



Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
9	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
10		1	30-12-2022	History sheet added	AG

Issued/modified by : Axel Gase
Function : Manager Quality Assurance
Revision : 10
Date : 30-12-202

Verified by : Willem Jan Jong
Function : Team Lead
Date : 30-12-2022

Released by : Axel Gase
Function : Manager Quality Assurance
Date of release: : 30-12-2022



1 Introduction

This document is meant as a quick reference guide for applicants identifying the subjects to be delivered by the applicant for an IC radio certificate.

In order to have Radio equipment registered and certified in Canada, the applicant must have a company number, issued by Industry Canada. This company number has 4 alphabetical digits and 1 letter, i.e. **XXXXY**. If you don't have a company number, Kiwa can manage this as a separate service. Please fill in the application form for a company number (RF_727 IC Company Number Request Letter). The IC ID is a combination of the company number, a "dash", followed by a unique product number (to be defined by the applicant: max. 8 characters, while alphabetical characters shall be in capitals only).

For example **XXXXY-MODEL** **No dashes are allowed in the unique product number**

2 Overview of subjects to be delivered by applicant

An application must consist of at least the following information as listed in the "subject" column. Where applicable, a document I.D. is given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
Cover Letter	X	RF_721
Application form RSP-100 appendix I	X ³⁾	RF_722
Application form RSP-100 appendix II	X	RF_723
RF exposure declaration	X	RF_725
Letter of authorization	X ¹⁾	RF_160
Canadian Representative letter	X	RF_718
IC Company Number Request Letter	X ²⁾	RF_727
Internal & external photographs	X	
Label sample with IC ID	X	
Block Diagrams and Circuit diagrams	X	
Instruction (User) manual	X	
Test report(s)	X	
SAR test report or MPE calculation report	X	
Modular approval	X ⁴⁾	RF_735
Confidentiality Request	X ⁴⁾	RF_720

Table 1

- 1) In case applicant holder is different from approval holder
- 2) Only if the applicant does not have a Company number issued by Industry Canada.
- 3) Canadian local representative details including their own company number are mandatory.
- 4) If applicable

2.1 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the customer specific customer folder, which can be accessed at the client portal at [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](https://www.kiwa.com)

For further info do not hesitate to contact us directly.

Application information shall be submitted in the **PDF**-format and the size of each file shall be less than **6 MB**.



Remark: In case of information submission, it should be sent in a file, e.g. five internal photos in 1 file or two test reports in 1 file.

2.2 Details

In case of submission of information please read first document RD_721 "Radio Equipment Certification Procedure for Canada". This can be downloaded from our web site including the applicable "RF_xxx documents" available within the [Kiwa Support Area](#)

3 Documentation requirements for multiple listing certifications.

Subject	Submission by applicant	Document I.D.
Cover letter	X	RF_721
Authorization letter to grant multiple listing certification	X	
Application form RSP-100 app. I and II	X	RF_722 + 723
Product label with IC ID	X	
RF exposure declaration	X	RF_725

Table 2

Important remark is to fill in the new type designation (model name), new trademark (brand name) and the declaration that OLD product (model name) is identical with the NEW product.

In case the certificate holder is different:

Required Information as mentioned in case the manufacturer and certificate holder are the same.

- + Name, address, city, country and contact person.
- + Declaration from the OLD certificate holder that the new certificate holder may use the test report and documentation for his own approval.
- + Declaration from the NEW approval holder where in he declares to take over all the responsibilities for the European approval.

4 Legenda

Trademark refers to the generic (brand) name under which certain equipment is marketed.

Type designation refers to the unique name under which certain equipment is marketed.

A certificate or approval holder may market the same product under different type designations and/or trademarks. The products should be are then 100% identical, in construction, hardware, software and physical outlining (OEM = Original Equipment Manufacturer).

Product variants are products that are not identical but have a certain similarity to the main product. They differ in some details, e.g. so called stripped versions, different PCB layouts, and additional options.