



SPECIAL APPROVAL REQUIREMENTS FOR COMMUNICATION, MULTIMEDIA AND HYBRID EQUIPMENT

CONTENTS

		Page
1.0	INTRODUCTION	3
2.0	SCOPE OF EQUIPMENT	4
3.0	ENQUIRIES	4
4.0	SPECIAL APPROVAL APPLICATION	4
5.0	EQUIPMENT SUBMISSION	5
6.0	FEES	7
7.0	PAYMENT	8
8.0	ELECTRONIC SPECIAL APPROVAL CERTIFICATE (eSAC)	8
9.0	OBLIGATIONS OF THE APPLICANT	9
10.0	OBLIGATIONS OF SIRIM QAS INTERNATIONAL	10
11.0	CORPORATE LOGO	12

ANNEXES

A	SPECIAL APPROVAL APPLICATION PROCESS FLOW	12
	A.1 COMPANY	12
	A.2 DEMO / TRIAL / R&D / EXHIBITION / TRAINING	13
	A.3 SPECIAL APPROVAL AND CLEARANCE LETTER (SA AND CL)	14
B	SUMMARY OF SPECIAL APPROVAL	
	B.1 COMPANY, EXHIBITION, R&D, TRIAL / MARKET SURVEY / DEMO AND TRAINING	15
	B.2 PRODUCT CLEARANCE FOR PERSONAL (INDIVIDUAL)	15

1.0 INTRODUCTION

- 1.1 The Malaysian Communications and Multimedia Commission (MCMC) have appointed SIRIM QAS International Sdn. Bhd. ("SIRIM QAS") as a Certifying Agency (CA) for Communications, Multimedia & Hybrid Equipment (hereinafter referred to as "Equipment") with effect from 1st April 1999. With this appointment, SIRIM QAS will carry out activities relating to Special Approval Application.
- 1.2 This document (hereinafter referred to as "Special Approval Requirements") defines the responsibilities and obligations of the Certificate Holder with regards to the requirements for the Special Approval application to ensure maintenance compliance with the Scope of Certification.
- 1.3 This document covers information and requirements for Special Approval application.
- 1.4 Special Approval is the approval given to any Equipment that are to be exclusively used by applicant. Special Approval is only applicable to the following category in accordance with the Communication and Multimedia (Technical Standard) Regulations 2000:
- i. For personal or company's own use
 - ii. For trials, market surveys or demonstration of equipment which uses network connections;
 - iii. Exhibition purposes without network connection;
 - iv. Research and development; and
 - v. Training.
- 1.5 Depending on the purposes of the importation, Equipment which is granted a Special Approval certification may be required to be re-exported out of the country after the expiry of its validity period.
- 1.6 Notwithstanding the Equipment has been granted with Special Approval, the said Equipment cannot be purported as in full compliance.
- 1.7 Special Approval application is not for local sales.

2.0 SCOPE OF EQUIPMENT

- 2.1 The Equipment either wired or wireless or a combination of both which requires Special Approval is categorized as follows
- a) Customer Premise Equipment (CPE) including Hybrid Equipment
 - b) Network Facilities

3.0 ENQUIRIES

- 3.1 Any inquiries on application for Special Approval shall be addressed to:

Communication and Multimedia Certification Section (CMCS)
 SIRIM QAS International Sdn. Bhd.
 Building 25, SIRIM Complex
 1, Persiaran Dato' Menteri
 Section 2, 40700 Shah Alam, Selangor.
 Email: sirimepermit@sirim.my
 Contact No. : 03-5544 6917
 Whatsapp No.: 019-7172627

4.0 SPECIAL APPROVAL APPLICATION

- 4.1 The applicant shall submit Special Approval application in e-ComM (<https://e-ComM.sirim.my/>).
- 4.2 The following documents are required to be submitted (as listed in e-ComM) upon applying for Special Approval application.
- i. Technical Specification/ Brochures
 - ii. Copy of invoice or pro-forma invoice
 - iii. Test report (if applicable)
 - iv. Special Approval or Clearance Letter from MCMC (if applicable)
 - v. Supporting letter from Supporting Letter from Organizer (for R&D/Demo/Market/Trial/Exhibition)
 - vi. Declaration letter (if applicable).
- 4.3 Special Approval is granted to specific model of Equipment which has complied with either singular or combination of the followings:
- i. MCMC Technical Code / MCMC Technical Specification (www.mcmc.gov.my);
 - ii. Malaysian Standard;
 - iii. International Standard;

- iv. Foreign standard of a national standards organization;
- v. Technical Checklist;
- vi. Technical Declaration (association or industry standards or acceptable customer specification).

