

# AMATEUR STATION LICENCE APPLICATION GUIDELINES

## Introduction

The Amateur Station Licence is issued to qualified or approved persons interested in the operation of radio-communication equipment solely for pleasure and for furthering radio-communication techniques and not for financial gain.

Two classes of licences are issued:

1. *General class* is issued to a person who has passed Parts I & II of the Radio Amateur's Examination; and
2. *Restricted class* is issued to a person who has passed Part I of the Radio Amateur's Examination. He or she is permitted to operate on the VHF band allocated to the Amateur Services.

An Amateur Station Licence shall not be granted to a person below the age of 16 years. Application submitted by anyone who is below the age of 21 years shall be countersigned by the applicant's parents, guardian or by any other person approved by IDA.

For details of operation of an amateur station in Singapore, please refer to IDA's Amateur Handbook.

## Requirements

The applicant is required to submit photocopies of the following documents with the application form:

1. Passport (for foreigner);
2. Current amateur station licence (if any);
3. Amateur Operator Certificate;
4. Letter of approval from the owner of the premises for the installation of amateur radio antenna; and
5. Schematic diagrams of the proposed antenna installation (if any).

For terms and conditions of the Licence, please see below.

## Application Procedures

Applicant can apply online for the Amateur Station Licence via IDA website at [tls.ida.gov.sg](http://tls.ida.gov.sg).

## Licence Fee payable

\$50 per annum for General Class

\$25 per annum for Restricted Class



**Note:**

Licence fees paid shall not be refunded (whether on a pro-rated basis or any other basis) in the event that the licence is cancelled by IDA in the following circumstances:

- (i) where the licensee requests for variation or early termination of its licence, or
- (ii) where IDA cancels the licence under Section 8 of the Telecommunications Act (Cap 323).

**Equipment**

All radio equipment used must be individually approved by IDA Singapore.

**Contact Person**

Ms Rohaidah Haron

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**Licence Conditions**

1. This Licence is issued in accordance with and subject to the Act and the Regulations, and shall remain valid for the duration of Licence, unless cancelled prior thereto by the Info-communications Development Authority of Singapore ("IDA") in accordance with the Act or Regulations, or the conditions herein.
2. The Licensee hereby represents and warrants that the information and/or documents furnished and supplied for the purposes of applying for this Licence is true and accurate.
3. The Licensee and all the persons operating the Stations which the Licensee is authorised by this Licence to establish, install and operate, shall observe and comply with the Act, the Regulations and the conditions of this Licence.
4. The Licensee shall not permit or cause any unauthorised person to operate the Stations or have access to the Stations and equipment contained therein. The Licensee shall ensure that persons authorised to operate the Stations observe the conditions of this Licence at all times.
5. The Stations shall be used only with the emissions at the frequency(s) of the class(es) and power respectively specified in this Licence.
6. The Licensee shall ensure that the equipment comprised in the Stations shall at all times comply with all applicable emission standards and technical specifications or requirements specified by IDA, from time to time, in relation thereto.
7. The Licensee shall maintain up-to-date records of the list of the Stations, including the installation location of the Stations, name of equipment manufacturer, model, serial number of the equipment, frequency(s), output power, date of purchase and date of disposal of the equipment. This list shall be made available for inspection by IDA as and when requested. The Licensee shall also be required to submit the updated list in the manner specified by IDA at least one month prior to the expiry of this Licence. This

Licence shall only be renewed upon submission of the aforesaid list to IDA. A failure to comply with this condition amounts to an offence under the Regulations.

