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Spectrum Management and Telecommunications

Terminal Attachment Program Procedures

Procedure for Declaration of Conformity and Registration of Terminal Equipment

Foreword

This document describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.

This document will be reviewed and amended from time to time on the basis of experience gained. The Department encourages comments and suggestions that will enhance the effectiveness of this procedure. These may be forwarded to:

TAPAC Secretariat
Directorate of Telecommunications Engineering and Certification
Industry Canada
300 Slater Street
Ottawa, Ontario K1A 0C8

Issued under the authority
of the Minister of Industry

Marc Dupuis
Director General
Engineering, Planning and Standards Branch

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1. Purpose

- 1.1 This document describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.2 Suppliers of handset telephones subject to the requirements of Part V of CS-03 must also follow this procedure to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.3 This document supersedes CP-01, *Certification Procedure*, Issue 8. Terminal equipment previously certified under CP-01 will be regarded as compliant equipment, as long as it is not modified. If certified equipment is modified, the procedure set forth in this document will apply.
- 1.4 This document is produced for the purposes of Part IV.1 of the *Telecommunications Act* and the *Telecommunications Apparatus Regulations*.

2. Definitions

Bureau means the Department's Certification and Engineering Bureau.

Compliance Folder is the collection of supporting documentation related to the information provided in the Declaration of Conformity.

Component Device is a device designed to be connected to registered host terminal equipment, but is not connected on a stand-alone basis to the network.

Declaration of Conformity (DoC) is a procedure by which the Declaring Party has the terminal equipment tested by a testing laboratory recognized by the Department and gives written assurance that the terminal equipment complies with the applicable technical specifications.

Declaring Party is the Supplier who signs the DoC and assumes responsibility for the declaration.

Department means Industry Canada.

Package of Terminal Equipment is an assembly of two or more devices that can be connected to a network by means of standard connectors, as defined in the applicable technical specifications. The assembly may consist of separate units or modules connected together, or may be contained within a single housing.

Recognized Accreditation Organizations are accreditation organizations that have been recognized by the Standards Council of Canada (SCC) or a mutual recognition agreement/arrangement (MRA) partner as competent to perform accreditation.

Registered Terminal Equipment is equipment that is listed on the *Terminal Equipment List*.

Registration is the process by which terminal equipment is entered in the *Terminal Equipment List* to signify that a DoC has been received by the Department.

Supplier is a generic term for an entity such as the manufacturer, reseller, distributor, importer and other agent of telecommunications terminal equipment.

Terminal Equipment is telecommunications apparatus that can be connected to telecommunications networks of Canadian carriers, to which Part IV.1 of the *Telecommunications Act* applies.

Terminal Equipment List (TEL) is the list of terminal equipment that has been registered for use in Canada. This list is maintained by Industry Canada.

Testing Laboratory is a laboratory that performs tests (see the latest version of ISO/IEC Standard 17025).

3. General Information

Additional information on this procedure can be obtained from:

[TAPAC Secretariat](#)

Directorate of Telecommunications,
Engineering and Certification
Industry Canada
300 Slater Street
Ottawa, Ontario K1A 0C8

Telephone No.: 613-990-4526
Facsimile No.: 613-957-8845
E-mail Address: tapac-ccprt@ic.gc.ca

Suppliers of telecommunications terminal equipment are encouraged to provide notices/user information in both official languages.

4. Related Documents

The following documents and web information can be found on Industry Canada's Spectrum Management and Telecommunications website:

http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06138.html

CB-02, *Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*: this document specifies the criteria used by Industry Canada in the recognition of Canadian entities as Certification Bodies (CBs) and foreign entities under the terms of Mutual Recognition Agreements/Arrangements (MRAs) to certify products to Canadian regulatory requirements. It also specifies the administrative and operational requirements that CBs must meet in order to maintain their recognition.

