Spectrum Management and Telecommunications

Radio Standards Procedure

Certification of Radio Apparatus and Broadcasting Equipment
Preface

Radio Standards Procedure RSP-100, Issue 12, *Certification of Radio Apparatus and Broadcasting Equipment*, replaces issue 11, *Certification of Radio Apparatus*, dated January 2016. This document sets out the certification procedure for radio apparatus and broadcasting equipment which fall under Radio Standards Specifications (RSSs) and Broadcasting Equipment Technical Standards (BETSs), respectively.

This document will be in force as of its publication on the Innovation, Science and Economic Development Canada’s (ISED) website.

Listed below are the changes:

1) Remove the following information or requirements as they are included in RSS-Gen, *General Requirements for Compliance of Radio Apparatus*:
   a) developmental license;
   b) labelling;
   c) listing equipment in the Radio Equipment List (REL);
   d) definition of equipment category; and
   e) radiocommunication antenna systems.

2) Clarify that for handheld host product, host product certification (not modular certification) is required unless it meets conditions for exemption (Section 6.3).

3) Modify that the product marketing name (PMN) is required at the time of certification and add information on temporary non-disclosure of the PMN (Section 7.1).

4) Add certification requirements for stand-alone certified module incorporated into a handheld or wearable host product (Section 8.2).

5) Require a statement of compliance to the latest issue of the applicable standard(s) to be provided with certification applications for new product or product modifications when new testing to verify compliance is not needed (Section 9).

6) Add Non-RF modification to Class I permissive changes (C1PC) (Section 9.1).

7) Clarify that for a new multiple listing application from an existing certification, the new hardware version identification number (HVIN) must be different than the one from the existing certification (Section 9.5.1).

8) Replace the UPN and Company number with ISED certification number (Annexes A, B and D).

9) Add requirements to have lowest gain for each type of receiving antenna to be submitted for modular approval (Annex D).

10) Update definition section and contact information.
11) Restructure and reformat the document.

Issued under the authority of
the Minister of Innovation, Science and Economic Development

____________________________________
Martin Proulx
Director General
Engineering, Planning and Standards Branch
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1. **Scope**

Radio Standards Procedure RSP-100, *Certification of Radio Apparatus and Broadcasting Equipment*, describes the requirements and certification process for obtaining and maintaining certification of Category I equipment subject to Radio Standards Specifications (RSSs) or Broadcasting Equipment Standards (BETSs). Standards encompassing Category I equipment are listed in the *Category I Equipment Standards List*.

2. **General requirements and information**

2.1 **Related documents**

The Department’s documents are available on the [official publications](#) section of the Spectrum Management and Telecommunications website. Refer to the following documents as needed:

- CS-03, *Compliance Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aid Compatibility*
- DC-01, *Procedure for Declaration of Conformity and Registration of Terminal Equipment*
- RSS-Gen, *General Requirements for Compliance of Radio Apparatus*
- RSS-102, *Radio Frequency (RF) Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands)*

2.2 **Inquiries related to the certification procedure**

Inquiries may be submitted online using the [General Inquiry form](#). Select the Certification and Engineering Bureau radio button and specify “RSP-100” in the General Inquiry field.

Inquiries can also be sent by email, or by mail to the following address:

Innovation, Science and Economic Development Canada  
Certification and Engineering Bureau  
Attention: Manager, Equipment Certification  
P.O. Box 11490, Station H  
3701 Carling Avenue (Building 94)  
Ottawa, Ontario K2H 8S2  
Email: [IC.CertificationBureau-Bureauhomologation.IC@canada](mailto:IC.CertificationBureau-Bureauhomologation.IC@canada)

2.3 **Inquiries related to licensing**

Inquiries related to licensing may be made through the Department’s regional or district offices. Contact information for these offices is listed in Radio Information Circular [RIC-66](#), Addresses and Telephone Numbers of District Offices.
2.4 Inquiries related to BETS

Inquiries can also be sent by email, or by mail to the following address:

Innovation, Science and Economic Development Canada  
Engineering, Planning and Standards Branch  
Attention: Broadcasting Group  
235 Queen Street  
Ottawa, Ontario K1A 0H5  
Email: to be added at a later date

2.5 Inquiries related to RSS

Inquiries may be submitted online using the General Inquiry form. Select the Regulatory Standards Branch radio button and specify the RSS in the General Inquiry field (e.g. “RSS-Gen”). Inquiries can also be sent by email, or by mail to the following address:

Innovation, Science and Economic Development Canada  
Engineering, Planning and Standards Branch  
Attention: Regulatory Standards Directorate  
235 Queen Street  
Ottawa, Ontario, K1A 0H5  
Canada

Comments and suggestions for amending RSSs may be submitted online using the Standard Change Request form or by mail to the above address.

