

User Guide for CITC Equipment Licensing System

This document aims to

Explanation of how to use ICT Equipment Licensing system. To take advantage of the services related to Communication devices and Information technology. Each foundation who wants to use any of these electronic services, has to fulfill all the conditions, requirements and settings related to these services and all of the equipment systems, decisions and guidance which are already issued by it or will be issued by it in the future and published in the electronic system or in the electronic site

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PREFACE

This document is the User Guide for the Communications and Information Technology Commission (CITC) Licensing and Approval services for Communication and Information Technology equipment. This guide is prepared to provide help on how to use the system. The guide highlights the system's different screens and explains how to use them to utilize the services provided by CITC through this system.

About the System

CITC provides the online system for licensing and approval services of communications and information technology equipment to make available all services related to using and importing devices and enabling the citizens to easily request these services and reduce the time required for the procedures of reviewing these requests by CITC technical team. The various functions of this system are designed to enable all concerned parties in utilizing the available services without referring to the CITC offices.

Targeted Audience

This guide is prepared for the following users:

- Individuals in general
- Government entities
- Research foundations
- Companies inside and outside Saudi Arabia

Guide Categories

This guide is categorized into 6 main chapters, and each chapter contains a group of functions and features the site provides to users. The following is an overview on each of these chapters.

<i>Chapter Title</i>	<i>Chapter Overview</i>
Homepage	This chapter provides a simplified description of the functions and links available on the CITC homepage.

Registration

This chapter provides users, whether individuals or entities, with information about how to register on the licensing and approval system for communications and information technology equipment. This feature will help the user create an account that contains their basic information.

E-Services

This chapter assists registered users in identifying all the types of services provided by CITC on its online system and learning how to apply for any of these services through the system in easy and simple steps.

Approved Devices

This chapter explains to users how to search for devices approved by CITC and registered on the system.

Inquiry and Tracking

Through this chapter, users will know how to track their requests and inquire regarding bills and certificates.

Contact Us

This chapter explains to users how to contact CITC and send their suggestions and inquiries to website administrators using the Contact Us page.

Document Conventions

To help you understanding this guide thoroughly, the following table describes the different styles and conventions used throughout the guide.

<i>Convention</i>	<i>Description</i>	<i>Example</i>
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Bold

Represents:

- Names of user interface elements such as names of buttons, dialog boxes, lists, menus, tabs, sections, etc.
- User input such as text the user types in a box.

In the **Registration page**, click **Government Entity Registration**.

HOME PAGE

The licensing and approval system for communications and information technology equipment home page is classified into several sections. These sections include:

- General information useful for new users who want to have an idea about CITC activities and register on its website.
- Other features and links that enable individuals and entities registered on the system to utilize the services provided by CITC through this system at any time.

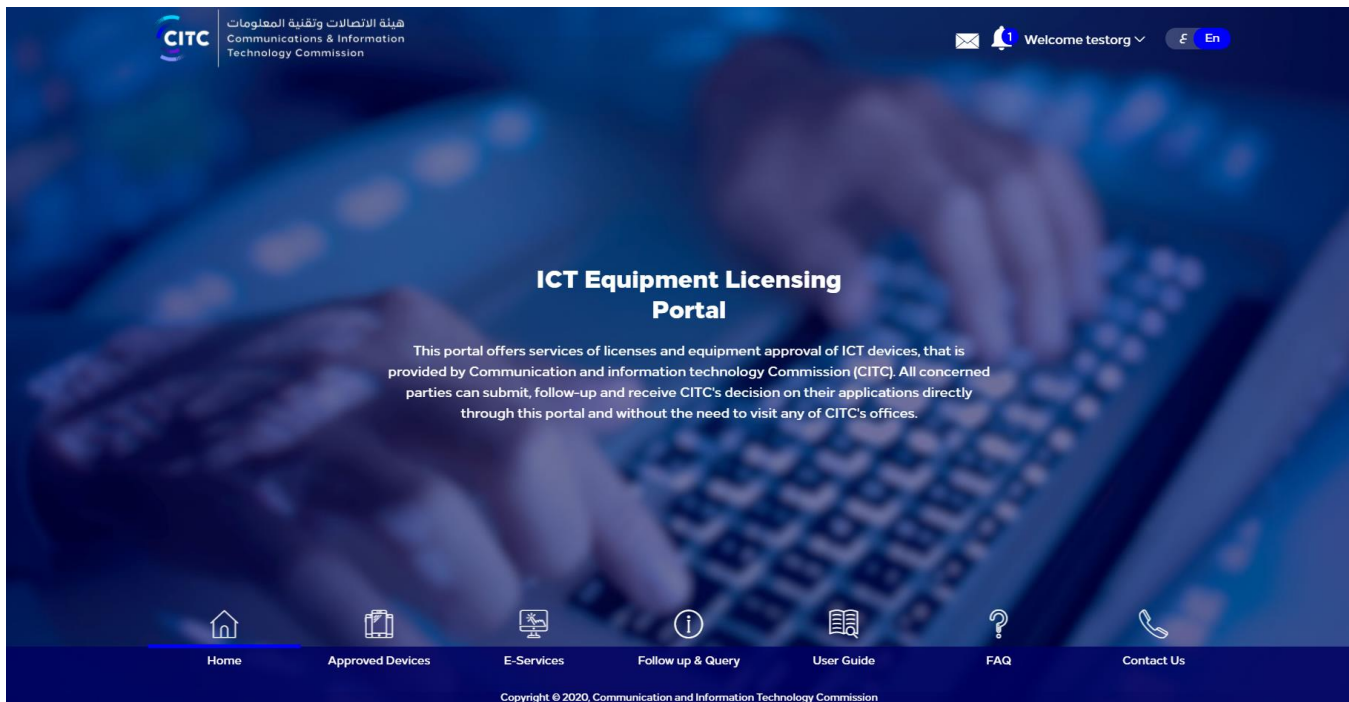


Figure 1: Licensing and approval system for communications and information technology devices homepage

A detailed description for some of the features and links provided to website users on the homepage is below:

Register Now

For a new user (individual or entity) to utilize the services of the licensing and approval system for communications and information technology equipment, first they must create their own system account.

To create a new account on CITC system

- At the bottom of the CITC system homepage, click Register Now. For information about account creation and system registration, refer to the chapter titled Registration in this guide.

NOTE

You can also click **Register** on the top of the Homepage and follow the registration procedures laid out in the chapter titled **Registration**.

Hello visitors

This section provides an overview of the website usability for CITC clients.

Login

In this section you can:

- Access the system using user (individual or entity) credentials (username and password).
- Retrieve password if you forget it

To access the system

1. In the **Login** section, in the **Username** text box, type the username you entered during the registration process (for more information, refer to the chapter titled **Registration**).
2. In the empty text box, type the password you provided during the registration process (for more information, refer to the chapter titled **Registration**).

NOTES

- If you entered the wrong username or password, an error message appears to correct the information.
- If you entered the wrong username or password for more than 9 times, the system would lock your account and you will not be able to login.
- You can select the **Remember Me** checkbox if you do not want to repeat the process of entering the username and password each time you want to access the system.

3. Click **Login**.

To retrieve the password In the **Login** section, click **Forget Password**. The following page opens.

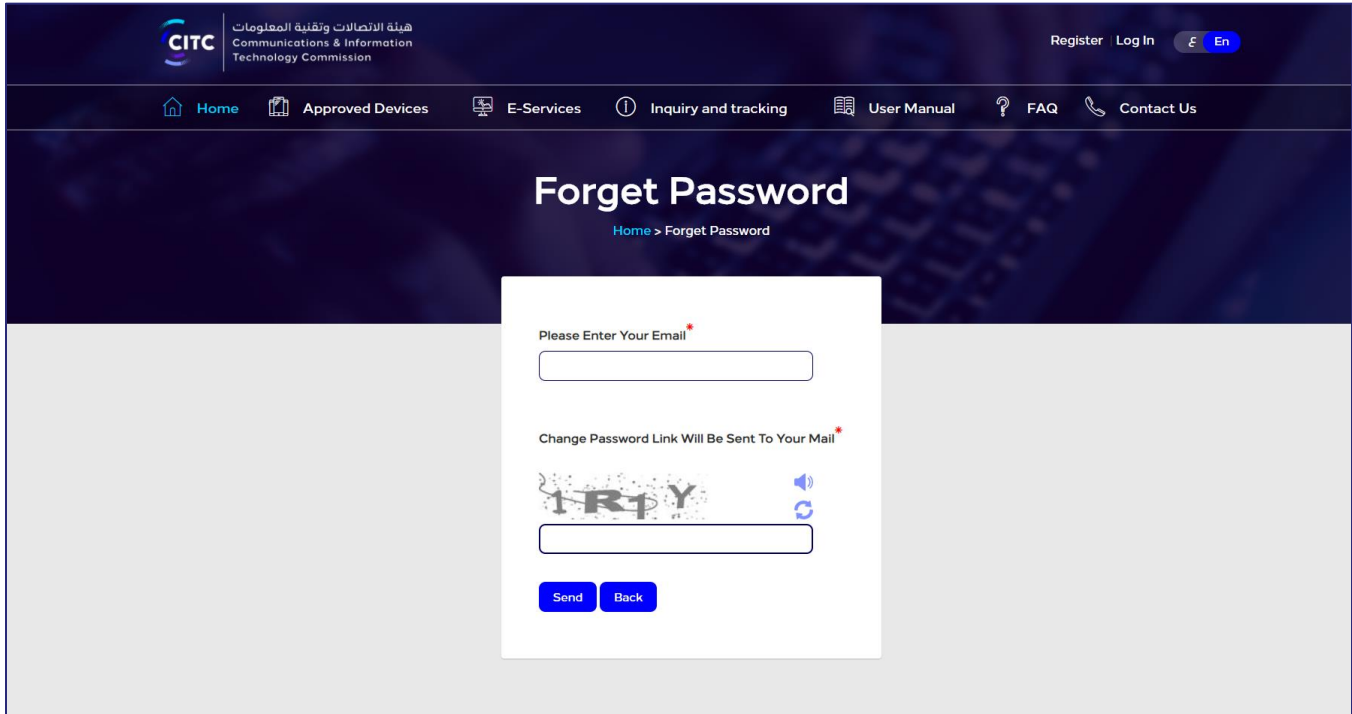


Figure 2: Forget Password page

- In the **Please Enter Your Email** text box, type your email address through which you want to receive the email containing the change password link. The change password link is sent to your email address.

NOTE

You can click **Back** to return to the homepage.

- After typing your email, click **Send**.

NOTE

You can click **Exit** on the top of the page to exit the system website.

E-Services

The E-Services section displays an icon for each of the services provided by the system to its users. Clicking these icons move the user to the service request form. These services include:

- Device Approval:** For more information about submitting a device approval request, refer to [Submitting a Device Approval Request](#).

- **Certificate Conformity:** For more information about submitting an approval certificate request, refer to [Submitting an Approval Certificate Request](#).
- **Custom Clearance:** For more information about submitting a customs clearance request, refer to [Submitting a Customs Clearance Request](#).

Query

This section includes:

- **Approved Devices:** If the user clicks this button, they move to the CITC approved devices search page. For more information about searching for approved devices, refer to the chapter titled by **Approved Devices**
- **Requests Query:** If the user clicks this button they move to e-services and licensing requests query page, where the user can track the status of the requests submitted to CITC through the system. For more information about tracking the status of requests, refer to [Requests Query](#).

Important Links

This section displays a list of websites related to communications and information technology, such as a direct link to the **King Abdulaziz City for Science and Technology**.

NOTE

You can click **More** to display list of links in full.

Contact Us

The user, whether registered or not, can submit suggestions or inquiries to site administrators by following these steps:

1. In the **E-Mail** text box, type the e-mail address through which you wish to receive the answer to your suggestions/inquiries. If you have a system account, the e-mail recorded in your account information appears automatically.
2. In the **Subject** text box, type a subject for your message.
3. In the **Message** text box, type your detailed message.
4. Click **Send**.

REGISTRATION

CITC provides various services related to examining, licensing and approving devices. These services are available for government entities and research foundations, as well as private companies inside

and outside Saudi Arabia. Individuals unaffiliated with entities or companies can also utilize these services. For entities, companies, and individuals to utilize the services provided, they must register on the CITC website, i.e. create website accounts.

Individual Registration

The licensing and approval system for communications and information technology equipment enables any individual unaffiliated with any entities to create a system account to submit requests for e-services.

To register an individual

1. On the licensing and approval system for communications and information technology devices homepage,

- At the bottom of the page, click **Register Now**.

Or

- At the top of the page, click the **Register** link.

The Registration page opens as shown in the following figure.

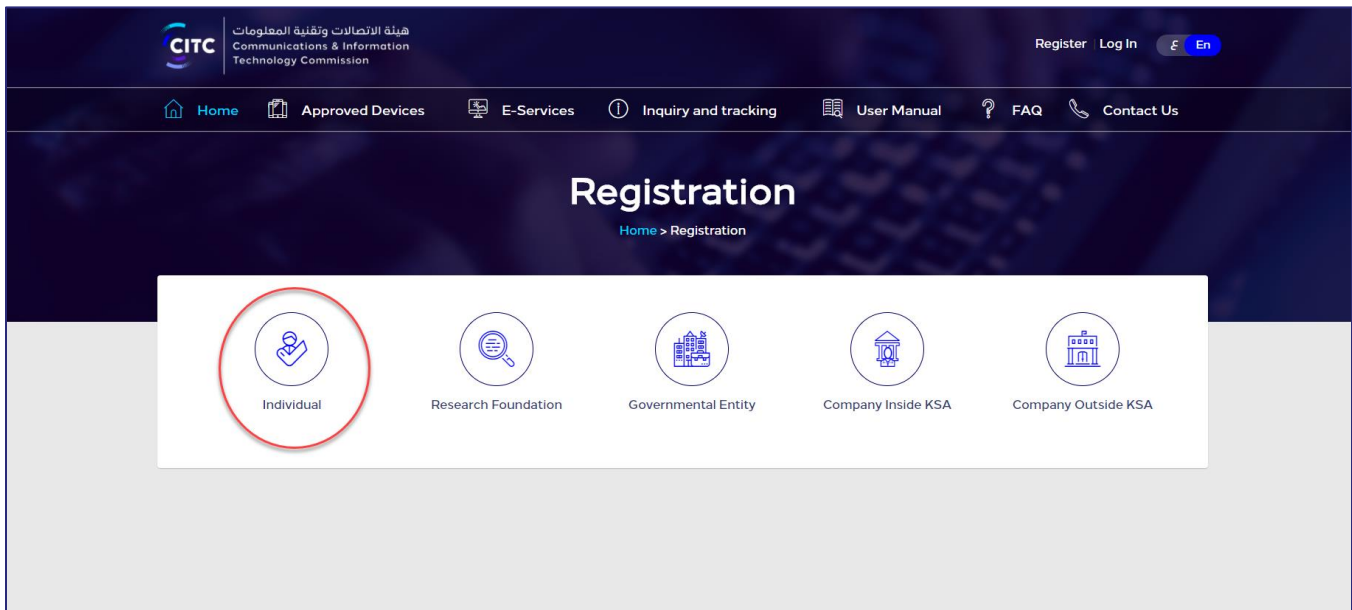
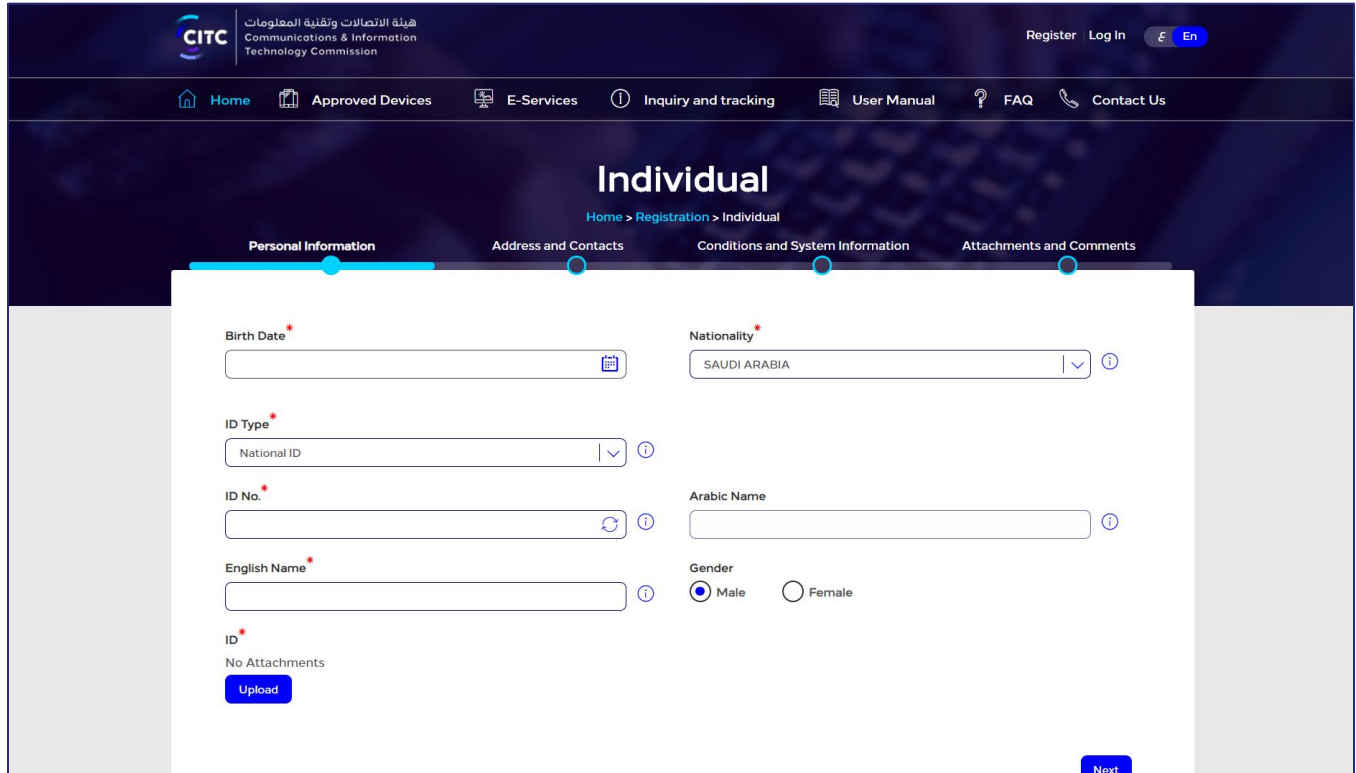


Figure 3: Registration page

2. In the **Registration** page (previous figure), click **Individual Registration**. The page **Individual** opens to register individuals.



The screenshot shows the 'Individual' registration page on the CITC website. The page has a dark blue header with the CITC logo and navigation links: Home, Approved Devices, E-Services, Inquiry and tracking, User Manual, FAQ, and Contact Us. The main content area is titled 'Individual' and includes a breadcrumb trail: Home > Registration > Individual. Below the title are four tabs: Personal Information, Address and Contacts, Conditions and System Information, and Attachments and Comments. The 'Personal Information' tab is active and contains the following fields:

- Birth Date**: A date input field with a calendar icon.
- Nationality**: A dropdown menu with 'SAUDI ARABIA' selected.
- ID Type**: A dropdown menu with 'National ID' selected.
- ID No.**: A text input field with a refresh icon.
- Arabic Name**: A text input field.
- English Name**: A text input field.
- Gender**: Radio buttons for 'Male' (selected) and 'Female'.
- ID**: A section with 'No Attachments' and an 'Upload' button.

