

ISED - Application Form - Appendix A&B Instructions

RSP-100, Annex A

Section 1: Applicant information

Complete all contact information for the Applicant. It should be noted that the applicant maintains all responsibility for the application and the certification agreement. Vista Compliance Laboratories may, if necessary contact the applicant directly. You must already have a Company Number assigned by Canada. If you do not please feel free to contact us and we can assist you in this matter.

Section 2: Canadian Representative information

What do we mean by Canadian representative? The applicant must provide in writing the identity of a representative in Canada who is capable of responding to inquiries and who can provide post-certification audit samples at no charge to Industry Canada or to Vista Compliance Laboratories. Complete all contact information for the Canadian representative.

Section 3: Manufacturer

Please list the Manufacturer contact information.

Section 4: Customer

Please list the main point of contact information for the application submitted.

Section 5: Certification Number

The Certification Number is made up of the applicant's company number and the unique product number of their choosing. Details are provided in section 7 of this Guide.

Section 6: Hardware Version Id Number (HVIN)

The Hardware Version Identification Number (HVIN) identifies hardware specs of a product version. HVIN replaces the IC Model Number in the legacy E-filing System. HVIN is required for all products for certification applications.

Please list all model numbers for the device

Section 7: product Marketing Name (PMN)

The Product Marketing Name (PMN) is the name or model number under which the product will be marketed/offered for sale in Canada. The PMN must be provided before the product is listed in REL and made available on the Canadian Market.

Section 8: Firmware Version Identification Number (FVIN)

The Firmware Version Identification Number (FVIN) identifies the firmware version utilized by the product which controls/affects the RF characteristics of the product.

Section 9: Host Marketing Name (HMN)

The Host Marketing Name (HMN) is the name or model number of a final product which contains a certified radio module.

If the device meet the Modular Approval or Limited Modular Approval Requirements please mark this here. Please note RSP-100 Annex D will be required for submission.

Section 10: Description of Product as it is Marketed:

Please list the description of the device that is to be placed on the certificate.

Section 11: Specification Standard

Please list the Standard that the device was tested to. Include the issue number of the Standard as well.

Section 12: Type of Equipment

The Type of Equipment description comes from a list provided by IC, see link. You may also refer to the list in Appendix 1 of this Guide and select the appropriate type of equipment from the list and type it into the space provided. This information will be used when the certification is uploaded to the REL. [Type of Radio Equipment](#)

Section 13: Equipment Information

Please mark whether or not this device is a Transmitter or Scanner Receiver.

Section 14: Type of Service (Per RSP-100)

This section specifies which certification services are being requested.

New Certification (Single) - A new single certification may be granted to products (final product or module) provided that the applicant has never been granted certification for the assigned HVIN and IC certification number in the application.

- The PMN may be identical to HVIN and vice versa.
- The FVIN must be provided if applicable otherwise please enter "N/A" as FVIN.
- The HMN is only required for modular certifications when module compliance was assessed in a host.
- Documents must be submitted as per Annex C.

New Family Certification - A new family certification may be granted to products (final products or modules) provided that the applicant has never been granted certification for the assigned HVIN(s) and IC certification number in the application.

- At least one field (PMN, HVIN or FVIN) must be unique to identify different version(s) of the product for new family certification.
- Family certification information document(s) must list the PMN, HVIN and FVIN of all the product versions within the application to explain in detail the hardware and/or software similarities/differences (RF characteristics, circuitry design, function capabilities etc.) between all the versions.
- If FVIN is the only differentiation between product versions (PMN and HVIN remain identical) within the family certification application then FVIN must be provided.
- The HMN is only required for modular certifications when module compliance was assessed in a host.
- Documents must be submitted as per Annex C.

Existing Family/ Modification (Add Model, C1PC, C2PC) - If family certification is requested and at least one model in the family has been certified.

- PMN, HVIN or FVIN may be identical or different from the existing certified version(s) of the product. Additionally, if the application contains two or more product versions, the product versions must have at least one unique field (PMN, HVIN or FVIN) to identify different version(s).
- The HMN is only required for modular certifications when module compliance was assessed in a host.
- Any permitted modifications (hardware or software) to the original certified product which may affect the RF must be supported by a test report with full or partial testing.
- The modifications to the existing certified product shall comply with the requirements of Class I/II Permissive Changes.
- The documents shall be submitted as per Annex C and shall include:
 - A detailed description of the firmware/hardware changes/differences (RF characteristics, circuitry design, and functional capabilities) between different versions of the product.
 - The changes/differences may be detailed with photographs, block diagrams, schematics and product literature.
 - A brief statement as to how the modifications to the product meet the Class I/II modification requirements and/or family certification requirements.

Modifications (C3PC, C4PC) -

Product Modifications (C3PC) Application

- PMN and HVIN must remain identical to the existing certified product while a new and unique FVIN must be provided.
- A detailed information in the “Modification Information” document(s) shall include and not limited to:

- Detailed description of the RF characteristics and/or functional changes to the certified product due the firmware change.
- A brief statement as to how the modifications meet the Class III modification requirements.
- Documents must be submitted as per Annex C.