4.4 The application for commercial used or local sales shall not be treated under Special Approval Application.

4.5 The application from MCMC / JKDM / KPDNHEP/ PDRM / military and other government agencies are exempted from evaluation fees for Special Approval, only Certificate of Approval (CoA) and Commitment fees are applicable. The applicant shall provide an official letter from related government agencies (with justification for national interest or country used, emergency / disaster, social responsibilities, and royal institution). The applicant's name shall appear on the applicant details in e-ComM and the consignee details in invoice or proforma invoice.

5.0 EQUIPMENT SUBMISSION

5.1 Special Approval application under Company category shall submit the Equipment to SIRIM QAS for evaluation.

5.2 The Equipment shall be submitted directly to the Project Officer who is conducting the evaluation. Only 1 (one) unit of Equipment is required for evaluation.

5.3 Equipment shall be submitted for evaluation within 14 (fourteen) working days from the schedule date.

5.4 Applicant may choose the submission method based on sample size and connectivity test requirement. The options for Equipment submission method are as the following tables:

No	Sample Size	Connectivity Test	Sample Submission
1	≤ 1.5m x 2.0m	√	Option 1
2	≤ 1.5m x 2.0m	X	Option 1 or Option 3
3	> 1.5m x 2.0m	√	Option 2
4	> 1.5m x 2.0m	X	Option 2 or Option 3

Option 1	Applicant shall submit complete set of Equipment to SIRIM QAS.
Option 2	Applicant may request for on-site (field) inspection of complete set of Equipment.
Option 3	a. Applicant may submit photos of Equipment. Photo

	<p>submission shall meet the followings:</p> <p>b. Photos must be of complete set of sample which may include adaptor, power cord, antenna etc., if any.</p> <p>c. Photos must be clear. All indication or writings on Equipment can be easily read.</p> <p>d. Photos submitted must contain the following details of sample:</p> <ul style="list-style-type: none"> i. Front view; ii. Rear view; iii. Top view; iv. Bottom view; v. Side views (right & left); vi. Product marking which includes brand, model number and marketing name (if any); and vii. PCB layout (top & bottom) including PCB layout of wireless module. <p>e. Photos must be duly labelled as above and Equipment's wireless module (e.g. WLAN, Bluetooth, RFID etc) and interface port (e.g. RJ11, USB etc) must be identified and labelled</p>
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5.5 Connectivity Test shall be carried out on Equipment for applications that fall under the following Technical Codes / Technical Specifications / Technical Checklist:

No	Technical Code / Technical Specification / Technical Checklist	Document Description
1	SKMM WTS GSM MT Rev.1.01:2007	Technical specification for GSM Mobile Terminals
2	SKMM WTS IMT MT Rev.1.01:2007	Technical specification for IMT-2000 Third-generation (3G) Cellular Mobile Terminals
3	MCMC MTSFB TC T012:2015	Technical code for Land Mobile Radio Equipment
4	MCMC MTSFB TC T015:2022	Technical code for Mt-Advanced (Long Term Evolution) - User Equipment (First Revision)
5	MCMC MTSFB TC T013:2019	Technical code for Internet Protocol Version 6 (Ipv6) - Equipment Compliance (First Revision)
6	MCMC MTSFB TC T016:2021	Technical code for IMT-2020 (FIFTH GENERATION) - User Equipment (UE)

7	CETS-T/SPC/002 Second Edition	Technical checklist for Data/Facsimile Modem
8	CETS-T/SPC/003	Technical checklist for Facsimile Machine with Telephone Handset

5.6 Nonetheless, the information in table above may change without prior notice based on MCMC's instruction or publication or revision of technical codes.

5.7 SIRIM QAS has the right to cancel the application if the Equipment is not submitted for evaluation after fourteen (14) working days from the schedule date.

5.8 If no feedback is received from the applicant after the file is cancelled, the Special Approval application will be closed after 7 working days from the cancellation date.

6.0 FEES

6.1 All fees for Special Approval shall be paid in full and in advance (Schedule of Fees can be referred to **ANNEX B**).

6.2 Any excess in the fees for certification activities may be reimbursed by SIRIM QAS International at its absolute discretion.