3. Equipment certification requirements

3.1 Canadian representative

A Canadian representative is required when the applicant’s company address is not within Canada. The applicant shall provide a signed Applicant-Canadian Representative Agreement and the details of the company representative in Canada shall be clearly identified (see Annex A).

The Canadian representative shall be responsible for responding to all enquiries from the Department regarding the certified product(s), including providing audit samples at no charge to the Department. The applicant shall have a valid Applicant-Canadian Representative Agreement for as long as the certified product is offered on the Canadian market.

3.2 Applications

The application for product certification shall be prepared and submitted in accordance with the process described in this document.

The application shall contain all of the necessary information, including a cover letter that describes the certification service being requested and the intended use of the radio product. Test report(s) which
meets the requirements of RSS-Gen, *General Requirements for Compliance of Radio Apparatus*, shall be included with a cover sheet (Annex B).

3.3 **CS-03 compliance**

In addition to the applicable RSS, radio apparatus that is designed to connect to the public switched network shall also comply with **CS-03 standards**.

3.4 **Terminal equipment registration**

In addition to the requirements in this document, terminal equipment registration is also required in accordance with **DC-01 procedure**.

4. **Labelling and listing requirements**

4.1 **Labelling**

The product shall meet the labelling requirements set out in **RSS-Gen** and the applicable standards.

4.2 **Radio equipment list (REL)**

Certified equipment is subject to REL listing requirements in RSS-Gen for category I equipment classification.

5. **User notices**

User notice(s) which is required for radio/broadcast products as per the applicable RSS or BETS shall be included with each unit of the product offered for sale. The required notice(s) shall:

a) be stated as specified in the applicable RSS or BETS in both English and French;

b) be shown in a conspicuous location in the user manual for the product, or displayed on the product. Variable formats are acceptable for providing the notices (i.e. in paper form, CD, DVD, or insert with download link on the company’s website); and,

c) identify the product version to which each notice pertains in the cases of more than one notice is required for multiple product versions.

In cases where the user notifications are only available in one language (English or French) at the time of the certification process, the applicant shall provide a written declaration that the user notices will be in both English and French when the product is made available for sale and/or lease in Canada.

6. **Host/Modular product requirements**
6.1 General

Radio equipment designed as modules for installation in a host product may obtain product certification as modular products provided that they meet the requirements in the applicable RSS(s) and section 6.3 of this document. The host products alone, without modular products, are not required to be certified separately provided that all the intentional radio emissions are generated by the certified modules.

6.2 Host product requirements

The module(s) shall be integrated into host products as per the requirements/instructions for intended use/configuration provided by the module certificate holder.

Host products and associated modules (i.e. final product) shall meet all applicable requirements set forth in RSS-Gen including the radio frequency (RF) exposure compliance requirements in RSS-102.

6.3 Modular approval (MA) and limited modular approval (LMA) requirements

The applicant can obtain MA or LMA certification for a module intended to be installed in a host product. Annex D shall be submitted with the modular or limited modular certification application.

For handheld and wearable host devices, such as cellphone and smart watch, host certification is required as modular certification is not adequate unless the host contains only one transmitter module for which SAR is exempted or below 0.4 W/kg.

6.3.1 Modular approval

For MA certification, the module shall meet all of the requirements as detailed in Annex D.

6.3.2 Limited modular approval

LMA certification may be granted when all of the following conditions are met:

a) a module does not meet one or more modular approval requirements as detailed in Annex D; and
b) the applicant shall demonstrate in Annex D how they will retain control over the final installation of the product, such that compliance of the end product is assured. In such cases, an operating condition on the LMA certificate for the module shall state that the module is only approved for use in a specific host.

The applicant is permitted to obtain LMA certification for any module even if the module meets all the requirements of MA. The applicant shall state the reason in Annex D.

7. New product(s) certification services

7.1 General

The following sections have been prepared to assist the applicant when applying for product certification services.