A 'Next' button is located at the bottom right of the form area.

Figure 4: Individual Registration

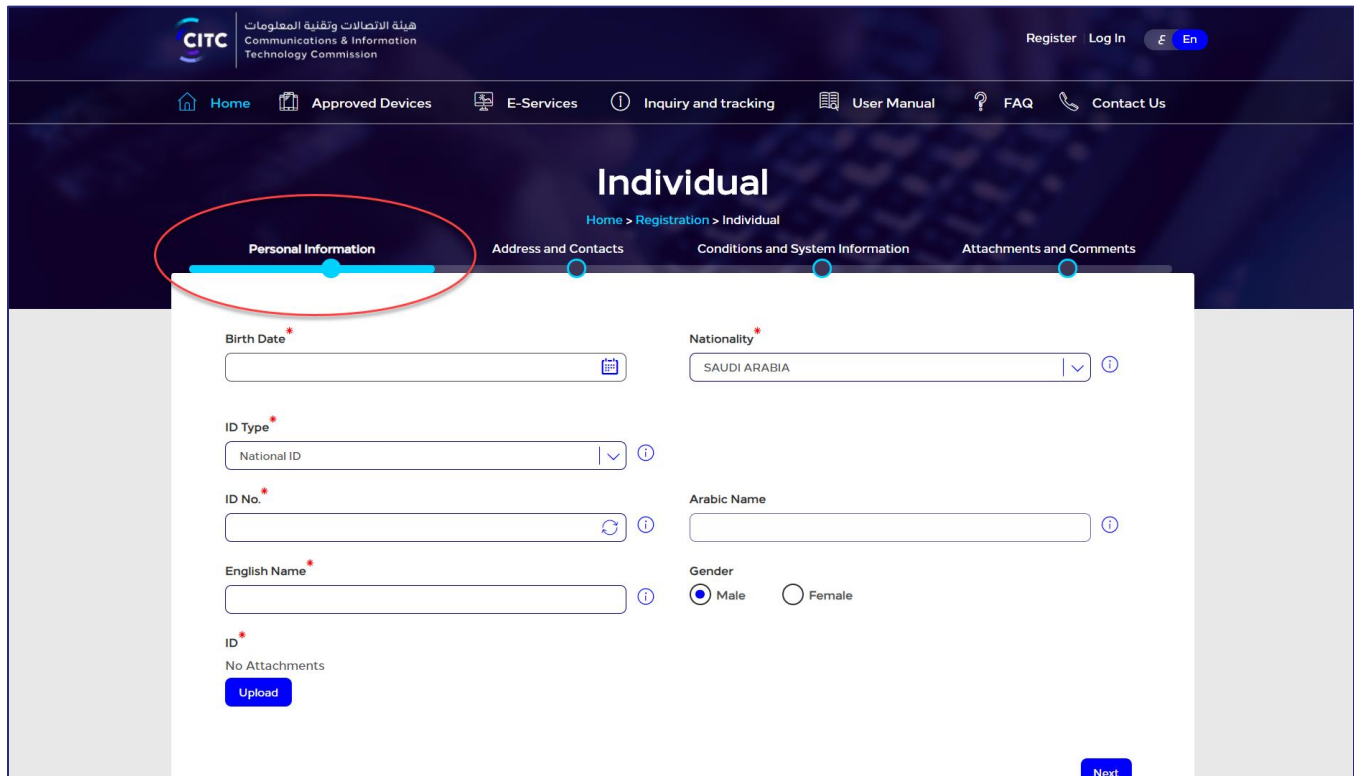
3. Click the name of each of the following sections to display the fields it contains, and then enter the detailed information required.
- Personal Information
 - Address and Contact Information
 - Credentials Information, Conditions and System Information
 - Usage Licenses
 - Other Required Attachments
 - Comments

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are mandatory, which means the registration request cannot be submitted without this information.

Personal Information

In the Personal Information section, you can enter your personal information such as your name, date of birth, position, ID number and other similar information as shown in the figure below. Also, you can enter the National ID with birth date or the Iqama number with expiry date.



The screenshot shows the CITC website interface for individual registration. The top navigation bar includes 'Home', 'Approved Devices', 'E-Services', 'Inquiry and tracking', 'User Manual', 'FAQ', and 'Contact Us'. The main heading is 'Individual', with a breadcrumb trail 'Home > Registration > Individual'. Below the heading are four tabs: 'Personal Information' (highlighted with a red circle), 'Address and Contacts', 'Conditions and System Information', and 'Attachments and Comments'. The 'Personal Information' form contains the following fields:

- Birth Date**: A date input field with a calendar icon.
- Nationality**: A dropdown menu currently showing 'SAUDI ARABIA'.
- ID Type**: A dropdown menu currently showing 'National ID'.
- ID No.**: A text input field with a refresh icon.
- Arabic Name**: A text input field.
- English Name**: A text input field.
- Gender**: Radio buttons for 'Male' (selected) and 'Female'.
- ID**: A section with 'No Attachments' and an 'Upload' button.

A 'Next' button is located at the bottom right of the form area.

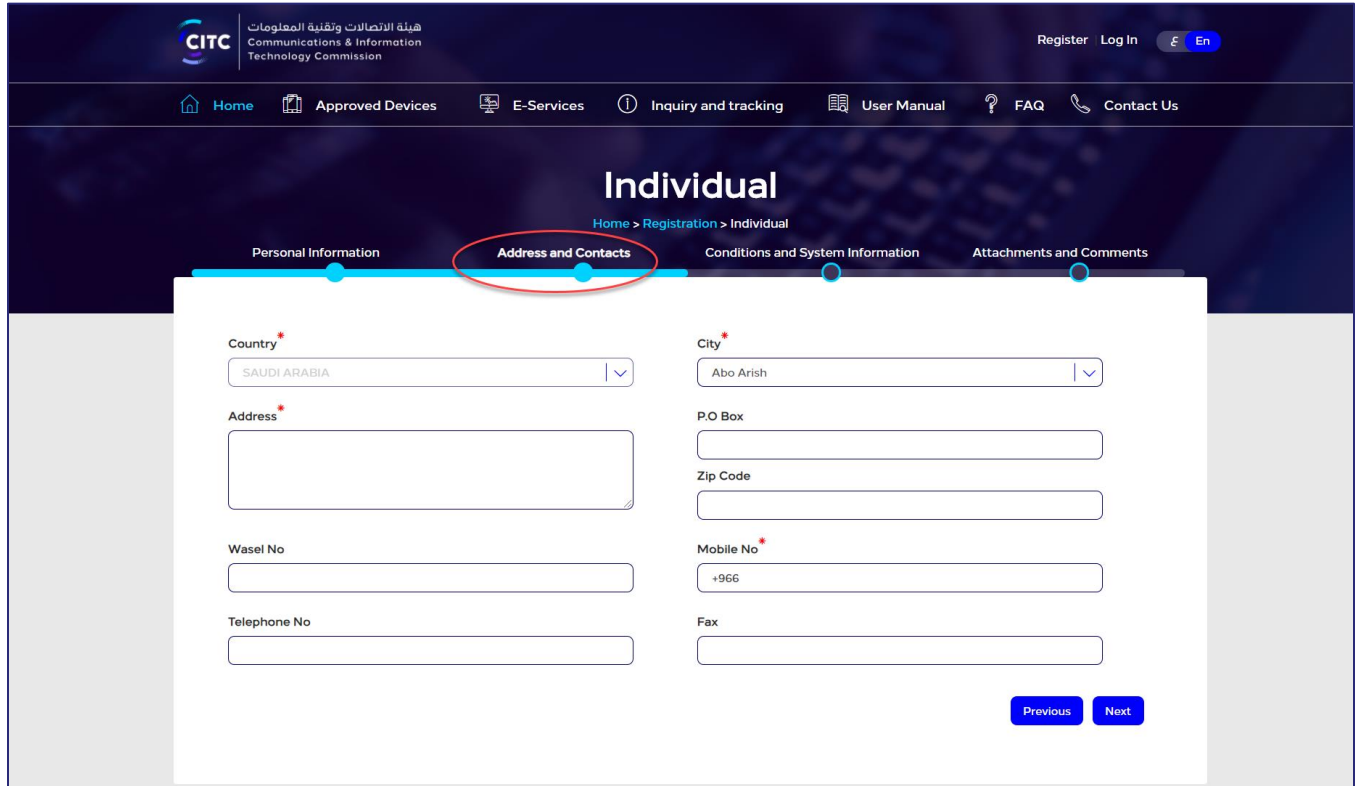
Figure 5: Personal Information

NOTE

If you entered an invalid ID number or personal information that contradicts with the personal information associated with the ID number entered, an error message is displayed and the user is asked to correct the information.

Address and Contact Information

In the **Address and Contact Information** section, you can enter information such as your place of residence or work along with contact information for these places.



The screenshot shows the CITC website interface. At the top, there is a navigation bar with the CITC logo and name in Arabic and English, along with 'Register' and 'Log In' buttons. Below this is a secondary navigation bar with links for Home, Approved Devices, E-Services, Inquiry and tracking, User Manual, FAQ, and Contact Us. The main content area is titled 'Individual' and includes a breadcrumb trail: Home > Registration > Individual. Below the breadcrumb, there are four tabs: Personal Information, Address and Contacts (highlighted with a red circle), Conditions and System Information, and Attachments and Comments. The 'Address and Contacts' tab contains the following form fields:

Country* SAUDI ARABIA	City* Abo Arish
Address*	P.O Box
Wasel No	Zip Code
Telephone No	Mobile No* +966
	Fax

At the bottom right of the form, there are 'Previous' and 'Next' buttons.

Figure 6: Address and Contact Information

To add your address

- Through “Address and Contacts” section, enter your contact information such as Country, Address, City, Mobile Number, etc.

Credentials Information, Conditions and System Information

In the **Credentials Information, Conditions and System Information** section, you can enter information required for website access (such as Username, Password, etc.) as shown in the figure below. Please note that Password length should be between 8-12 and contains at least one special character, one capital letter, one small letter and one number.

The screenshot shows the CITC website interface. At the top, there is a navigation bar with the CITC logo and name in Arabic and English, along with 'Register' and 'Log In' buttons. Below this is a secondary navigation bar with links for Home, Approved Devices, E-Services, Inquiry and tracking, User Manual, FAQ, and Contact Us. The main content area is titled 'Individual' and has a breadcrumb trail: Home > Registration > Individual. There are four tabs: Personal Information, Address and Contacts, Conditions and System Information (which is highlighted with a red circle), and Attachments and Comments. The 'Conditions and System Information' tab contains a form with the following fields: User Name, Email Address, Password, Confirm Email, and Confirm Password. Below the form, there is a checkbox labeled 'I Confirm that I have read and accepted the Terms and Condition of Using the Licensing and Approval System for Communication and Information Equipment.' with a link to the terms and conditions. At the bottom right of the form, there are 'Previous' and 'Next' buttons.

Figure 7: Credentials Information, Conditions and System Information

After entering credentials information, read the system's Conditions and General Rules then select the I Confirm that I have read and accepted the Terms and Condition of Using the Licensing and Approval System for Communication and Information Equipment check box.

Attachments and Comments

In the **Attachments and Comments** section, you can upload any other documents related to you and your activities. Moreover, you can enter any comments or notes regarding the account you created.

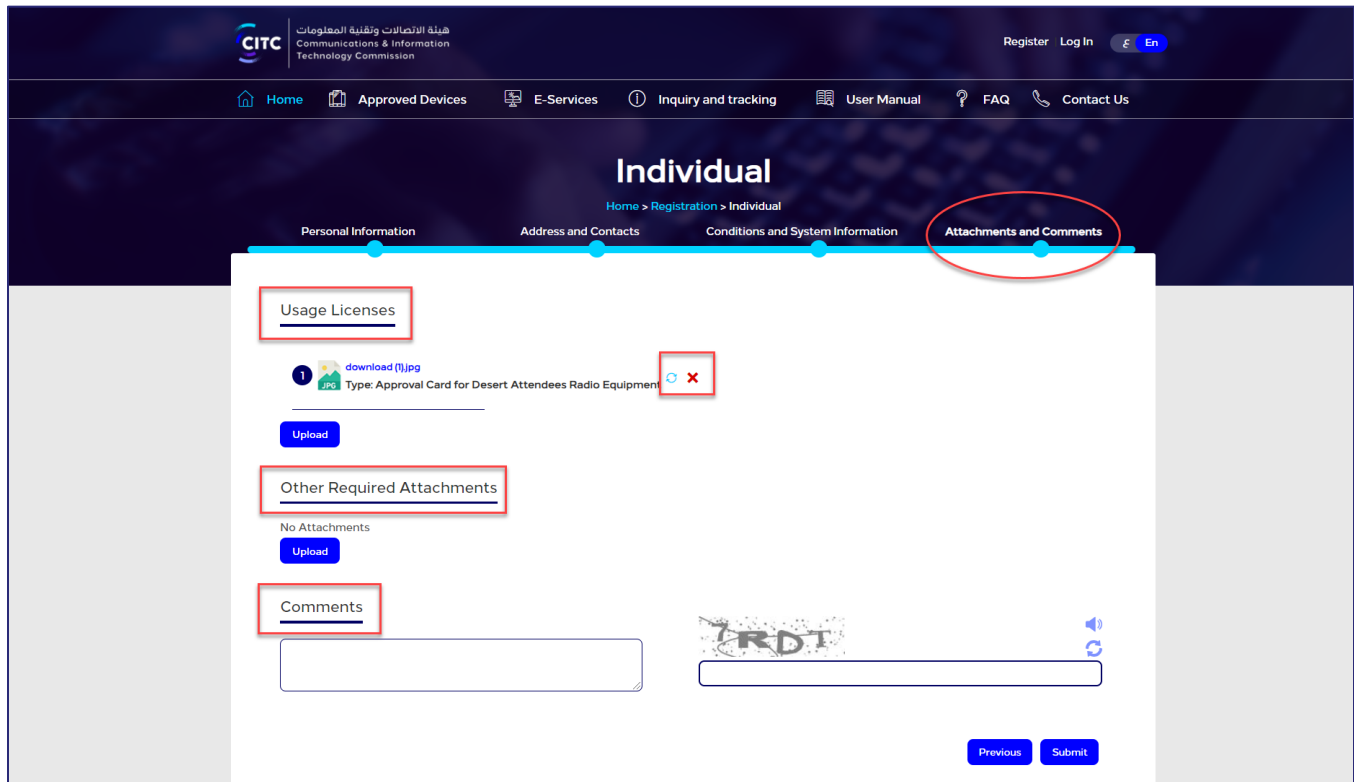


Figure 8: Upload Attachments and Add Comments

To upload attachments and add comments

1. In the **Attachments and Comments** section, under **Usage Licenses**, click **Upload**. The **Usage License** pop-up window opens.

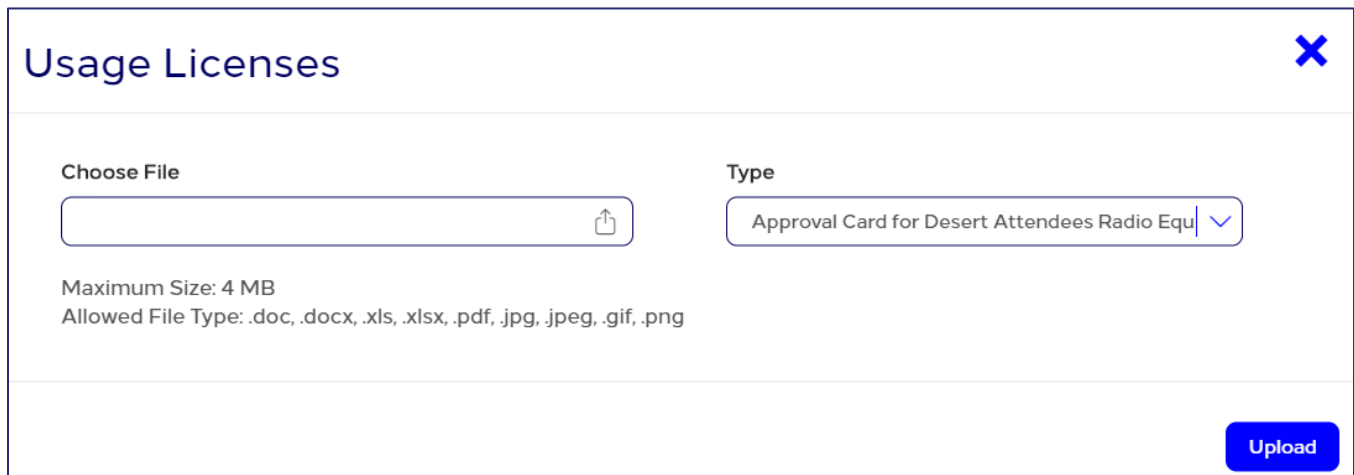



Figure 9: Usage License pop-up window

2. On **Usage License** Pop-up window, in **Type** drop-down list, select the file type you need to upload.

3. Under **Choose File**, click  icon and navigate your PC to the needed file.
4. In the **Comments and Attachments** section, under **Other Required Attachments**, click Upload and repeat the previous steps to upload the required files.
5. In the **Comments and Attachments** section, under **Comments**, add your comment.

After you finish entering all required information for creating an individual account, click **Submit** at the bottom on the **Individual** page to send the account creation request to the concerned officials at CITC.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your account information, the account link is sent to your email address so that you can apply the required modifications within a specific period. If the period expires and you do not apply the required modifications, a message is sent to your email address to notify you that your registration request is cancelled.
- In case your account is accepted, a message is sent to your email address that contains the account activation link. Click the link to finish the activation process of your system account.
- You can display your account information at any time by clicking **My Profile** on top of the page.
- In the **My Profile** page, you can perform the following:
 - Modify or delete address and contact information details at any time
 - Add more addresses and contact information
 - Modify or delete details of any of the files uploaded previously
 - Upload more files
 - Display all previous comments and send a new comment if necessary.
- When you modify any of your information in **My Profile** page, a confirmation system message appears to inform you that your information is updated successfully.

Entities Registration

The licensing and approval system for communications and information technology devices enables government entities, research foundations and private companies (inside and outside Saudi Arabia) to create a system account to submit requests for e-services.

Research Foundation Registration

The licensing and approval system for communications and information technology equipment enables research foundations inside Saudi Arabia to create a system account to submit requests for e-services.

To register a research foundation account

1. On the licensing and approval system for communications and information technology equipment homepage,
 - At the bottom of the page, click **Register Now**.

Or

- At the top of the page, click the **Register** link.

The **Registration** page opens as shown in the following figure.