8. The Licensee shall permit or ensure that permission is granted to an authorised person of IDA upon production of proof of identity, to enter any building, premises, compound or other place, vehicle, vessel or aircraft where the Stations are installed or are being installed, to enable the said authorised person to inspect, examine or test any equipment comprised in the Stations.
9. The equipment comprised in the Stations shall be designed, constructed, maintained or used such that the Stations, when used, shall comply with the Act and Regulations and not cause interference to any other licensed or authorised stations or networks or telecommunication installation or equipment which may be lawfully owned, used or operated by any other person. The Licensee shall permit an authorised officer of IDA to inspect the equipment comprised in Stations in order to determine whether the interference is in fact caused by the said equipment.
10. IDA may, at any time, withdraw the frequency(s) from or allocate a different frequency(s) lawfully in place thereof to the Licensee without assigning any reason(s) therefor.
11. Unless authorised in writing by IDA, the connection of any equipment comprised in the Stations to a Public Telecommunication Licensee's network will not be permitted.
12. The Licensee shall notify IDA of any intended change of address of the Licensee or any proposed change in any of the equipment comprised in the Stations or any proposed change in the operating radio frequency(s), the mode of transmission or usage, the location at which the Stations are installed, and before such change is effected, the Licensee shall obtain the prior written approval of IDA. A failure to comply with this condition amounts to an offence under the Regulations.
13. The Licensee and persons authorised by the Licensee to operate the Stations shall ensure that the Stations and the equipment comprised therein are not used for unlawful purposes or misused in any way. A failure to comply with this condition amounts to an offence under the Regulations.
14. The Licensee shall ensure that the Stations, including the equipment comprised therein, the operating radio frequency(s) and the location at which the Stations are installed are not tampered with or modified in any manner unless IDA's written approval has been obtained. As and when directed by IDA, the Licensee shall, at its own cost, conduct inspections on the equipment in order to satisfy IDA that the equipment has not been tampered with or modified. A failure to comply with this condition amounts to an offence under the Regulations.
15. The Stations and this Licence shall be available for inspection at all reasonable times by any duly authorised officer of IDA. A failure to comply with this condition amounts to an offence under the Regulations.
16. IDA may vary, modify, suspend and cancel any of the terms of this Licence in accordance with the Act and the Regulations.

17. When the Licensee ceases to operate the Stations or where this Licence ceases to be valid, the Licensee shall return the licence to IDA for cancellation and IDA may require the Licensee to seal, disable or dismantle the equipment comprised in the Stations in the presence of any authorised IDA officer. A failure to comply with this condition amounts to an offence under the Regulations.
18. The Licensee shall not possess any radio-communication equipment, except and in accordance with a licence granted under section 5(1) of the Act or any regulations made under the Act or except where as approved by IDA in writing.
19. The Licence fee shall be paid in advance and shall not be refundable.
20. This Licence is not transferable except with the prior written approval of IDA.
21. The Licensee shall comply with any directions or notifications which IDA may, from time to time, issue.

#### Temporary Operation of Radio Amateur Station

IDA may issue a Amateur Station Licence to visiting radio amateurs who wish to operate their radio amateur equipment while on vacation or short visit in Singapore. Applicant is required to apply for the Amateur Station Licence online via the website mentioned above and submit the attached form in Annex 1, 3 weeks in advance prior to his/her visit. Applicant is also required to provide IDA with a copy of his/her valid overseas radio amateur licence, passport and technical specifications of the proposed radio amateur equipment to be operated in Singapore.

#### **Licence Conditions**

The grant of the Amateur Station Licence to visiting amateurs is subject to the additional conditions as follows:

- 1) A fee of S\$50 is payable for the temporary operation of an amateur equipment in HF amateur frequency band and a fee of S\$25 is payable for the temporary operation of an amateur equipment in the VHF/UHF frequency band.
- 2) The validity period of the radio amateur station licence issued to the licensee shall be three months, extendable subject to IDA's approval.
- 3) The call-sign used for temporary radio amateur operation shall be the first three digit of the Singapore call-sign followed by the licensee's home call-sign (i.e. 9V1/home call-sign).
- 4) The licensee shall only operate the amateur station within the approved amateur frequency bands in Singapore.
- 5) The station shall not cause radio interference to other authorised radio services and the operation shall be ceased if any radio frequency interference occurs.

**Amateur Station Licence For Visiting Amateurs**

Name of Applicant	
Address (country of origin)	
Passport No.	
Call-sign	
Valid Amateur Radio Licence (Licence holder in country of origin)	
Address / Location of Station in Singapore	
Equipment make & model and specification details	
Operating Frequency Bands	

**Contact Details**

Telephone: \_\_\_\_\_  
Handphone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**

- 1 This document has no legal standing and is not intended as a substitute for legal advice. While every effort has been made to provide an accurate and authoritative account of the licensing regime, the licence(s) to be granted to successful applicants will be the complete authoritative text.**
- 2 The information contained in this document is intended to assist interested parties in applying for the relevant licences. It does not bind IDA to any particular course of action in relation to the handling of any application, or to the terms of any licence to be granted, or to grant any licence to any party. IDA reserves the right to change its policies and/or to amend this document without prior notice.**
- 3 The grant of a licence is at the sole discretion of IDA. IDA reserves the right not to accept any application submitted. IDA will undertake to explain to the applicant concerned, on the applicant's request, why the applicant is unsuccessful in its application for a licence.**
- 4 IDA reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.**