

HKTA 3211  
ISSUE 3  
OCTOBER 2009

**STANDARDISATION GUIDE  
FOR LABELLING OF  
TELECOMMUNICATIONS EQUIPMENT**



**TELECOMMUNICATIONS AUTHORITY  
HONG KONG**

## **FOREWORD**

1. Under section 32E of the Telecommunications Ordinance, the Telecommunications Authority (TA) may issue certificates to certify that telecommunications equipment complies with prescribed specifications or accredit other organizations or institutions for the purpose carrying out such responsibility, and prescribe the labels to be affixed to the equipment to show that the equipment complies with the specifications.

2. In accordance with section 32E of the Telecommunications Ordinance, the TA has accredited Local Certification Bodies and recognized Foreign Certification Bodies (hereafter collectively referred to as “Certification Bodies (CBs)”) to carry out certification of telecommunications equipment against the prescribed specifications. Now the TA no longer takes up the responsibility of certification of telecommunications equipment.

3. At present, the Office of the Telecommunications Authority (OFTA) operates a **Hong Kong Telecommunications Equipment Evaluation and Certification (HKTEC) Scheme**. Under the Scheme, equipment manufacturers, suppliers or dealers may apply to a Certification Body (CB) for certification of their telecommunications equipment against the prescribed specifications. If the telecommunications equipment is found meeting the relevant specification, a certificate will be issued by the CB to certify the compliance of the equipment. More details of the HKTEC Scheme can be found in the information note OFTA I 421. The lists of CBs providing the certification service, including their scope of service, are published in OFTA’s website at <http://www.ofta.gov.hk/en/tec/lcb.html> and <http://www.ofta.gov.hk/en/tec/fcb.html>.

4. Under the HKTEC Scheme, manufacturers, suppliers or dealers may affix on a voluntary basis a label prescribed by the TA to a piece of certified equipment to help the general public identify the compliance of the equipment with the relevant technical specification. This Standardisation Guide sets out the guidelines for affixing labels prescribed by the TA to telecommunications equipment which has been certified by a CB, or previously by the TA. Manufacturers, suppliers and dealers should observe this Guide in labelling their certified equipment. However, it does not mean that the certified equipment has merchantable quality, or is reliable or represents good value for money. A CB may also prescribe its own label for equipment it has certified. Manufacturers, suppliers and dealers are advised to obtain such information from the concerned CB direct.

5. This document as well as the Ordinance and other information notes issued by the TA can be obtained through one of the following methods:

- download direct through the OFTA’s Internet Home Page. The Home Page address is <http://www.ofta.gov.hk>;
- make a request for hard copies to:

Senior Telecommunications Engineer (Standards)

Office of the Telecommunications Authority  
29/F Wu Chung House  
213 Queen's Road East  
Wanchai  
Hong Kong

6. If further information is required regarding this document, please contact:

Senior Telecommunications Engineer (Standards)  
Office of the Telecommunications Authority  
29/F Wu Chung House  
213 Queen's Road East  
Wanchai  
Hong Kong

Fax: +852 2838 5004  
Email: [standards@ofta.gov.hk](mailto:standards@ofta.gov.hk)

## AMENDMENT TABLE

Item	Issue No.	Paragraph	Descriptions
1.	Issue 2	Foreword	The Foreword section is rewritten to include the information of section 32E of the Telecommunications Ordinance.
2.	Issue 2	Para. 2	Para. 2 is rewritten to indicate voluntary labelling is applied to telecommunications equipment which is exempted from the licensing requirement.
3.	Issue 2	Para. 3	The new label format is included in para. 3.1. Delete the original para. 3b to 3d as all certified equipment bear the same label.
4.	Issue 2	Para. 4	Rewrite para. 4 to indicate the label format for the hybrid equipment.
5.	Issue 2	Para. 5	The transition arrangement for labelling is added.
6.	Issue 2	Annex 1	The new label format is used.
7.	Issue 2	Annex 2	A new Annex 2 showing all the previous labels is added.
8.	Issue 2	Annex 3	A new Annex 3 governing the use of the new label for the previous certified non-radiocommunications equipment is added.
9.	Issue 3	Foreword	Rewrite the Foreword section to include information about the accreditation of Certification Bodies (CBs) and the subsequent changes in the labelling arrangement.
10.	Issue 3	Para. 1, 2, 3	Revise para. 1, 2 and 3 to reflect changes in labelling arrangement due to the accreditation of CBs.
11.	Issue 3	Para. 4	Delete the original para. 4 on label format for hybrid equipment whose content is incorporated into para. 3.
12.	Issue 3	Para. 5, 6	Revise the original para. 5 and 6 to reflect changes in the labelling arrangement due to the accreditation of CBs, and renumber these paragraphs to become para. 4 and 5.
13.	Issue 3	Annex 1, 2	Merge and revise the original Annexes 1 and 2 to become the new Annex.
14.	Issue 3	Annex 3, 4	Delete the original Annexes 3 and 4 as the information is no longer required due to the accreditation of CBs.