Description of key fields:
- **PMN** — The Product Marketing Name (PMN) is required at the time of the certification. For temporary non-disclosure of the PMN, the deferred REL/TAR listing function can be used.

- **HVIN** — The Hardware Version Identification Number (HVIN) is required for all products for certification application. As the HVIN is required to be on the product label or accessible through e-labelling, any changes to the HVIN will require changes to the product label and/or e-labelling.

- **FVIN** — The Firmware Version Identification Number (FVIN) shall be provided as appropriate (if the product does not require firmware for operation, “N/A” shall be entered as FVIN).

- **HMN** — The Host Marketing Name (HMN) shall be provided when the module requires a host product for RF and/or specific absorption rate (SAR)/RF exposure testing.

- **Equipment Description** — A brief description of the type of product and the technology used is required. (ex: Router with WiFi; Smartphone with Bluetooth, WiFi, GSM, LTE, NFC, etc…).

- **Band Class and Technology** — The band class and technology information for some types of devices is required by the online application. This information shall be provided when prompted.

### 7.2 Single product

A new single product certification application for a single product version may be granted to products (final product or module) provided that the applicant has never been granted certification for the assigned HVIN or ISED certification number in the application. The application shall include the following:

- a) the PMN which can be identical to the HVIN;
- b) the FVIN if applicable; Otherwise, “N/A” shall be entered as the FVIN;
- c) the HMN for modular certifications when module compliance is assessed in a host; and,
- d) documents required as per Annex C.

### 7.3 Product family

#### 7.3.1 Certification requirements

Multiple versions of a product design are permitted to be certified under a single family certification with one ISED certification number provided that all the product variants within a product family application are compliant with the following:

- a) the enclosure and general appearance of all product versions in a family shall be identical except for enclosure colour and/or minor external cosmetic differences;
b) two or more versions of a product with one PCB design with different frequency bands/technologies enabled by software;

c) a new version of a certified product which may have minor PCB modifications to improve existing frequency bands/technologies and/or add non-RF features; and,

d) all the product versions within the product family application shall be identical or have differences permitted under Class I and III permissive changes.

An approval from the Department for an exceptional circumstance where the difference between the products under family certification falls under Class II permissive changes shall be submitted with the certification application.

Two or more versions of a product with two or more PCB designs with different frequency bands/technologies within identical enclosures are not permitted within a product family.

7.3.2 New certification application

A new product family certification application for multiple versions of a product may be granted to products (final products or modules) provided that the applicant has never been granted certification for the assigned HVIN(s) or ISED certification number in the application. The application shall provide the following:

a) at least one field (PMN, HVIN or FVIN) which shall be unique to identify the different versions of the product for new family certification;

b) a detailed description letter stating the hardware and/or software similarities/differences (RF characteristics, circuitry design, function, etc.) between all unique versions of unique PMN, HVIN and FVIN;

c) the HMN for modular certifications if module compliance is assessed in a host; and,

d) documents required as per Annex C.

7.3.3 Legacy product exemptions

Some telephone systems consisting of a base station and wireless handset(s) require radio certification and terminal registration. The Department will accept one ISED certification/registration number under family certification/registration for a base telephone unit and one or more wireless handsets sold with the base unit. The base unit and the handset cannot have identical HVIN. Only identical handsets are permitted to share the same HVIN.

Different products being sold together as a system (e.g. baby monitor systems or speaker systems) will no longer be accepted by the Department under a family certification. A unique ISED certification number is required for each transmitter.

8. Modification of certified products
8.1 General

Any modifications to a certified product may require recertification with the Department. The certificate holder shall inform the certification body (CB) or the Department of any changes that may affect compliance with the technical requirements of the regulations under which the product was originally certified. For modifications as per the various permissive changes listed below in this section, the Product Certification Services (Section 7) shall be used as appropriate to ensure that the modified product remains compliant to the latest applicable standard(s) from the Department.

8.2 Class I permissive changes (C1PC)

The following changes under C1PC are permitted:

a) modifications that do not change the fundamental RF characteristics and that do not degrade the unwanted emissions of the certified product; or

b) modifications that do not change physical characteristics significantly which would require new photographs to identify the modified product.