6.3 SIRIM QAS reserves the right to change these Fees without prior notice given to the applicant.

6.4 If during evaluation it becomes evident that the estimated fees earlier collected is insufficient, applicant is required to make payment for the additional fees. Failure to make the additional fees payment within the period stipulated by SIRIM QAS will result in non-issuance of the electronic Special Approval Certificate (eSAC) and/or termination of the application for the Special Approval.

6.5 If the Equipment submitted fails to meet the Special Approval Requirements, SIRIM QAS will not disburse back the fees paid.

6.6 The fees including all related payment which has been made by the applicant shall not be refundable once the application is terminated.

7.0 PAYMENT

7.1 Applicant may choose any of the following payment method:

i. Cash

Cash payment can be made over the counter at Building 25, SIRIM QAS INTERNATIONAL SDN. BHD.

ii. Cheque

Cheque can be cashed at the counter or cheque deposit machine. The cheque deposit slip shall be emailed to cmcscounter@sirim.my.

iii. Central payment through e-ComM– FPX, credit card or prepaid.

iv. IBG transfer

IBG can be made to SIRIM QAS INTERNATIONAL SDN. BHD account bank.

Name: SIRIM QAS International Sdn. Bhd

Bank Account no. : 2-12451-4008608-7

Bank Name: RHB BANK BERHAD

Applicant shall email payment slip to cmcscounter@sirim.my

8.0 ELECTRONIC SPECIAL APPROVAL CERTIFICATE (eSAC)

- 8.1 An electronic Special Approval Certificate (eSAC) will be issued via e-ComM with regard to Special Approval application conducted and shall relate only to the Equipment that has been tested and evaluated.
- 8.2 The eSAC shall not be amended, changed, varied, or modified in any manner whatsoever by the applicant or otherwise.
- 8.3 If the eSAC is to be furnished to any third party or to the public, it shall be furnished in full, legible and in its entirety.
- 8.4 The eSAC shall not be reproduced and shall not in any event be used for any advertising purposes or whatsoever without written approval from the Chief Executive Officer of SIRIM QAS.

9.0 OBLIGATIONS OF THE APPLICANT

The applicant shall at all times abide by the following conditions:-

- 9.1 Undertake to comply with CMA1998 and its amendment on the usage of the Equipment.
- 9.2 Agree to allow SIRIM QAS to take possession of the Equipment if the imported Equipment does not comply with Technical Code / Technical Specifications / Technical Standards / Technical Checklist. The Equipment shall then be re-exported or sealed;
- 9.3 Agree that Special Approval cannot be treated as Compliance Approval (Type Approval) and the said Equipment can only be used as specified in the Special Approval Certificate (eSAC);
- 9.4 Agree to report any technical problem arising from the usage of the Equipment to MCMC and/or SIRIM QAS within 14 (fourteen) working days from the date of the technical issues are identified;
- 9.5 Agree to take necessary safety measures on the Equipment and to cease operating the Equipment if it may cause harm to the network or the user of the Equipment;
- 9.6 Agree to allow MCMC and/or SIRIM QAS to isolate the Equipment from the network without prior notice if the Equipment is found to be the source of interference to the network;
- 9.7 Agree to allow MCMC and/or SIRIM QAS to instruct the user to modify the Equipment within 3 (three) months from the date of instruction, if any technical issue occurs.
- 9.8 Agree to allow MCMC and/or SIRIM QAS to check on the usage record and/or test on the said Equipment from time to time;
- 9.9 Agree to comply with the procedures, guideline or requirement determined by MCMC and/or the Network Operator for the installation of the Equipment to the public telecommunication network;
- 9.10 Agree to abide by the procedure for the importation of parts (spare parts) for approved Equipment under Special Approval category;
- 9.10 Agree to inform MCMC and SIRIM QAS on the Equipment change of location or when the Equipment is no longer in used;