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## **1. INTRODUCTION**

This Standardisation Guide sets out the guidelines for labelling of telecommunications equipment which has been certified by a Local Certification Body accredited by the Telecommunications Authority (TA) or a Foreign Certification Body recognized by the TA (hereafter collectively referred to as “Certification Body (CB)”), or has been previously certified by the TA to meet the prescribed technical specifications.

## **2. PURPOSE OF LABELLING**

- 2.1 Under section 39 of the Telecommunications Ordinance (“Ordinance”), a person is exempted from the obligation to hold a licence under the Ordinance so long as the conditions set out in the Telecommunications (Telecommunications Apparatus) (Exemption from Licensing) Order (“the Order”) are satisfied. The Order provides for the exemption from the licensing obligation for a wide range of radiocommunications and non-radiocommunications apparatus. The exempted apparatus is mostly the customer premises equipment (CPE) for connection to the public telecommunications networks (PTN) or services, and radio device with low interference potential.
- 2.2 While the Order delivers a less onerous regulatory environment to facilitate the telecommunications development in Hong Kong by removing the licensing control on the sale and demonstration of the telecommunications equipment<sup>1</sup>, a voluntary labelling arrangement is prescribed under the Hong Kong Telecommunications Equipment Evaluation and Certification (HKTEC) Scheme.
- 2.3 Labelling guidelines set out in this document apply to telecommunications equipment falling within the ambit of the Order as well as licensable telecommunications equipment. Although labelling of certified equipment is not compulsory, manufacturers, suppliers and dealers are encouraged to affix labels as specified in paragraph 3 below to show that their equipment complies with the prescribed specifications.

## **3. LABEL FORMAT**

- 3.1 A label, the form of which is given below, can be affixed to equipment which has been certified by a CB to be in compliance with the prescribed specifications:

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<sup>1</sup> The removal of licensing control does not apply to sale and demonstration of radiocommunications apparatus relating to taxi.



**Format of Label:**

English text in **Arial** font in black colour

Chinese text in **中黑體** in black colour

Border in black colour

Background colour in the upper portion in white

Background colour in the lower portion in grey colour (0% C 0% M 0% Y 10% K)

**Format of Certificate No.:**

ZZZZZ : Certification Body code assigned by OFTA

YY : Year of issue

XXXXX : Serial number of certificate issued during that calendar year

- 3.2 Label shall contain the certificate number assigned by the CB to the certified equipment.
- 3.3 Words contained in the label shall be prominently displayed.
- 3.4 A CB may also prescribe its own label for affixing to the equipment it has certified. Manufacturers, suppliers and dealers are advised to obtain such information from the concerned CB direct.

**4. TRANSITION ARRANGEMENT**

In the past, the TA took up the responsibility of certification of telecommunications equipment, and had prescribed labels to be used by the manufacturers, suppliers and dealers for affixing to the certified equipment. These labels are given in the Annex, and they can continue to be used for equipment certified by the TA subject to the requirements specified in the Annex.

## 5. GUIDELINES ON LABELLING

The following guidelines on labelling of telecommunications equipment should be observed:

- (a) Only the telecommunications equipment which has been granted a certificate by a CB, or previously by the TA, shall be affixed the prescribed label. Manufacturers, suppliers and dealers shall not represent to consumers the compliance of the equipment with any specification which has not been certified.
- (b) When a Certificate is granted to a piece of telecommunications equipment, the equipment can be used in Hong Kong no matter who supplies the equipment. Labels should be prepared and printed by the manufacturer, supplier or dealer who intends to place the equipment on the Hong Kong market.
- (c) For equipment certified by a CB, the manufacturer, supplier or dealer should ensure that the label is in compliance with the format specified in paragraph 3 above. For equipment previously certified by the TA, the label format as given in the Annex shall be followed.
- (d) The label should be attached to an outside surface of the equipment. In the case that affixing the label to an outside surface of the equipment is not practical, the manufacturer, supplier or dealer should print the label on the packing materials and/or user manuals.
- (e) The TA will maintain a register of certified equipment which contains certificate number and equipment identification for public inspection. The equipment to be affixed the label shall prominently display its brand name and model number to facilitate the verification of the equipment by the public.
- (f) It is the responsibility of the manufacturer, supplier or dealer to ensure that equipment to be affixed the prescribed label has electrical and mechanical characteristics identical to the equipment certified.
- (g) If the Certificate is withdrawn by the CB, or by the TA for Certificate previously issued by TA, the TA will remove the equipment from his register of certified equipment. The manufacturer, supplier or dealer shall stop labelling the equipment upon removal of the equipment from the register.