DES-LAB(E), *Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada*: this document specifies the procedure applicable to Canadian testing laboratories for recognition by the Department to test telecommunications terminal equipment to the Department's specifications and standards; and for designation by the Department to test telecommunications equipment, information technology equipment and radio apparatus; and to test for Electromagnetic Compatibility (EMC), as applicable under the terms of the MRAs, to the requirements of foreign Regulatory Authorities;

REC-LAB(E), *Procedure for the Recognition of Designated Foreign Testing Laboratories by Industry Canada*: this document specifies the criteria and procedure for the recognition by Industry Canada of foreign testing laboratories that have been designated by MRA partners to test telecommunications apparatus to Canadian regulatory requirements;

Terminal Equipment - Technical Specifications List (CS-03, Parts I to VIII).

5. General Conditions

- 5.1 A DoC can be made only for terminal equipment for which technical specifications have been promulgated by the Department.
- 5.2 For terminal equipment which also has a wireless interface (e.g. cordless telephones and DSL modems with Wi-Fi interface), the notification to the Department for radio certification and the registration of the terminal equipment shall be performed by a recognized certification body (CB) or the Bureau and be submitted at the same time. This will allow the device to have the same registration number as the certification number.

The Department reserves the right to withhold notification of certification and/or registration if they are not submitted together.

Note: For more information about certification of radio apparatus by a CB, please refer to document CB-02.

- 5.3 All terminal equipment models shall be declared separately.
- 5.4 A single registration number (i.e. family registration) may be issued to many models of terminal equipment that are nearly identical in design and construction.

6. Declaration of Conformity (DoC) and Registration Process

6.1 Design

Terminal equipment shall be designed to conform to all the applicable technical specifications.

6.2 Testing

- 6.2.1 A representative sample of the final product must be tested to the applicable terminal technical specifications to verify compliance. These specifications are established by the Department under the *Telecommunications Act* and are contained in the *Terminal Equipment – Technical Specifications List* (CS-03).
- 6.2.2 Testing shall be performed by a testing laboratory that is:
- (a) accredited by the Department, the SCC or a recognized accreditation organization and recognized by the Department (see DES-LAB(E)); or
 - (b) in the case of foreign testing laboratories, designated by a mutual recognition agreement/arrangement partner and recognized by the Department (see REC-LAB(E)).
- 6.2.3 A list of recognized testing laboratories is compiled by the Department and is available on Industry Canada's Certification and Engineering Bureau website (see Section 6.5.10).
- 6.2.4 Although the methods of measurement prescribed in the applicable technical specifications documents are preferred, the Department will accept alternative test methods accompanied by an engineering analysis that demonstrates the validity of the alternate test method.

6.3 Technical Brief

- 6.3.1 The recognized testing laboratory shall document all test results and test methods used, and prepare a report.
- 6.3.2 The Declaring Party shall retain on file, for a period of 10 years from the date of registration, a compliance folder that includes the test report.
- 6.3.3 Upon request, a compliance folder shall be submitted to the Department. The compliance folder shall contain the following information:
- (a) a copy of the test report showing that the product fully meets the applicable technical specifications;
 - (b) a copy of the instruction manual(s) as supplied with the equipment. If not included in the instruction manual(s), the following information shall be attached:
 - (i) complete operating and maintenance instructions;
 - (ii) complete schematic diagrams and a list of parts and components; and
 - (iii) sufficient photographs (approximately 20 cm x 25 cm) of the unit to show details of external appearance and internal construction;
 - (c) a copy of current advertising literature, if available; and

- (d) a drawing, sample or illustration of the product label.

6.4 Marking

- 6.4.1 The following requirements have been established in accordance with section 69.3 of the *Telecommunications Act* for the purposes of section 5 of the *Telecommunications Apparatus Regulations*.
- 6.4.2 The Declaring Party will be responsible for permanently affixing the registration number and model identification number on the terminal equipment. This information shall be affixed in such a manner as not to be removable except by destruction or defacement. The size of the lettering shall be legible without the aid of magnification, but is not required to be larger than 8-point font size. If the device is too small to meet this condition, the information can be included in the user manual upon agreement with Industry Canada.
- 6.4.3 Registered equipment shall bear the following identifying marks:
- (a) the registration number:
- (i) shall be affixed on the integrated devices (e.g. a modem) themselves or on devices that are intended to become sub-assemblies of host equipment (e.g. a data terminal or a computer that is designed to interface directly with the network);
- (ii) denotes that, for a package of terminal equipment, the total package has been registered. However, the marking will normally be placed on the unit of the package that connects to the network. For example, in a PBX, the marking will be placed on the common equipment that connects to the network rather than on plug-in components that may be added later. The *Terminal Equipment List* (TEL) will show the common equipment, but not the standard station apparatus or any proprietary station apparatus.
- (iii) The marking format of the registration number is as follows:

IC: XXXXXX-YYYYYYYYYYYY

Where:

- “XXXXXX-YYYYYYYYYYYY” is the registration number;
- “XXXXXX” is the Company Number composed of at most 6 alphanumeric characters (A-Z, 0-9), including a letter at the end of the Company Number to distinguish between different company addresses. This number is assigned by Industry Canada;
- “YYYYYYYYYYYY” is the Unique Product Number (UPN) composed of at most 11 alphanumeric characters (A-Z, 0-9). This number is assigned by the Declaring Party; and

- the letters “IC” have no other meaning or purpose than to identify the Industry Canada certification number.

(iv) Permitted alphanumeric characters in the Company Number and the UPN are limited to capital letters (A-Z) and digits (0-9). An example of the new format for a company having a Company Number of “21A” and wishing to use a UPN of “WILAN3” would thus be: IC: 21A-WILAN3. Each equipment model shall be explicitly identified. Characters such as “#, / or -” in the registration number are not allowed.

- (b) the model identification number under which the product was registered. Each equipment model shall be assigned a unique model identification number. The use of “wild card” characters in the model identification number (for the purpose of identifying multiple models with one name) is not allowed.

6.4.4 Equipment that has received registration, but does not have the model identification number and the registration number as outlined above, is not considered registered.

6.4.5 Certification numbers granted prior to the implementation of the above marking format are grandfathered.

6.4.5.1 For previously certified terminal equipment, the marking format shall consist of the old certification number preceded by “IC”: for example, if the old certification number is “123 1234 A”, the mark will read “IC: 123 1234 A”.

6.4.5.2 For a new model that is registered to a family of previously certified terminal equipment, the self-marking format shall be:

IC: XXXXXX-ZZZZZZZZZZZ

Where:

“XXXXXX” is the Company Number, as in Section 6.4.3; and

“ZZZZZZZZZZ” is the existing certification number (or existing UPN).

For example, if a new model registered to the family of products with certification number “123 1234 A”, and Company Number “123A”, the self-marking for this new model will read “IC: 123A-1234 A”.

6.4.6 The Industry Canada corporate signature, which consists of the Canadian flag symbol and the words *Industry Canada* and *Industrie Canada*, shall not be reproduced, in whole or in part.

6.4.7 A statement of compliance with Industry Canada’s requirements, such as the one below, shall accompany each unit of equipment whether registered under this procedure or previously certified:

This product meets the applicable Industry Canada technical specifications. / Le présent matériel est conforme aux spécifications techniques applicables d’Industrie Canada.

- 6.4.8 For terminal equipment with interfaces defined in CS-03 Part I, using network provided analogue ringing, the Ringer Equivalence Number (REN) must be calculated as per Section 1.8 of Part I. A higher REN may be assigned by manufacturers to allow for production variations. The REN must be marked on the terminal equipment itself or added to the note below. A note similar to the following shall accompany each unit of equipment whether registered under this procedure or previously certified:

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. / L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas cinq.