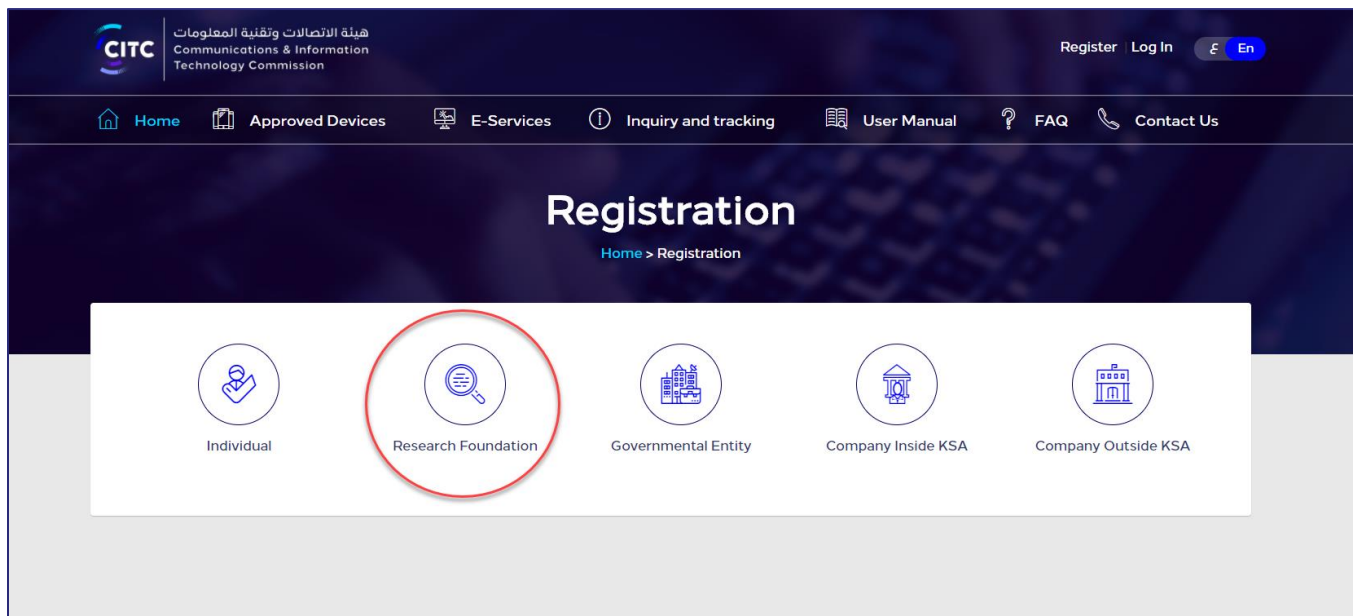
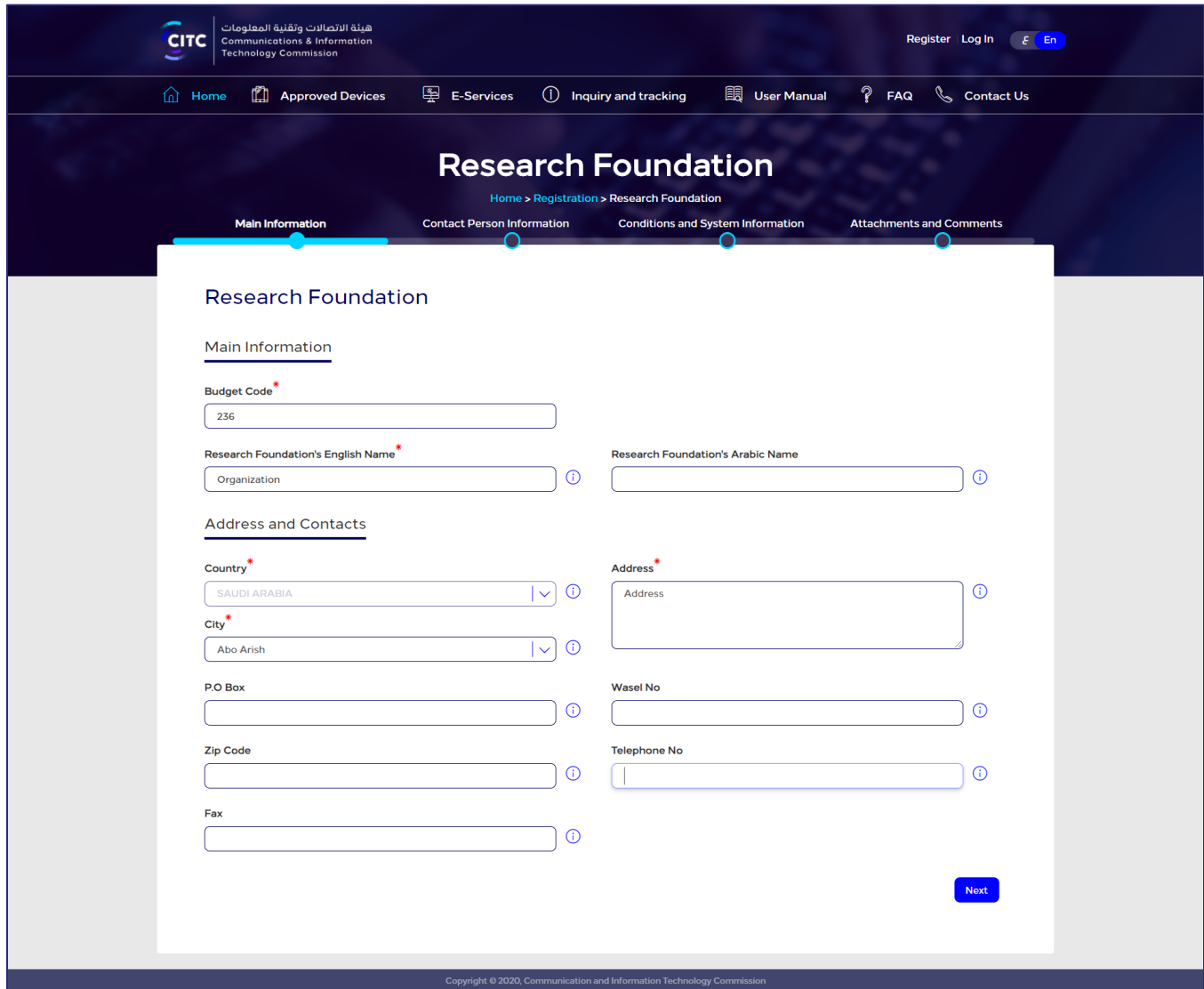


Figure 10: Registration page

- In the **Registration** page (previous figure), click **Research Foundation Registration**. The page **Organization** opens to register a research foundation.



Research Foundation

Home > Registration > Research Foundation

Main Information | Contact Person Information | Conditions and System Information | Attachments and Comments

Research Foundation

Main Information

Budget Code *
236

Research Foundation's English Name *
Organization ⓘ

Research Foundation's Arabic Name ⓘ

Address and Contacts

Country *
SAUDI ARABIA ⓘ

City *
Abo Arish ⓘ

P.O. Box ⓘ

Zip Code ⓘ

Fax ⓘ

Address * ⓘ

Wasel No ⓘ

Telephone No ⓘ

Next

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Figure 11: Research Foundation Registration page

- Click the Registration Application Form link to download this form, then fill it in and upload it.
- Click the name of each of the following sections to display the fields it contains, then type the detailed information required.
 - Main Information
 - Contact Person Information
 - Conditions and System Information

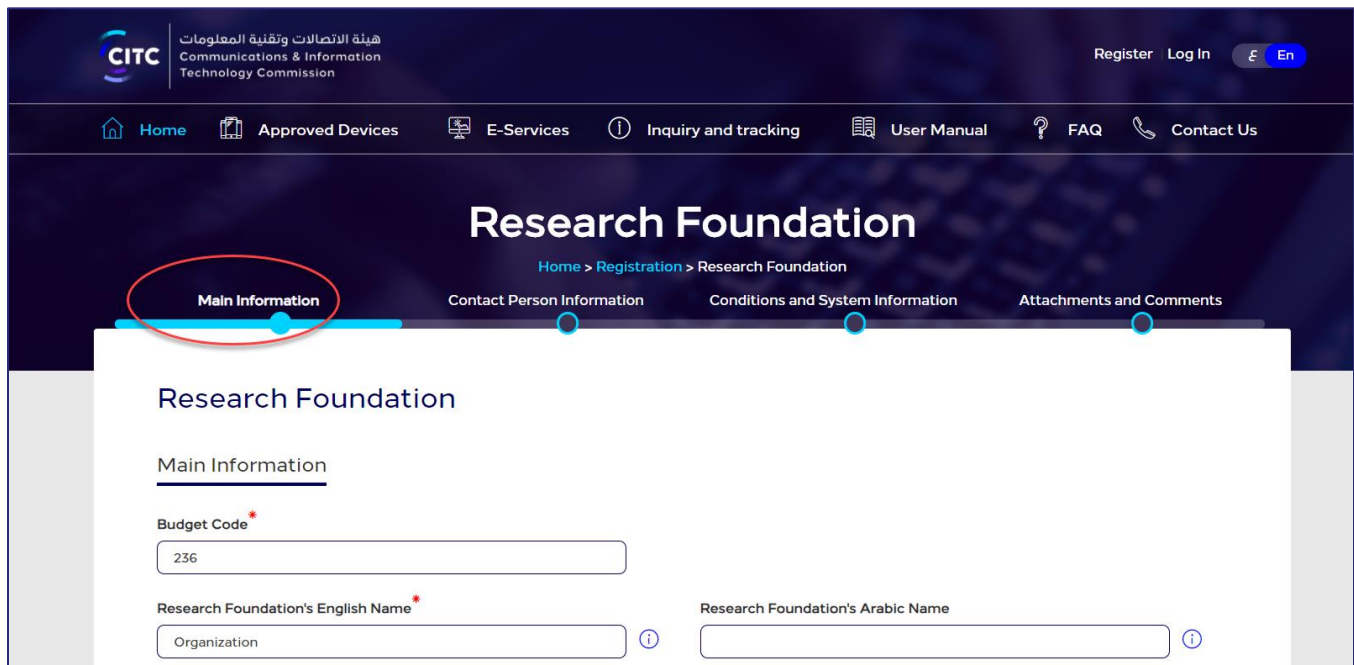
- Attachments and Comments

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

Main Information

In the **Main Information** section, enter the main information of the research foundation, namely the budget code, Arabic name and English name as shown in the figure below.



The screenshot shows the 'Research Foundation' registration page. The 'Main Information' tab is selected and highlighted with a red circle. The form contains the following fields:

- Budget Code ***: A text input field containing the value '236'.
- Research Foundation's English Name ***: A text input field containing the value 'Organization'.
- Research Foundation's Arabic Name**: A text input field that is currently empty.

Other tabs visible include 'Contact Person Information', 'Conditions and System Information', and 'Attachments and Comments'.

Figure 12: Main Information section










Address and Contact Information

In the **Address and Contact Information** section, you can enter the foundation addresses and contact information.

To add a research foundation address

- In the **Main Information** section, under Address and Contacts, enter the detailed address and contact information (phone and fax) of the research foundation.

Address and Contacts

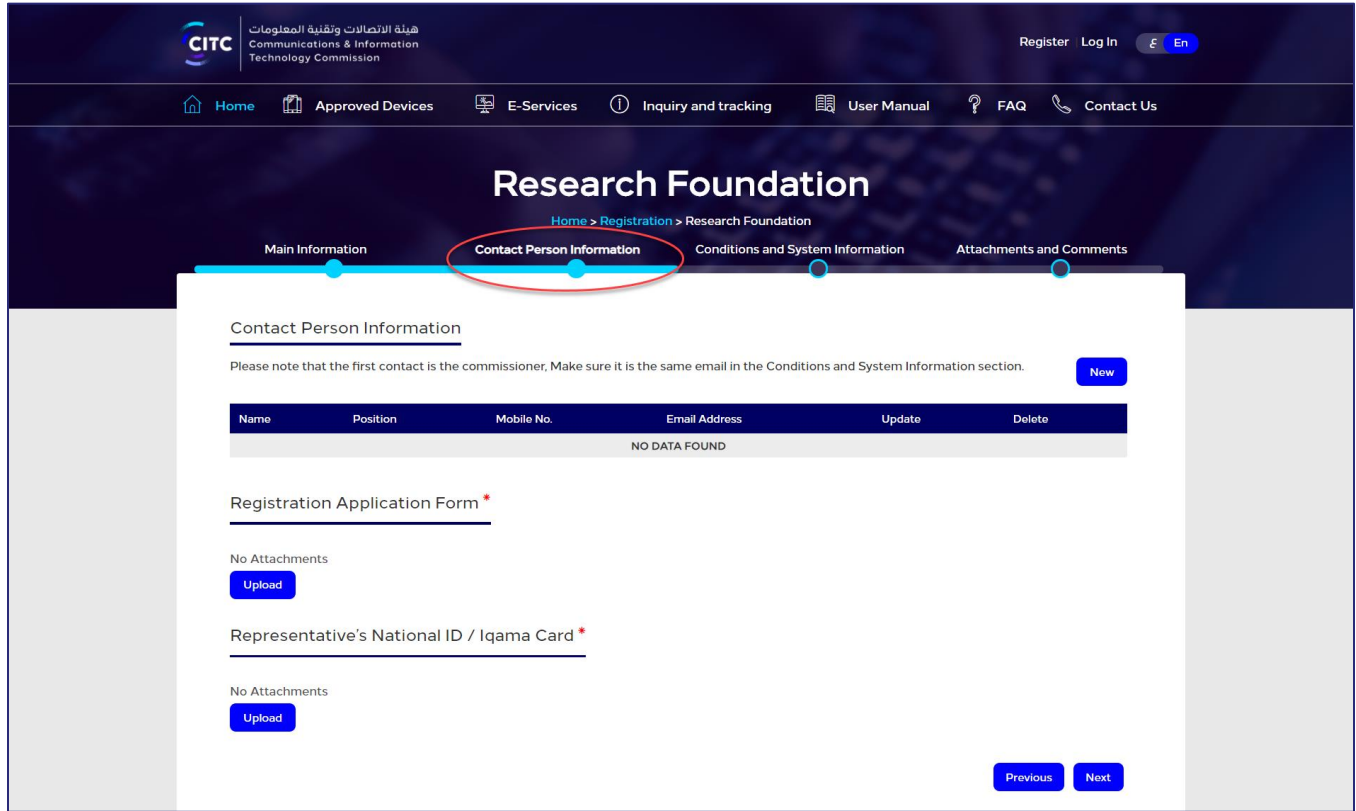
Country* <input type="text" value="SAUDI ARABIA"/>  	Address* <input type="text" value="Address"/> 
City* <input type="text" value="Abo Arish"/>  	
P.O Box <input type="text"/>	Wasel No <input type="text"/> 
Zip Code <input type="text"/> 	Telephone No <input type="text"/> 
Fax <input type="text"/> 	

[Next](#)

Figure 13: New Address and Contact Information window

Contact Person Information

In the **Contact Person Information** section, you can enter the contact information of the competent official at the organization.



Register Log In En

Home Approved Devices E-Services Inquiry and tracking User Manual FAQ Contact Us

Research Foundation

Home > Registration > Research Foundation

Main Information **Contact Person Information** Conditions and System Information Attachments and Comments

Contact Person Information

Please note that the first contact is the commissioner, Make sure it is the same email in the Conditions and System Information section. New

Name	Position	Mobile No.	Email Address	Update	Delete
NO DATA FOUND					

Registration Application Form *

No Attachments Upload

Representative's National ID / Iqama Card *

No Attachments Upload

Previous Next

Figure 14: Contact Person Information section

To add a contact person information

1. In the **Contact Person Information** table, click **New**. The **New Contact Person Information** window opens.

Contact Person Information ✕

Identification Type*
National ID | v ⓘ

Birth Date* ⓘ
National ID* ⓘ

Name* ⓘ
Position* ⓘ

Mobile No.* ⓘ
+966 ⓘ

Telephone No. ⓘ



Email Address* ⓘ

Save

Figure 15: New Contact Person Information window

2. Enter the required contact information, namely the competent official's name and position in Arabic and his mobile number as shown in the figure above, then click **Save**.

NOTE

You can modify any of the contact person information entered at any time by clicking . You can also delete the contact person information entirely by clicking .

Conditions and System Information

In the **Conditions and System Information** section, you can enter information required for website access such as Username, Password and Email Address as shown in the figure below. Please note that Password length should be between 8-12 and contains at least one special character, one capital letter, one small letter and one number.

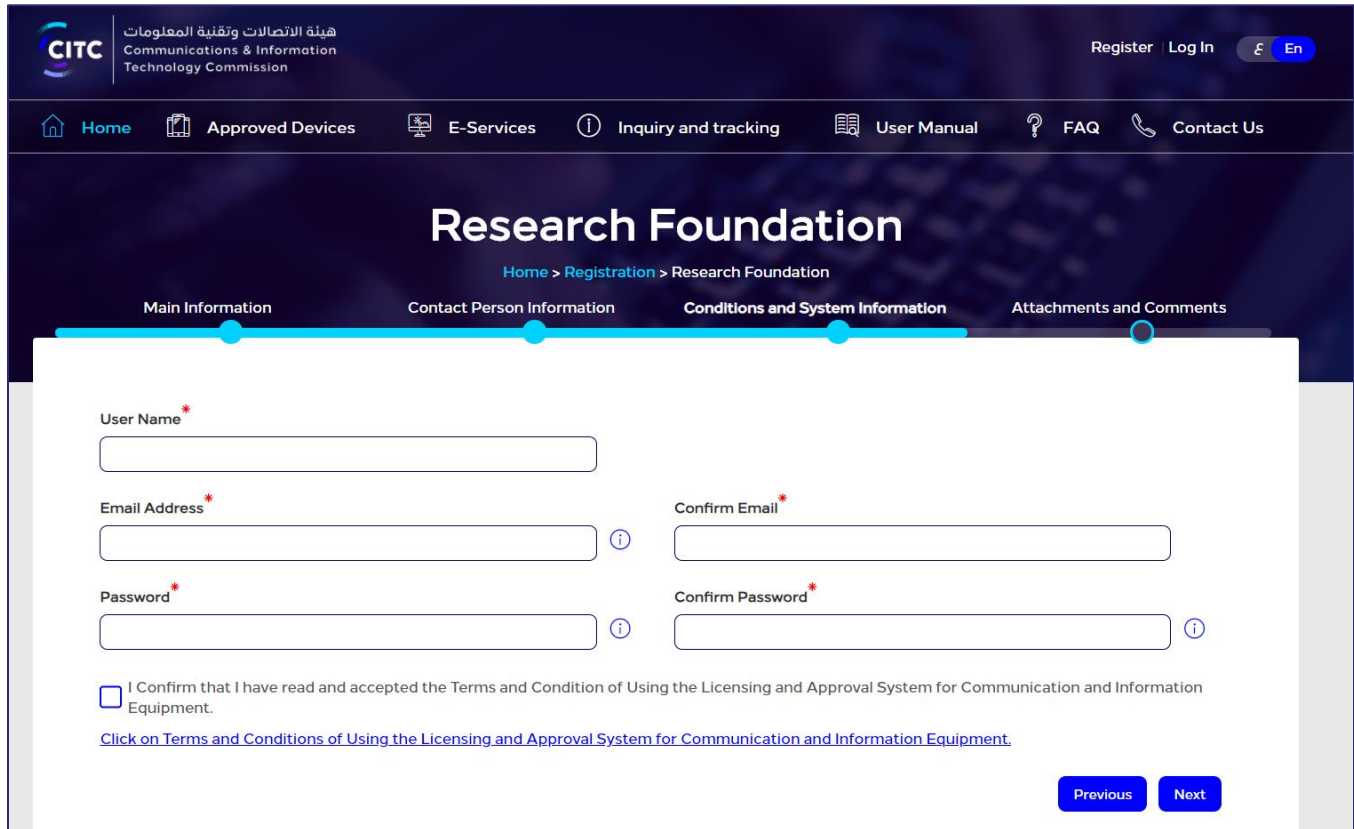


Figure 16: Credentials Information, Conditions and System Information section

After entering credentials information, read the system's Conditions and General Rules then select the **I Have Read the Terms and Conditions** check box.