- End of Document -

### Sample Labels for Equipment Previously Certified by the TA

1. For equipment certified by the TA to comply with the requirements of either one of the following types of prescribed specifications after commencement of the Telecommunications (Telecommunications Apparatus) (Exemption from Licensing) Order (“the Order”) on 21 February 2003:
  - (a) specifications covering radio equipment; or
  - (b) specifications covering CPE for connection to the PTN,

only one certificate number will be assigned and printed on the label. A sample label is given in figure 1 below. For labels for CPE, the prefix “#” is inserted before the certificate number. For labels for radio equipment, there is no such prefix.



Figure 1

2. For hybrid telecommunications equipment certified by the TA to comply with the requirements of both the following types of prescribed specifications after commencement of the Order:
  - (a) specifications covering radio equipment; and
  - (b) specifications covering CPE for connection to the PTN,

two certificate numbers will be assigned. Separate labels as given in figure 1 above can be used to indicate compliance of the hybrid equipment with the specifications for radio equipment and CPE. Alternatively, a single label with two certificate numbers can be used. Certificate number with the prefix “#” inserted denotes the compliance of the equipment with the applicable specification for CPE while certificate number without the prefix “#” inserted denotes the compliance of the equipment with the applicable specification for radio equipment. A sample of this label is given in figure 2 below.



Figure 2

3. Manufacturers, suppliers or dealers can continue to use the labels given in figure 1 or 2 above for equipment certified by the TA. Details on the formats of these labels are given below:

English text in **Arial** font in black colour

Chinese text in 中黑體 in black colour

Border in black colour

Background colour in the upper portion in white

Background colour in the lower portion in grey colour (0%C 0%M 0%Y 10%K)

4. Samples of labels used for equipment certified by the TA before the commencement of the Order are given in the table below. From 29 February 2004, these labels were no longer used and were replaced by the labels given in figure 1 or 2 above. For equipment already affixed with these labels, the TA does not mandate replacement of them by the labels given in figure 1 or 2. For equipment previously certified by the TA and without labels affixed, if manufacturers, suppliers or dealers want to affix labels, those given in figure 1 or 2 shall be used.

Type of Equipment	Label Format
Customer Premises Equipment (CPE)	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Certified to meet HKTA Specification for connection to the Public Telecommunications Networks of Hong Kong</p> <p style="text-align: center;">證明符合接駁香港公共電訊網絡所須達至的 HKTA 規格</p> <p>Certificate No.: 證明書號碼:</p> <div style="background-color: #cccccc; text-align: center; padding: 5px;"> <b>Office of the Telecommunications Authority</b> 電訊管理局         </div> </div>
Low Power Device	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">This device complies with the Telecommunication (Low Power Devices) (Exemption From Licensing) Order</p> <p style="text-align: center;">此產品符合電訊（小功率器件）（豁免領牌）令</p> <p>Certificate No.: 證明書號碼:</p> <div style="background-color: #cccccc; text-align: center; padding: 5px;"> <b>Office of the Telecommunications Authority</b> 電訊管理局         </div> </div>
Model Control Equipment	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">This device complies with the Telecommunication (Model Control Equipment) (Exemption From Licensing) Order</p> <p style="text-align: center;">此產品符合電訊（模型控制設備）（豁免領牌）令</p> <p>Certificate No.: 證明書號碼:</p> <div style="background-color: #cccccc; text-align: center; padding: 5px;"> <b>Office of the Telecommunications Authority</b> 電訊管理局         </div> </div>

Cordless Telecommunications  
Apparatus

Telecommunication Ordinance (Cap. 106)

電訊條例 (香港法例第106章)

Certificate No.:

證明書號碼:

Telecommunications Authority

電訊管理局