



# Comtest Certification Body Pty Ltd

## Telecommunication Equipment Certification Scheme

### Application Guide

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This Guide will assist you to complete the application form CCB-02 with sufficient information to minimise delays in processing your application. The application form, CCB-02, should be the current version. If unsure of the version check our website [www.comtestcertificationbody.com.au](http://www.comtestcertificationbody.com.au) for the latest updates. An incomplete application may be rejected so please take your time and carefully complete all details as requested below.

## Application Details

**Section 1. Type of Application:** Check the type of application by placing an “X” in the appropriate box.

**New Certificate:** Check the box for the applicable ACMA Technical Standard. One or more standards must be checked.

**Modification of an existing certificate:** Check this box if an existing certificate requires modification following a change or modification of the certified device that has resulted in an amended test report to be issued.

**Administrative Modification:** Check this box if an existing certificate requires modification as a result of a model or brand name change.

**Change in registered applicant details:** Check this box if an existing certificate requires modification as a result of a change in name of the registered applicant or certificate holder.

## Section 2. Applicant Details:

- **Business name:** This is the business name of the Certificate Holder. The Certificate Holder must ensure the equipment which is sold is identical to the electrical equipment type tested and registered on the Certificate.
- **Address:** This is the registered street address for the business. This is a mandatory requirement and must be completed.
- **Postal address:** This is the business postal address if different from above.
- **ABN/ACN/ARBN:** Australian applicants must include their Australian Business Number (ABN) or their Australian Company Number (ACN). International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).
- **Contact Name:** This is the name of the applicant or Certificate holder. This is the person who owns the business, or is an employee of the business and has delegated authority to act for the business in the telecommunication certification matters.
- **Contact details:** This is the contact details (name, ph, fax, email) of the contact person.

## Section 3. Agent Details

If a consultant or agent is being used, the consultant/agent must complete the details of their company. CCB will direct all communications relating to this application through the contact person named in this section. A letter of authority for the consultant/agent to act on behalf of the applicant must be supplied. When consultant details are provided all communications will be with the consultant and written correspondence will be sent to the postal address provided in this section.

## Section 4. Product details

Description



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Include information in this box to best describe your telecommunications equipment. This information will be included on the Certificate and may be edited. If Application is for Modification it will be as per the original Certificate. Please include the telecommunication interfaces and cellular bands that are applicable to the equipment.

Trade or brand name: Please provide the trade, brand or company name that which will be marked on the manufactured telecommunications equipment.

If you have more than one trade name that your telecommunications equipment will be sold under please provide these additional names in either the General Modification or Additional Models sections if they relate to specific model numbers.

- Main model number: This is the model, catalogue or part number that is marked on the telecommunications equipment to identify the particular telecommunications equipment type. If you have additional models please provide the details in Section 7 – Additional Models. The application cannot be processed without a model identifier.
- Electrical rating: These are the basic electrical details to be marked on the label. The marked rating must be the values of the main model as recorded on the test report for that model. If not, an explanation for the differences between the marked values and tested values must be supplied. If this is not done, there will be a delay in the processing of the application.
- Manufacturer's name and address: This is the name and address of the manufacturer of the telecommunications equipment to be approved.

### Section 5. Test Report Details

List all test reports here. If there is insufficient space attach a separate list.

- Report date/s: This is the date on the report that indicates when the report was issued.
- Name of testing laboratory: This is the name of the laboratory which performed the testing for the telecommunications equipment. The name will appear on the test report.
- Endorsement: For high risk standards, the test report must be endorsed by accreditation body for test standard. Refer to the Telecommunications labelling Notice for a list of the high risk standards.
- Test report number/s: This is the identifying number on the test report.
- Standard tested to: This is the Communications Alliance or Australian Communications Industry Forum (ACIF) standard number that the telecommunications equipment was tested to. It will be recorded on the test report.
- ACMA Technical standard: This is the Australian Communications and Media Authority Technical Standard that is applicable to the telecommunications equipment for which you are requesting a certificate. It is the ACMA technical standard you are declaring that you can show compliance to. E.g. AS/CA S042-2015

### Section 6. General Modifications

For modifications to existing certificates, enter the original certificate number.

List changes that affect one or more models:- For example additional brand names, or if a particular component or colour change or new supplier of a component that affects a model or a number of listed models. This can be included as part of a new application for certification.

Note: An additional Modification Fee will also be applied where complex assessment for this section is required.

### Section 7. Additional Models

List all additional models describing all of the differences between them and the main model or other listed model. There must be a traceable link back to the main model.



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#### Section 8. Administrative Modification

List the changes to the model number and/or brand name of an existing certified item. Only changes to names will be accepted as an Administrative modification. Any other change will cause the application to be rejected.

#### Section 9. Change in Applicant details

If any details of the existing certificate's applicant have changed, enter the details here.

A change in the applicant details will be processed only where it can be verified the certificate to be modified belongs to the certificate holder.

#### Section 10-1. Declaration by Applicant

If the application form is completed by the applicant, this declaration must be signed by the owner of the business whose details appear in Section 2 or an authorised employee of that business who by their position or appointment has authority to act on behalf of the applicant. By signing the application form you are declaring that you have read and understood the Terms, Conditions and Obligations of the Comtest Certification Body Telecommunications Equipment Certification Scheme and will abide by them.

#### Section 10-2. Declaration by Consultant

This declaration must be signed by consultant authorised to obtain telecommunications equipment certification on behalf of the applicant. A copy of the letter of authorisation must accompany the application.

The consultant must ensure that the applicant is supplied with the CCB Terms, Conditions and Obligations and the applicant provides the consultant with a signed declaration as per Section 10-1 above. This declaration must accompany the application.

NOTE: Each application is treated separately and the declarations mentioned above must accompany each new application.

#### Section 11. Payment details

No application will be commenced unless full payment is received.

The application fee is required at the time the application is submitted. A Tax Invoice/receipt will be issued for all payments and enclosed with the final letter. All fees are non-refundable regardless of the outcome of the application as stated in the "CCB Terms, Conditions and Obligations".

The fee for an application will depend on the type of application you are making.

The CCB fee schedule (Form CCB-07) is available on request or from [www.comtestcertificationbody.com.au](http://www.comtestcertificationbody.com.au).

You can pay by.

- Credit card: complete the fee section of the form with your credit card details. Please note that CCB respects your privacy and is committed to protecting your private information.
- Electronic Funds Transfer (EFT): Our bank details are on the form and once payment is made forward a copy of the payment transaction to us by email or attach it to the application form or by fax.