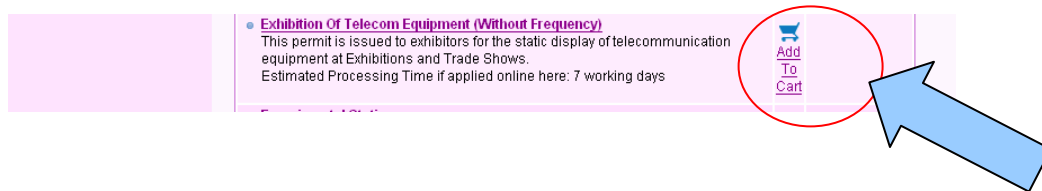


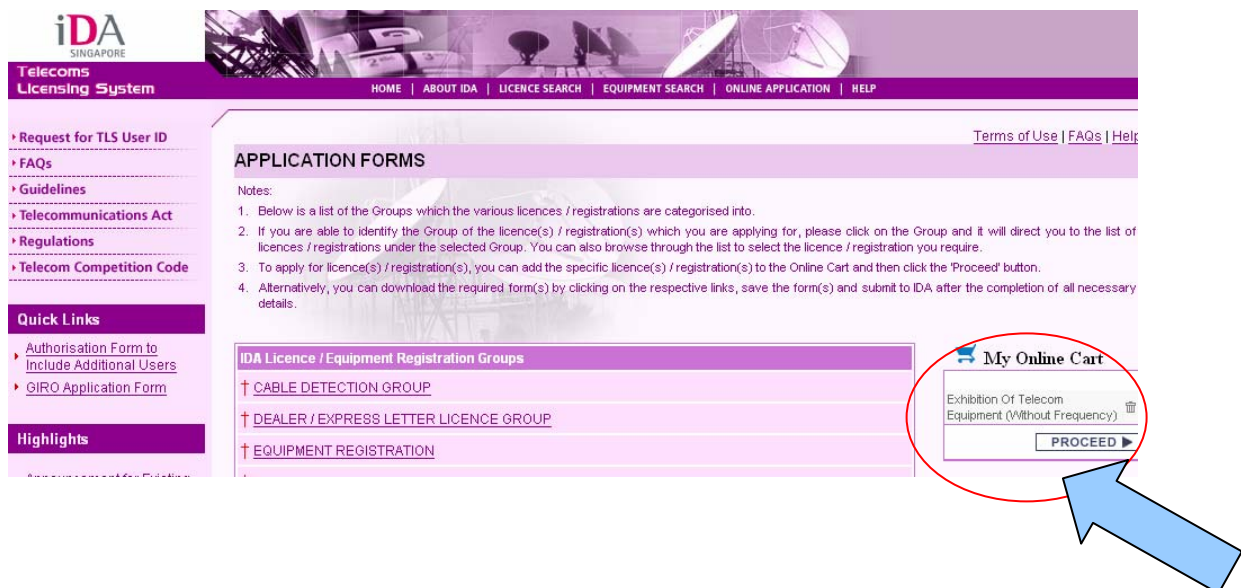
The following is a guide on how to apply for Exhibition of Telecom Equipment (Without Frequency) Licence. We encourage you to make your application online [here](#) as this will enable us to process your application in a shorter period. Please contact Ms Hamidah at 6211 1935 if you face any difficulties during your online application process.

The Exhibition of Telecom Equipment (Without Frequency) Licence is issued to exhibitors for the static display of telecommunication equipment at Exhibitions and Trade Shows.


To apply for Exhibition of Telecom Equipment (Without Frequency) Licence:



After adding the licence to “My Online Cart”, click on “Proceed” to continue with the licence application.



For applicants who are representing ACRA-registered companies, it is compulsory to fill in the ACRA Registration Number of the company. For applicants who are applying as an individual or representing a non ACRA-registered organisation, please skipped section iii of the form. Click “proceed” to continue with the registration process.


Telecoms Licensing System
Login User : BNAGAR
Terms of Use | FAQs | Help

CONFIRM LICENCE SELECTION

You have chosen to apply for the following licences / equipment registration

S.No.	Licence / Registration	ACRA Check
1	Exhibition Of Telecom Equipment Without Use Of Frequency	Not Required

* You are to submit the security deposit (if required) to IDA separately.
 + Please make payment after IDA invoices you for the application.
 # From 1st April 2004, the Registry of Companies and Businesses (RCB) has merged with the Public Accountants Board Singapore to form the Accounting and Corporate Regulatory Authority (ACRA).

