

TYPE APPROVAL PROCEDURE / HOMOLOGATION PROCESS FOR ELECTRONIC COMMUNICATIONS TERMINALS AND EQUIPEMENTS

Anyone wishing to get a type approval certificate for an electronic communications terminal or equipment on the Burundian territory must contact the telecom Regulatory Authority of Burundi: ARCT “Agence de Régulation et de Contrôle des Télécommunications”.

I. Application file presentation

Submission of an application letter to the Director General of ARCT together with the following documents:

- Descriptive sheet of material subject to the type approval; completely filled, signed and sealed;
- Copy of identity document (Passport, National Identity Card or Residence card) of the person handling the matter/of the file bearer;
- Authorization letter(s) established by the applicant company on behalf of its representative(s);
- Legalized copy of the applicant company status (required only in case of first introduction of the file);
- Legalized copy(ies) of declaration(s) of compliance to international standards (ITU, ETSI, IEEE, etc.);
- Test report(s) of the equipment supplied by certified laboratory (ies);
- Technical documentation (technical specifications and descriptions) written in French or in English and including the pictures of the equipment or terminal to be type approved;
- Manuel instruction of the equipment or terminal to be type approved (if any);
- A sample of the equipment or terminal to be type approved.

The descriptive sheet can be downloaded on website of ARCT: www.arct.gov.bi or withdrawn at its headquarters at the following address :

Agence de Régulation et de Contrôle des
Télécommunications

Avenue de France, No 14

Tél. : +257 22210276/ +257 22 24 95 30

Fax : +257 22242832

B.P : 6702 Bujumbura-Burundi

II. Study of the file

The ARCT carries out the study of the applicant's file:

1. Verification of the file components
2. In the case the file is complete:
 - ARCT carries out the case assessment.
 - If the application is admissible, ARCT establishes the invoice relating to the cost of the type approval certificate within not more than ten (10) business days to count from the receipt of the file.
 - If the application is not admissible, ARCT informs the applicant within not more than seven (07) business days on receipt of the file. The refusal to grant the certificate is motivated.
 - The applicant has seven (07) business days, to count from the receipt of the invoice, to provide the proof of payment of the invoice.
3. In the case the file is incomplete:
 - ARCT informs the applicant by writing, within not more than (07) business days, specifying the missing, the incomplete or the unspecified information.
 - The applicant has five (05) business days to provide the requested information to ARCT.

III. Issuance of the Certificate and Validity

1. Within ten (10) business days, to count from the receipt of the proof of the payment of the invoice, ARCT sends to the applicant the requested certificate duly signed and sealed.
2. The certificate is issued for five (05) years renewable.

IV. Renewal Condition

1. The renewal application of the certificate validity must be introduced six (06) months before its expiry.
2. The applicant must submit to ARCT:
 - An application letter addressed to the Director General of ARCT ;
 - The descriptive sheet of the equipment/terminal to be renewed.
3. ARCT establishes the invoice relating to the cost of the renewal of the certificate not more than ten (10) business days to count from the receipt of the file.
4. The applicant has seven (07) business days, to count from the receipt of the invoice, to provide to ARCT the proof of payment.
5. Within ten (10) business days, to count from the receipt of the proof of payment, ARCT sends to the applicant the requested certificate duly signed and sealed.
6. The renewed certificate is issued for five (05) years renewable.