If the final product is designed to utilize more than one standalone certified modules which are capable of transmitting simultaneously, C1PC is applicable provided that all of the following conditions are met.

a) the final product is designed to be used at a distance of greater than 20cm;

b) the modules were certified for stand-alone configuration without taking into consideration co-location or the operation with other antenna or transmitter;

c) the sum of the Maximum Permissible Exposure (MPE) ratios for all simultaneously transmitting antennas incorporated in the host device is below 1.0 at a distance of 20cm; and,

d) the final product meets all applicable standards.

If the final product does not meet all conditions stated above, C4PC is applicable.

Notice to the Department is not required for class I modifications unless the HVIN or PMN is also modified; however, the certificate holder shall ensure that the product continues to remain compliant as per the original RSS-102 attestation on file with the Department.

8.3 Class II permissive changes (C2PC)

The following changes under C2PC are permitted:

a) hardware modifications to the certified product that affect fundamental RF characteristics and/or degrade the unwanted emissions of the product;

b) modifications to a certified product that change the RF characteristics, but the requirements established in the applicable RSS or BETS in the original certification are still met;

c) modifications that change physical characteristics significantly which would require new photographs to identify the modified product; or
d) any changes to the PMN or HVIN of the certified product.

The addition of new frequency bands with hardware modification is not permitted. Refer to C3PC for adding new frequency bands with firmware change.

Notice to the Department is required for Class II permissive changes.

8.4 Class III permissive changes (C3PC)

The following changes are permitted under C3PC:

a) firmware modifications to a certified product that affect the RF characteristics of the product; or
b) firmware modifications to enable/disable frequency bands but without hardware modification.

Notice to the Department is required for Class III permissive changes and a new and unique FVIN shall be provided.

8.5 Class IV permissive changes (C4PC)

The following changes are permitted under C4PC, with or without firmware modification, for a certified module(s) (LMA or MA) that is integrated into a new host product which results in changes to the original reported RF emissions characteristics and/or RF exposure assessment.

Notice to the Department is required for Class IV permissive changes and the HMN shall be provided.

9. Certification services application submission

For all certification services listed in this section, the product in the application shall comply with the latest applicable standard(s) and an assessment shall be conducted to determine if testing is required based on latest issue of the applicable standard(s). When no additional testing is required, a statement of compliance to the latest issue of the applicable standard(s) shall be provided as part of the application.

9.1 Add new product/Non-RF product modifications (C1PC) to existing certification submission

The following shall be verified for “The Add new Product/Non-RF product modifications (C1PC) to existing certification” submission:

a) the products version have at least one unique field (PMN, HVIN or FVIN) to identify different versions if there is more than one product version in the application. The PMN, HVIN or FVIN may be identical or different from the existing certified version(s) of the product;

b) the HMN is provided for modular certification where module compliance is assessed in a host;

c) the modifications to the original certified product meet the conditions of Class I permissive changes; and,
d) documents required as per Annex C are submitted and include:

(i) a detailed description between different versions of the product with photographs, block diagrams, schematics and product literature, where applicable; and,

(ii) a statement describing how the Non-RF modifications to the product meet the Class I permissive change and/or family certification conditions.

9.2 Add new product/product modifications (C2PC) to existing certification submission

The following shall be verified for the submission of “The Add new product/product modifications (C2PC) to existing certification”:

a) the product version must have at least one unique field (PMN, HVIN or FVIN) to identify different product versions if there is more than one product version in the application. The PMN, HVIN or FVIN may be identical or different from the existing certified version(s) of the product.

b) the HMN is provided for modular certifications when module compliance is assessed in a host;

c) test report(s) is/are provided for any permitted hardware or software modifications to the original certified product which may affect the RF characteristics;

d) the modifications to the original certified product meet the conditions of Class II permissive changes; and,

e) documents required as per Annex C are submitted and include:

(i) a detailed description of the firmware/hardware changes (RF characteristics, circuitry design and functional capabilities) between different versions of the product with photographs, block diagrams, schematics and product literature; and,

(ii) a statement describing how the modifications to the product meet the Class II permissive changes and/or family certification conditions.

9.3 C3PC product modification submission

The following shall be verified for the submission of “The C3PC product modification”:

a) a new and unique FVIN is provided;

b) the “Modification Information” letter is submitted and includes:

(i) a detailed description of the RF characteristics and/or functional changes to the certified product due to the firmware change; and,

(ii) a statement describing how the modifications meet the Class III permissive change conditions.
c) documents required as per Annex C are submitted.

