

# **Regulations for Importation and Licensing of Telecommunications and Information Technology Equipment**

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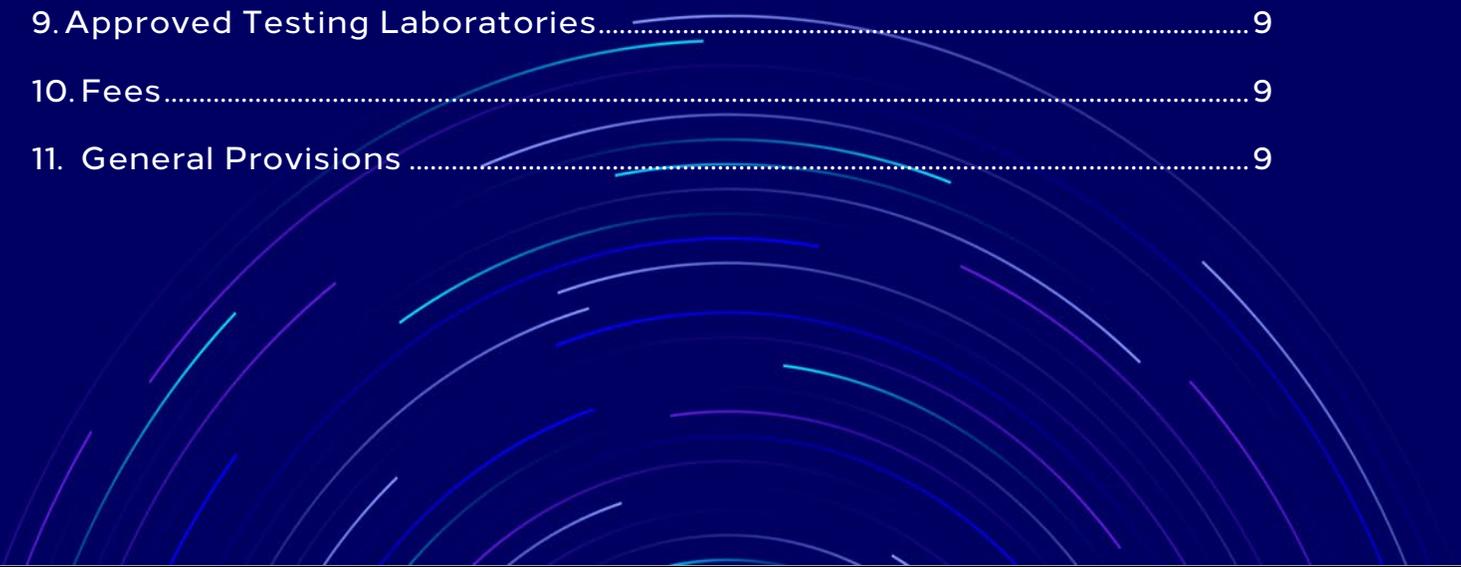
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## 1. Introduction

The Communications and Information Technology Commission (CITC or the Commission) is mandated, in accordance with the Telecommunications Act, Telecom Act Bylaw and CITC Ordinance; to license telecommunications and information technology equipment in the Kingdom of Saudi Arabia. This includes undertaking all the necessary procedures to ensure the compliance of the terminal and facilities equipment used in telecommunications with the relevant technical specifications.

Therefore, the Commission has prepared these regulations inclusive the conditions of licensing the telecommunications and IT equipment to be used in the kingdom, along with showing the conditions and procedures of importation and Customs clearance Permission and determining the requirements for obtaining Certificate of Conformity to the technical specifications issued by CITC. This document and the CITC technical specifications shall be considered obligatory to any party that intends any action related to manufacturing, importation, distribution or sales of telecommunications and IT equipment in the kingdom.