Attachments and Comments

In the **Attachments and Comments** section, you can upload other documents related to the research foundation activity as well as upload the files of the government documents for the research foundation. Also, you can add any comment regarding your created account.

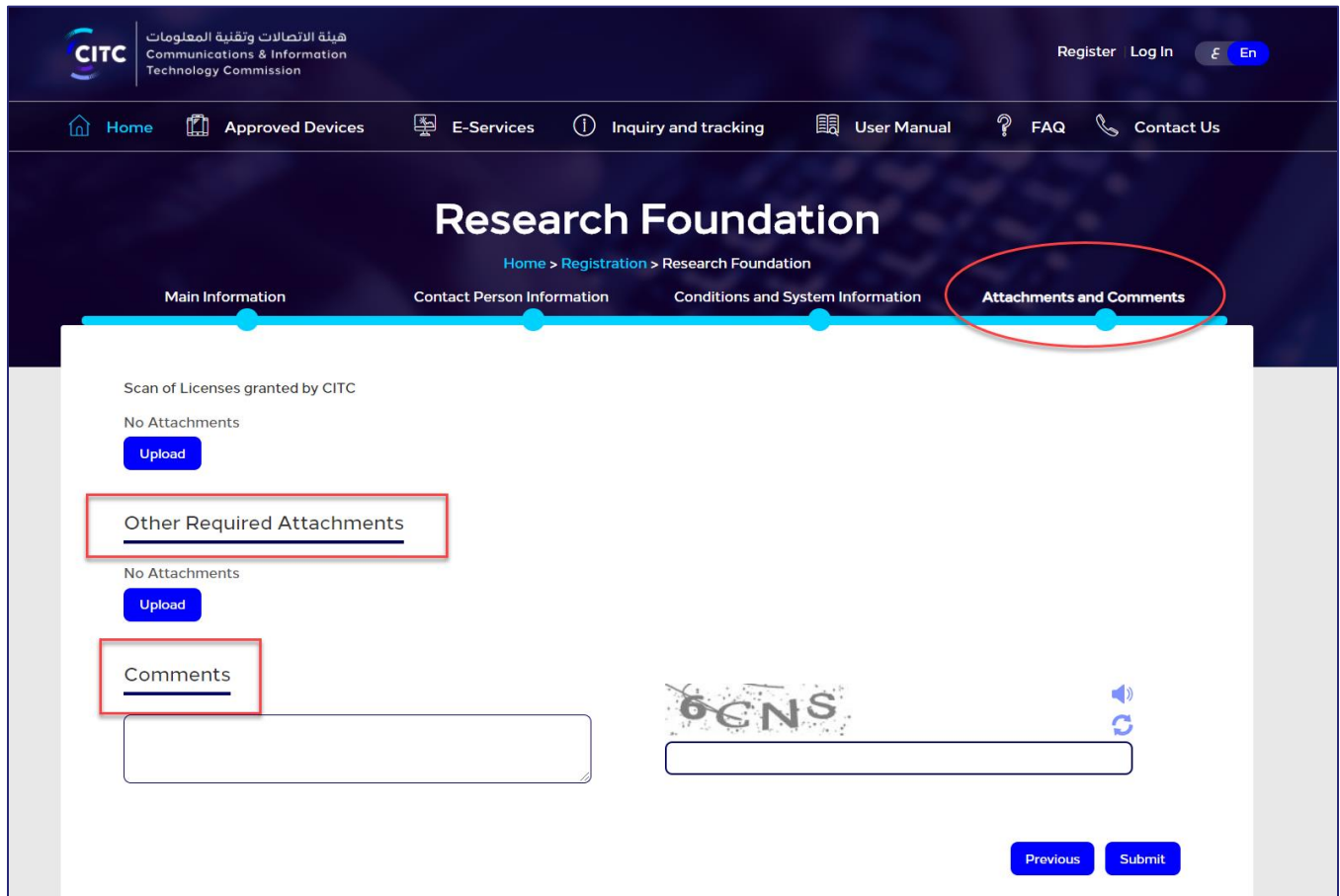


Figure 17: Other Required Attachments section

To upload other required attachments

1. In the **Comments and Attachments** section, under **Other Required Attachments**, click **Upload**. The **Other Required Attachments** window opens.

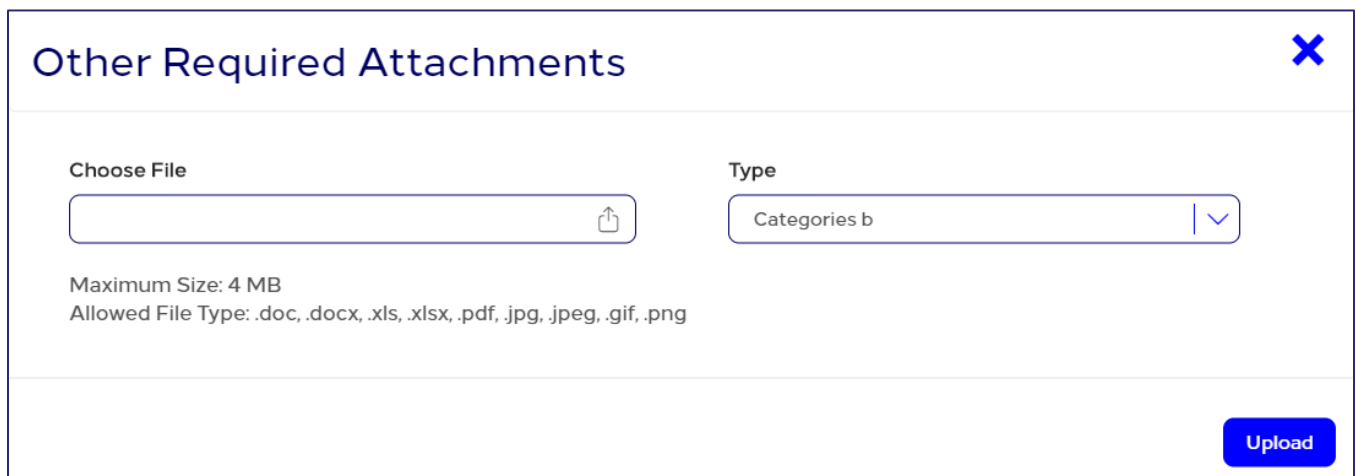



Figure 18: Other Required Attachments window

2. In **Other Required Attachments** window, in **Type** drop-down list, select the file type you need to upload.
3. Under **Choose File**, click  icon and navigate your PC to the needed file.
4. In the **Comments and Attachments** section, under **Commitment**, click **Upload** and repeat the previous steps to upload the required files.
5. In the **Comments and Attachments** section, under **Comments**, add your comment.

After you finish entering all required information for creating a research foundation account, click **Submit** at the bottom on the **Organization** page to send the account creation request to the concerned officials at CITC.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your account information, the account link is sent to your email address so that you can apply the required modifications within a specific period. If the period expires and you do not apply the required modifications, a message is sent to your email address to notify you that your registration request is cancelled.
- In case your account is accepted, a message is sent to your email address that contains the account activation link. Click the link to finish the activation process of your system account.
- You can display your account information at any time by clicking **My Profile** on top of the page.
- In the **My Profile** page, you can perform the following:
 - Modify or delete address and contact information details at any time
 - Add more addresses and contact information
 - Modify or delete details of any of the files uploaded previously
 - Upload more files
 - Display all previous comments and send a new comment if necessary.

- When you modify any of your information in **My Profile** page, a confirmation system message appears to inform you that your information is updated successfully.

Government Entity Registration

The licensing and approval system for communications and information technology equipment enables Saudi government entities to create a system account to submit requests for e-services.

To register a government entity account

1. On the licensing and approval system for communications and information technology equipment homepage,
 - At the bottom of the page, click **Register Now**.

Or

- At the top of the page, click the **Register** link.

The **Registration** page opens as shown in the following figure.

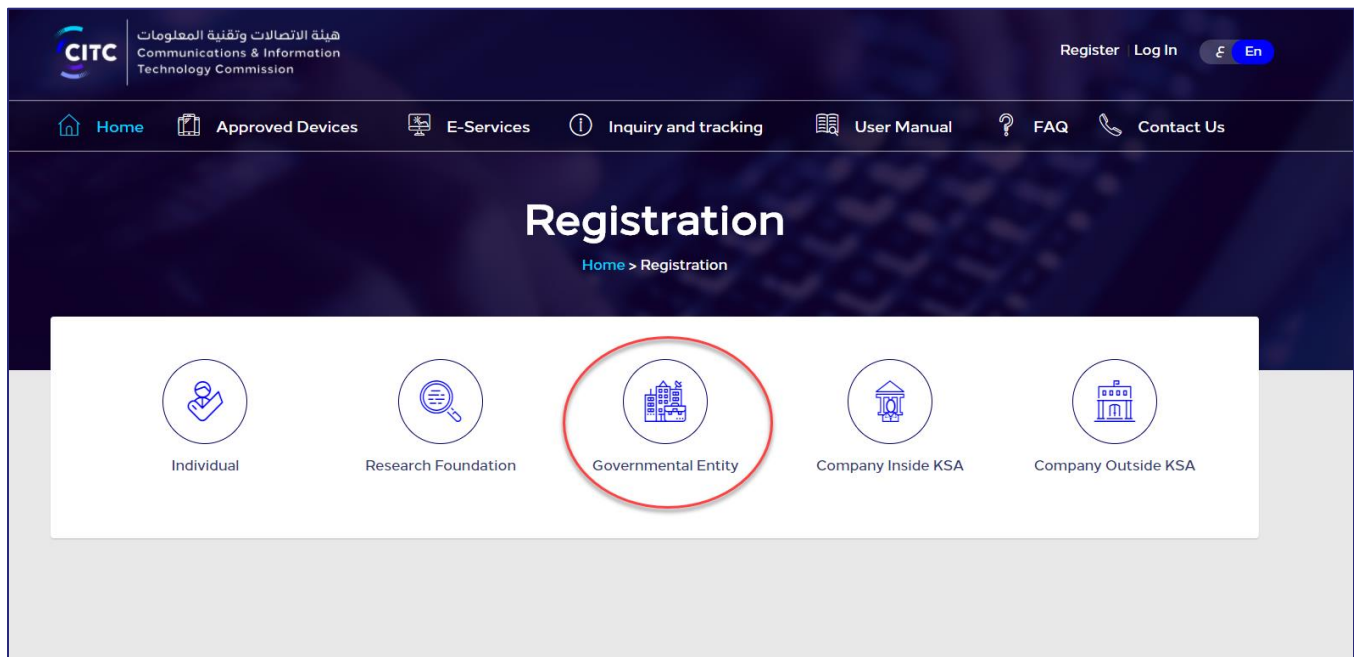
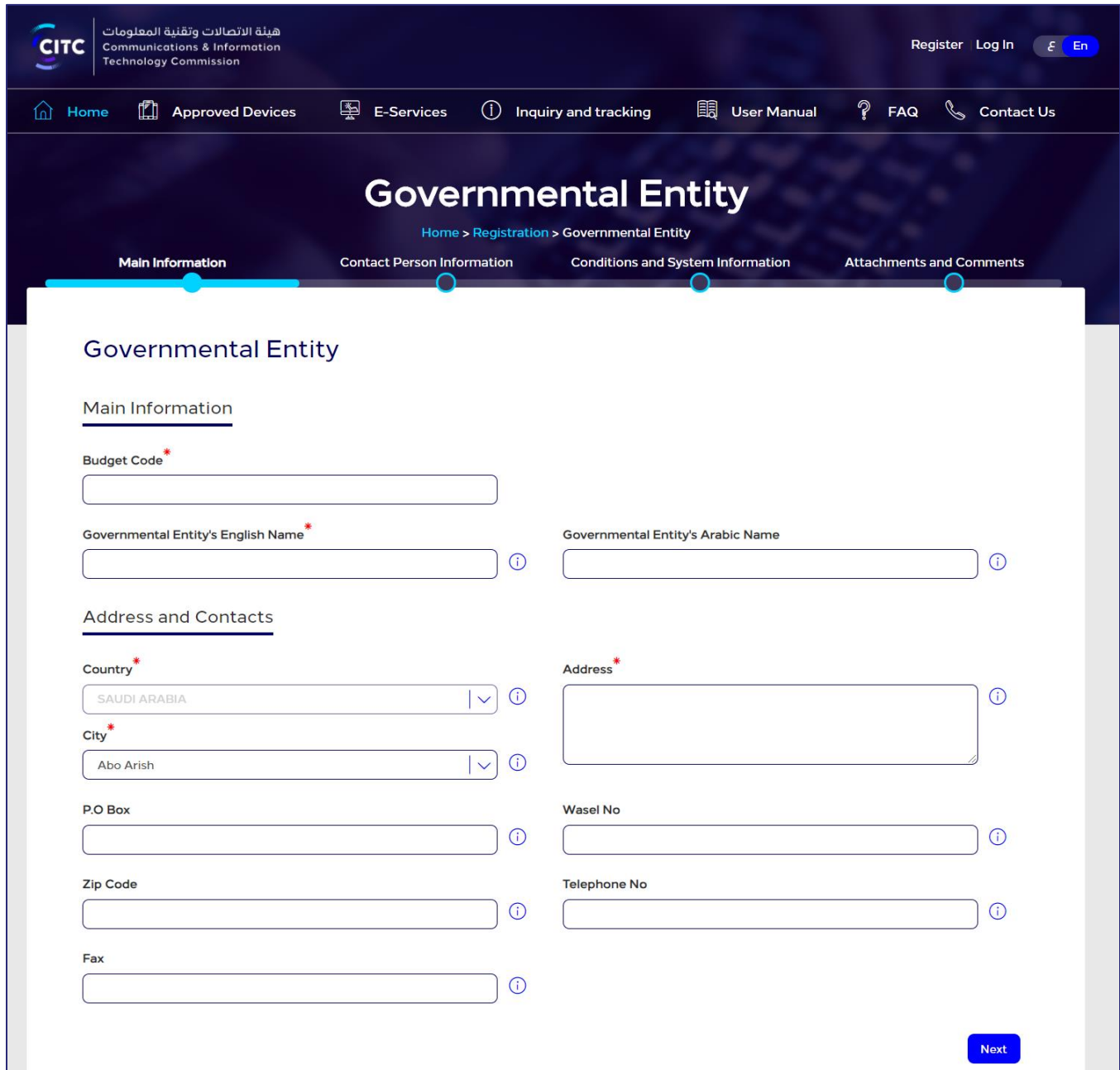


Figure 19: Registration page

- In the **Registration** page (previous figure), click **Government Entity Registration**. The **Organization** page opens to register a government entity.



Governmental Entity

Home > Registration > Governmental Entity

Main Information | Contact Person Information | Conditions and System Information | Attachments and Comments

Governmental Entity

Main Information

Budget Code *

Governmental Entity's English Name *

Governmental Entity's Arabic Name

Address and Contacts

Country *

SAUDI ARABIA

City *

Abo Arish

Address *

P.O Box

Wasel No

Zip Code

Telephone No

Fax

Next

Figure 20: Government Entity Registration

- Click the Registration Application Form link to download this form, then fill it in and upload it.
- Click the name of each of the following sections to display the fields it contains, then type the detailed information required.

- Main Information
- Contact Person Information
- Conditions and System Information
- Attachments and Comments

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

Main Information

In the **Main Information** section, enter the main information of the government entity, namely the budget code, Arabic name and English name as shown in the figure below.

The screenshot shows the CITC website interface for the 'Governmental Entity' registration process. The top navigation bar includes 'Home', 'Approved Devices', 'E-Services', 'Inquiry and tracking', 'User Manual', 'FAQ', and 'Contact Us'. The main heading is 'Governmental Entity', with a breadcrumb trail: 'Home > Registration > Governmental Entity'. Below the heading, there are four tabs: 'Main Information', 'Contact Person Information', 'Conditions and System Information', and 'Attachments and Comments'. The 'Main Information' tab is selected and highlighted with a red circle. The form content includes a 'Main Information' section with the following fields: 'Budget Code*' (required), 'Governmental Entity's English Name*' (required), and 'Governmental Entity's Arabic Name' (with an information icon). The 'Budget Code*' field is currently empty. The 'Governmental Entity's English Name*' field is also empty. The 'Governmental Entity's Arabic Name' field is empty and has an information icon to its right.

Figure 21: Main Information section

Address and Contact Information

In the **Address and Contact Information** section, you can enter the entity addresses and contact information.

To add a government entity address

- In the **Main Information** section, under **Address and Contact**, enter the detailed address and contact information (phone and fax) of the government entity.

Address and Contacts

Country*	SAUDI ARABIA	Address*	
City*	Abo Arish		
P.O Box		Wasel No	
Zip Code		Telephone No	
Fax			

Next

Figure 22: New Address and Contact Information window

Contact Person Information

In the **Contact Person Information** section, you can enter the contact information of the competent official at the entity.

The screenshot shows the 'Governmental Entity' interface. The breadcrumb trail is 'Home > Registration > Governmental Entity'. The navigation tabs are 'Main Information', 'Contact Person Information' (highlighted with a red circle), 'Conditions and System Information', and 'Attachments and Comments'. The 'Contact Person Information' section includes a 'New' button, a table with columns 'Name', 'Position', 'Mobile No.', 'Email Address', 'Update', and 'Delete', and a 'NO DATA FOUND' message. Below the table are two sections for 'Registration Application Form' and 'Representative's National ID / Iqama Card', each with an 'Upload' button. At the bottom right, there are 'Previous' and 'Next' buttons.

