

Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
<b>6</b>	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
<b>7</b>		1	30-12-2022	History sheet added	AG

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Function : Manager Quality Assurance  
Revision : **7**  
Date : 30-12-202

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Date : 30-12-2022

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Function : Manager Quality Assurance  
Date of release: : 30-12-2022

## 1. Introduction

This document is meant as a quick reference guide for applications identifying the subjects to be delivered by the applicant for Industry Canada Terminal Equipment registration certificates (also called TAPAC).

In order to have terminal equipment registered and certified in Canada, the applicant must have a company number, issued by ISED Canada. This company number has at most 5 alphabetical digits and 1 letter, i.e. **XXXXXY**. If you don't have a company number, Telefication can manage this as a separate service. Please fill in the application form for a company number (RF\_727 ISED 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. 11 alphanumeric characters (A-Z, 0-9), while alphabetical characters shall be in capitals only and no dashes allowed here).

For example **XXXXY-MODEL**

## 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.
Declaration of Conformity, appendix I	<b>X<sup>3)</sup></b>	RF_728
Registration request, appendix II	<b>X<sup>3)</sup></b>	RF_729
Letter of Authorization	<b>X<sup>1)</sup></b>	RF_160
ISED Representative letter	<b>X<sup>2)</sup></b>	
Test report Cover Sheet	<b>X</b>	
Test report from ISED TTE accredited test firm	<b>X</b>	
Instruction (User) Manual	<b>X</b>	
Block Diagrams & Circuit diagrams	<b>X</b>	
Parts list	<b>X</b>	
Internal & external photographs	<b>X</b>	
Label sample with IC ID	<b>X</b>	

Notes: 1). In case applicant is different from approval holder  
2). Non-Canadian applicants must have a representative which has been registered with Industry Canada  
3). The DoC number as requested in appendix I and II) shall be defined by the manufacturer  
If you don't have any company policy for this, we advise to use the model number

### 2.1 Required format

Application information may be submitted in the following formats:  
PDF / JPEG Image.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Telefication. 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\_720 "Telecommunication Terminal Equipment Certification Procedure for Canada". This can be downloaded from our web site including the applicable "RF\_xxx documents" on: <https://www.telefication.com/support/downloads/>

## 3. Follow up action

After the listing in the REL list from ISED Canada and having received the corresponding certificate from Telefication, the applicant must sign the “self marking agreement” in order to legally market or import terminal devices into Canada. The “self marking agreement” shall be a contract between the manufacturer and the Canadian authorities, without involvement of Telefication. The “self marking agreement” must be completed and signed off by the applicant. The corresponding fees shall be transferred to ISED Canada. The “self marking agreement” document can be downloaded from the IC website: <http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf05572e.html>. The “self marking agreement” shall be sent to:

Innovation, Science and Economic Development Canada  
Certification and Engineering Bureau  
Self-marking Application and Agreement  
P.O. Box 11490, Station H  
3701 Carling Avenue  
Building 94  
Ottawa, Ontario K2H 8S2  
Canada  
Phone: (613) 990-4389 ; Fax: (613) 990-5009

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1). If a REN is applicable for your product, then the following text shall be placed on the product label or in the user manual: "This product meets the applicable Industry Canada technical specifications." If REN is applicable, the label or user manual shall additionally contain the following text: "The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five".