9.4 C4PC product modification submission

The following shall be verified for the submission of “The C4PC product modification”:

a) the SAR, RF exposure and/or NS evaluation(s) in the new host product is/are provided;

b) test report(s) and updated RF emissions information are submitted if the module integration affects the original RF emissions characteristics;

c) the HMN(s) is provided;

d) information regarding the module integration into a new host, including statements regarding changes to the module’s original reported RF emissions characteristics and/or SAR, RF exposure and/or NS evaluation(s) is/are provided; and,

e) documents required as per Annex C are submitted.

9.5 Multiple listing of certification service submission

A new certification may be obtained based on an existing certification with the submission of “The multiple-listing certification service”.

9.5.1 Information

Below is information related to certification falling under the multiple listing certification service:

a) the existing certificate holder or another entity/company (new applicant) may request a new ISED certification number based on the existing certification of a product; and,

b) the selected HVIN, PMN or FVIN in the new multiple listing application may be identical to the numbers from the existing certification provided that the multiple listing applicant has never obtained certification for the selected HVIN.

9.5.2 Requirements

The applicant shall submit documents required as per Annex C, including the following information:

a) an ISED certification number for which certification has never been granted to the applicant;

b) the product version(s) which must be identical (C1PC permitted) to those in the existing certification;

c) the “Application Cover Letter” which includes:

(i) product details (ISED certification number, PMN, HVIN, FVIN when applicable) from the existing certification and new application;
(ii) a declaration that the new product version is identical to the certified product; and,

(iii) a declaration that the documents on file with the Department from the original certification remain unchanged and continue to be valid.

d) the “Original Applicant Authorization” letter from the existing certificate holder which includes:

(i) authorization for the existing certified product to be listed under the new applicant/company;

(ii) product identification details (ISED certification number, PMN, HVIN and FVIN as applicable) from the existing certification and new application; and,

(iii) authorization for the Department’s officials to use documents on file with the Department from the existing certification.

9.6 Transfer of certification service

9.6.1 Full transfer of certifications (company takeover)

This full transfer of certifications application service is applicable when one company takes over another company. The new applicant shall submit documents required as per Annex C, including the following information:

a) a signed statement indicating that the new company assumes all responsibilities associated with all existing certifications from the existing certificate holder; and,

b) a copy of a signed letter from the current certificate holder, authorizing the Department to:

(i) transfer the certificate ownership from the current certificate holder to the new company/applicant; and,

(ii) change the certificate file information to reflect the new certificate holder’s information. The HVIN and ISED certification number shall remain unchanged.

9.6.2 Partial transfer of certifications (Product line takeover)

This partial transfer of certification application service is applicable when one company takes over one or more product line(s), but not all of the product lines from another company. The new applicant shall assign new ISED certification number(s) to all transferred certified product lines and shall submit documents required as per Annex C, including the following information:

a) a signed statement indicating the new company/applicant assumes all responsibilities for the product line(s) being transferred which are associated with the existing certifications from the existing certificate holder; and,

b) a copy of a signed letter from the existing certificate holder, authorizing the Department to transfer the certificate ownership to the new company/applicant and change the certificate file information to reflect the new certificate holder’s information.
10. Certification retention and audits

10.1 Responsible parties (applicant, manufacturers, importers, distributors and vendors)

Certificate holder and all associated responsible parties (manufacturers, importers, distributors and vendors) have a regulatory obligation to ensure that the product(s) continue to meet all applicable standards throughout its entire life cycle.

10.2 Post-certification audits, investigations and quality control

Post-certification audits will be conducted by the Department and the CB in order to ensure continuing compliance. The certificate TAC holder shall provide random radio product samples at the certificate holder’s expense, when requested by the Department or the CB, for post-certification audit testing, or for determining radio interference. In the event of an investigation of non-compliance, the certificate holder will be asked to provide the Department with records of the quality control process, as well as any relevant information that could help identify issues related to compliance. All certificate holders will be able to demonstrate a quality control process used for production inspection and testing in accordance with good engineering practices.

10.3 Remedial action

When the department determines a product is not compliant with applicable standard(s) and procedure(s), the certificate holder will be asked to provide a satisfactory remedy action to bring the product back into compliance. In the case where certification holders are not reachable or unresponsive, the other responsible parties (importers, distributors and vendors) will be contacted to take prompt and effective remedial action.