Name	Position	Mobile No.	Email Address	Update	Delete
NO DATA FOUND					

Figure 23: Contact Person Information section

To add contact person information

1. In the **Contact Person Information** table, click **New**. The **New Contact Person Information** window opens.

Contact Person Information ✕

Identification Type*
National ID i

Birth Date*
25/02/1428 📅

Name* i

Mobile No.*
+966 i

Email Address* i

National ID* 🔄

Position* i



Telephone No. i

Save

Figure 24: New Contact Person Information window

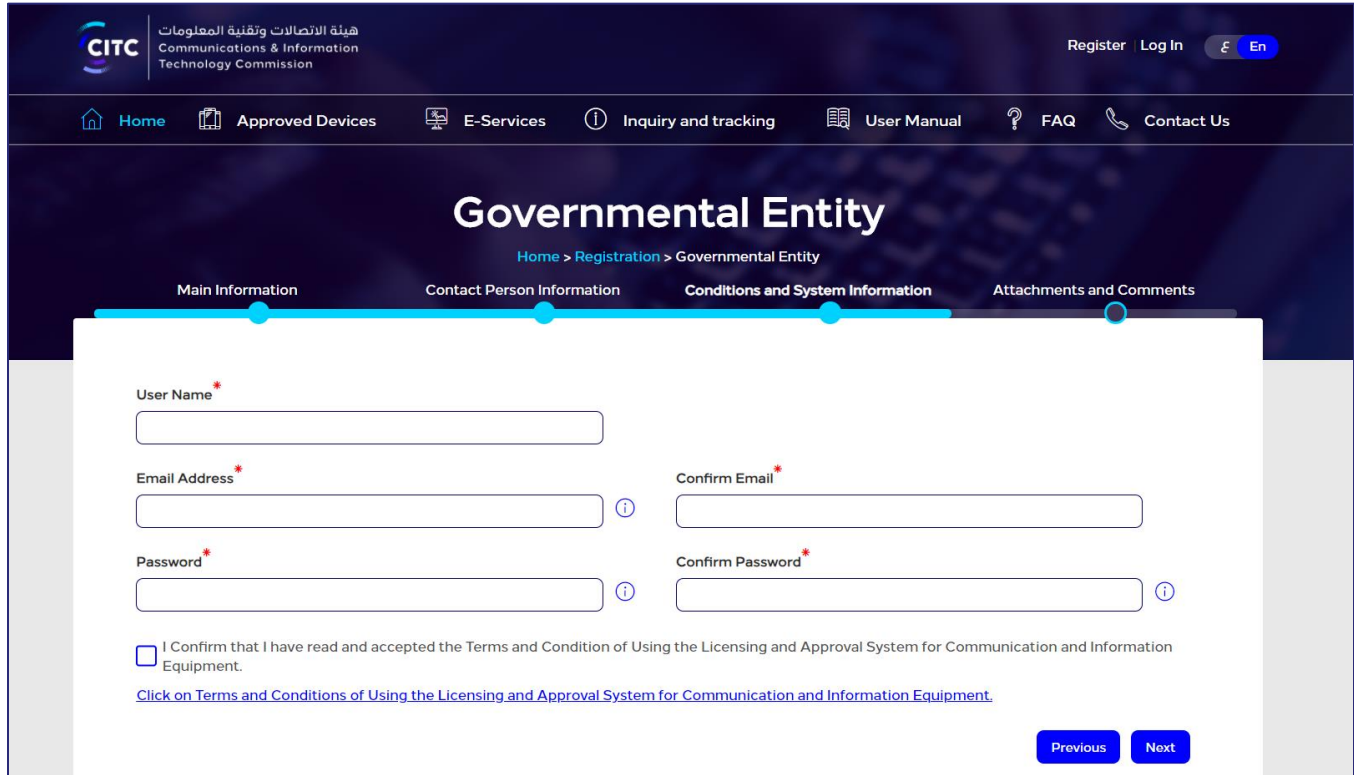
2. Enter the required contact information, namely the competent official's name and position in Arabic and his mobile number as shown in the figure above, then click **Save**.

NOTE

You can modify any of the contact person information entered at any time by clicking . You can also delete the contact person information entirely by clicking .

Conditions and System Information

In the **Conditions and System Information** section, you can enter information required for website access such as Username, Password and Email Address as shown in the figure below. Please note that Password length should be between 8-12 and contains at least one special character, one capital letter, one small letter and one number.



Register | Log In | En

[Home](#) | [Approved Devices](#) | [E-Services](#) | [Inquiry and tracking](#) | [User Manual](#) | [FAQ](#) | [Contact Us](#)

Governmental Entity

[Home](#) > [Registration](#) > Governmental Entity

[Main Information](#) | [Contact Person Information](#) | **[Conditions and System Information](#)** | [Attachments and Comments](#)

User Name*

Email Address* ⓘ

Password* ⓘ

Confirm Email*

Confirm Password* ⓘ

I Confirm that I have read and accepted the Terms and Condition of Using the Licensing and Approval System for Communication and Information Equipment.

[Click on Terms and Conditions of Using the Licensing and Approval System for Communication and Information Equipment.](#)

[Previous](#) | [Next](#)

Figure 25: Credentials Information, Conditions and System Information section

After entering credentials information, read the system’s Conditions and General Rules then select the **I Have Read the Terms and Conditions** check box.

Attachments and Comments

In the **Attachments and Comments** section, you can upload other documents related to the governmental foundation activity as well as upload the files of the government documents for the governmental foundation. Also, you can add any comment regarding your created account.

Governmental Entity

Home > Registration > Governmental Entity

Main Information Contact Person Information Conditions and System Information **Attachments and Comments**

Scan of Licenses granted by CITC

No Attachments


[Upload](#)

Other Required Attachments

No Attachments

[Upload](#)

Comments



[Previous](#) [Submit](#)

Figure 26: Attachments and Comments section

To upload attachment and add comments

1. In the **Comments and Attachments** section, under **Other Required Attachments**, click **Upload**. The **Other Required Attachments** window opens.

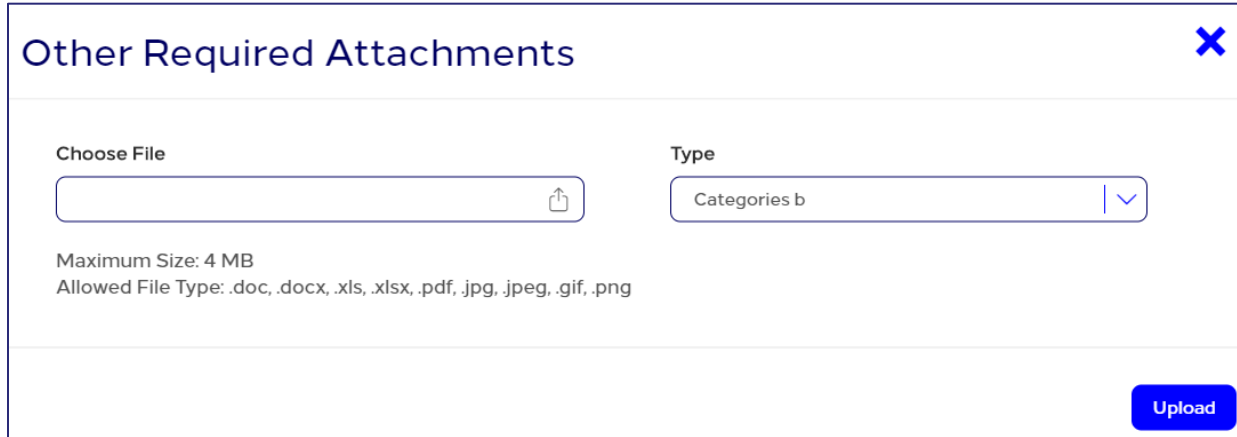



Figure 27: Other Required Attachments window

2. In **Other Required Attachments** window, in **Type** drop-down list, select the file type you need to upload.
3. Under **Choose File**, click  icon and navigate your PC to the needed file.
4. In the **Comments and Attachments** section, under **Commitment**, click **Upload** and repeat the previous steps to upload the required files.
5. In the **Comments and Attachments** section, under **Comments**, add your comment.

After you finish entering all required information for creating a government entity account, click **Submit** at the bottom on the **Organization** page to send the account creation request to the concerned officials at CITC.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your account information, the account link is sent to your email address so that you can apply the required modifications within a specific period. If the period expires and you do not apply the required modifications, a message is sent to your email address to notify you that your registration request is cancelled.
- In case your account is accepted, a message is sent to your email address that contains the account activation link. Click the link to finish the activation process of your system account.

- You can display your account information at any time by clicking **My Profile** on top of the page.
- In the **My Profile** page, you can perform the following:
 - Modify or delete address and contact information details at any time
 - Add more addresses and contact information
 - Modify or delete details of any of the files uploaded previously
 - Upload more files
 - Display all previous comments and send a new comment if necessary.
- When you modify any of your information in **My Profile** page, a confirmation system message appears to inform you that your information is updated successfully.

Company inside KSA Registration

The licensing and approval system for communications and information technology devices enables companies inside KSA to create a system account to submit requests for e-services.

To register a company inside KSA account

1. On the licensing and approval system for communications and information technology devices homepage,
 - At the bottom of the page, click **Register Now**.

Or

- At the top of the page, click the **Register** link.

The **Registration** page opens as shown in the following figure.

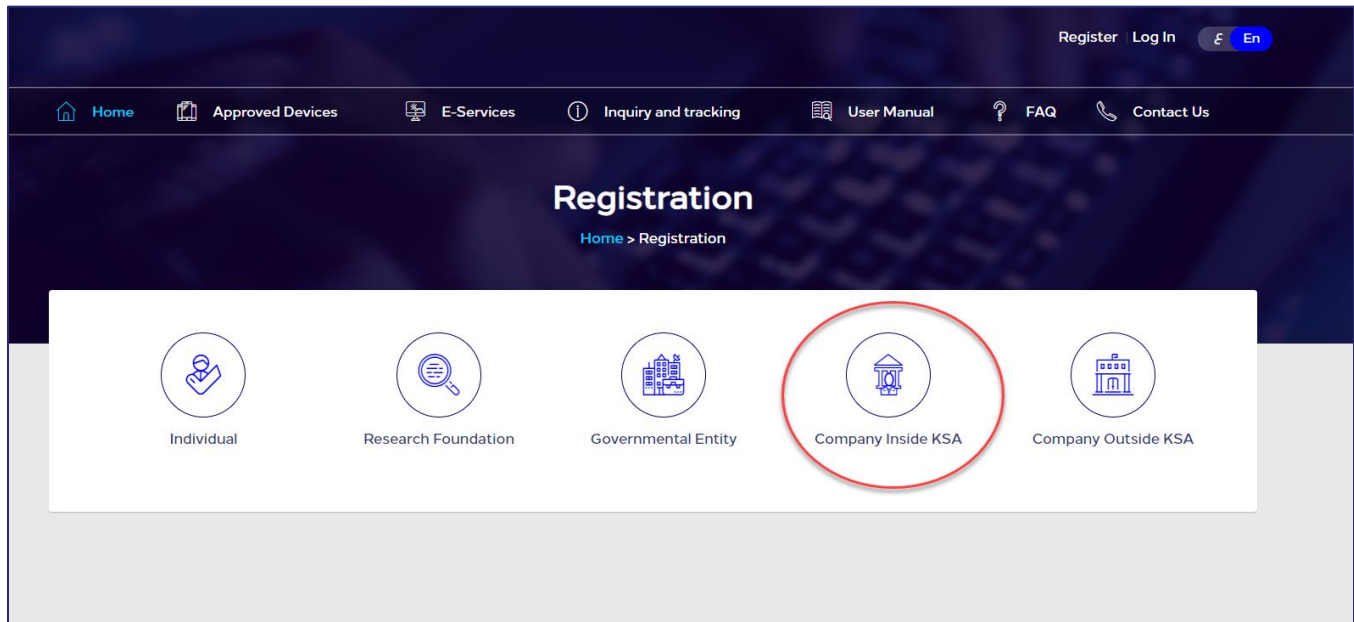


Figure 28: Registration page

2. In the **Registration** page (previous figure), click **Company inside KSA**. The **Organization** page opens to register a company inside KSA.

Company Inside KSA

Home > Registration > Company Inside KSA

Main Information
Contact Person Information
Conditions and System Information
Attachments and Comments

Company Inside KSA

Commercial Information

Main Commercial Registry Country *

Commercial Registry No *

Commercial Registry Copy *

No Attachments

Main Information

Company's English Name *

Company's Arabic Name

Address and Contacts

Country *

Address *

City *

P.O Box

Wasel No

Zip Code

Telephone No

Fax

Figure 29: Company inside KSA Registration page

3. Click the Registration Application Form link to download this form, then fill it in and upload it.
4. Click the name of each of the following sections to display the fields it contains, then type the detailed information required.
 - Main Information
 - Contact Person Information

- Conditions and System Information
- Attachments and Comments

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

Main Information

Through “**Main Information**”, section, you can provide the following:

- Commercial Information
- Company Information
- Address and Contact

Company Inside KSA

Commercial Information

Main Commercial Registry Country*
SAUDI ARABIA | v

Commercial Registry Copy*
No Attachments
[Upload](#)

Commercial Registry No*

Main Information

Company's English Name*
 ⓘ

Company's Arabic Name
 ⓘ

Address and Contacts

Country*
SAUDI ARABIA | v ⓘ

City*
Abo Arish | v ⓘ

P.O Box
 ⓘ

Zip Code
 ⓘ

Fax
 ⓘ

Address*
 ⓘ

Wasel No
 ⓘ

Telephone No
 ⓘ

[Next](#)

Figure 30: Main Information Section

Commercial Information

In the **Commercial Information** section, you can enter the company's basic commercial information such as the commercial registry number and company activity as shown in the figure below.

Commercial Information

Main Commercial Registry Country*

Commercial Registry No*

Commercial Registry Copy*

1
Uploads.pdf

Type: Commercial Registry Copy

✗

Company Information

Company Name	Address	Commercial Record
Company Name	Company Address	2566

Company Activity

Commercial Activity 1

Commercial Activity 2

Commercial Activity 3

Figure 31: Commercial Information section

NOTE

If you provide commercial registry number, system displays "Company Information" section.

Company Information

Through "Main Information", you can provide company name in Arabic and English.

Main Information

Company's English Name*

Company's Arabic Name

Figure 32: Company Information

Address and Contact Information

In the **Address and Contact Information** section, you can enter the company addresses and contact information.

To add company address

- In the **Main Information** section, under **Address and Contacts**, enter the detailed address and contact information (phone and fax) of the company.

Address and Contacts

Country*
SAUDI ARABIA | v ⓘ

City*
Abo Arish | v ⓘ

P.O Box ⓘ

Zip Code ⓘ

Fax ⓘ

Address*
Address ⓘ

Wasel No ⓘ

Telephone No ⓘ

Next

Figure 33: New Address and Contact Information window

Contact Person Information

In the **Contact Person Information** section, you can enter the contact information of the competent official at the company.

Company Inside KSA

Home > Registration > Company Inside KSA

Main Information **Contact Person Information** Conditions and System Information Attachments and Comments

Contact Person Information

Please note that the first contact is the commissioner, Make sure it is the same email in the Conditions and System Information section. [New](#)

Name	Position	Mobile No.	Email Address	Update	Delete
NO DATA FOUND					

Registration Application Form *

No Attachments
[Upload](#)

Representative's National ID / Iqama Card *

No Attachments
[Upload](#)

[Previous](#) [Next](#)

Figure 34: Contact Person Information section

To add contact person information

1. In the **Contact Person Information** table, click [New](#). The **New Contact Person Information** window opens.

Contact Person Information ✕

Identification Type*
National ID | v ⓘ

Birth Date* 📅 National ID* 🔄

Name* ⓘ Position* ⓘ

Mobile No.* +966 ⓘ Telephone No. ⓘ



Email Address* ⓘ

Save

Figure 35: New Contact Person Information window

2. Enter the required contact information, namely the competent official's name and position in Arabic and his mobile number as shown in the figure above, then click **Save**.

NOTE

You can modify any of the contact person information entered at any time by clicking . You can also delete the contact person information entirely by clicking .

Conditions and System Information

In the Credentials Information, Conditions and System Information section, you can enter information required for website access such as Username, Password and Email Address as shown in the figure below. Please note that Password length should be between 8-12 and contains at least one special character, one capital letter, one small letter and one number.

Company Inside KSA

[Home](#) > [Registration](#) > Company Inside KSA

Main InformationContact Person InformationConditions and System InformationAttachments and Comments

User Name *

Email Address * (i)

Confirm Email *

Password * (i)

Confirm Password * (i)

I Confirm that I have read and accepted the Terms and Condition of Using the Licensing and Approval System for Communication and Information Equipment.

[Click on Terms and Conditions of Using the Licensing and Approval System for Communication and Information Equipment.](#)

Figure 36: Credentials Information, Conditions and System Information section

After entering credentials information, read the system's Conditions and General Rules then select the **I Have Read the Terms and Conditions** check box.

Attachments and Comments

In the **Attachments and Comments** section, you can upload other documents related to the company activity as well as upload the files of the government documents for the company. Also, you can add any comment regarding your created account.

Company Inside KSA
Home > Registration > Company Inside KSA

Main Information Contact Person Information Conditions and System Information **Attachments and Comments**

Usage Licenses

Licenses Granted By CITC

Title	Expiry Date
تقديم خدمات الاتصالات باستخدام نظام الفيسات (VSAT)	4/12/2021 10:20:09 PM
تقديم خدمة النظام الآلي لإدارة المركبات (AVL)	4/12/2021 10:20:09 PM

Scan of Licenses granted by CITC

No Attachments

Upload

Other Required Attachments

No Attachments

Upload

Comments

Previous **Submit**



Figure 37: Other Required Attachments section

To upload other required attachments

1. In the **Comments and Attachments** section, under **Other Required Attachments**, click **Upload**. The **Other Required Attachments** window opens.

Other Required Attachments ✕


Choose File Type

Maximum Size: 4 MB
Allowed File Type: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png

Upload

Figure 38: Other Required Attachments window

- In **Other Required Attachments** window, in **Type** drop-down list, select the file type you need to upload.
- Under **Choose File**, click  icon and navigate your PC to the needed file.
- In the **Comments and Attachments** section, under **Commitment**, click **Upload** and repeat the previous steps to upload the required files.
- In the **Comments and Attachments** section, under **Comments**, add your comment.

After you finish entering all required information for creating a company inside KSA account, click **Submit** at the bottom on the **Organization** page to send the account creation request to the concerned officials at CITC.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your account information, the account link is sent to your email address so that you can apply the required modifications within a specific period. If the period expires and you do not apply the required modifications, a message is sent to your email address to notify you that your registration request is cancelled.
- In case your account is accepted, a message is sent to your email address that contains the account activation link. Click the link to finish the activation process of your system account.

- You can display your account information at any time by clicking **My Profile** on top of the page.
- In the **My Profile** page, you can perform the following:
 - Modify or delete address and contact information details at any time
 - Add more addresses and contact information
 - Modify or delete details of any of the files uploaded previously
 - Upload more files
 - Display all previous comments and send a new comment if necessary.
- When you modify any of your information in **My Profile** page, a confirmation system message appears to inform you that your information is updated successfully.

Company outside KSA Registration

The licensing and approval system for communications and information technology equipment enables companies outside KSA to create a system account to submit requests for e-services.

To register a company outside KSA account

1. On the licensing and approval system for communications and information technology equipment homepage,
 - At the bottom of the page, click **Register Now**.

Or

- At the top of the page, click the **Register** link.

The **Registration** page opens as shown in the following figure.

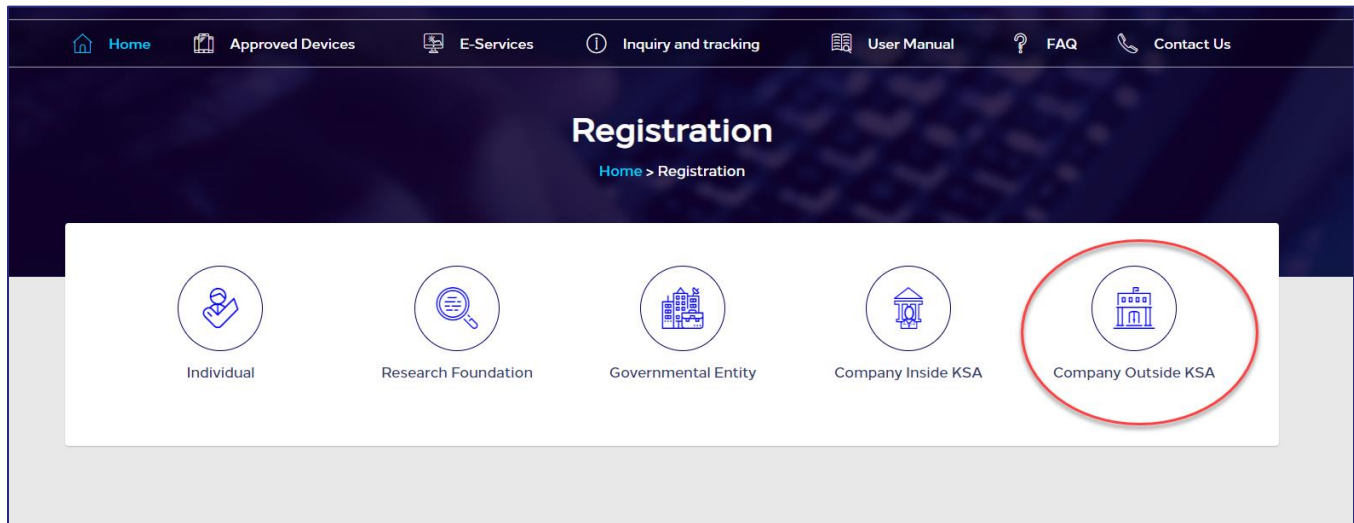


Figure 39: Registration page

2. In the **Registration** page (previous figure), click **Company outside KSA**. The **Organization** page opens to register a company outside KSA.