- 9.11 Agree that Equipment under the category of Personal, Company, Exhibition, R&D, Trial, Market Survey, Demo and Training described in the eSAC are not allowed to be sold or distributed to another user except those stated in the eSAC;
- 9.12 Agree that Equipment under the category Demo, Market Survey and Trial must be re-exported upon the expiry date of the eSAC;
- 9.13 The Suspension or Termination (Cancellation) of the eSAC shall take effect on the expiry of twenty one (21) days from the date on which the notice of Suspension or Cancellation (Termination) is issued to the Certificate holder.
- 9.14 Agree that MCMC and SIRIM QAS or any agencies appointed by them is not responsible for any accident or injury caused by the usage of the Equipment;
- 9.15 Agree that MCMC and/or SIRIM QAS has the right to amend or add the terms and conditions in this Special Approval Requirement from time to time without prior notice;
- 9.16 Agree not to participate in promoting illegal activities or engage in any act in breach of the Special Approval Requirements, including but not limited to, promoting illegal streaming of copyright contents and shall not use the Special Approval for illegal activities;
- 9.17 In the event the Applicant is found in breach of this provision, SIRIM QAS without prejudice to any other rights and remedies may take all action deemed necessary including but not limited to:-
- a) informing and placing a notice in the media;
 - b) obtaining an injunction from Court (cost on a solicitor-client basis to be borne by the Applicant);
 - c) refuse in accepting other Equipment for any services from the applicant or whosoever related to the applicant, whether subsidiary or otherwise;
 - d) instructing the applicant to withdraw and recall the advertisement, statement or document in question and advertise a clarification and apology to SIRIM QAS twice in a national publication of SIRIM QAS's choice at the applicant's sole cost; and
 - e) informing or lodging a report pertaining the Equipment non-compliance with the relevant authorities if any.