## 2. Technical Specifications

The CITC technical specifications determine the technical requirements for telecommunications and IT equipment to be imported, or used in the kingdom. They describe the standards and the technical characteristics of such equipment in addition to any special requirements for their use. The technical specifications cover most telecommunications and IT equipment applications; and they are considered the technical basis for approving and licensing telecommunications and IT equipment. They are continuously updated to cope with the new developments in the field of telecommunications and information technology. The technical specifications issued by the Commission are considered Saudi standard specifications approved by the Saudi Standards, Metrology and Quality Organization (SASO). The technical specifications published by the CITC can be viewed through: [www.citc.gov.sa](http://www.citc.gov.sa).

## 3. Equipment Licensing

Equipment licensing is the verification of the conformity of telecommunications and IT equipment to the technical specifications issued by the CITC; along with meeting any other requirements determined by the Commission which may include for example, but not limited to, obtaining a service providing license or a radio license for the use of frequencies for the subject equipment. An equipment is considered licensed for use in the kingdom upon meeting the following conditions:

- 1- The equipment is approved by the Commission or conforms to the technical specifications issued by the Commission.

- 2- The user of the equipment fulfills the additional requirements (if there is any), such as holding service providing license or the radio licenses for the use of frequencies.
- 3- The equipment's specifications or characteristics had not been altered by the user.
- 4- The equipment is imported in accordance with the conditions and procedures established in this document.
- 5- Compliance with all the usage regulations and conditions issued by the Commission and published on its website.

#### **4. Equipment Approval**

Equipment approval is a procedure that determines to what extent the telecommunications and IT equipment conforms to the technical specifications issued by the Commission. It aims at enabling both manufacturers and importers to ensure the conformity of their equipment to the technical specifications before manufacturing or importing them to the kingdom. Any party wishing to submit application for Equipment Approval shall adhere to the following procedures and conditions:

##### **A. Equipment Approval Procedures**

1. Register in the ICT Equipment Licensing System (the system) available through the CITC website ([www.citc.gov.sa](http://www.citc.gov.sa)).
2. Submit Equipment Approval application to the CITC through the system.
3. Attach the following documents with the application:
  - a Detailed technical information from the manufacturer for the equipment that needs to be approved, including data sheet, equipment description, its functioning mechanism and accessories, its intended applications, data related to interface characteristics and interoperability with the public networks , as well as photos for the equipment.
  - b Declaration of conformity (DoC) from the manufacturer that the equipment conforms to the CITC technical specifications. The applicant must retain the original copy of the DoC and submit it to the CITC upon request.
  - c Test reports from labs accredited by ILAC outlining the details of the tests conducted on the equipment, and their results. The reports shall include the names of the labs that conducted the tests, their addresses, and the date of the tests.

- d After the applicant completes the application requirements, the Commission will study the application and upon approval, a Certificate of Conformity will be issued for the equipment for a specific time duration to be mentioned thereof in the certificate. In addition, the certificate may include any additional requirements that must be fulfilled before the importation or usage of the equipment.

#### **B. Equipment Approval Conditions**

1. Equipment to be approved shall conform to the technical specifications issued by the Commission.
2. No alteration had been made to the equipment's specifications or characteristics.
3. Payment of the equipment approval fees (if there is any).

### **5. Certificate of Conformity**

Certificate of Conformity is a document declaring the conformity of the equipment to the technical specifications issued by the Commission. It may determine the additional requirements that must be met for licensing the equipment. However, the Certificate of Conformity does not constitute the Customs Clearance Permission for importing the equipment. Any party wants to apply for issuing a Certificate of Conformity for any telecommunications and IT equipment shall comply with the following procedures and conditions:

#### **A. Certificate of Conformity Procedures**

1. Register in the ICT Equipment Licensing System (the system) available through the CITC website ([www.citc.gov.sa](http://www.citc.gov.sa)).
2. Submit application for obtaining a Certificate of Conformity through the system.
3. If the equipment is already approved, the applicant will be provided immediately with an electronic copy of the Certificate of Conformity.
4. If the equipment was not approved previously, the applicant has to apply for Equipment Approval.