Company Outside KSA

[Home](#) > [Registration](#) > Company Outside KSA

Main Information

Contact Person Information

Conditions and System Information

Attachments and Comments

Company Outside KSA

Commercial Information

Main Commercial Registry Country *

Please Select



Commercial Registry No *

Company Activity

Main Information

Company's English Name *



Company's Arabic Name

Address and Contacts

Country *

SAUDI ARABIA



Address *



City *

Abo Arish



P.O Box



Wasel No



Zip Code



Telephone No



Fax



Next

Figure 40: Company Outside KSA Registration page

3. Click the Registration Application Form link to download this form, then fill it in and upload it.
4. Click the name of each of the following sections to display the fields it contains, then type the detailed information required.
 - Main Information

- Contact Person Information
- Conditions and System Information
- Attachments and Comments

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

Main Information

Through “**Main Information**”, section, you can provide the following:

- Commercial Information
- Company Information
- Address and Contact

Commercial Information

Main Commercial Registry Country*
Please Select | v

Commercial Registry No*

Company Activity

Main Information

Company's English Name*
 (i)

Company's Arabic Name
 (i)

Address and Contacts

Country*
SAUDI ARABIA | v (i)

City*
Abo Arish | v (i)

P.O Box
 (i)

Zip Code
 (i)

Fax
 (i)

Address*
 (i)

Wasel No
 (i)

Telephone No
 (i)

[Next](#)

Figure 41: Main Information

Commercial Information

In the **Commercial Information** section, you can enter the company's basic commercial information such as the commercial registry number and company activity as shown in the figure below.

Commercial Information

<p>Main Commercial Registry Country *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Please Select ▾ </div>	<p>Commercial Registry No *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<p>Company Activity</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Figure 42: Commercial Information section

Company Information

Through “**Main Information**”, you can provide company name in Arabic and English.

Main Information

<p>Company's English Name *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> ⓘ </div>	<p>Company's Arabic Name</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> ⓘ </div>
--	---

Figure 43: Company Information

Address and Contact Information

In the **Address and Contact Information** section, you can enter the company addresses and contact information.

To add company address

- In the **Main Information** section, under **Address and Contacts**, enter the detailed address and contact information (phone and fax) of the company.

Address and Contacts

Country* <input type="text" value="SAUDI ARABIA"/> ⓘ	Address* <input type="text"/> ⓘ
City* <input type="text" value="Abo Arish"/> ⓘ	Wasel No <input type="text"/> ⓘ
P.O Box <input type="text"/> ⓘ	Telephone No <input type="text"/> ⓘ
Zip Code <input type="text"/> ⓘ	
Fax <input type="text"/> ⓘ	

Next

Figure 44: New Address and Contact Information window

Contact Person Information

In the **Contact Person Information** section, you can enter the contact information of the competent official at the company.

Company Outside KSA

Home > Registration > Company Outside KSA

Main Information **Contact Person Information** Conditions and System Information Attachments and Comments

Contact Person Information

Please note that the first contact is the commissioner, Make sure it is the same email in the Conditions and System Information section. [New](#)

Name	Position	Mobile No.	Email Address	Update	Delete
	Manager			↻	✖

Registration Application Form *

No Attachments
[Upload](#)

Representative's Passport Copy *

No Attachments
[Upload](#)

[Previous](#) [Next](#)

Figure 45: Contact Person Information section

To add contact person information

1. In the **Contact Person Information** table, click [New](#). The **New Contact Person Information** window opens.

Country *

SAUDI ARABIA

Name *

Position *

Mobile No. *

+966

Telephone No.



Email Address *

Save

Figure 46: New Contact Person Information window

2. Enter the required contact information, namely the competent official's name and position in Arabic and his mobile number as shown in the figure above, then click **Save**.

NOTE

You can modify any of the contact person information entered at any time by clicking . You can also delete the contact person information entirely by clicking .

Conditions and System Information

In the **Credentials Information, Conditions and System Information** section, you can enter information required for website access such as Username, Password and Email Address as shown in the figure below. Please note that Password length should be between 8-12 and contains at least one special character, one capital letter, one small letter and one number.

Company Outside KSA

Home > Registration > Company Outside KSA

Main InformationContact Person InformationConditions and System InformationAttachments and Comments

User Name *

Email Address * (i)

Confirm Email *

Password * (i)

Confirm Password * (i)

 I Confirm that I have read and accepted the Terms and Condition of Using the Licensing and Approval System for Communication and Information Equipment.

[Click on Terms and Conditions of Using the Licensing and Approval System for Communication and Information Equipment.](#)

Figure 47: Credentials Information, Conditions and System Information section

After entering credentials information, read the system's Conditions and General Rules then select the **I Have Read the Terms and Conditions** check box.

Attachments and Comments

In the **Attachments and Comments** section, you can upload other documents related to the company activity as well as upload the files of the government documents for the company. Also, you can add any comment regarding your created account.

Company Outside KSA

Home > Registration > Company Outside KSA

Main InformationContact Person InformationConditions and System InformationAttachments and Comments

Scan of Licenses granted by CITC

No Attachments


[Upload](#)



Other Required Attachments

No Attachments

[Upload](#)

Comments





[Previous](#)[Submit](#)

Figure 48: Other Required Attachments section

To upload other required attachments

1. In the **Comments and Attachments** section, under **Other Required Attachments**, click **Upload**. The **Other Required Attachments** window opens.

Other Required Attachments ✕

Choose File

📁


Maximum Size: 4 MB
Allowed File Type: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png

Type

Categories b
▾

Upload

Figure 49: Other Required Attachments window

2. In **Other Required Attachments** window, in **Type** drop-down list, select the file type you need to upload.
3. Under **Choose File**, click  icon and navigate your PC to the needed file.
4. In the **Comments and Attachments** section, under **Commitment**, click **Upload** and repeat the previous steps to upload the required files.
5. In the **Comments and Attachments** section, under **Comments**, add your comment.

After you finish entering all required information for creating a company outside KSA account, click **Submit** at the bottom on the **Organization** page to send the account creation request to the concerned officials at CITC.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your account information, the account link is sent to your email address so that you can apply the required modifications within a specific period. If the period expires and you do not apply the required modifications, a message is sent to your email address to notify you that your registration request is cancelled.
- In case your account is accepted, a message is sent to your email address that contains the account activation link. Click the link to finish the activation process of your system account.

- You can display your account information at any time by clicking **My Profile** on top of the page.
- In the **My Profile** page, you can perform the following:
 - Modify or delete address and contact information details at any time
 - Add more addresses and contact information
 - Modify or delete details of any of the files uploaded previously
 - Upload more files
 - Display all previous comments and send a new comment if necessary.
- When you modify any of your information in **My Profile** page, a confirmation system message appears to inform you that your information is updated successfully.

E-SERVICES

This chapter is about how a registered system user can submit a request for e-services available on the website by CITC. The requests include:

- Device Approval Request
- Approval Certificate Request
- Custom Clearance Request
- Device Marketing Request

Submitting a Device Approval Request

Registered system users (individuals or organizations) can submit a device approval request.

To submit a device approval request

1. In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **E-Services**.

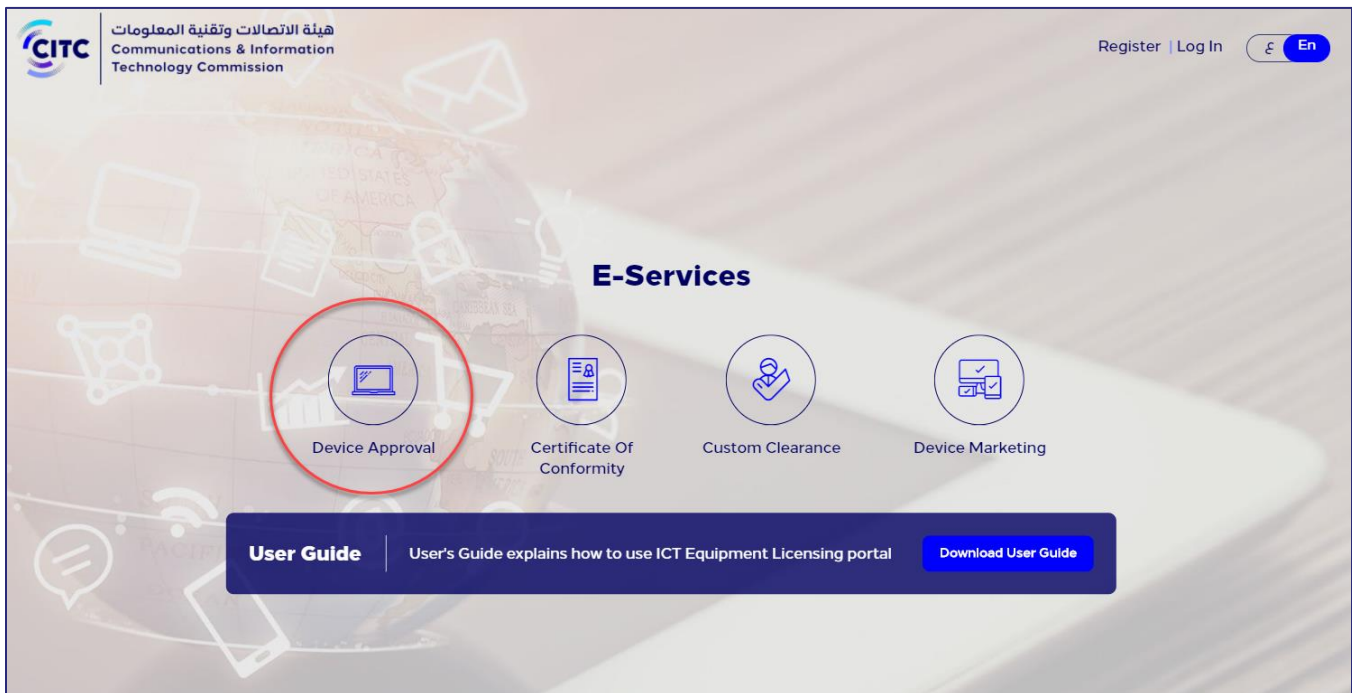


Figure 50: E-Services page

2. In the **E-Services** page, click **Device Approval**.

Device Approval Service

Home > Service > Device Approval Service

Check Device Approval Basic Information Technical Info Attachments and Comments

Device Approval

Product Model in English*

Manufacturer*

Please Select

Next

Figure 51: Device Approval Service page

The **Device Approval Service** page enables you to enter the detailed and technical information of the device to be approved through the following sections:

- Check Device Approval
- Basic Information
- Technical Info
- Attachments and Comments

Check Device Approval

You are requested to provide the following information to check device approval.

To check device approval

1. In the **Product Model** text box, enter the name of the device you want to approve.

Device Approval Service

Home > Service > Device Approval Service

Check Device Approval Basic Information Technical Info Attachments and Comments

Device Approval

Product Model in English*

Manufacturer*

Please Select

Next

Figure 52: Check Device Approval

2. In the **Manufacturer** dropdown menu, select the company producing the device.

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

3. Click on the name of each of the sections above to display the fields it contains, then enter the required detailed information.

Basic Information

The **Basic Information** section allows you to enter the device's basic information, such as:

- Product name in Arabic and English
- Device type, as in its basic attribute such as analog or digital
- Device description
- ILAC Lab and Institute

- Customs Tariff Code

Device Approval Service

Home > Service > Device Approval Service

Check Device Approval
Basic Information
Technical Info
Attachments and Comments

<p>Arabic Device Commercial Name*</p> <input style="width: 95%; border: 1px solid #ccc; border-radius: 5px;" type="text"/> (i)	<p>English Device Commercial Name*</p> <input style="width: 95%; border: 1px solid #ccc; border-radius: 5px;" type="text"/> (i)
<p>Customs Tariff Code*</p> <input style="width: 95%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="852872100000 - الدخول إلى الانترنت، لها وظيفة تبادل المعلومات -"/> (i)	
<p>Arabic Device Description*</p> <div style="border: 1px solid #ccc; height: 40px; border-radius: 5px;"></div> (i)	<p>English Device Description*</p> <div style="border: 1px solid #ccc; height: 40px; border-radius: 5px;"></div> (i)
<p>ILAC Lab and Institute</p> <input style="width: 95%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="Select Some Options"/> (i)	

Previous
Next

Figure 53: Basic Information section

Technical Information

Through "Technical Info" section, you can provide the following information:

- External Antenna Gain dBi, dB
- CITC Technical Specifications
- Operating Frequency & Transmitted Power

Device Approval Service

[Home](#) > [Service](#) > Device Approval Service

Check Device Approval

Basic Information

Technical Info

Attachments and Comments

External Antenna Gain dBi , dB

 ⓘ

CITC Technical Specifications *

<input type="checkbox"/>	Number	Type	Category	Technical Specification
<input type="checkbox"/>	AI001	Analog Interface	PSTN	Equipment connecting to the Analogue PSTN - AI001
<input type="checkbox"/>	AI003	Analog Interface	DSL	Equipment connecting to ADSL - ADSL2 and ADSL 2plus Services - AI003
<input type="checkbox"/>	DI001	Digital Interface	Digital Interface	Equipment connecting to 2.048 Mb per s Digital Leased Line Services - DI001
<input type="checkbox"/>	DI002	Digital Interface	Digital Interface	Equipment connecting to 34 Mb per s Digital Leased Line Services - DI002
<input type="checkbox"/>	DI003	Digital Interface	Digital Interface	Equipment connecting to Co-directional G.703 Digital Leased Line Services - DI003
<input type="checkbox"/>	DI004	Digital Interface	Digital Interface	Equipment connecting to X.25 Packet Switched Networks - DI004
<input type="checkbox"/>	DI005	Digital Interface	Digital Interface	Equipment connecting to High Speed Serial Interfaces (HSSI) - DI005
<input type="checkbox"/>	DI006	Digital Interface	Digital Interface	Equipment connecting to 64Kbit per s Services - DI006
<input type="checkbox"/>	DI007	Digital Interface	Digital Interface	Equipment connecting to X.21 Services - DI007
<input type="checkbox"/>	DSL001	Digital Subscriber Line	Digital Interface	Equipment connecting to SHDSL Services - DSL001
<input type="checkbox"/>	GEN001	General	General	General Requirements - GEN001
<input type="checkbox"/>	IT001	Information Technology	General	IT Equipment - IT001
<input type="checkbox"/>	IT002	Information Technology	Voice over IP	Voice over IP Equipment (Private usage only) - IT002
<input type="checkbox"/>	IT003	Information Technology	Radio Links	Laser P-P-Links Equipment - IT003
<input type="checkbox"/>	IT004	Information Technology	Fibre Optics	Fibre Optics Equipment - IT004

Operating Frequency & Transmitted Power

New

From	To	Frequency Unit	Max Output Power	Max Output Power Unit	Connection Pattern	Update	Delete
NO DATA FOUND							

Previous

Next

Figure 54: Technical Info Section

CITC Technical Specifications

Select the checkbox next to the item you need to add.

CITC Technical Specifications *

<input type="checkbox"/>	Number	Type	Category	Technical Specification
<input type="checkbox"/>	AI001	Analog Interface	PSTN	Equipment connecting to the Analogue PSTN - AI001
<input type="checkbox"/>	AI003	Analog Interface	DSL	Equipment connecting to ADSL - ADSL2 and ADSL 2plus Services - AI003
<input checked="" type="checkbox"/>	DI001	Digital Interface	Digital Interface	Equipment connecting to 2.048 Mb per s Digital Leased Line Services - DI001
<input type="checkbox"/>	DI002	Digital Interface	Digital Interface	Equipment connecting to 34 Mb per s Digital Leased Line Services - DI002
<input type="checkbox"/>	DI003	Digital Interface	Digital Interface	Equipment connecting to Co-directional G.703 Digital Leased Line Services - DI003
<input type="checkbox"/>	DI004	Digital Interface	Digital Interface	Equipment connecting to X.25 Packet Switched Networks - DI004
<input type="checkbox"/>	DI005	Digital Interface	Digital Interface	Equipment connecting to High Speed Serial Interfaces (HSSI) - DI005
<input checked="" type="checkbox"/>	DI006	Digital Interface	Digital Interface	Equipment connecting to 64Kbit per s Services - DI006
<input checked="" type="checkbox"/>	DI007	Digital Interface	Digital Interface	Equipment connecting to X.21 Services - DI007

Figure 55: CITC Technical Specifications

Operating Frequency and Transmitted Power

The **Operating Frequency and Transmitted Power** section enables you to enter the device technical information, such as operating frequencies range (from and to) and maximum transmit power for each range.

Operating Frequency & Transmitted Power

[New](#)

From	To	Frequency Unit	Max Output Power	Max Output Power Unit	Connection Pattern	Update	Delete
NO DATA FOUND							

[Previous](#) [Next](#)

Figure 56: Operating Frequency and Transmitted Power section

To add operating frequency and maximum transmitted power

1. In the Operating Frequency and Transmitted Power table, click [New](#). The New Frequency window opens.

New Frequency ✕

From *

To *

Frequency Unit *

Max Output Power *

Max Output Power Unit *

Connection Pattern *

Figure 57: New Frequency window

- In the **New Frequency** window (previous figure), enter the operating frequency information as shown in the figure above, and then click **Save**.

