payment are made in a timely manner and if there are no pressing exigencies.***

- 3) Is it possible to wire (transfer) the payments for Type Approval fees?

***Response: Yes, wire transfer is possible. The information required for a wire transfer payment depends on your business address.***

- 4) Is there a particular preference for the method of payment?

***Response: Our preference would be wire transfer.***

- 5) What is the Bank information to make payment by wire transfer?

***Response: Our bank information for making the payment by wire transfer is as follows:***

#### **BANK INFORMATION**

***Bank Account No: 115002939***

***Bank Name: National Bank of Dominica***

***Branch Name: Main Branch***

***Address of Bank: 64 Hillsborough Street Roseau, Commonwealth of Dominica***

***Swift Code: NCDMDMDM***

***Routing #: 020***

***Beneficiary: National Telecommunications Regulatory Commission***

***Address of Beneficiary: 20 Cork Street, 2<sup>nd</sup> Floor, P.O. Box 649, Roseau, Commonwealth of Dominica***

- 6) Are devices which have been tested and shown to comply with the relevant ETSI and FCC standards exempt from type approval in Dominica? If so, does the NTRC Dominica request any submission of documentation and/or fee(s), prior to usage of ETSI compliant devices in Dominica?

***Response: In such a case, certification from the Commission and payment of the relevant fee is required. The device must be verifiably typed approved in accordance with ETSI standards and the relevant information regarding the device and its type approval must be submitted with the prescribed fee for its acceptance by the Commission, before its use in Dominica.***

- 7) Is it acceptable for us to submit the relevant NTRC Type Approval certificates (from other ECTEL member states) via e-mail to your attention?

***Response: Submission of relevant NTRC Type Approval certificates via email is acceptable.***

- 8) Are there any labelling standards in Dominica or within the ECTEL grouping?

***Response: No, CE and FCC labelling standards are recognized to date.***

Please feel free to contact our office for any additional information or clarification regarding the caption.