

UNITED REPUBLIC OF TANZANIA

TANZANIA COMMUNICATIONS REGULATORY AUTHORITY

ISO 9001:2015 CERTIFIED



**TYPE APPROVAL GUIDELINES FOR ELECTRONIC
COMMUNICATIONS EQUIPMENT**

Issued by:
Director General,
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TYPE APPROVAL GUIDELINES

1.0 INTRODUCTION

This document, "Type Approval Guidelines for Electronic Communications Equipment in the United Republic of Tanzania" is issued in accordance to Electronic and Postal Communications Act (EPOCA) 2010 and Electronic Communications Equipment Standards Regulations, 2018.

In accordance with 83.-(1) of the EPOCA, Any equipment to be used for connection to any electronic communications network for the purpose of receiving and, or transmitting electronic communication signals shall be approved by the Authority.

Regulations 5 (1) of Electronic Communications Equipment Standards Regulations, 2018 states that "The electronic communications equipment intended for sale in the United Republic shall be subjected to certification and type approval by the Authority".

In the United Republic of Tanzania there will be two equipment Type Approval procedures namely Manual and Online system, established by the Tanzania Communications Regulatory Authority (TCRA) with the aim to control the standards of communications equipment.

It is therefore important for manufactures, importers and vendors of communications equipment to make sure their equipment undergo TCRA's Type Approval process before such equipment are imported for use in the United Republic of Tanzania.

2.0 PURPOSE OF GUIDELINES

This document aims to provide guidance to applicants who wish to obtain Type Approval for their Electronic Communications Equipment and describes the associated documents and the process to be followed.

These guidelines apply to all instances where Type Approval is required for Electronic Communications Equipment imported for sale or use in the United Republic of Tanzania.

3.0 OBJECTIVES OF THE TYPE APPROVAL

The objectives of the Type Approval are:-

- a. To streamline the Type Approval procedure in Tanzania in accordance to the Act and Regulations
- b. To develop and align processes with international best practice
- c. To ensure that only Typed Approved Equipment are sold or used in Tanzania

- d. To enable stakeholders to verify electronic communications equipment entering Tanzania

4.0 WHO CAN APPLY FOR TYPE APPROVAL

Type Approval may be requested by:

- a. Local and International Manufacturers
- b. Authorized Importers
- c. Licensed Operators
- d. Persons (individuals or companies) in Tanzania wishing to import Electronic Communications for their own use or commercial purposes.

5.0 TECHNICAL STANDARDS/SPECIFICATIONS

In the process of Type Approval in Tanzania, the Authority shall use the available published standards prepared by recognised international, regional and national standard making bodies.

6.0 HOW TO APPLY FOR TYPE APPROVAL

An Applicant who applies for Type Approval of Electronic Communications Equipment shall follow one of the application processes, namely:

- a. Online Type Approval System (OTAS) – www.tcra.go.tz – OTAS
- b. Manual Type Approval (Just in Case OTAS is not Working)

7.0 ONLINE TYPE APPROVAL SYSTEM (OTAS)

The Online Type Approval System (OTAS) has been established to enhance type approval process through electronic means. Applicants of equipment type approval shall follow one of the following processes according to the type of equipment as guided through the OTAS.

8.0 SIMPLIFIED EQUIPMENT TYPE APPROVAL CERTIFICATION – SETA

SETA is a simplified type approval certification whereby an applicant needs only to self-declare that the equipment applied for certification conforms to standards together with submission of Suppliers Declaration of Conformity, equipment sales brochures and technical data/specifications. Under this category applicants must have carried out own conformity assessment for the model of equipment based on test results and/or evidence of equipment

certification given by the manufacturer or an accredited body. The supplier/applicant must also be able to attest that the equipment is capable of meeting the applicable technical specifications. The proposed list of such equipment includes GSM/CDMA phones, Wireless Local Area Network (LAN), Bluetooth, Radio Frequency Identification (RFID), cordless telephones, wireless microphones, remote controls and alarm systems, some walkie-talkie, Cable Modems, and other low power devices and Customer Premises terminal equipment (CPE).