Operating Frequency & Transmitted Power

From	To	Frequency Unit	Max Output Power	Max Output Power Unit	Connection Pattern	Update	Delete
23	125	MHz	2000	dBm	Tx	↻	✕

Figure 58: New frequency information

NOTES

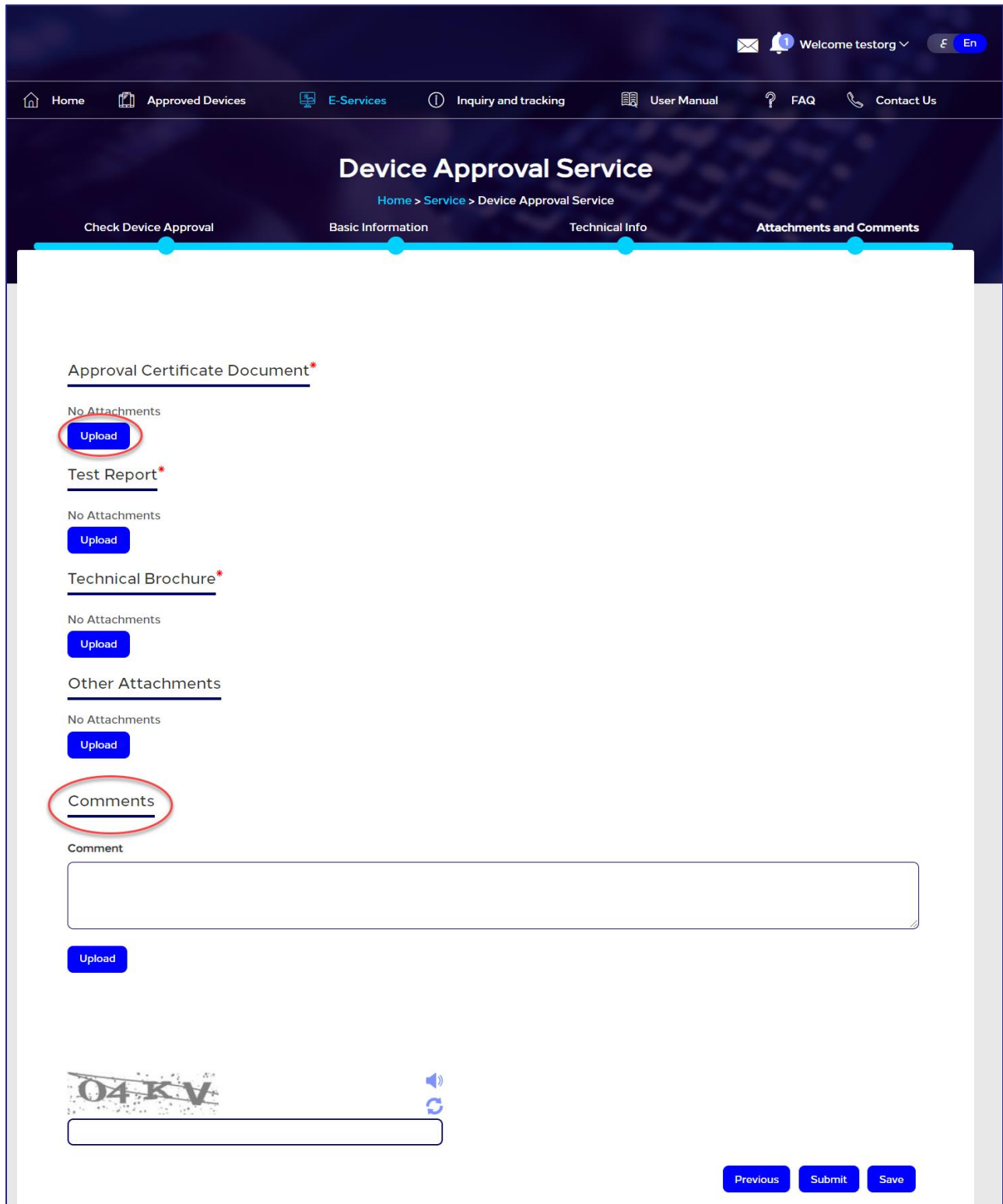
- You can modify operating frequency information by clicking next to the frequency you want to modify (previous figure).
- You can delete operating frequency information by clicking next to the frequency you want to delete (previous figure).

Attachments and Comments

Through “**Attachments and Comments**” section, you can upload the following documents:

- Approval Certificate Document
- Test Report
- Technical Brochure
- General Attachment

Moreover, you can add any number of comments concerning the device you want to approve.



The screenshot shows the 'Device Approval Service' interface. At the top, there is a navigation bar with links for Home, Approved Devices, E-Services, Inquiry and tracking, User Manual, FAQ, and Contact Us. Below this is a breadcrumb trail: Home > Service > Device Approval Service. The main content area is titled 'Device Approval Service' and has four tabs: Check Device Approval, Basic Information, Technical Info, and Attachments and Comments. The 'Attachments and Comments' tab is active. Under this tab, there are four sections for uploading documents: 'Approval Certificate Document*', 'Test Report*', 'Technical Brochure*', and 'Other Attachments'. Each section has a 'No Attachments' status and an 'Upload' button. The 'Comments' section is also circled in red and contains a text input field and an 'Upload' button. At the bottom of the page, there are three buttons: 'Previous', 'Submit', and 'Save'.

Figure 59: Attachments window

To upload a file and leave a comment

1. In the **Attachments and Comments** section, click **Upload** under each of the required documents, **Attachments** window opens.

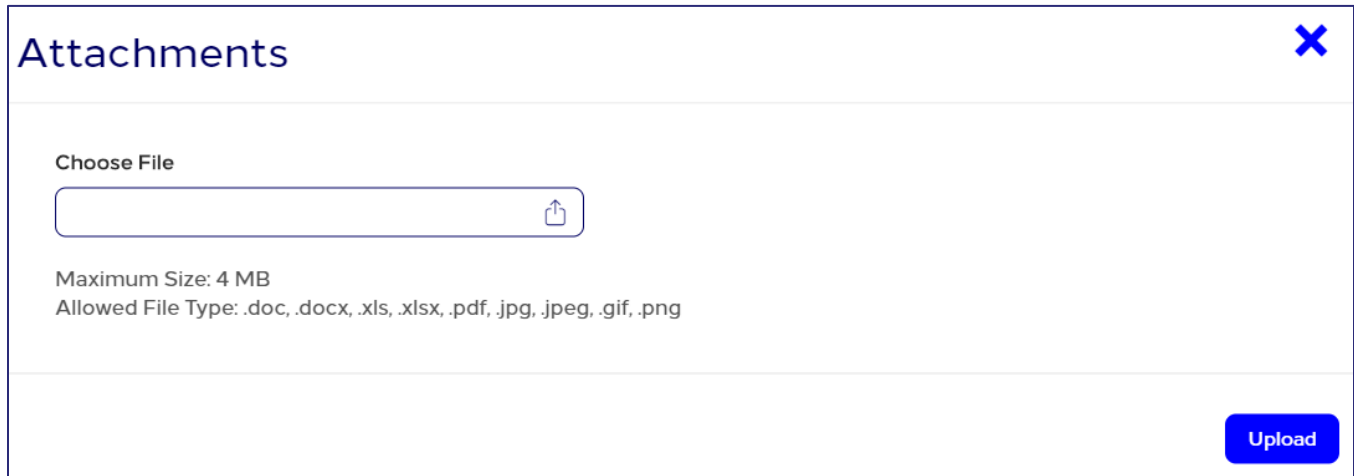


Figure 60: Attachments window

2. In the **Attachments** window (previous figure), enter the information of the file you want to upload as shown in the figure above, then click **Upload**.

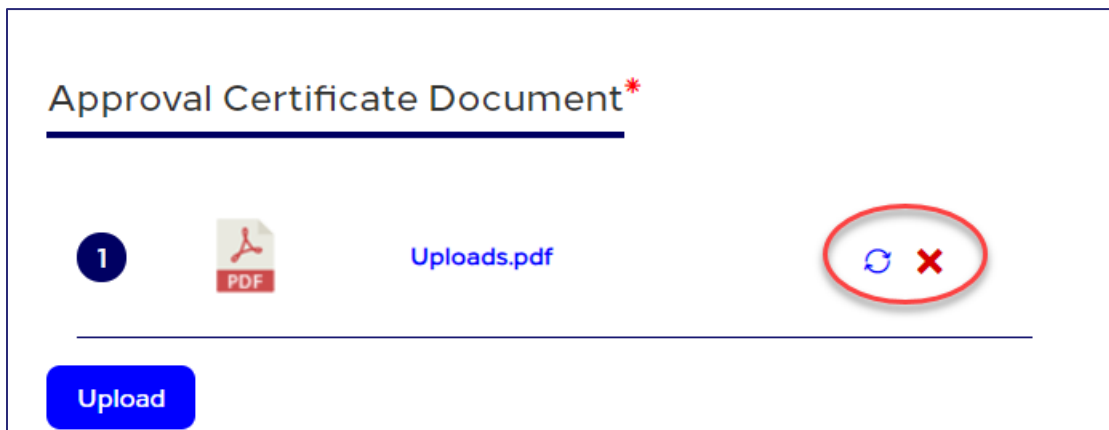




Figure 61: Information of the file added

NOTES

- You can modify uploaded file information by clicking  next to the file you want to modify (previous figure).

- You can delete the uploaded file by clicking  next to the file you want to delete (previous figure).

3. Under **Comments**, leave your comment regarding the request you are submitting.

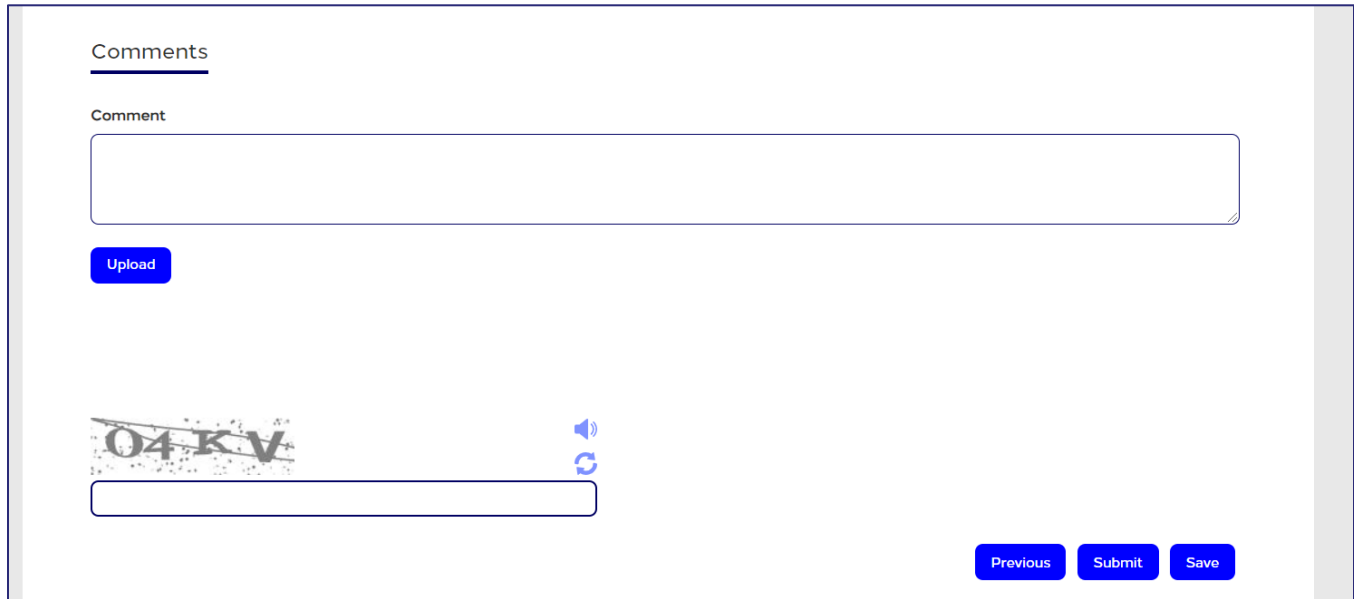


Figure 62: Previous Comments section

After entering all the required information for approving a new device, you can do any of the following:

- Click **Save** to save the device information you entered without submitting a device approval request.
- Click **Previous** to return to the previous page.
- Click **Submit** to submit the request. A message appears to confirm that the request is submitted successfully and display the request number submitted.

IMPORTANT

- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, or ask for modifications.
- If the officials ask you to modify your request information, the request link is sent to you as a pending task so you can apply the necessary

modifications. For more information about navigating to pending tasks, refer to the Requests Query section.

- If your request is accepted and the device is approved, you can print a device conformity certificate. For more information about submitting a conformity certificate print request, refer to the Submitting an Approval Certificate Request section. A CITC official can also print the conformity certificate on your behalf and send you a notification by email to receive the certificate from CITC.
- If your request is accepted and the device is approved, and then a CITC official change or modify the device technical specifications, you receive an email message asking you submit another approval request based on the modified specifications.
- If a request is closed for any reason by CITC competent officials reviewing your submitted request, you receive an email message to inform you that the request is closed. The request and all its information are also saved in your closed requests section. For more information about navigating to closed requests, refer to the Requests Query section.

Submitting an Approval Certificate Request

Individuals or organizations registered on the licensing and approval system for communications and information technology equipment can request to receive an approval certificate for any of the CITC approved devices.

To submit an approval certificate print request

1. In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **E-Services**.

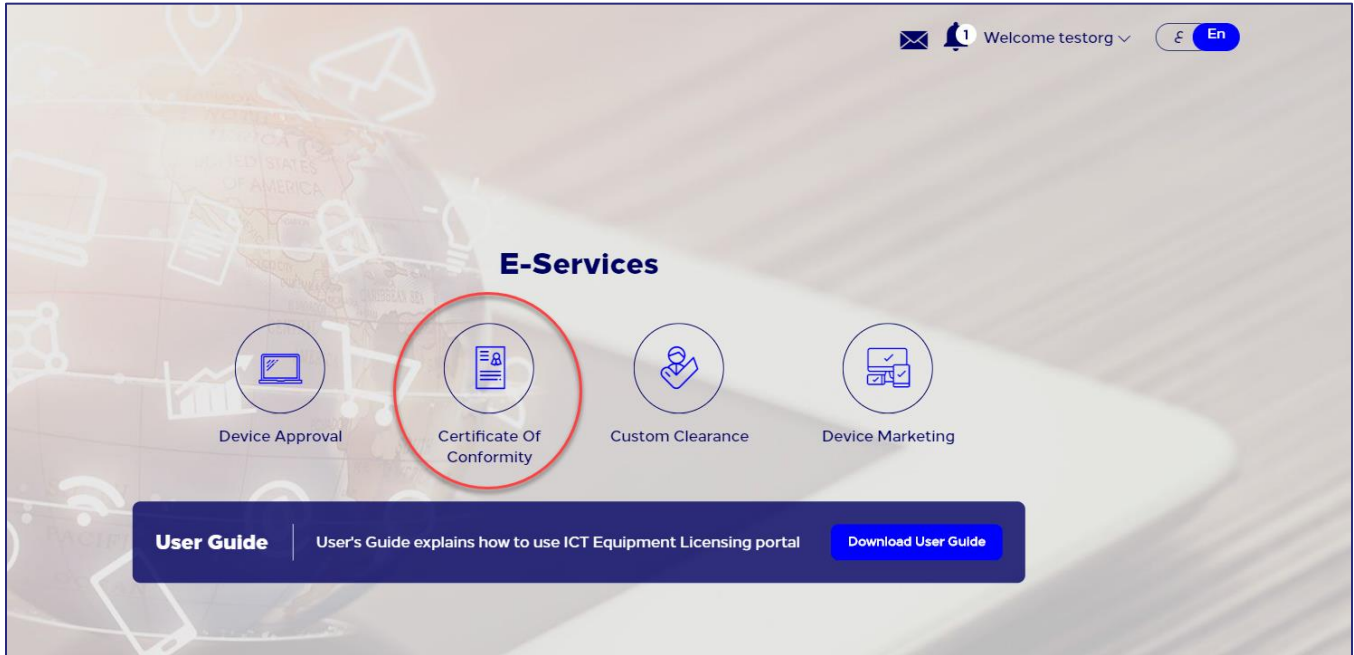


Figure 63: E-Services page

2. In the **E-Services** page (previous figure), click **Certificate of Conformity**.

Certificate Conformity Submit

[Home](#) > [Service](#) > Certificate Conformity Submit


Product Model in English*	Manufacturer English Name*	
<input type="text" value="Bm.1"/>	<input type="text"/>	
Manufacturer*		
<input type="text" value="Other"/>		
		
<input type="text"/>		
<input type="button" value="Reset"/>	<input type="button" value="Back"/>	<input type="button" value="Submit"/>

Figure 64: Certificate Conformity Submit page

3. In the **Certificate Conformity Submit** page, in the **Product Model** text box, enter the name of the device for which you want to print a conformity certificate.
4. In the **Manufacturer** dropdown menu, select the company producing the device.
5. Click **Submit**. The **Device** page opens.

IMPORTANT

- If you submit information for a device that is not registered on the system, the request is closed and a message appears to inform you that the device does not exist, and that you should submit a device approval request using the Device Approval service.
- If you submit information for a device that is already rejected by CITC, the request is closed and a message appears to inform you that the device is already rejected and display the reasons of rejection.

The **Device** page displays information of the device for which a conformity certificate print request is submitted through the following sections:

- Basic Information
- Technical Information
- Operating Frequency and Transmitting Power

Basic Information

The **Basic Information** section displays the following information:

- Device status, whether approved or rejected by CITC, the date of approval/rejection, approval conditions or rejection reasons, etc.
- Detailed information about device model and producing company

Device Details

[Home](#) > [Device](#) > Device Details

Basic Information

Device Status

Approved

Industrial Model

Bm.1

Manufacturer

CHRISTIE DIGITAL SYSTEMS CANADA INC.

English Device Commercial Name

Projector

Arabic Device Commercial Name

Projector

English Device Description

Projector

Arabic Device Description

Projector

Customs Tariff Code

852872100000

External Antenna Gain

0

Figure 65: Basic Information section

Technical Information

The **Technical Information** section displays the following information:

- CITC technical specifications matching the device technical specifications
- Device type, as in its main attribute such as analog or digital
- Customs port number associated with the device
- Brief description for the device and how it works
- Operating frequencies the device use, the maximum transmit power on each frequency, and the device antenna gain

Technical Information

CITC Technical Specifications

Number	Type	Category	Technical Specification
RI055	Radio Interface	SRD	Radio Frequency Identification (RFID) Equipment - RI055

Figure 66: Technical Information section

Operating Frequency and Transmitting Power

The section displays the details of device's operating frequency and transmitting power [If Any].

Operating Frequency & Transmitted Power

From	To	Frequency Unit	Max Output Power	Max Output Power Unit	Connection Pattern
13.56	13.56	MHz	-13	dB μ A/m	Tx/Rx

Additional Requirement

Additional Requirement

[Back](#) [Print](#)

Figure 67: Operating Frequency and Transmitting Power

After reviewing device information for which you want to submit a conformity certificate print request, click **print**. A window appears to display the certificate outline, from which you can export the certificate information to various formats and print it in the appropriate format.