10.4 Disclosure of information

The applicant shall indicate which information and documents submitted for certification are confidential. The provisions of the Access to Information Act apply to all applicants.

Files provided to the Department for the following exhibit types are qualified for confidential treatment:

a) block diagrams;
b) operational description;
c) parts lists and tune-up information;
d) software defined radio and security information; and,
e) Schematic diagrams.

For files of other exhibit types, the Department may consider treating them as confidential if the applicant submits a request with appropriate justification before the application for certification is submitted to the Department or a CB.
## 11. Glossary of commonly used terms and definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Certification</td>
<td>The process by which equipment is entered in the Radio Equipment List (REL) to signify that a product is certified and permitted to be manufactured, imported, distributed, leased, offered for sale, sold, installed or used in Canada.</td>
</tr>
<tr>
<td>Certification body (CB)</td>
<td>A foreign certification body that is designated under an international agreement, convention or treaty to which Canada is party and that is recognized by Canada under that agreement, convention or treaty as competent to certify equipment, to the effect that the equipment complies with the applicable standards; or a Canadian certification body that meets the requirements set out in requirements for certification bodies, as amended from time to time, published by Innovation, Science and Economic Development Canada.</td>
</tr>
<tr>
<td>Certificate holder</td>
<td>A holder of a radio equipment certificate issued by either a recognized Certification Body (CB) or the Certification and Engineering Bureau (CEB)</td>
</tr>
<tr>
<td>Equipment Description</td>
<td>A key field in which a brief description of the type of product is required.</td>
</tr>
<tr>
<td>Firmware Version Identification Number (FVIN)</td>
<td>The FVIN identifies the firmware version used by the product, which controls/affects the RF characteristics of the product.</td>
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<tr>
<td>Hardware Version Identification Number (HVIN)</td>
<td>The HVIN identifies hardware specifications of a product version. An HVIN is required for all products for certification applications.</td>
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<tr>
<td>Host Product</td>
<td>A final product which may or may not be certified and which contains one or more certified module(s)</td>
</tr>
<tr>
<td>Host Marketing Name (HMN)</td>
<td>The HMN is the name or model number of a final product, which contains a certified radio module.</td>
</tr>
<tr>
<td>Product(s)</td>
<td>The product(s) refer to radio apparatus and broadcasting equipment.</td>
</tr>
<tr>
<td>Product Marketing Name (PMN)</td>
<td>The PMN is the name or model number under which the product will be marketed/offered for sale in Canada.</td>
</tr>
<tr>
<td>Radio Equipment List (REL)</td>
<td>A list of certified radio and broadcasting equipment maintained by the Department.</td>
</tr>
<tr>
<td>Supplier</td>
<td>A generic term for an entity, such as the manufacturer, reseller, distributor, importer or other agent of equipment.</td>
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Annex A — Application and Agreement for Certification Services

<table>
<thead>
<tr>
<th>Certification Applicant</th>
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<tbody>
<tr>
<td><strong>Company Name:</strong></td>
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<tr>
<td><strong>Contact Name:</strong></td>
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<td><strong>ISED Company Number:</strong></td>
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<td><strong>Telephone:</strong></td>
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<td><strong>Company Address:</strong></td>
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<th>Canadian Representative</th>
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<tr>
<td><strong>Company Name:</strong></td>
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<td><strong>Contact Name:</strong></td>
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<td><strong>ISED Company Number:</strong></td>
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<td><strong>Company Address:</strong></td>
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<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product Description:</strong></td>
</tr>
<tr>
<td><strong>PMN:</strong></td>
</tr>
<tr>
<td><strong>FVIN:</strong></td>
</tr>
<tr>
<td><strong>HVIN:</strong></td>
</tr>
<tr>
<td><strong>RSS(s) and Issue #:</strong></td>
</tr>
<tr>
<td><strong>□ New Single Certification</strong></td>
</tr>
<tr>
<td><strong>□ New Family Certification</strong></td>
</tr>
<tr>
<td><strong>□ Existing Family (C1PC)</strong></td>
</tr>
<tr>
<td><strong>□ Modifications (C2PC, C3PC, C4PC)</strong></td>
</tr>
<tr>
<td><strong>□ Multiple Listing</strong></td>
</tr>
<tr>
<td><strong>□ Full Transfer of TAC</strong></td>
</tr>
<tr>
<td><strong>□ Partial Transfer of TAC</strong></td>
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<tr>
<td><strong>HMN:</strong></td>
</tr>
<tr>
<td><strong>□ MA</strong></td>
</tr>
<tr>
<td><strong>□ LMA</strong></td>
</tr>
</tbody>
</table>
### Payment Information and Authorization