Product Modifications (C4PC) Application

- The SAR/RF exposure testing/evaluation in the new host shall be provided.
- When the module integration affects the RF emissions characteristics, a test report with full or partial testing and updated RF emissions information shall be submitted.
- HMN must be provided.
- The documents shall be submitted as per Annex C and the provided information shall include details regarding the module integration including statements regarding changes to module's original reported RF emissions characteristics and/or SAR/RF exposure evaluation/testing.

Multiple Listing (Add Applicant) - Multiple listing of a certified model is required when a manufacturer or distributor wishes to list under its name and unique model number, certified equipment of an original equipment manufacturer (OEM). A model of equipment may be multiple-listed to other manufacturers or distributors based upon the approval granted to the original applicant and certificate holder.

- The existing certificate holder or another entity/company (new applicant) may request a new IC certification number based on existing certification of a product.
- The new application shall include a unique IC certification number for which certification has never been granted to the applicant.
- The selected HVIN, PMN and/or FVIN in the new application may be identical or different from the existing certification provided the applicant has never obtained certification for the selected HVIN, PMN and FVIN combination in the application.
- The product version(s) in the new application must be identical (C1PC permitted) to the existing certification.
- The "Application Cover Letter" from the new applicant shall include:
 - Product details (IC Certification Number, PMN, HVIN, FVIN when applicable) from the existing certification and new application.
 - Declaration that the new product version is identical to the certified product.
 - Declaration that the documents on-file with IC from the original certification, remain unchanged and continue to be valid.
- The "Original Applicant Authorization" letter from the existing certificate holder shall include:
 - Product identification details (IC Certification Number, PMN, HVIN, FVIN when applicable) from the existing certification and new application.
 - Authorization for the existing certified product to be listed under the new applicant/company.

- Authorization for IC to utilized documents on-file with IC from the existing certification.
- Documents must be submitted as per Annex C.

Full Transfer of Certifications (Company Takeover): This application service is applicable when one company takes over another company.

- The new company/applicant must assume all of the responsibilities associated with all existing certifications from the existing certificate holder and shall provide a signed statement with this fact.
- The new applicant shall submit a copy of a signed letter from the current certificate holder, authorizing the IC Certification Bureau to transfer the certificate ownership from the current certificate holder to the to the new applicant and change the certificate file information to reflect the new certificate holder's information.
- The HVIN and IC certification number shall remain unchanged.
- Documents must be submitted as per Annex C.

Partial Transfer of Certifications (A Product Line Takeover): This application service is applicable when one company takes over one or more product line(s) but not all of the product lines from another company.

- For the product line(s) being transferred, the new company/applicant must assume all of the responsibilities associated with the existing certifications from the existing certificate holder and shall provide a signed statement with this fact.
- If all the certified products associated with the particular Company Number (123A-1234, 123A is CN) are subject to transfer, then the new applicant/company has the option of retaining the existing IC certification number(s) and HVIN(s). Alternatively, going forward, the new applicant/company may assign new IC certification number(s) to all the transferred product lines.
- The new applicant shall submit a copy of a signed letter from the existing certificate holder, authorizing IC to transfer the certificate ownership to the new applicant and change the certificate file information to reflect the new certificate holder's information.
- Documents must be submitted as per Annex C.

Section 15: Is this product subject to TEL listing per Declaration of Conformity Procedures DC-01 (CS-03)?

Terminal equipment that is also a radio apparatus requires certification under the Radiocommunication Act. Notification to the Department of the certification to the applicable Radio Standards Specifications and the registration of the terminal equipment must be performed at the same time.

Section 16: Agreement

The agreement must be signed by the applicant or authorized agent. The signatory will hold all responsibility for the applicant even if an agent is used to make the application. All terms and conditions are accepted by signing this form.

RSP-100, Annex B

Section 17: Product Information

Copy and paste from Appendix I form

Section 18: Test Site Company Number

Please list the IC Test Site Registration Number. Link to search Test Site Registration Number is provided.

Section 19: SAR Lab Company Number

Please list the IC SAR Lab Registration Number. Link to search Test Site Registration Number is provided

Section 20: Equipment Specifications- Each Section must be completed unless otherwise stated.

RSS# & Issue#: list as follows- RSS-210; 8

Frequency Range: must list frequency in MHz and list Min and Max

RF Power: Units must be listed in- Watts.

Or

Field Strength: Units must be listed in- dBuV @ distance of 3m, 10m, 30m, or 300m

Measured Bandwidth: Units must be listed in- kHz

Method: Units must be listed in one of the following- 6dB, 20dB, 26dB, 99%, or other

Necessary Bandwidth: Units must be listed in- kHz

Emission Classification: See [TRC-43](#)

Transmitter Spurious: Units must be listed in one of the following- uV, uW, dBc, dBm, dBw, or dBuV

Receiver Spurious: Units must be listed in one of the following- uV, uW, dBc, dBm, dBw, or dBuV

If item 13 is marked as Scanning Receiver, please be sure to complete this information for the receiver portion.

Antenna Type & Gain: Must be listed on the IC Certificate.

Section 21: Declaration

The declaration must be signed by the Test Lab.