

# Guidelines for Special Telecommunication Devices Registrars

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## 1. Scope of the Guidelines for Special Telecommunication Devices Registrars

These Guidelines aims to clarify the categories of registrars, the stages of registration, and the requirements for their accreditation to provide commercial registration services for radio equipment to users who meet the requirements for using this equipment in the Kingdom in accordance with the relevant regulations. The CITC has the right to define the range of equipment that require registration, which are described in Appendix 1.

## 2. Categories of Special Telecommunication Devices Registrars

Entities, seeking the CITC approval to provide commercial registration services for radio equipment, have the right to choose the category they seek to obtain according to the powers and requirements described below:

### a. Category A

- i. Provide registration services for at least four (4) types of the Special Telecommunication Devices described in Appendix 1.
- ii. Import at least four (4) types of the Special Telecommunication Devices described in Appendix 1.
- iii. Distribution of the Special Telecommunication Devices licensed by the CITC to other Special Telecommunication Devices registrars accredited by the CITC.
- iv. Provide registration services for more than one device to the user, provided that the maximum permissible limit for each type of Special Telecommunication Devices is not exceeded as described in the "Guidelines for Special Telecommunication Devices".

### b. Category B

- i. Provide registration services for at least three (3) types of the Special Telecommunication Devices described in Appendix 1.
- ii. Import at least three (3) types of the Special Telecommunication Devices described in Appendix 1.

- iii. Provide registration services for only two (2) equipment to the user for Special Telecommunication Devices as described in the "Guidelines for Special Radio Communication Equipment".

**c. Category C**

- i. Provide registration services for at least two (2) types of Special radio equipment described in Appendix 1.
- ii. Provide registration services for only one equipment to the user for each type of Special Telecommunication Devices as described in the "Guidelines for Special Telecommunication Devices".

Categories	Privileges Granted to Registrars by Category				
	Importing Equipment	Registering Equipment	Distributing Equipment	Min. for Imported Equipment	Max. for Registration per User
Category "A"	Import at least four (4) types of the radio equipment described in Appendix 1. ✓ Desert Attendees Radio and ancillary equipment (Barary) ✓ Emergency Beacons Equipment ✓ Automatic Identification System (AIS) Equipment ✓ VHF Maritime	Provide registration services for radio equipment	Distribute imported Special Telecommunication Devices to other Special Telecommunication Devices registrars accredited by the CITC	4 Types	Based on the maximum equipment allowed per each user as described in the "Guidelines for Special Telecommunication Devices".

	<ul style="list-style-type: none"> <li>and Ancillary Equipment</li> <li>✓ Amateur Radio and Ancillary Equipment</li> </ul>				
Category "B"	<p>Import at least three (3) types of the radio equipment described in Appendix 1.</p> <ul style="list-style-type: none"> <li>✓ Desert Attendees Radio and ancillary equipment (Barary)</li> <li>✓ Emergency Beacons Equipment</li> <li>✓ Automatic Identification System (AIS) Equipment</li> <li>✓ VHF Maritime and Ancillary Equipment</li> <li>✓ Amateur Radio and Ancillary Equipment</li> </ul>	Provide registration services for radio equipment	N/A	3 Types	2 equipment per user
Category "C"	N/A	Provide wireless device registration services	N/A	2 Types	1 equipment per user

### 3. Accreditation Stages for Special Telecommunication Devices Registrars

- a. Special Telecommunication Devices registrars are accredited in three main stages, as described in the table below:

Registration Stage	Evaluation & Accreditation Stage	Monitoring Stage
Register on the e-portal for providing Special Telecommunication Devices registration services and submit an e-request via the CITC website: <a href="http://www.citc.gov.sa">www.citc.gov.sa</a> .	Evaluate the qualified registrars, verify the selected category by referring to the categories described in Article Two (2) above, and verify that they meet all the requirements mentioned in Article Four (4) below.	Monitor the registrars and verify their compliance with the regulations issued by the CITC regarding the providing Special Telecommunication Devices registration services.

- b. The CITC has the right to reject or cancel the registration application if the CITC finds that any of the information provided by the establishment is incorrect or incomplete or that the establishment is non-compliant with the relevant CITC regulations or for any reason the CITC deems appropriate.

#### 4. Accreditation Requirements for Special Telecommunication Devices Registrars

An establishment seeking the CITC approval to provide Special Telecommunication Devices registration services must meet the following requirements:

- a. Submit an e-request to obtain the CITC approval in order to provide registration services for Special Telecommunication Devices via the CITC website ([www.citc.gov.sa](http://www.citc.gov.sa)).
- b. Obtain a valid commercial register, which includes an activity related to selling and importing communications and information technology equipment.
- c. Determine the category to be obtained as described in Article Two (2) above, and the types of equipment to provided registration services for.
- d. Attach the national ID of the CEO of the establishment.
- e. Provide information about the company outlets, including branch locations, indicating the names of the region, the city, the neighborhood, the streets and the nearby facilities as well as the coordinates and any e-sales platforms of the company.
- f. Provide accurate information about establishment locations where the equipment is to be stored, indicating the names of the region, the city, the neighborhood, the streets as well as the nearby facilities and the coordinates.
- g. Provide data from the General Organization for Social Insurance (GOSI) about the establishment describing the number of company employees in the field of communications.
- h. Provide the contact details of the call center for receiving, processing and responding to complaints, inquiries and requests submitted by users.
- i. Give a detailed presentation that includes the following:

- i. A list of the types and models of the equipment to be marketed and to be provided the registration services, in addition to detailed information about the equipment and their manufacturers.
- ii. The mechanism for providing registration services to the end user.
- iii. Technical support services provided for users.

### Appendix 1- Special Radio Equipment Requiring Registration

Sr. No	Type of Equipment		SPEC No.	Min. Permissible Limit for Equipment in the Registration Service
1	Desert Attendees Radio Equipment (Barary)	أجهزة لاسلكية لمرئادي البر "براري"	RI059	100
2	Emergency Beacons Equipment	أجهزة استغاثة الطوارئ	RI096	20
3	Automatic Identification System (AIS) Equipment	أجهزة نظام التعريف الآلي (AIS)	RI111	100
4	VHF Maritime and Ancillary Equipment	أجهزة الراديو البحرية بنطاق الترددات العالية جداً (VHF) وملحقاتها	RI112	100
5	Amateur Radio Equipment	أجهزة لاسلكي الهواة	RI021	N/A





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