

# SHIP STATION LICENCE APPLICATION GUIDELINES

## Introduction

The Ship Station Licence is issued for the operation of the radio-communication equipment installed on-board of any ships registered in Singapore.

## Requirements

Applicants are required to submit copies of the following documents with the application form:

- 1) Certificate of Registry or Harbour/Pleasure Craft Licence; and
- 2) Letter from SingTel on the assignment of maritime mobile service identity (MMSI) number.

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

## Application procedures

Applicants can apply online for the Ship Station Licence via <https://licence1.business.gov.sg/web/frontier/home>.

Licence Fee payable  
\$100 for 5 years for each ship station

## Note:

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

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

## Equipment

All radio equipment used must be registered/approved IMDA Singapore.

## Contact Person

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CERT NO.: 2018-2-2459  
ISO 9001 : 2015



Cert No: QS-2001-11

Member of the IAF MLA for QMS

## 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 Media Development Authority ("IMDA") 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 IMDA, 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 IMDA as and when requested. The Licensee shall also be required to submit the updated list in the manner specified by IMDA at least one month prior to the expiry of this Licence. This Licence shall only be renewed upon submission of the aforesaid list to IMDA.
8. The Licensee shall permit or ensure that permission is granted to an authorised person of IMDA 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 IMDA to inspect the equipment comprised in Stations in order to determine whether the interference is in fact caused by the said equipment.

10. IMDA 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 IMDA, 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 IMDA 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 IMDA.
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 IMDA's written approval has been obtained. As and when directed by IMDA, the Licensee shall, at its own cost, conduct inspections on the equipment in order to satisfy IMDA 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 IMDA. A failure to comply with this condition amounts to an offence under the Regulations.
16. IMDA 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 IMDA for cancellation and IMDA may require the Licensee to seal, disable or dismantle the equipment comprised in the Stations in the presence of any authorised IMDA 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 IMDA 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 IMDA.
21. The Licensee shall comply with any directions or notifications which IMDA may, from time to time, issue.

**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 IMDA 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. IMDA 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 IMDA. IMDA reserves the right not to accept any application submitted. IMDA 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 IMDA reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.**