



**Suruhanjaya Komunikasi dan Multimedia Malaysia**  
**Malaysian Communications and Multimedia Commission**

Aras 12, Menara Dato' Onn, Putra World Trade Centre, 45 Jalan Tun Ismail 50480 Kuala Lumpur  
Tel : 03-40477000 Fax : 6 03-26940943 <http://www.mcmc.gov.my>

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

<input checked="" type="checkbox"/> New apparatus		<input type="checkbox"/> Type of apparatus (Please refer to instructions):				Application Fee <b>RM60</b> per application
<input type="checkbox"/> Existing apparatus	Client ID no.:		Assignment no.(s):		Callsign:	

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

<b>1. CLIENT INFORMATION</b>									
Organization 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 _____				
<b>2. APPLICATION INFORMATION</b>									
Class (A/B)									
<b>3. GEOGRAPHIC AREA INFORMATION</b>									
Location name: (If mobile, enter the vehicle registration no.)									
Site address:									
Town / State:1						Postal code:			
Apparatus name:		Ground elevation: (metres above mean sea level)							
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):							
<b>4. APPARATUS INFORMATION</b>									
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.**

------------------

**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 ENERGY, COMMUNICATIONS AND MULTIMEDIA.**

Signature:		Date:	
------------	--	-------	--

**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.:	
Fee paid:	

## 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 Application Form.
- 1.2 The AMATEUR SERVICE Application Form is to be completed by the applicant and submitted to the Malaysian Communications and Multimedia Commission office for the following types of Broadcasting service apparatus:
  - 1) *Amateur Station (Class A)*
  - 2) *Amateur Station (Class B)*
- 1.3 Please complete one AMATEUR SERVICE Application Form per station. An Amateur Station is defined as being one or more transmitters, receivers, or a combination of both belonging to a single application at a specified. 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 payment 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 written character references, and a completed declaration of secrecy form.
- 1.6 Cheques or money orders should be made payable to the **“Malaysian Communications and Multimedia Commission”** (MCMC) or direct bank-in through any **Bank Bumiputera Commerce Bhd.** branches. MCMC’s bank account number is **010650511596** at Pusat Dagangan Dunia Putra Branch. For direct bank-in, please attach original bank-in slip.
- 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:

- Section 1 for client information*
- Section 2 for application information*
- Section 3 for geographical area information*
- Section 4 for apparatus information*
- Section 5 for comments and remarks*
- Section 6 for validity date and period*
- Section 7 for the applicant’s certification & signature*

*The information in each of these 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 apparatus assignment, 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 licence / assignment, in the appropriate fields on the form.

#### 2.3 Client Information

This section requests 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 IC 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 transmitter, repeater, or transceiver being employed at the station. Included are fields requesting the transmitter output power and type approval number. Please attach technical specifications and brochure of the equipment.

#### 2.6 Comments / Remarks

Please provide details of your existing licence / 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, and the business or company chop should be placed at the bottom of the page.