

## **Guidelines for TVRO System Licence Application**

1. The Media Development Authority of Singapore issues TVRO (Television Receive-Only) System Licences to the following institutions only:
  - Financial institutions endorsed by the Monetary Authority of Singapore and commercial institutions endorsed by the Economic Development Board or IE Singapore;
  - Media institutions endorsed by the Ministry of Communications, Information and the Arts;
  - Foreign embassies endorsed by the Ministry of Foreign Affairs (installation of the TVRO system(s) only at the embassy's main office or chancery);
    - i. Statutory boards;
    - ii. Gazetted Hotels endorsed by the Singapore Tourism Board;
    - iii. Foreign tertiary education institutions and international schools endorsed by the EDB; and
    - iv. Local tertiary education institutions registered with the Ministry of Education; and
    - v. Medical Institutions registered with the Ministry of Health ("Institution" means any body of persons, corporate or unincorporate, and includes any undertaking).
2. Institutions applying for TVRO System Licences must demonstrate the need for access to time-sensitive information for business or operational purposes.
3. Applicants should ensure that there is no infringement of copyright on any programme received via the TVRO System.
4. The TVRO system is strictly for the reception of satellite TV programmes and not for transmission purposes.
5. If more than one satellite dish is needed, the institution will need to apply for a separate licence for each satellite dish.
6. The TVRO System Licence is valid for 12 months licence period and renewable on a yearly basis thereafter. An annual licence fee of S\$1,000 is payable to the MDA for each licence. Payment of the licence fee (for the licence renewal) can only be made via online electronic payment services available from the Online Business Licensing Services (OBLS) web portal.
7. Please note that it is the licensee's responsibility to install the entire TVRO system. If there is already a TVRO system at the designated area/building, the licensee could consider negotiating with the relevant owner to share the system.
8. Upon expiry of the licence, the licensee must dismantle the TVRO system (including the TVRO dish, cable distribution system and the output points) and inform the MDA in writing within three days of dismantling the system.

9. The URA's approval is needed for any TVRO dish larger than five metres in diameter to be installed on the roof of a building. Approval is NOT needed if the TVRO dish is less than or equals to five metres in diameter and/or where the dish will be installed on the ground, outside the building. The URA's application form can be downloaded from the URA website at [www.ura.gov.sg](http://www.ura.gov.sg). The form should be accompanied by an architect's submission. The application will be processed between six and eight weeks. For more information, please call the URA Customer Service hotline at 1800-223 4811.
10. Applicants are advised to take appropriate measures such as installing filters in their TVRO system to mitigate the potential interference from other services.