10.0 OBLIGATIONS OF SIRIM QAS INTERNATIONAL

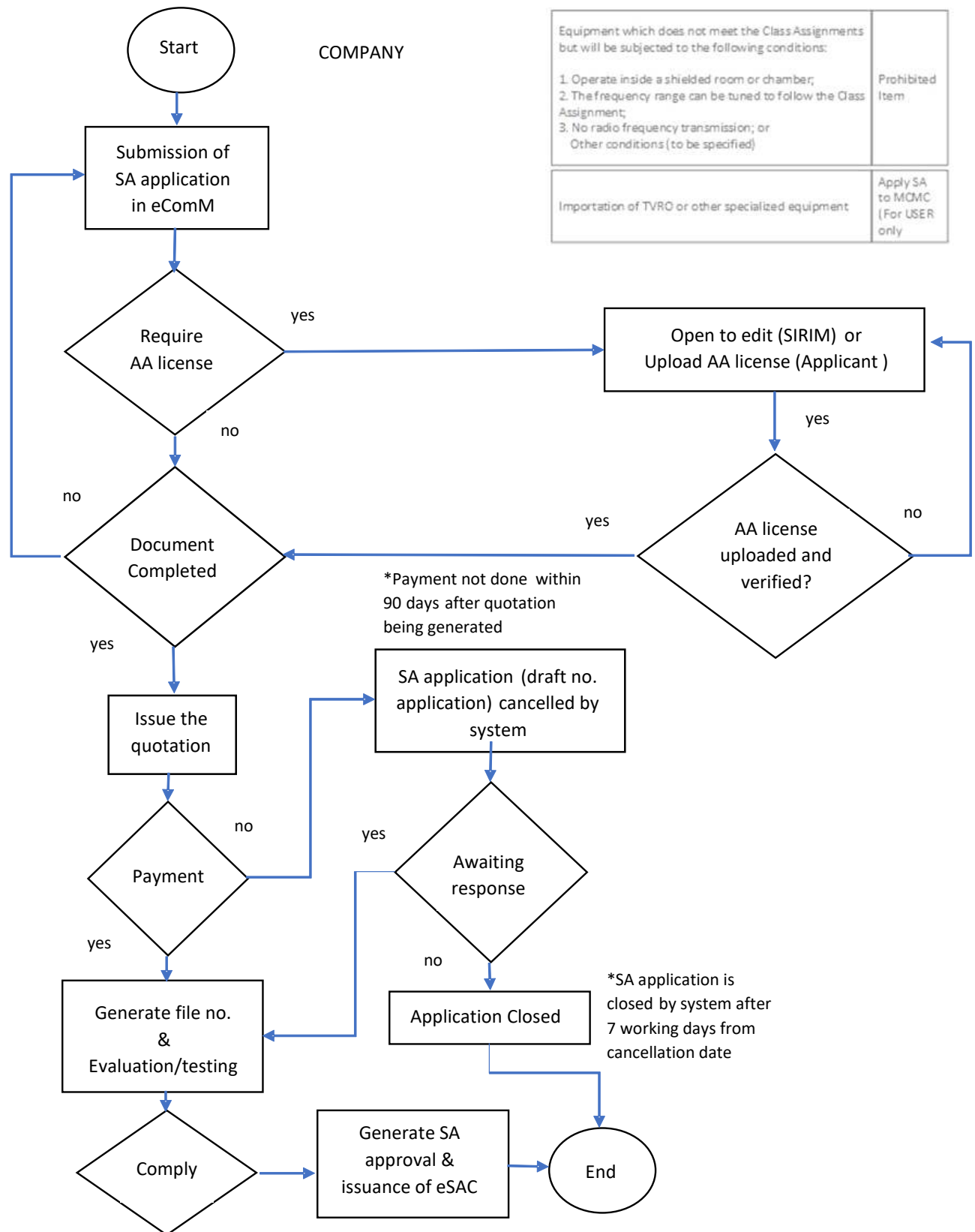
- 10.1 SIRIM QAS reserves the right to **decline** any applications for the Special Approval and/or refuse to issue the eSAC if: -
- a) The applicant fails, refuses or neglects to pay fees for the Special Approval in a way as stipulated in **Clause 6.0**;
 - b) The Equipment contravenes any laws or regulations in Malaysia or any other country;
 - c) The same applicant applies for more than 12 units per year regardless of models and if proven that the importation is not for Personal (Individual) use;
 - d) The second-hand / used / reconditioned Equipment unless for relocation purposes;
 - e) The Walkie-talkie application use for Personal (Individual) unless Apparatus Assignment (AA) license is attached during Special Approval and Clearance Letter (SA and CL) application.
 - f) For any other reasons as SIRIM QAS may see as fit.
- 10.2 Any Equipment that has been approved (under Special Approval) and re-export and then being imported back into Malaysia are subjected to CoA only, if proven that the eSAC is still valid and the applicant shall provide the copy of K2 form.
- 10.3 The application for confiscated Equipment is not entertained unless requested officially by the related government agencies. Special Approval and CoA fees are applicable.
- 10.4 The application for "Tahan Sementara" Equipment may be considered for Special Approval if the Equipment is officially released by the related government agencies.
- 10.5 Broadcasters are allowed to import Equipment for their own use only. Their distributors shall obtain consent letter from the broadcasters. The CoA shall be applied using valid Special Approval application number and CoA fees are applicable.
- 10.6 Only CoA is required for amateur radio Equipment that is listed in the notice of amateur radio. Notice can be found in the MCMC website <https://www.skmm.gov.my/skmmgovmy/files/attachments/notice27may.pdf>

