



Suruhanjaya Komunikasi dan Multimedia Malaysia
Malaysian Communications and Multimedia Commission
Off Persiaran Multimedia
63000 Cyberjaya, Selangor Darul Ehsan
Tel: 6 03-86888000 Fax: 6 03-86881001 <http://www.skmm.gov.my>

**APPLICATION FOR APPARATUS ASSIGNMENT (S)
(AMATEUR SERVICE)**

<input type="checkbox"/> New apparatus	<input type="checkbox"/> Type of apparatus (Please refer to instructions):					
<input type="checkbox"/> Existing apparatus	Client ID no.:		Assignment no.(s):		Callsign:	

Application Fee
RM60
per application

To be used when applying for all amateur service apparatus assignment (s)

1. CLIENT INFORMATION

Organisation name:						
Applicant name:						
Business / Residential 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:	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Commonwealth	<input type="checkbox"/> Other, please specify _____			

2. APPLICATION INFORMATION

Class (A/B)	
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3. GEOGRAPHIC AREA INFORMATION

Location name: <i>If mobile, enter the vehicle registration no.</i>				
Site address:				
Town / State:			Postal code:	
Apparatus name:		Ground elevation: <i>(metres above mean sea level)</i>		
Number of mobiles / hand-carried portables:		Hand-carried portable (Y/N):		
Geographic area of operations:		Coverage radius (km):		
Centre of area of operations Latitude (°N):	__ ° __ ' __ "	Longitude (°E):	__ ° __ ' __ "	
Structure height (m):		Building height (m):		

4. APPARATUS INFORMATION

Manufacturer / Model / Serial no.:	Power:	Emission:	Frequency band:	Use (transmitter, receiver etc)

**5. DO YOU HAVE A LICENCE / ASSIGNMENT UNDER THE COMMUNICATIONS AND MULTIMEDIA ACT 1998?
IF SO, PLEASE PROVIDE DETAILS OR A COPY OF YOUR LICENCE / ASSIGNMENT.**

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6. 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):	

7. 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 COMMUNICATIONS AND MULTIMEDIA MALAYSIA.

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 proficiency certificate.
4. Letter of reference from Malaysian Amateur Radio Transmitting Society (MARTS).
5. A declaration of secrecy.

FOR MCMC USE ONLY

Fee paid:	
Cheque or Bank in slip no.:	
Receipt no. / date:	

INSTRUCTIONS ON COMPLETING THE FORM

1. INTENT

- 1.1 The intent of this document is to provide applicants with instructions to assist them in properly completing the APPARATUS ASSIGNMENT(S) AMATEUR SERVICE FORM.
- 1.2 The AMATEUR SERVICE FORM is to be completed by the applicant and submitted to the Malaysian Communications and Multimedia Commission office for the following types of Amateur services apparatus:-
 - 1) *Amateur Station (Class A)*
 - 2) *Amateur Station (Class B)*
- 1.3 Please complete one Amateur Station Application Form per type of station indicated above. An Amateur station is define as being one or more transmitters, receivers, or a combination of both belonging to a single applicant at a specified location. An application for an amateur repeater station must be made on the FIXED SERVICES Application form.
- 1.4 Application Fee is **RM 60.00** per application.
- 1.5 Please submit the annual fee associated with the services for which you are applying along with the application. Apparatus Assignments will not be issued until full payments of all appropriate fees have been received. In addition, please 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 writtem character references, end of completed declaration of secrecy form.
- 1.6 Cheques, postal orders or money orders should be made payable to the “ **Suruhanjaya Komunikasi dan Multimedia Malaysia** “ or by online payment through MCMC’s website at www.skmm.gov.my.
- 1.7 Print clearly – illegible, unclear or incomplete application forms may delay processing.

2. PROCEDURES

Each application contains 7 sections which can be selected according to the services.