9.0 GENERAL EQUIPMENT TYPE APPROVAL CERTIFICATION – GETA

GETA is a detailed process of type approval certification in which applicants will submit additional information of the equipment for detailed evaluation by the Authority prior to certification. The electronic documents required to be attached with the application include; User manuals (front page and equipment specification pages), Sales brochures, technical data, Photos of equipment (colour photographs, capturing front, rear, and side views), Declaration of conformity, Test reports/results, and certificates (if any).

Equipment that fall under this category include; high power radio communication equipment/apparatus, Complex/Multi-line equipment (e.g. switching systems, Private Branch Exchanges (PBX), Base Stations, etc.), 3G and Wireless Broadband equipment, and any other network equipment.

10.0 DETAILED OTAS PROCEDURES

The Online Type Approval System (OTAS) has been established to enhance type approval process through electronic means. The OTAS procedures include: Registration with OTAS, submission of application, application vetting by the Authority, issuing of electronic invoice to successful application, payment by the applicant, and finally issuing of electronic certificate.

11.0 REGISTRATION WITH OTAS

Prior to being able to login to the OTAS and apply for type approval certification, applicants would need first to register with the OTAS system to obtain an account with it. To register with OTAS one should have a valid email account through which all correspondences, including sending invoices and receiving documents, will be made.

12.0 APPLICATION SUBMISSION

Once registered, the applicant should login to his account in order to be able to apply for type approval. Once logged in, the applicant will see a link for new application. Mandatory steps for new application are herein summarised:

- Applicant logs in to his account (register with OTAS first if not registered);
- Applicant selects an application type for submission (SETA or GETA);
- Applicant reads and confirms declarations;
- Applicant enters type/name and model of the equipment to be applied for type approval and searches it in the database to confirm whether or not the same has been approved already (if exists no need to type approve the equipment model);
- Applicant fills in online application form, attach necessary documents, declares that the information given is correct and submits the application;
- On successful submission, the applicant will be able to view application status;
- Applicant can then wait for further online correspondences (including invoices and certificates)

When submitting a new application, applicants should make sure mandatory fields are duly filled and that relevant attachments are included to avoid application rejection.

13.0 APPLICATION VETTING

This is the process which is done by the Authority, and involves detailed scrutiny of the submitted application. When successfully completed, the next stage will be issuing an invoice.

14.0 INVOICING

When the submitted application is found to be in order, hence the vetting process, the applicant will be issued with an invoice. The invoice will be sent to the applicant account as an email attachment.

15.0 PAYMENT OF TYPE APPROVAL FEE

Upon receipt of an invoice for the payment of type approval fee, the applicant should make payment to the Authority's bank account, as detailed herein, and provide evidence (SWIFT copy, bank slip, etc) of the payment prior to being issued with a type approval certificate.

Authority's bank details:

16.0 LOCAL CURRENCY ACCOUNT (TANZANIAN SHILINGS)

NAME OF ACCOUNT HOLDER: TANZANIA COMMUNICATIONS REGULATORY AUTHORITY

NAME OF THE BANK: STANBIC BANK TANZANIA LTD

HEAD OFFICE BRANCH,

P.O. BOX 72647,

DAR ESSALAAM.

SWIFT CODE: *SBICTZTXXX*

ACCOUNT NUMBER: *9120000595983*

17.0 FOREIGN CURRENCY ACCOUNT (US DOLLAR)

NAME OF ACCOUNT HOLDER: TANZANIA COMMUNICATIONS REGULATORY AUTHORITY

NAME OF THE BANK: STANBIC BANK TANZANIA LTD

HEAD OFFICE BRANCH,

P.O. BOX 72647,

DAR ESSALAAM,

SWIFT CODE: *SBICTZTXXX*

ACCOUNT NUMBER: *9120000938538*

18.0 ISSUING CERTIFICATE

When the Authority confirms the payment, the applicant will be issued with a certificate which will as well be sent as an email attachment to the account of the applicant.

19.0 DECLARATION

Unless requested specifically to do so, applicants need not submit any sample unit of equipment to the Authority for testing or evaluation. Instead, they need only to attach Manufacturer's Declaration of Conformity (MDC) form with their applications along with attachment mentioned in section 1.7 above. It should also be declared and confirmed that the equipment to be imported in the country shall be new and of the appropriate technology.