#### **B. Certificate of Conformity Conditions**

1. The Equipment must be approved.
2. Payment of the fees for issuing the Certificate of Conformity, (if there is any).

## 6. Equipment Importation

Any party that wants to import telecommunications and IT equipment into the Kingdom shall follow and meet the following procedures and conditions:

### A. Equipment Importation Procedures

The importer shall comply with the importing procedures in the kingdom that are published on the Saudi Customs website ([www.customs.gov.sa](http://www.customs.gov.sa)).

### B. Equipment Importation Conditions

1. The party wishing to import and market telecommunications and IT equipment in the Kingdom must be a Saudi company or establishment with a valid commercial registration, which includes the activities of importing wireless and wired telecommunications and information technology equipment, its marketing, installation and maintenance.
2. The importer must conform to the terms stipulated in Council of Ministers decree no. 100, dated 08/08/1415H, concerning undertaking importation and maintenance of wireless and wired communications equipment and their components.
3. The importer shall be located in Saudi Arabia.
4. The importer must show compliance of the equipment to be imported with the technical specifications issued by the CITC.
5. The importer must inform the CITC about any alterations the importer wants to make to the approved equipment before the importation in order to obtain the CITC approval.
6. Any party wishing to import telecommunications and IT equipment, that is in the list of restricted goods, shall apply for Customs Clearance Permission from the CITC, as explained in this document. (The list of restricted goods and their tariff codes can be found at the Saudi Customs website ([www.customs.gov.sa](http://www.customs.gov.sa)).

## 7. Customs Clearance Permission

Any party wishing to obtain a Customs Clearance Permission from the CITC for restricted telecommunications and IT equipment shall comply with the following procedures and conditions:

### A. Customs Clearance Procedures

1. Register in the ICT Equipment Licensing System (the system) available through the CITC website ([www.citc.gov.sa](http://www.citc.gov.sa)).
2. Apply for Customs Clearance Permission through the system.
3. Complete all Equipment Approval requirements, if the equipment was not previously approved.
4. After the applicant completes all the requirements for the Custom Clearance Permission application and submits it, the Commission will review the application, and in case of approval, a Customs Clearance Permission will be issued.

#### **B. Customs Clearance Conditions**

1. The ICT equipment must be in the list of restricted goods that needs permission from the CITC.
2. The ICT equipment must comply with the technical specifications issued by the CITC.
3. If the equipment is imported on behalf of another party, the importer shall attach a letter from the owner declaring its ownership of the equipment, its nature of use, and detailing the Airwaybill number, equipment models and quantities.
4. If examination of the shipped equipment is required, the importer shall take all necessary measures to make the shipment available and enable the CITC to perform the examination on the specified date.
5. If the shipment retained in the Customs contains wireless equipment that requires a radio license for the use of frequencies, then the importer shall ensure that the equipment is tuned to frequencies that correspond to the frequencies licensed to the owner.
6. Payment of technical examination fees shall be made by the importer after conducting the examination of wireless equipment according to the procedures specified by the CITC.
7. Payment of the Customs Clearance Permission fees (if there is any).
8. Whenever it is deemed essential to obtain a license form the Commission, or prior registration for the equipment, the importer shall comply with the following conditions:
  - A. Equipment requiring a service providing license:
    - i The importer shall have a valid service providing license from the Commission.

- i The purpose of importation shall be providing ICT services that are explicitly specified in the license issued by the CITC.
  - B. Equipment requiring a radio license for the use of frequencies:
    - i The owner of the equipment shall have a valid radio license from the CITC for the use of frequencies relevant to the imported equipment.
  - C. Equipment requiring prior registration:
    - i the importer shall have the registration cards from the CITC for every equipment.
- 9. It is possible to postpone the compliance with paragraph (B) and paragraph (C) of the above article No (8) if the equipment was imported for the purpose of marketing in the Kingdom, after meeting the following requirements:
  - A. The importer has got prior approval from the Commission for marketing wireless equipment.
  - B. The imported equipment had been already type approved.
  - C. The imported equipment type is listed in the appendix of this document.
  - D. The number of the imported equipment in the Customs clearance application shall not exceed the permitted maximum limit for every equipment type shown in the appendix of this document.
  - E. The required registration percentage for end users data mentioned in the appendix must be fulfilled for the previously imported equipment.
  - F. Commit to comply with the equipment registrations procedures and conditions established in Article 8 of this document.