- 10.7 Special Approval and CoA is only given to those amateur radio applicants who holds amateur radio certificate (Class A or B) and to which the Equipment not listed as in notice of amateur radio.
- 10.8 Special Approval or Clearance Letter shall be issued by MCMC based on the criteria listed below:
- i. Demo, Trial, R&D, Market Survey and Training which requires Apparatus Assignment.
 - ii. Equipment which does not meet the terms and conditions of the Class Assignments subject to the following conditions:
 - 1. Operate inside a shielded room or chamber;
 - 2. The frequency range can be tuned to follow Class Assignment;
 - 3. No frequency transmission; or
 - 4. Other conditions (to be specified)

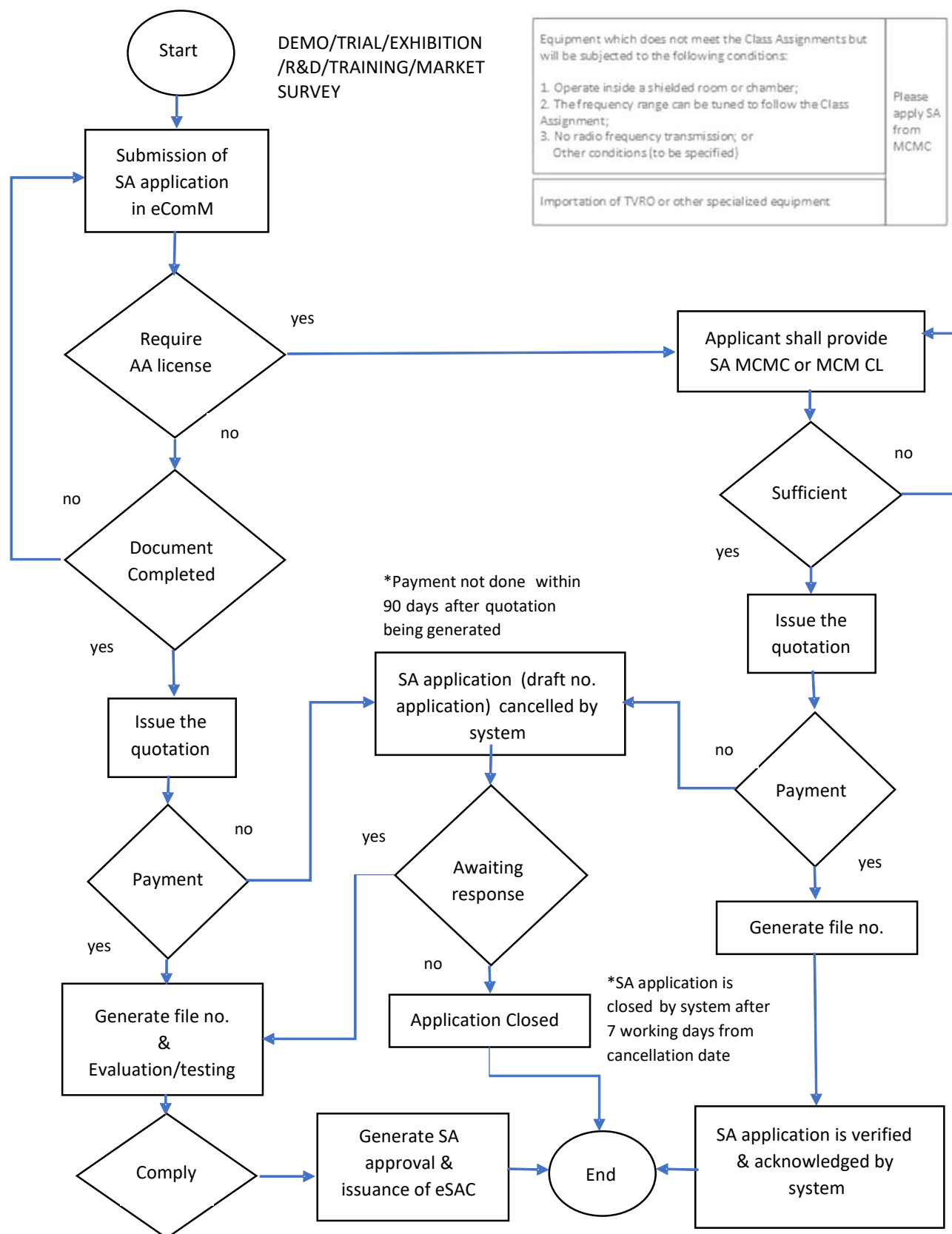
Company and individual category is prohibited while under Demo, Trial, R&D, Market Survey and Training categories shall obtained Special Approval from MCMC before applying for CoA.
 - iii. Importation of TVRO or other specialized equipment.
- 10.9 Application for COA for item 10.8 must be accompanied by Special Approval from MCMC or MCMC Clearance Letter (CL). Application for CoA shall be made within the validity period of Special Approval or Clearance Letter (CL) from MCMC.