20.0 MANUAL TYPE APPROVAL PROCEDURE

Under Manual Type Approval certification this certification process, applicants need to follow one of the following procedures:-

21.0 MANUFACTURER'S DECLARATION OF CONFORMITY PROCEDURE (MDC)

Under the MDC procedure, applicants need not to submit any sample unit of equipment to the Regulatory Authority for testing or evaluation unless specifically requested to do so. Instead, they need only to submit an MDC form together with the application form, specification checklist, test reports and/or equipment certification, photographs, technical documents and approval fees. The MDC procedure is based on submission of relevant documentation and the overall type approval is essentially a document evaluation process.

22.0 EQUIPMENT SUBMISSION PROCEDURE FOR ANY TYPE OF ELECTRONIC COMMUNICATIONS EQUIPMENT

A sample unit of equipment e.g. Switching, Radio/Transmission, telephone set, cellular telephone set, facsimile machine, switchboards with 10 extensions or less etc. need to be submitted together with the necessary documentations, if requested to do so by TCRA.

In all the two procedures above the applicant shall collect type approval application form from the Authority also available on our website under the following link: : <https://www.tcra.go.tz/images/documents/licensing%20information/application-forms/ANNEX%2017%20-%20Application%20form%20type%20approval.pdf>, fill the form and return it to the Authority with the following documents:-

- a. User manual,
- b. Operational manual,
- c. Technical document consisting of a general description of equipment, technical data and facilities supported;
- d. Sales brochures;
- e. Test Reports
- f. Manufacturers declaration of conformity; and
- g. Any other documents that the applicant considers useful to the Authority

23.0 OTHER CONDITIONS

- a. With continuous development and improvement in network services and standards, specifications may be changed without prior notice. Applicants are advised to check from the Authority Website or from the Authority's offices for the latest standards and specifications, published by the Authority from time to time.
- b. Type approval shall in no case be construed as a guarantee by the Authority for the proper functioning, performance or quality of the equipment. Suppliers shall ensure that the approved equipment inter work properly with other public telecommunication networks;
- c. The Authority shall not be liable for any interference caused to any other equipment, injury, loss of life, and/or damages to property whatsoever as the direct/indirect result of the use of any approved equipment. The approval granted by the Authority does not of itself confer immunity from legal obligations;
- d. In cases of doubt relating to the interpretation of type approval specification, the method of carrying out the tests and the validity of the statements made by the manufacturers of the equipment, the decision of the Authority shall be final.
- e. The approved equipment shall be installed by technicians or engineers recognized by Engineers Registration Board (Tanzania). Alternatively, the installation shall be approved by qualified registered technician/engineer;
- f. Measurements and tests for the compliance shall be done in the Authority's premises or at a place designated by the Authority;
- g. All terminals granted with the type approval by the Authority shall be connected to the public networks without inspection by telecommunications network operators and the network operators shall have no right to refuse the connections.

24.0 APPLICABLE FEES

There are two types of fees in respect of type approval of communications equipment, namely; **Application fee** and the **Approval fee**.

(a) Application fee

The type approval processing fee of equipment is payable by the applicant at the time of submitting the application. The processing fee is 10 USD. This fee is non-refundable.

(b) Approval fee

The equipment type approval fee is charged as a fee for the equipment to be type approved. This fee is paid after relevant invoice is sent to the applicant. When the fee is paid, the relevant electronic certificate will be issued. The equipment type approval fee is as shown in **Table 1** below.

Other information on fees

- (a) The applicable type approval fees are charged on per model and type basis and are shown in table 1 below:
- (b) The Authority may determine, from time to time, the type approval fees for equipment covered and not covered in the list;
- (c) The Authority may classify equipment into one or more of the types given in the list for the purpose of determining the fee(s) that is/are applicable;
- (d) Every application of an equipment model for type approval is subject to a separate fee unless determined otherwise by the Authority.
- (e) For equipment with multi-interfaces or to be used for multi-purpose, separate fees may be charged for each interface or type of use;