For My Application

i I am applying as a (Select a profile mentioned below):

- an Applicant, i.e. Director/Owner/Employee/Partner applying for my business/company/organisation.
- an Agent, i.e. a representative authorised to apply on behalf of my client.

ii I declare that we are / I am (Select one of below) :

- an ACRA-registered organisation.
- an individual or a non ACRA-registered organisation.

iii If you are an ACRA-registered organisation,

Please select type of:

Please ensure that you have your ACRA Registration Number ready. If you do not have one, you will need to apply for Business Registration or Company Incorporation or the relevant ACRA Registration type. [Click here to reselect licences.](#)

Please enter your Client's ACRA Registration No.:

Forgot your ACRA Registration Number? To check your ACRA Registration Number, [click here.](#)

If your ACRA number is rejected, it could be due to one of these reasons :

1. Incorrect number entered. Please check your ACRA number at this page.
2. Your entity was registered with ACRA less than 24 hours ago. Please apply for your licence after 24 hours.

iv Click 'Re-select App. Forms' to modify your licence selection or 'Proceed'.

Compulsory section

Compulsory section only for ACRA-registered companies

For applicants who have no previous submitted application with IDA, please click on **“General Information – Client Details”** to update the **“Client Information”**. For applicants who have previously submitted application with IDA or have updated the **“Client Details”**, please proceed to fill in the application for the **“Exhibition of Telecom Equipment (Without Frequency)”** Licence. Applicants can also check out the status of their application under the **“Appln status”** column. If the applicant missed out or not completed any pages of the form, the application status will show **“Pending”**. If the applicant has completed all the details in the application form, the application status will change to **“Complete”**.

PENDING APPLICATIONS

Notes:

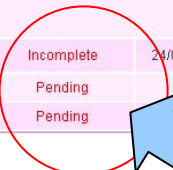
1. An application for a licence / registration will require a specific number of pages (which could be one or many) to be completed. To complete an application successfully, all required pages shall be duly entered and submitted. The application status will then change from 'Incomplete' to 'Complete' and the 'To Confirm' button will change from 'Pending' to 'Confirm'.
2. The list of pages to be submitted for each application is also displayed after each Licence / Registration Type. The application status of each page could be 'Pending' or 'Submitted'.
3. To complete those applications with 'incomplete' status, click on the underlined licence / registration in the table below to complete the page(s) with 'Pending' status.
4. To confirm the application, click on the 'Confirm' button and system will display an acknowledgement page for you to confirm the details entered. After which, system will provide you with the Client ID, Licence / Registration Type and Application No. details which should be noted for contacting IDA subsequently.
5. You will be informed of the application status by IDA subsequently.
6. Please take special note that Pending Application(s) will be removed from the system, if they are not submitted within 30 days from date of creation.
7. # indicates those applications returned for resubmission.
8. DUP indicates a duplicated application.
9. To create a duplicate copy of an equipment registration application, select the transaction ID from the drop down list and click on the "Duplicate" button.

To fill in Client Details – for applicants who have no previous submission

S/No.	Licence / Registration Type	Transaction ID	Appln Status	Date / Time Created	To Confirm
1	<u>GENERAL INFORMATION - CLIENT DETAILS</u>				
	▶ RADIO LICENSING GROUP				
2	<u>EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY</u>	TL520070000000612	Incomplete	24/06/2007 22:26	<input type="button" value="Pending"/>
	1. APPLICATION PARTICULARS		Pending		
	2. EXHIBITION DETAILS		Pending		



To start application



To check the application status

In total, there are 2 pages to the online application form for the “**Exhibition of Telecom Equipment (Without Frequency)**” Licence that the applicant has to complete.

Page 1: Application Details

For “**Correspondence Details**” section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning the licence.

For “**Billing Details**” section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning billing matters (such as the licence fees).

For “**Location Details**” section, the applicant will have to fill in the main operational address that the company is located for IDA reference.

For “**Other Details**” section, the “**Public Contact Number**”, “**Remarks**”, and “**Proposed Use of System**” are non-compulsory but helpful information to IDA in our application processing. “Public Contact Number” is the phone number of the company that IDA publishes on the TLS website to facilitate the public who wishes to contact the companies licensed by IDA.