6.5 Registration of Terminal Equipment Subject to a DoC

- 6.5.1 The Declaring Party should register the terminal equipment with the Bureau through a web-based electronic filing system, referred to as E-filing, available on Industry Canada's Certification and Engineering Bureau website.¹
- 6.5.2 The Declaring Party shall provide, in the registration request, the identity of a representative in Canada who is capable of responding to enquiries and who can provide audit samples at no charge to the Department.
- 6.5.3 Should the representative in Canada be other than the Declaring Party's local office, the Declaring Party shall provide, in the registration request, a letter signed by the representative in Canada authorizing the Declaring Party to use it as its representative. The letter must include the model identification number and registration number of the terminal equipment.
- 6.5.4 When using the E-filing option, the following are required:
- (a) an Industry Canada username and password, which can be obtained from the E-filing page;
 - (b) a DoC and registration form (see Annex I of this document), which must be signed and submitted in PDF format or by facsimile to the Bureau;
 - (c) a copy of the instruction manual(s) as supplied with the equipment. If not included in the instruction manual(s), the following information shall be attached:
 - (i) complete operating and maintenance instructions;
 - (ii) complete schematic diagrams and a list of parts and components; and
 - (iii) sufficient photographs (approximately 20 cm x 25 cm) of the unit to show details of external appearance and internal construction;

¹ Certification and Engineering Bureau website http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00052.html.

- (d) a copy of current advertising literature, if available; and
 - (e) the payment of the applicable fee, which shall be made by credit card to the Receiver General of Canada.
- 6.5.5 Alternatively, the Declaring Party may register by regular mail using the forms that are available on the Bureau's website.
- 6.5.6 The registration process will provide the required information to add the terminal equipment to Industry Canada's *Terminal Equipment List*, which can be found on the Bureau's website. The Declaring Party shall ensure that the information provided includes a valid Company Number, which can be obtained from the Bureau. Any changes to the information provided in the registration shall be reported to the Bureau. To modify the registration information provided during E-filing, contact the Bureau.
- 6.5.7 By submitting a DoC in accordance with the procedure set out in this document, the Declaring Party attests to the Department that the terminal equipment is in conformity with the applicable CS-03 technical specifications.
- 6.5.8 If not using E-filing, the DoC and the registration form, available at the Bureau's Equipment Registration website² below, must be signed by a company officer, a partner in the case of a partnership, or a proprietor in the case of a sole proprietorship. A Declaring Party's authorized representative may sign the forms provided that proof of signing authority is included in the submission.
- 6.5.9 Upon receipt of a submission, the Bureau will:
- (a) review the material submitted and verify that it is complete. Additional information may be requested;
 - (b) send an acknowledgement by e-mail to the Declaring Party; and
 - (c) add the declared terminal equipment to the TEL.
- 6.5.10 Terminal equipment which does not meet the requirement of this procedure shall not be distributed, leased, offered for sale or imported into Canada.
- 6.5.11 A checklist for terminal equipment registration is provided as Annex II.

² Declaration of Conformity for Terminal Equipment and Registration Form http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf05610.html#TOC1_11

6.5.12 For additional information regarding this procedure or for assistance with E-filing, contact:

[Certification and Engineering Bureau](#)

Industry Canada
P.O. Box 11490, Station H
3701 Carling Avenue
Building 94
Ottawa, Ontario K2H 8S2

Telephone No.: 613-990-4218

Facsimile No.: 613-990-5009

E-mail Address: certification.bureau@ic.gc.ca

Website: <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/home>

6.6 Registration of a Family of Products

6.6.1 Registration may be granted to several models as a new family of products. Each model must be assigned a unique model identification number by the manufacturer. This type of service applies when a registration has never been granted to that equipment. In a family of products, all models must be electrically identical and have the same registration number. Only one registration application needs to be submitted for all equipment within a family of products.

6.6.2 Should additional products be added to an existing family, a new application must be submitted. In such a case, the equipment to be registered must have been assigned a unique model number by the manufacturer. Registration for the model must never have been granted before and the equipment must be electrically identical to the previously registered model(s). The original model and registration number must exist in the TEL. The registration number of the new equipment will be the same as the one assigned to previously registered equipment of the same family of products.

6.7 Multiple Listing

6.7.1 Multiple listing is required when a manufacturer or distributor wishes to list, under its name and unique model identification number, equipment that was previously registered by an original equipment manufacturer (OEM) or distributor.

6.7.2 A model of equipment may be multiple-listed to other manufacturers or distributors based upon the registration of the original Declaring Party. The requester must provide the following:

(a) a letter requesting multiple listing – the letter must identify the model identification number and registration number of the originally registered equipment; and

(b) a letter from the original Declaring Party authorizing the Department to use information on file to grant multiple-listing registration – the letter must include the model identification number and registration number of the terminal equipment and must declare that the model to be multiple-listed is identical in design and construction to the originally registered model.