## **8. Equipment registration**

The importer, who had been issued a Custom Clearance Permission for his equipment, shall submit registration applications for the equipment users prior to providing equipment to the users as per the following procedures and conditions:

### **A. Equipment Registration procedures**

1. Submit a registration application through the Commission's website ([www.citc.gov.sa](http://www.citc.gov.sa)) on behalf of the equipment end user, and attaching a copy of his valid national ID.
2. After completing the requirements of submitting the registration application, and as per the equipment type to be registered, the Commission will study the application, and in case of approval, the equipment will be registered under the name of the end user.
3. The importer shall provide the end user with the document that confirms the registration of the supplied equipment. The user shall keep it readily available and present it upon request by the concerned authorities.

#### **B. Equipment Registration Conditions**

1. Validity of the end user national ID.
2. The end user of the equipment must have a valid radio license for the use of frequencies.

### **9. Approved Testing Laboratories**

The CITC shall deem the following laboratories to be approved:

1. Examination laboratories accredited by the International Laboratory Accreditation Cooperation (ILAC). The list of laboratories accredited by ILAC can be accessed through website: ([www.ilac.org](http://www.ilac.org)).
2. Examination laboratories licensed in the kingdom in accordance with the private Laboratories Law.

### **10. Fees**

For the time being, all services in the ICT Equipment Licensing System are provided by CITC without fees.

### **11. General Provisions**

1. All provisions established in this regulations document shall come into force as of the date of its publication on the Commission's website.
2. All parties shall fully commit to comply with all regulations, decisions and instructions issued by the Commission now or in the future. The complete versions of all CITC regulations are available through the CITC website.

3. The misuse of telecommunications and IT equipment shall be subjected to the provisions of the Telecommunications Act and any other related laws or rules in-force in the kingdom.
4. All parties shall maintain commitment that all telecommunications and IT equipment used in the Kingdom complies with the technical specifications issued by the Commission.
5. It is not permissible to use, possess, or trade telecommunications and IT equipment in a way violating the terms and regulations of the Commission and any other related regulations in the kingdom. The importing or manufacturing party shall be held as sole responsible for any damages, losses or injuries that may result from using, possessing or trading such illegal equipment.
6. It is prohibited to import telecommunications and IT equipment with some subversive or features such as voice alteration, disguising shapes with eavesdropping functionalities and similar, which may be used in cheating, inflicting damage to the public communications networks, violating the principles of public morals, having threatening nature or disturbance, etc.
7. It is mandatory to cease importation or sell any telecommunications and IT equipment that was found to have defect or poor performance.
8. It is mandatory to inform purchaser/end user of all relevant conditions which should be complied with in order to use the subject devices and equipment.
9. It is mandatory to provide details of any encryption systems contained in the telecommunications and IT equipment intended to be supplied and used in the kingdom.
10. It is prohibited to make any alteration of the technical parameters of the equipment during entire life cycle of its operation. Any such alterations to the equipment shall be considered a violation of the Telecommunications Act which shall result in the cancellation of the Commission's approval(s) and license(s). The Commission in this case has the right to take the disciplinary action in this regard.
11. The Commission shall be entitled to request a sample of the equipment for performing the necessary examinations and testing for ensuring the conformity to its requirements.
12. The applicant shall be fully responsible for the authenticity and correctness of all the information, data and documents submitted to the Commission.
13. In the event of non-compliance with these regulations, the penalties set forth thereof in the Telecommunications Act, Its executive Bylaw and other acts in force in the kingdom shall apply.

## 12. Appendix

No.	Equipment Type	CITC Technical Specification No	Maximum Request Limit	Registration Percentage
1	Desert attendees radio and ancillary equipment (Barary)	R1059	3000	70%
2	Emergency Beacons Equipment	RI096	3000	70%
3	Automatic Identification System (AIS) Equipment	RI111	3000	70%
4	VHF Maritime and Ancillary Equipment	RI112	1000	70%



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