APPLICATION

Application Details - Application Particulars Edit

- Notes:
- * denotes mandatory field.
 - To complete an application, you are required to submit a specific number of pages (comprising Application particulars and other relevant information) and confirm the application details. Your application is considered complete only after system acknowledges it with the application number.
 - If the Applicant Name field is empty or the applicant name is not in the list, please proceed to 'Pending Applications' or 'Update Contact Details' to update the client information and add the required applicant name.
 - After completing the Application Particulars, click the subsequent links on the Application Details Menu Bar and complete the remaining pages for the application.
 - When unsure of whether you have submitted all the pages, click 'Pending Applications' to view the pending pages.
 - You are required to fill up the pages with relevant information and click 'Submit' button to indicate completion of page.
 - After submitting all the pages, click 'Pending Applications' and confirm the application.
 - Please refer to 'Help' or 'Online Tutorial', or contact IDA officer at Contact Info if you require any assistance.
 - Please note that you can save a partially completed application by clicking the 'Save' button and retrieving the incomplete application under 'Pending Applications' subsequently.

Licensee Name	XYZ PTE LTD	Licence/Application Type	EXBTEWF - EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY
Current Page	Page 1 of 2	Date Lodged	24/06/2007 22:06
		Form Status	Incomplete

[Page 1: Application Particulars](#)
[Page 2: Exhibition Info](#)

Click on this link to proceed with the application after clicking on "Submit" at the bottom of the page

Correspondence Details

Applicant Name *	BNAGAR	Application Lodged By	BNAGAR
Application Date	24/06/2007	Designation	
Contact Person *	JOHN LEE	Tel. No.	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Mobile No.	
		Fax No.	
Country *	SINGAPORE	Postal Code *	038988
Email *	XYZ@HOTMAIL.COM	Company to Display *	APPLICANT COMPANY

Billing Details

If billing address is same as Correspondence Address

Contact Person *	JOHN LEE	Designation	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country *	SINGAPORE	Postal Code *	038988
Email	XYZ@HOTMAIL.COM	Company to Display *	APPLICANT COMPANY

Location Details

Contact Person *	JOHN LEE	Designation	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country *	SINGAPORE	Postal Code *	038988
Email	XYZ@HOTMAIL.COM	Company to Display *	APPLICANT COMPANY

Other Details

Public Contact No. (This number will be publicized for public info)

Remarks

Proposed Use of System

"Save" to complete the application later
"Submit" to confirm the details

If you wish to complete the page on “**Application Particulars**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Application Particulars**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

If you wish to complete the page on “**Application Particulars**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Application Particulars**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

Page 2: Exhibition Info

The screenshot shows the iDA Singapore Telecoms Licensing System interface. The header includes the iDA logo and navigation links for Login User, IDA, Enquiries, eServices, and Logout. The main content area is titled "APPLICATION" and "Application Details - Exhibition Info". It displays application information such as Licensee Name (XYZ PTE LTD), Current Page (Page 2 of 2), Licence / Application Type (EXBTEWF - EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY), Date Lodged (24/06/2007 22:06), and Form Status (Incomplete). Below this, there are two tabs: "Page 1: Application Particulars" and "Page 2: Exhibition Info". The "Page 2: Exhibition Info" tab is active, showing a form for "Address of Exhibition/Trade Show". The form includes fields for Organiser Name, Contact Person, Address, Designation, Tel. No., Mobile No., Fax No., Email, Country, and Postal Code. It also has fields for Exhibition Name, Address, Booth No., Start, End, and Postal Code. A "Type of Service" section has checkboxes for "Line Equipment" and "Frequency Required". Two large text areas are provided for technical specifications and live demonstration details. At the bottom, there are buttons for "Back", "Save", "Submit", and "Clear".

APPLICATION
Application Details - Exhibition Info

Licensee Name	XYZ PTE LTD	Licence / Application Type	EXBTEWF - EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY
Current Page	Page 2 of 2	Date Lodged	24/06/2007 22:06
		Form Status	Incomplete

[Page 1: Application Particulars](#) | [Page 2: Exhibition Info](#)

Address of Exhibition/Trade Show

Organiser Name *	<input type="text"/>	Designation *	<input type="text"/>
Organiser Contact Person *	<input type="text"/>	Tel. No. *	<input type="text"/>
Organiser Address *	<input type="text"/>	Mobile No.	<input type="text"/>
	<input type="text"/>	Fax No.	<input type="text"/>
	<input type="text"/>	Email	<input type="text"/>
Country *	-SELECT-		
Postal Code *	<input type="text"/>		

Exhibition Name *	<input type="text"/>	Exhibition Booth No. *	<input type="text"/>
Exhibition Address *	<input type="text"/>	Exhibition Start *	<input type="text"/>
	<input type="text"/>	Exhibition End *	<input type="text"/>
	<input type="text"/>	Postal Code *	<input type="text"/>
Country *	-SELECT-		

Type of Service
 Line Equipment Frequency Required

Indicate Type of Equipment, Model and whether it is Type Approved by iDA. A copy of the Technical Specification must be submitted if it is not Type Approved.