<i>Section 1</i>	<i>for client information</i>
<i>Section 2</i>	<i>for application information</i>
<i>Section 3</i>	<i>for geographical Area information</i>
<i>Section 4</i>	<i>for apparatus information</i>
<i>Section 5</i>	<i>for comments and remarks</i>
<i>Section 6</i>	<i>for validity date and period</i>
<i>Section 7</i>	<i>for the applicant’s certification & signature</i>

The information in each of those sections is required to properly analyse 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 station, 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 license(s) / assignment(s), then the client ID number field should be completed to assist MCMC staff in locating the applicant’s file.

2.2 Change to Existing Apparatus Assignment

Please indicate if the application is for a change in an existing apparatus assignment, such as a change of frequency, the addition of new frequency or a change of location. Please indicate this by checking the “Existing apparatus” box, entering the client ID number, the assignment number, and the callsign, found on the existing license/assignment, in the appropriate fields on the form.

2.3 Client Information

This section requests for particular information on the applicant, including the individual’s or company’s name and address. Please indicate your Business / Residential address for assignments and other correspondence. Please indicate if a separate billing address is needed for all billing correspondence. If both addresses are the same, only the mailing address needs to be completed. Because MCMC may need to contact the applicant for more information, please indicate a telephone and fax number. The form also requests for the individual’s occupation, place and date of birth, Passport or I.C. number and nationality.

2.4 Geographic Area Information

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”.

2.5 Apparatus Information

Please provide 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.

2.6 Comments / Remarks

Please provide details of your existing license/assignment under the Communications and Multimedia Act 1998. Please enter any comments or remarks that may assist MCMC in processing the application in an efficient manner. If required, please provide attachments.

2.7 Certification and Signature

Please READ CAREFULLY the certification, sign and date the form where indicated. The name and I.C. number of the signatory should be PRINTED clearly where indicated.

Chairman
Malaysian Communication and Multimedia Commission
Off Persiaran Multimedia
63000 Cyberjaya
Selangor

RE : APPLICATION FOR AMATEUR STATION ASSIGNMENT (CLASS A/B *)

We, the undersigned being authorized persons of MARTS / holders of Class A Amateur assignment hereby certify that (Name) _____
(NRIC) _____ is known to us and is of good character.

*He has also demonstrated practical skills to us for the operation and use of amateur radio station apparatus.

Thank you.

Signed

1. _____

Name: _____

Call Sign: _____

2. _____

Name: _____

Call Sign: _____

***delete where appropriate.**

STATUTORY DECLARATION REGARDING SECRECY OF WIRELESS COMMUNICATIONS.

To be included with applications for land and mobile amateur stations.

I, _____
 Of _____

IDENTITY CARD No./PASSPORT No. _____ do solemnly and sincerely declare:

1. That I will hold strictly secret all wireless telegraphic or telephonic or other communications that may pass through my hands or come to my knowledge in the execution of the wireless or telephonic duties entrusted to me.
2. That I will not directly divulge to any person (other than a properly authorized official or Malaysia or a competent legal tribunal), or make any use whatever of any message or information coming to my knowledge by reason of the licensed installation. If employed as an operator at a station licensed to conduct commercial wireless traffic I will not give any information directly or indirectly respecting such message or communications are intended and/or to any authorized official of Malaysia or authorized official of my employer.
3. That I will not transmit or cause to be transmitted by wireless telegraphy or telephony any message received by me for transmission or deliver or cause to be delivered to any person any message received by me by wireless telegraphy or telephony, unless the delivery of such message has been approved by the Malaysian Communications and Multimedia Commission or its duly authorized official.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations 1960.

Subscribed and solemnly declared by }
 The above named _____ }
 _____ }
 at _____ }
 this _____ day of _____, 20 _____ }

Signature: _____

Before Me,

NOTE: To be signed before Justice of the Peace, Magistrate or a Commissioner of Oaths. Any person who makes a false statement in a statutory declaration is guilty of an offence and is liable to imprisonment for three years and is also liable to a fine.

Applicant's Name: _____

I/C No: _____

My Callsign Choice:

Choice	Callsign
First	
Second	
Third	

If all my choice is not available please contact me at:

Tel No: _____

Signature: _____