<table>
<thead>
<tr>
<th>Payment Amount ($)</th>
<th>Payment Method:</th>
<th>Cardholder Payment By:</th>
<th>Credit Card Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Cheque</td>
<td>☐ Applicant</td>
<td>☐ Visa ☐ MC ☐ AMEX</td>
</tr>
<tr>
<td></td>
<td>☐ Credit Card</td>
<td>☐ Representative</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name on the Card:</th>
<th>Card Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I agree to pay the total amount stated above in accordance with the credit cardholder’s agreement.

<table>
<thead>
<tr>
<th>Cardholder Signature:</th>
<th>Card Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Application Agreement Signature

**The Applicant agrees to:**

I. accept responsibility for all departmental charges arising from this application;

II. meet all requirements in accordance with Radio Standards Procedure RSP-100 and other applicable procedures;

III. warrant that the test results submitted are a true representation of the characteristics of the equipment type for which certification is requested; and,

IV. inform the Department of any changes to the information submitted.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Contact Person Title and Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Applicant,</td>
<td></td>
</tr>
<tr>
<td>or ☐ Authorized Agent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Signature Date:</th>
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</tbody>
</table>
## Annex B — Test Report Cover Sheet

### Product Information

<table>
<thead>
<tr>
<th>PMN:</th>
<th>FVIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ISED Certification Number:</td>
</tr>
<tr>
<td></td>
<td>Wireless lab company number(s):</td>
</tr>
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### Emissions Information

<table>
<thead>
<tr>
<th>RSS # and Issue #</th>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
<th>Band 4</th>
<th>Band 5</th>
<th>Band 6</th>
<th>Band 7</th>
<th>Band 8</th>
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<tbody>
<tr>
<td>Frequency Minimum (MHz)</td>
<td></td>
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<td>Field Strength Units@distance</td>
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<tr>
<td>Measured BW (kHz) (99%, 26 dB, 6 dB, etc.)</td>
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<tr>
<td>Calculated BW (kHz) As per TRC-43</td>
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<tr>
<td>Emission Classification (F1D, G1D, D1D, etc.)</td>
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<table>
<thead>
<tr>
<th>RSS # and Issue #</th>
<th>Band 9</th>
<th>Band 10</th>
<th>Band 11</th>
<th>Band 12</th>
<th>Band 13</th>
<th>Band 14</th>
<th>Band 15</th>
<th>Band 16</th>
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<tbody>
<tr>
<td>Frequency Minimum (MHz)</td>
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<tr>
<td>Field Strength Units@distance</td>
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<td>Calculated BW (kHz) As per TRC-43</td>
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<td>Modulation Type</td>
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<td>Emission Classification (F1D, G1D, D1D, etc.)</td>
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<td></td>
<td></td>
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<tr>
<td>Transmitter Spurious Units@distance</td>
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</tbody>
</table>

### Agreement Signature
ATTESTATION: The test measurements were made in accordance with the above-mentioned departmental standard(s), and the equipment identified in this application has been subject to all the applicable test conditions specified in the departmental standards and all of the requirements of the standards have been met.

<table>
<thead>
<tr>
<th>Applicant / Agent Name:</th>
<th>Applicant / Agent Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant / Agent</td>
<td>Signature</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Annex C — Document checklist for certification

The following documents shall be submitted with the certification application depending on the type of certification service(s) listed at the bottom of the table. Please review the details below the table for guidance.