- 6.7.3 A new registration number must be assigned to the multiple-listed equipment.

Example:

Original registration number: “IC: 123A-XYZ”,

Where: 123A is the company code of the original Declaring Party
XYZ is the original company’s UPN.

New registration number: “IC: 678D-XYZ”,

Where: 678D is the company code of the new Declaring Party applying for multiple listing
XYZ is the original UPN or a new UPN, chosen by the new Declaring Party
(maximum of 11 alphanumeric characters).

6.8 Transfer of Ownership

- 6.8.1 Registration may be transferred from the current owner to a new entity that wishes to assume all of the previous owner’s responsibilities associated with the registration.
- 6.8.2 To transfer the ownership, the new entity shall send a letter to the Bureau providing a copy of a signed letter from the current registration holder, authorizing the Department to transfer the ownership from the current owner to the new entity, and to change the information to reflect the new owner information. The letter must also attest that the equipment covered by the registration is identical in design and construction to the originally approved model(s).

6.9 Modification of Terminal Equipment

- 6.9.1 All terminal equipment that is modified shall be retested as per the technical requirements in effect at the time of modification, not necessarily those requirements in effect at the time that the terminal equipment was declared. If the modification changes the information posted in the TEL (e.g. changes the REN value), the terminal equipment must be re-registered using a new model identification number.
- 6.9.2 Repair to the terminal equipment that does not affect the information posted in the TEL does not require re-registration.

7. Audit Requirements

- 7.1 The Department reserves the right, in accepting a DoC, to conduct audits, request a copy of the compliance folder, or request that the equipment be retested to ensure that the terminal equipment entering the market complies with applicable technical specifications.
- 7.2 Suppliers must implement a suitable quality control program to ensure that the registered product continues to meet the applicable terminal equipment technical specifications.

8. Disclosure of Information

The Declaring Party shall indicate which information and documents provided in support of a DoC and registration are confidential. The provisions of the *Access to Information Act* apply.

9. Component Devices

- 9.1 Component devices can be declared and registered either as part of an equipment package or as individual component devices. To be eligible, the component device must comply with the applicable terminal equipment technical specifications when tested in a registered host terminal equipment package or in a generic test bed.
- 9.2 The host equipment with which the component device was tested shall be identified in the registration request.
- 9.3 The user manual for the component device shall contain a list of host equipment with which the component device is compatible.

10. Maintaining Registration

Ongoing compliance with DC-01(E) is required to maintain registration in the TEL. Any non-conformance may result in removal of the terminal equipment from the List. Once removed, re-registration is required before the terminal equipment can be added again to the List.

**Annex I - Declaration of Conformity (DoC) for Terminal Equipment
and Registration Form**
Déclaration de conformité (DDC) du matériel terminal et formule d'enregistrement

Name: Nom :	Company Number: Numéro de compagnie :	
Street address: Adresse :	Province: Province :	Postal code: Code postal :
Attention (Name and Title): À l'attention de (nom et titre) :	Facsimile No.: Numéro de télécopieur :	Telephone No.: Numéro de téléphone :
E-mail: Courriel :		

Manufacturer (if different from above)
Fabricant (s'il agit d'une autre entité)

Name: Nom :	Company Number: Numéro de compagnie :	
Street address: Adresse :	Province: Province :	Postal code: Code postal :
Attention (Name and Title): À l'attention de (nom et titre) :	Facsimile No.: Numéro de télécopieur :	Telephone No.: Numéro de téléphone :
E-mail: Courriel :		

**Canadian Representative (as per DC-01(E), Section 6.5.2)
 Représentant au Canada (conformément à la procédure DC-01(F), article 6.5.2)**

Name: Nom :	Company Number: Numéro de compagnie :	
Street address: Adresse :	Province: Province :	Postal code: Code postal :
Attention (Name and Title): À l'attention de (nom et titre) :	Facsimile No.: Numéro de télécopieur :	Telephone No.: Numéro de téléphone :
E-mail: Courriel :		