Table 1: APPLICABLE TYPE APPROVAL FEES

S/NO	TYPE OF EQUIPMENT	APPLICATION FEES (US \$)	APPROVAL FEES (US \$)
1.	Terminal Electronic Communications Equipment		
	Basic Telephone Sets, Data Modems, Mobile Phones, VHF/UHF Radio, Wireless Modules, Land Mobile Cellular Telephone Sets, etc.	10.00	50.00
2.	Office Communications Systems (PABX)		
	2.1 Up to 50 Extensions	10.00	100.00
	2.2 51 extensions and above	10.00	300.00
3.	Network Electronic Communications Equipment		
	3.1 Base Stations, etc.	10.00	1,000.00
	3.2 Switching Equipment	10.00	1,000.00

25.0 VALIDITY OF THE TYPE APPROVAL

- a. The Type Approval for any particular Electronic Communications Equipment is granted with an unlimited period of time provided no modifications have been made to the approved equipment.
- b. Whenever an existing Type Approved Electronic Communications Equipment is modified with respect to manufacturing brand name, product name, model number or function or any change that affect any of the information recorded in the Type Approval Register or the Type Approval Certificate, a new application for Type Approval must be made according to the requirements of these Guidelines.
- c. Whenever changes to the Type-Approved Electronic Communications Equipment may affect compliance with the applied standards and requirements to which it has been previously tested and validated, a new application for Type Approval must be made according to the requirements of these Guidelines.
- d. Whenever changes to the Type-Approved Electronic Communications Equipment may affect a network interface or have an effect on the specific essential requirements relating to safety, EMC or radio frequency behaviour of the concerned Electronic Communications Equipment, a new application for Type Approval must be made according to the requirements of these Guidelines.

- e. If changes to Type-Approved Electronic Communications Equipment are essentially cosmetic and are non-network affecting or have no effect on the specific essential requirements relating to safety, EMC or radio frequency behaviour, a new application for Type Approval is not required provided that the information recorded in the Type Approval Register remains unchanged.

26.0 REVOCATION OF TYPE APPROVAL

The Type Approval for any particular Electronic Communications Equipment shall be revoked in the following cases:

- a. In the event that the Electronic Communications Equipment listed in the Type Approval register has undergone one or more of the changes described in the section above (1.11.b, 1.11.c, 1.11.d) without applying for a new Type Approval.
- b. TCRA publish a notification on its web site about the cancellation of a Type Approval and the reasons of annulment of the same. The Electronic Communications Equipment in question will be removed from the Type Approval register. Only the original applicant who requested the Type Approval for the Electronic Communications Equipment will be individually notified.

27.0 EQUIPMENT EXEMPTION FROM TYPE APPROVAL

All Electronic Communications Equipment in the United Republic of Tanzania need to be Type Approved with no exemption even in Industrial, Scientific and Medical (ISM) bands.

28.0 MONITORING AND MARKET SURVEILLANCE

It is a violation of the Telecommunications Law to import, supply or use Electronic Communications Equipment which is not Type Approved or which does not meet applicable technical requirements and standards in Tanzania.

The Authority shall conduct monitoring to ensure that Electronic Communications Equipment available in the Tanzanian market has been Typed Approved.

29.0 LIST OF TYPED APPROVED EQUIPMENT

The list of Type Approved Equipment will be published on quarterly basis and made available to all interested parties on TCRA website.

30.0 PROHIBITED DEVICES

The following lists of Electronic Communications Equipment are prohibited:-

- a. Jammer (GSM, CDMA, 3G, LTE, Wi-Fi and anything based on the frequency Jamming)
- b. Radio scanner, interception devices and alike
- c. Anything which is not in compliance with the applicable technical standards

NB: TYPE APPROVAL IS NOT THE SAME AS SPECTRUM LICENCING

Type Approval and Spectrum Licencing are not the same. Type approval is granted to a product that meets a minimum set of regulatory technical and safety requirements. Type Approval is required before a product is allowed to be sold or used in the United Republic of Tanzania. Spectrum Licencing relates to the right to use a portion of spectrum subject to prevailing conditions.

In a nutshell Spectrum Licencing and Type Approval are mutually exclusive processes, having Type Approved does not necessarily mean that the supplier of the type approved equipment has the right to operate such equipment (possession of the former does not imply automatic qualification for the latter).