<table>
<thead>
<tr>
<th>Description of Required Document(s)</th>
<th>Type of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Cover Letter: A letter with explanation of the type of certification service requested and brief description of the radio equipment.</td>
<td>All</td>
</tr>
<tr>
<td>RSP-100, Annex A: A completed and signed copy.</td>
<td>All</td>
</tr>
<tr>
<td>RSP-100, Annex B: A completed and signed copy.</td>
<td>All</td>
</tr>
<tr>
<td>Canadian Representative Letter: The applicant-Canadian Representative agreement signed by the Canadian Representative.</td>
<td>All</td>
</tr>
<tr>
<td>Agent/Authorization Agreement: If the applicant has authorized another entity for legal representation on its behalf, this agreement shall be submitted.</td>
<td>All</td>
</tr>
<tr>
<td>Certificate: If a new or revised certification certificate has been issued by a CB for the product(s), a copy of the issued certificate shall be submitted.</td>
<td>All</td>
</tr>
<tr>
<td>RSP-100, Annex D: A completed and signed copy required for modular certifications only</td>
<td>All*</td>
</tr>
<tr>
<td>Radio Test Report: A detailed test report meeting the technical requirements of the applicable RSS and/or BETS.</td>
<td>All*</td>
</tr>
<tr>
<td>RSS-102 Compliance: SAR Test Report and/or RF Evaluation and/or Nerve stimulation test report for the product.</td>
<td>All*</td>
</tr>
<tr>
<td>Photos: Internal and external photos of the product versions in the application.</td>
<td>All*</td>
</tr>
<tr>
<td>Product manual with applicable user notifications and operational description.</td>
<td>All*</td>
</tr>
<tr>
<td>Schematics, block Diagrams and parts list.</td>
<td>All*</td>
</tr>
<tr>
<td>Product Label: physical label and label location photo(s) or illustration of the product label.</td>
<td>All*</td>
</tr>
<tr>
<td>Confidentiality Request: A letter identifying the confidential documents.</td>
<td>All*</td>
</tr>
<tr>
<td>Family Certification Information: A letter/diagrams/photos explaining/showing the similarities and differences between the versions of the product. May include schematics/diagrams/photos if necessary.</td>
<td>2,3</td>
</tr>
<tr>
<td>Modification Information: A signed letter explaining/showing the changes to the existing version of the product. May include schematics/diagrams/photos if necessary.</td>
<td>3,4</td>
</tr>
<tr>
<td>Original Applicant Authorization: A letter signed by original applicant authorizing new applicant to certify the product for multiple listing or transfer of TAC.</td>
<td>5,6</td>
</tr>
</tbody>
</table>

All – The requirement applies to all 1, 2, 3, 4, 5, 6 types of certification services listed below.

* For all types of applications, if this document is identical to the document with the original filing, the document can be omitted.
1 – New Single Product Certification; 2 – New Product Family Certification; 3 – Add New Product to Existing Family/(C1PC, C2PC); 4 – Modifications/(C3PC, C4PC); 5 – Multiple Listing of Certification; 6 – Full/Partial Transfer of Certification
## Annex D — Modular approval attestation

### Product Information

<table>
<thead>
<tr>
<th>PMN:</th>
<th>FVIN:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HMN:</td>
<td>ISED Certification Number:</td>
</tr>
<tr>
<td>HVIN:</td>
<td></td>
</tr>
</tbody>
</table>

### Modular Checklist/Information

For **Modular Approval**, the module shall meet all the requirements listed below. Please check (☑) if the module complies with the stated requirement.

- The radio elements shall have the radio frequency circuitry shielded. Physical/discrete and tuning capacitors may be located external to the shield, but shall be on the module assembly.
- If the module has modulation/data input(s), they shall be buffered in order to ensure that the module will comply with the requirements set out in the applicable Radio Standards Specification (RSS) under conditions of excessive data rates or over-modulation.
- The module shall have its own power supply regulation on the module itself. This is to ensure that the module will comply with the requirements set out in the applicable standard regardless of the design of the power supplying circuitry in the host product which houses the module.
- The module shall comply with the provisions for external power amplifiers and antennas detailed in the applicable RSS. The equipment certification submission shall contain a detailed description of the configuration of highest antenna gain for each type of transmitting antenna and lowest gain for each type of receiving antenna.
- The module shall be tested for compliance with the applicable standard in a stand-alone configuration, i.e. the module shall not be inside another product during testing.
- The module complies or will comply with applicable RSS-102 exposure requirements in its intended configuration/integration in a host.

If a module(s) does NOT meet one or more of the above requirements, the applicant may request Limited Modular Approval (LMA). For LMA, provide details regarding why the above requirement(s) could not be met; and state how control of the end product, into which the module will be installed, will be maintained by the applicant/manufacturer, such that full compliance of the end product is always ensured:

<table>
<thead>
<tr>
<th>Applicant/Agent Name:</th>
<th>Applicant/Agent Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant/Agent Signature:</td>
<td>Signature Date:</td>
</tr>
</tbody>
</table>