**Testing Laboratory
 Laboratoire d'essai**

Name: Nom :	Company Number: Numéro de compagnie :	
Street address: Adresse :	Province: Province :	Postal code: Code postal :
Attention (Name and Title): À l'attention de (nom et titre) :	Facsimile No.: Numéro de télécopieur :	Telephone No.: Numéro de téléphone :
E-mail: Courriel :		

**Terminal Equipment Information
Renseignements sur le matériel terminal**

<p>Type of service: Type de service :</p> <p><input type="checkbox"/> Single Un seul appareil</p> <p><input type="checkbox"/> Previous Appareil déjà enregistré</p> <p><input type="checkbox"/> Reassessment Réévaluation</p> <p><input type="checkbox"/> New Family Nouvelle famille</p> <p><input type="checkbox"/> Multiple Listing Inscription multiple</p> <p><input type="checkbox"/> Other Autre</p>	<p>Network Interface Code: Code d'interface réseau :</p> <p>Equipment Category Number(s):³ Numéro(s) de catégorie de matériel :</p>
<p>Registration Number (IC: Declaring party company number): Numéro d'enregistrement (IC : numéro de compagnie de la partie déclarante) :</p>	<p>Ringer Equivalence Number: Indice d'équivalence de la sonnerie :</p>
<p>Model Number(s): Numéro(s) de modèle :</p>	
<p>Description of Equipment (if this is a component device, provide the host equipment with which it was tested): Description du matériel (s'il s'agit d'un dispositif constitutif, indiquer le matériel hôte avec lequel il a été mis à l'essai) :</p>	
<p>Applicable Specification or Standard(s): Spécification ou norme(s) applicables :</p>	

³ See http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00046.html and http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00047.html
 Voir http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/fra/h_tt00046.html et http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/fra/h_tt00047.html

**Payment Information
Renseignements sur le paiement**

<p>If payment by cheque: Paie ment par chè que : Cheque Number: Numéro de Chèque :</p>	<p>Credit Card Information: Renseignements sur la carte de crédit :</p>
<p>If payment by credit card: Paie ment par carte de crédit :</p> <ul style="list-style-type: none"> <input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> American Express <p>Credit Card receipt to be sent to: Envoyer le reçu à :</p>	<p>Credit Card Holder: Détenteur de la carte de crédit :</p> <p>Credit Card Number: Numéro de carte de crédit :</p> <p>Credit Card Expiry Date: Date d'expiration de la carte de crédit :</p>
	<p>Authorized Amount (CAN\$): Montant autorisé (\$ CAN) :</p>
<p>I hereby agree to pay the above total amount in accordance with the terms of the Card Issuer's agreement. J'accepte de payer le montant total ci-dessus, conformément aux conditions de l'entente de l'émetteur de la carte de crédit.</p> <p>Signature: _____ Date: _____</p>	

Veillez envoyer l'Annexe I remplie à l'adresse suivante :

Bureau d'homologation et de services techniques
Industrie Canada
C.P. 11490, Succ. H,
3701, avenue Carling, Édifice 94
Ottawa (Ontario) K2H 8S2

Téléphone : 613-990-4218

Télécopieur : 613-990-5009

Courriel : certification.bureau@ic.gc.ca

Site Web : <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/fra/accueil>

Annex II - Checklist for Terminal Equipment Registration

1.	Obtain a Company Number from Industry Canada, if not previously assigned.	
2.	Obtain a letter signed by the representative in Canada authorizing the Declaring Party to use it as its representative (if applicable).	
3.	Complete and sign a Declaration of Conformity (DoC) for the Terminal Equipment, and a Registration Form (Annex I).	
4.	Pay applicable fees (Canadian funds).	

Note: For terminal equipment which also has a wireless interface (e.g. cordless telephone and DSL modems with Wi-Fi interface), the notification to the Department for radio certification and the registration of the terminal equipment shall be performed by a recognized Certification Body (CB) or the Bureau and be submitted at the same time.