If live demonstration is to be conducted, state which service the equipment is to be connected or details of desired frequencies.

(For Exhibition require Frequencies, please use the Exhibition with temporary Frequency Application)

Please fill in the details on the exhibition and trade show in which the telecom equipment would be exhibited.

When all the pages are completed, the following page will appear.

Following forms are successfully completed. Click 'Submit to IDA' button to submit the application to IDA. Click 'Pending Applications' button to make amendments in the below forms.

S/No.	Form Description
1	1. APPLICATION PARTICULARS
2	2. EXHIBITION DETAILS

Submit to IDA Pending Applications

If you have completed the application form, click **“Submit to IDA”**. If you wish to make amendments to the application form, please click **“Pending Applications”**.

After you have clicked **“Submit to IDA”**, an acknowledgement form will appear where you have to confirm your application details.

APPLICATION
Application Details - Acknowledgement

Notes:

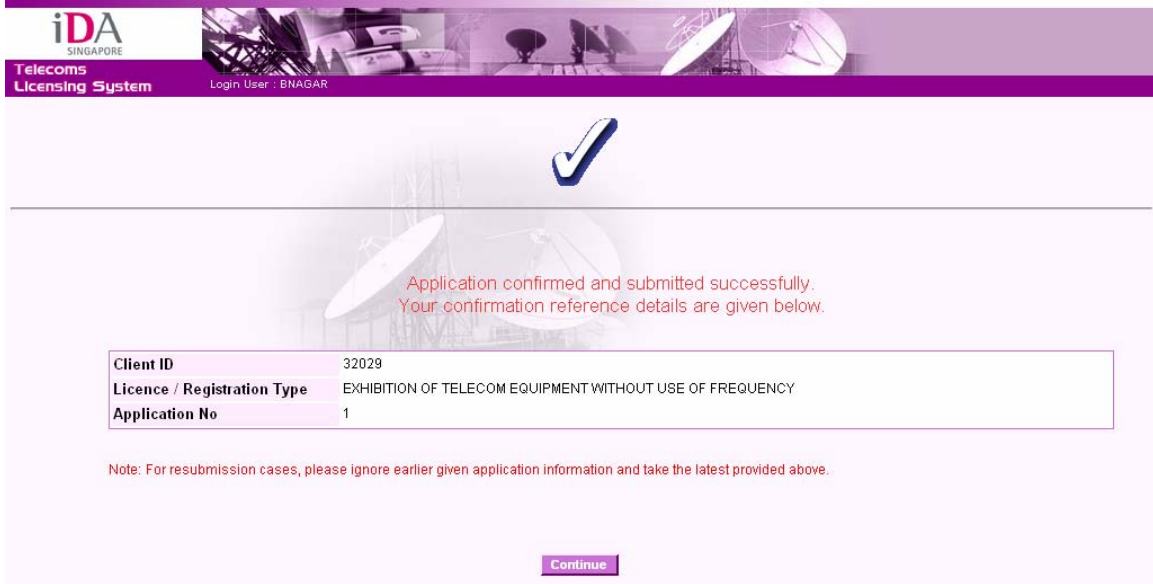
- The below details have been entered for the required application.
- Please review and confirm the details by clicking the 'Confirm' button.
- After which, system will provide the Client ID, Licence / Certificate Type and Application No. which should be noted and used when contacting IDA with regard to the application prior to the Licence / Certificate approval.

Licensee Name	XYZ PTE LTD	Licence Type	EXBTEWF - EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY
Licence / Application Particulars			
Application Date	24/08/2007	Client File Ref No.	
Name	BNAGAR	Billing Company	1
Contact Person	JOHN LEE	Designation	
Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	8 TEM
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	038988
Billing Address			
Contact Person	JOHN LEE	Designation	
Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	038988
Location Address			
Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	988

Back Print **Confirm**

Click “Confirm” to proceed if the application details are accurate. Otherwise, click “Back” to go back to amend your details.

Upon successful submission of the application, the following screen will appear and the system will provide you with a client ID. Click “Continue” to end the application.



iDA
SINGAPORE

Telecoms Licensing System Login User : BNAGAR

Application confirmed and submitted successfully.
Your confirmation reference details are given below.

Client ID	32029
Licence / Registration Type	EXHIBITION OF TELECOM EQUIPMENT WITHOUT USE OF FREQUENCY
Application No	1

Note: For resubmission cases, please ignore earlier given application information and take the latest provided above.

[Continue](#)