11.0 CORPORATE LOGO

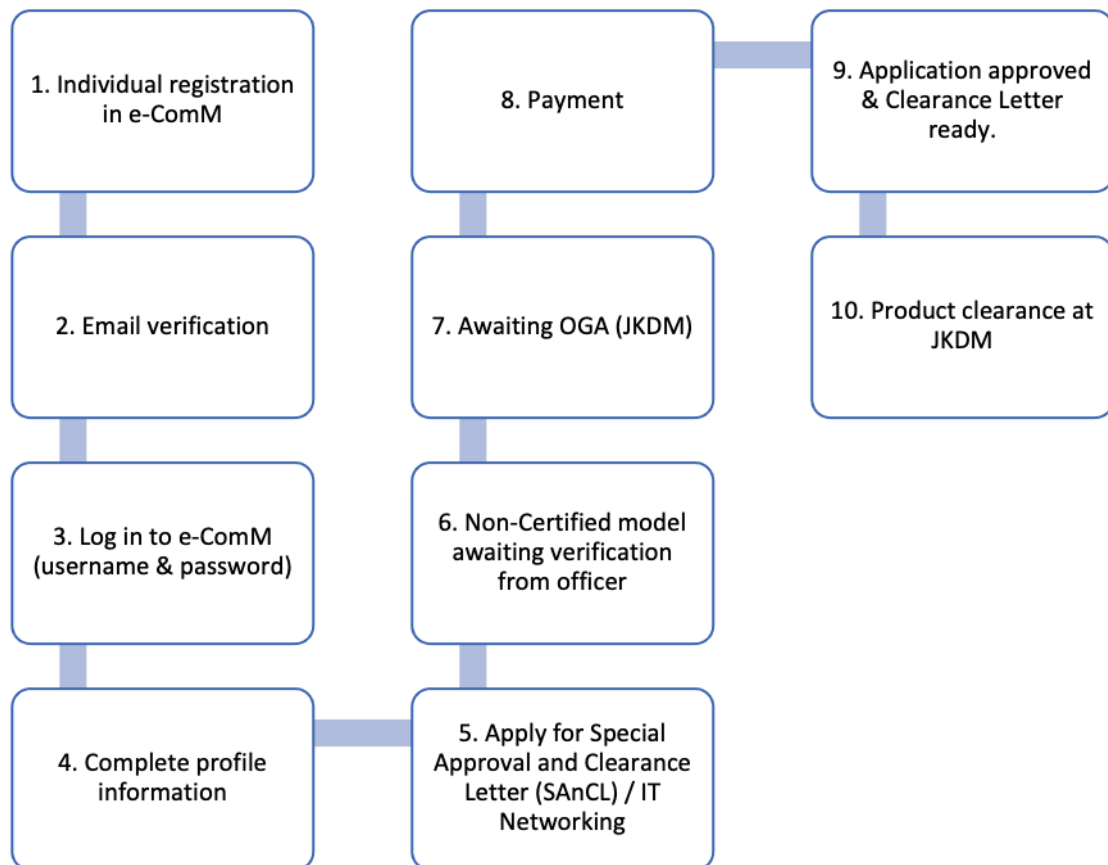
The use of SIRIM QAS International and/or the MCMC corporate logo, trademarks or any other Intellectual Property Rights under any circumstances without prior written approval from the Chief Executive Officer of SIRIM QAS International and/or the Chairman of the MCMC is strictly prohibited.

ANNEX A: SPECIAL APPROVAL APPLICATION PROCESS FLOW**A.1 Company**

A.2 Demo / Trial / R&D / Exhibition / Training



A.3 Special Approval and Clearance Letter (SA and CL)



- i) Any prohibited item shall be rejected.
- ii) Application must be submitted by the consignee.
- iii) Application through e-ComM <https://e-ComM.sirim.my/> under individual module.

ANNEX B: SUMMARY OF SPECIAL APPROVAL**B.1 Company, Exhibition, R&D, Trial / Market Survey / Demo and Training**

NO	CATEGORY	MAX. QTY	PERIOD (YEAR)	PROCESSING FEE PER MODEL	EVALUTION FEE PER MODEL	STATUS	PRODUCT SUBMISSION
1	COMPANY	5	5	RM 100	RM 300	FIXED	YES
2	EXHIBITION	5	3 MONTHS			EXPORT BEFORE EXPIRY	NO
3	R & D	5	5			FIXED	NO
4	TRIAL / MARKET SURVEY / DEMO	5	3 MONTHS			EXPORT BEFORE EXPIRY	NO
5	TRAINING	5	5			FIXED	NO

Note:

- Maximum importation for item 1 to 5 category is only 20 units. More than 20 units is subject for approval from GL/Section Head.
- The above evaluation fees are exclusive of testing fees.
- Only completed Special Approval application and payment will be processed.
- eSAC will be issued via e-ComM once application is approved.
- For application category that requires test report submission, evaluation fee will be waived if the Equipment is tested at SIRIM Lab (Internal test report).
- Please refer to Clause 5.0 for sample submission option.

B.2 Product Clearance for Personal (Individual)

NO	PRODUCT CLEARANCE CATEGORY		MAX. QTY	PERIOD (YEAR)	PROCESSING FEE PER MODEL (RM)	STATUS	PRODUCT SUBMISSION
1	SPECIAL APPROVAL AND CLEARANCE LETTER (SA AND CL)	CERTIFIED MODEL	12	1	20	FIXED	NO
		NON-CERTIFIED MODEL			40		
2	I/T NETWORKING		NO LIMIT		26.90		
3	RELEASE LETTER		NO LIMIT		26.90		