هيئة الاتصالات وتقنية المعلومات
Communications & Information
Technology Commission

شهادة مطابقة
Conformity Certificate

Certificate No: 2020-16 رقم الشهادة :

Applicant Information		معلومات مقدم الطلب
Applicant:	english name	اسم الجهة :
Certificate Details		بيانات الشهادة
Issue Date:	12/10/2020	1442/02/25 تاريخ الاصدار :
Validity Period:	12/10/2022	1444/03/16 تاريخ الانتهاء :
Device Details		بيانات الجهاز
Product Name:	Projector	اسم المنتج :
Product Model:	Bm.1	موديل المنتج :
Manufacturer:	CHRISTIE DIGITAL SYSTEMS CANADA INC.	المصنع :
Additional Details		معلومات اضافية
Operating Frequency :	13.56 MHz.-13 dBμA/m	الترددات المستخدمة : وطاقة الخرج القصوى المسموحة
Maximum Output Power allowed (EIRP) :		
Device comply with CITC technical Specification No.:	RI055	الجهاز مطابق لمواصفات الهيئة رقم :
Additional Requirement		متطلبات اضافية



او عن طريق مسح
الرمز التالي :

يمكن التحقق من صحة وصلاحيه هذه الشهادة من
خلال زيارة الرابط اثناء في الموقع الإلكتروني لهيئة
الاتصالات وتقنية المعلومات

<http://ers.citc.gov.sa>



اعتماد الشهادة

بناءً على نظام الاتصالات الصادر بالمرسوم الملكي ذي الرقم (12/م) والتاريخ 1422/03/12 هـ ولانحته التنفيذية، وبموجب تنظيم هيئة الاتصالات وتقنية المعلومات بقرار مجلس الوزراء رقم (74) والتاريخ 1422/03/05 هـ فقد أصدرت الهيئة هذه الوثيقة بخصوص مطابقة الجهاز المشار إليه أعلاه. علماً بأن هذه الوثيقة لا تعتبر موافقة على فسخ الأجهزة المشار إليها أعلاه أو الترخيص باستخدامها، بل هي شهادة مطابقة للمواصفات الفنية المعمول بها بالهيئة. كما أن هذه الشهادة قد صدرت عن الهيئة بناءً على المعلومات المتاحة لها والتي وفرتها الجهة المستوردة أو المصنعة وقت صدور هذه الشهادة، ولا يجوز استخدام أو حيازة الأجهزة أو المتاجرة بها بصورة تخالف أحكام وأنظمة هيئة الاتصالات وتقنية المعلومات والأنظمة الأخرى ذات العلاقة المعمول بها في المملكة، وتتحمل الجهة المستوردة أو المصنعة وحدها المسؤولية عن أية أضرار أو خسائر أو إصابات قد تنشأ عن حيازة أو استخدام هذه الأجهزة أو المتاجرة بها. وفي حال كون الأجهزة مصنعة خارج المملكة فإنه يجب التقدم إلى الهيئة من قبل المستورد بطلب لفسح الأجهزة قبل وقت وصولها إلى أحد المنافذ الجمركية.

Figure 68: Print Ready Conformity Certificate

IMPORTANT

- If the approval status of a device registered on the system changes from approved to rejected, the system users who requested a conformity certificate for the device are notified by email to inform them that the device is now rejected by CITC and that the device conformity certificate is now invalid.
- If a CITC official changes or modifies device technical specifications registered on the system, the system users who requested a conformity certificate for the modified device are notified by email so that they submit another conformity certificate request.

Submitting a Customs Clearance Request

Individuals or organizations registered on the system can submit a custom clearance request for one or more devices. Please note that when you submit a custom releasing request, the request will have multiple Childs requests, and this depends on the user privilege and device privilege. The child requests will be treated as a normal request and you should open it from track requests.

To submit a customs clearance request

1. In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **E-Services**.

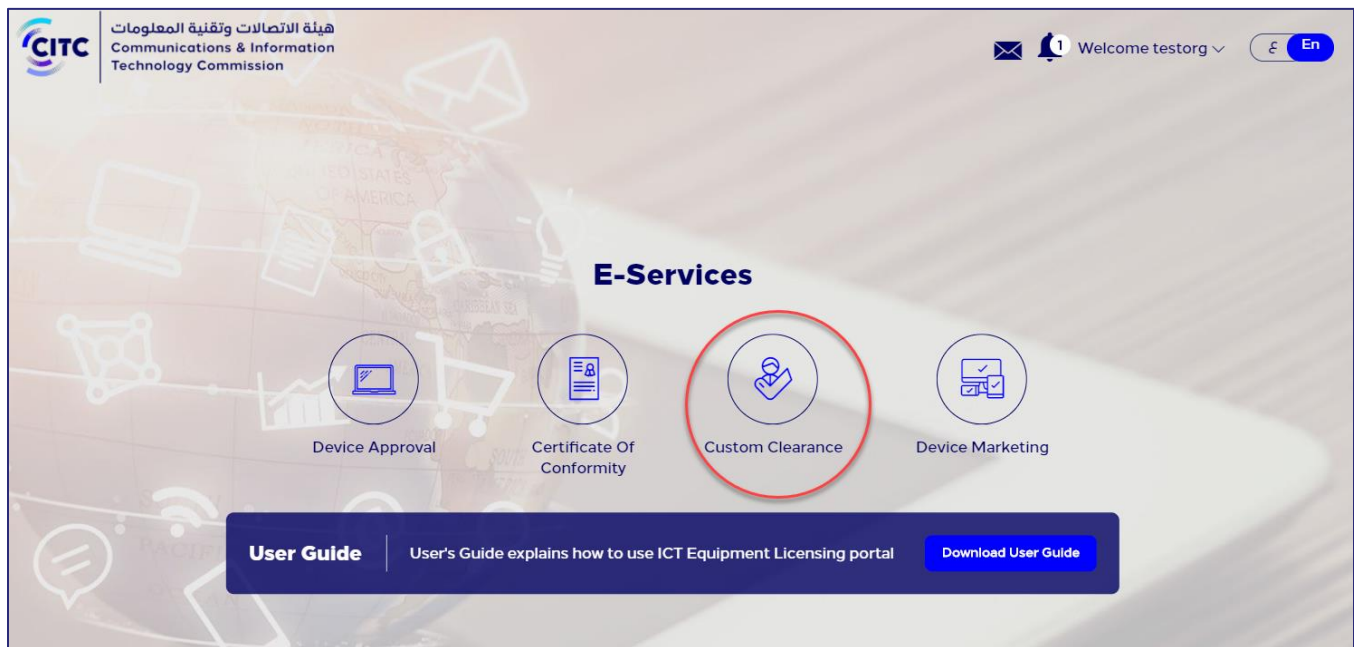


Figure 69: E-Services page

2. In the **E-Services** page, click **Custom Clearance**.

Custom Clearance

Home > Service > Custom Clearance

Basic Information Request Information Shipment Items Attachments and Comments

Basic Information

Request Type*
Advanced Releasing

Customs Port*
All Customs

Advanced Releasing Duration*
1
Month

Importer Information

Beneficiary Type*
Companies

Importer Name*
Test Org Company Name

Importer Inferential Number Type Code*
Commercial registration number

Importer type Code*
Company / Institution / Saudi factory

Importer Commercial Registry No
1131007879

Importer Commercial Registry sub No
1132008658

Customs to be used in*
All Customs

Importer is the same as imported for

Next

Figure 70: Custom Clearance page

In the **Custom Clearance** page, you can enter the detailed information of the shipment you want to submit a custom clearance for through the following sections:

- Basic Information
- Request Information
- Shipment Items
- Attachments and Comments

3. Click the name of each of the previous sections to display the fields it contains, then enter the detailed information required.

NOTE

In the following sections, you must enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the registration request cannot be submitted without this information.

Basic Information

The **Basic Information** section enables you to enter the following information:

- The type of clearance you are applying for, such as Advanced Releasing or Temporary Releasing
- The customs port where you want to receive the shipment

The screenshot shows the 'Basic Information' section of the Custom Clearance page. It features two dropdown menus. The first is labeled 'Request Type*' and has 'Normal Releasing' selected. The second is labeled 'Customs Port*' and has 'جمرك البطحاء' selected. Both fields have a downward arrow and an information icon (i) to their right.

Figure 71: Custom Clearance page – Basic Information section

If you select Temporary Releasing, additional fields appear such as from date and to date of the temporary release.

The screenshot shows the 'Basic Information' section of the Custom Clearance page with 'Advanced Releasing' selected. In addition to the 'Request Type*' and 'Customs Port*' dropdowns, there is a third dropdown labeled 'Advanced Releasing Duration*' with '1' selected. Below this dropdown, the word 'Month' is displayed. All dropdowns have a downward arrow and an information icon (i) to their right.

Figure 72: Custom Clearance page – Basic Information section – Temporary Releasing

IMPORTANT

- If the clearance request is not closed before the temporary releasing expiry date, you receive a message on your email to remind you of the temporary releasing expiry date and that it is necessary to submit clearance evidence to close the request. For more information about submitting clearance evidence, refer to the Following up Task to Provide Clearance Evidence section.
- If the temporary releasing date expires without providing clearance evidence, a notification is sent to your email to update temporary releasing request information within a specific period. Otherwise, a CITC competent official will deactivate your system account.

Through **Basic Information** section, you also provide beneficiary entity information.

Importer Information

The system automatically displays information of the importing individual/entity such as:

- Importing entity type, whether individuals or companies
- Name of the individual/company importing the shipment
- The commercial registration number the user entered when he created his CITC website account
- Importer type code, i.e. the type of company importing the shipment (for example Saudi company, foreign company, government entity, etc.)
- Inferential number type code

Importer Information

Beneficiary Type * Companies v ⓘ	Importer Name * Test Org Company Name ⓘ
Importer Inferential Number Type Code * Commercial registration number v	Importer type Code * Company / Institution / Saudi factory v
Importer Commercial Registry No 1131007879	Importer Commercial Registry sub No 1132008658
Customs to be used in * All Customs v	
<input checked="" type="checkbox"/> Importer is the same as imported for	

Next

Figure 73: Custom Clearance page – Beneficiary Entity Information section

If importing entity is different than the beneficiary entity, the user clears the check box next to Importer is the same imported for then enter required information such as:

- The company type for which the user is importing the shipment (such as government entity, foreign company, Saudi company, etc.)
- The inferential number type code of this entity (such as the commercial registration number)

Importer is the same as imported for

Entity Imported for type Code*

Company / Institution / Saudi factory | v

Inferential Number Type Code For Imported For Entity*

Commercial registration number | v

Country*

SAUDI ARABIA | v

City*

Abo Arish | v

Address*

zagazig

Email Address

ehab.george@linkdev.com

Mobile No*

Commercial Registry No. Imported To/ID No.* ⓘ

P.O Box

111111111

Zip Code

2222222222

Wasel Number

2222222222

Fax No.

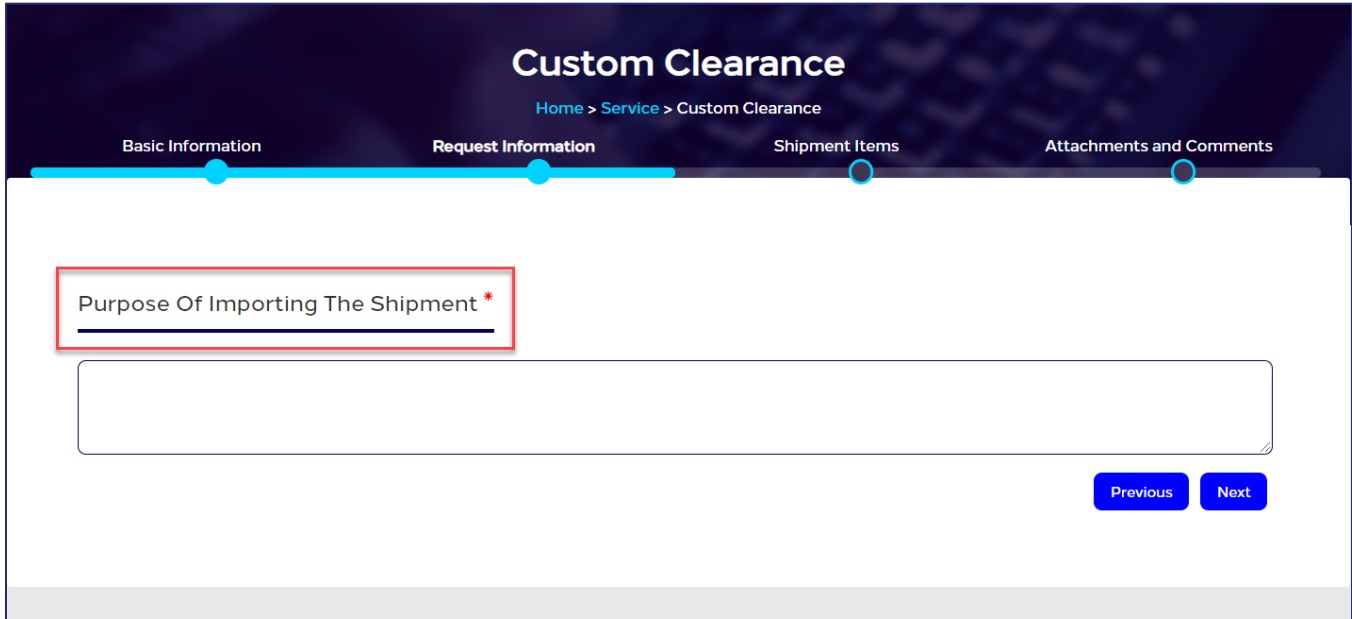
+966539200034

Next

Figure 74: Beneficiary Entity Information section – Importer is different from imported for

Request Information

Through this section, you will be asked to provide the purpose of importing the shipment.



Custom Clearance
Home > Service > Custom Clearance

Basic Information Request Information Shipment Items Attachments and Comments

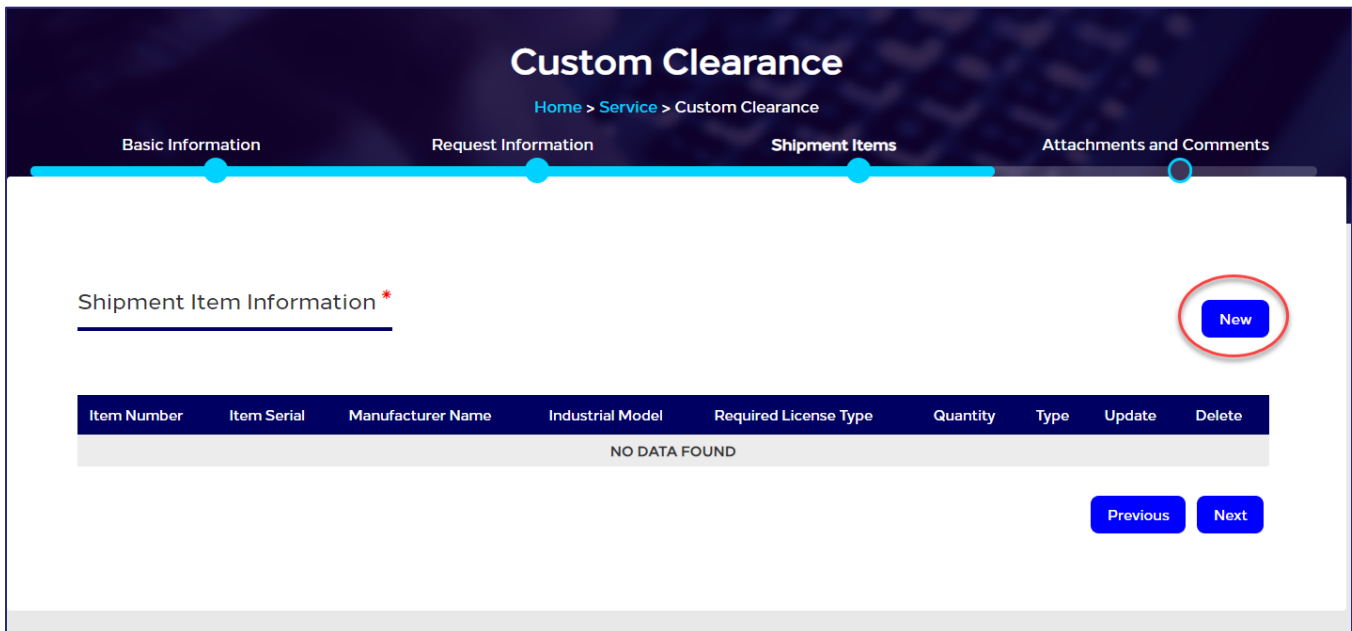
Purpose Of Importing The Shipment *

Previous Next

Figure 75: Custom Clearance/ Request Information Section

Shipment Item Information

The **Shipment Items Information** section enables you to enter detailed information about the items of the imported shipment, such as the type and quantity of the shipment, the imported device model, and the producing company.



Custom Clearance
Home > Service > Custom Clearance

Basic Information Request Information Shipment Items Attachments and Comments

Shipment Item Information * New

Item Number	Item Serial	Manufacturer Name	Industrial Model	Required License Type	Quantity	Type	Update	Delete
NO DATA FOUND								

Previous Next

Figure 76: Custom Clearance page – Shipment Item Information section

To add shipment items information

1. In the Shipment Items Information table, click **New**. A new page opens so you can enter detailed information about shipment items.

Shipment Item Information

Shipment Items Information

Custom Tariff Code *
852872100000 - الدخول إلى الانترنت, لها وظيفة تبادل المعلومات

Unit Type
Unit

Type *
Please Select

Amount per single unit / SR *

Item Description *

Quantity *

Figure 77: Adding shipment items detailed information

2. Enter the following shipment items detailed information:
 - Item serial
 - Item description
 - Imported shipment quantity
 - Unit type
 - Type; i.e. the imported shipment type (**Spare Part** or **Device**)

Device	Spare Part
<p>The section Device Main Info appears to help the user enter device information, as shown in the Device Main Info section.</p>	<p>The sections Spare Parts and Attachments appear to help the user enter detailed information about the spare parts imported and attach their associated documents, as shown in the sections Spare Parts and Attachments consecutively.</p>

Device Main Info

Device Main Info.

Device Industrial Model in English *

Manufacturer *

Please Select | v

[Validate Device Existence](#)

Figure 78: Custom Clearance page – Device Main Info section

To display device information

- In the **Device Main Info** section, enter the following detailed information:
 - The device model
 - The company producing the device

NOTES

- If you enter information for a device that cannot be cleared by customs or that does not fall under CITC jurisdiction, a message appears to clarify the device status and ask the request submitter to modify request information.

- If you choose Advanced Releasing and enter information for a CITC approved device, but require special device specifications certificates or require examination by CITC, a message appears to clarify that Advanced Releasing is not available for this device and ask you to provide an ordinary clearance request.

2. Click Validate Device Existence. The following sections appear:

- Devices
- CITIC Technical Specifications
- Operating Frequency & Transmitted Power
- Attachments

Devices

Arabic Device Commercial Name *

English Device Commercial Name *

Arabic Device Description *

English Device Description *

External Antenna Gain dBi , dB

ILAC Lab and Institute

CITC Technical Specifications

Number	Type	Category	Technical Specification
RI103	Radio Interface	SRD	Bluetooth Equipment - RI103

Operating Frequency & Transmitted Power

From	To	Frequency Unit	Max Output Power	Max Output Power Unit	Connection Pattern
2402	2480	MHz	0.63	dBm	Tx/Rx

Attachments

No Attachments

[Upload](#)



[Save](#)

Figure 79: Device Main Info section

3. Click each of the sections in the above figure to display the fields it contains.
 - If the device you want to import exists in the list of devices approved and registered on the system, the device detailed information is displayed automatically.
 - If the device you want to import does not exist in the list of devices approved and registered on the system, the user should enter the device detailed information.
4. After entering the required information, click **Save**. The information you entered will be added to the table Shipment Items Information.

Shipment Item Information *



New

Item Number	Item Serial	Manufacturer Name	Industrial Model	Required License Type	Quantity	Type	Update	Delete
1	710066	Primax Electronics Ltd.	MOBTJNL		5000	Device		

Previous Next

Figure 80: Shipment Items Information section – added shipment device information

NOTES

- You can modify the device information you entered by clicking  next to the device information you want to modify (previous figure).
- You can delete device information you entered by clicking  next to the device information you want to delete (previous figure).

Spare Parts

Spare Parts

Spare Parts Name *

Spare Parts Model *

Device Industrial Model in English *

Manufacturer Name *

Spare Part Description *

Attachments

No Attachments

Figure 81: Custom Clearance page – Spare Parts section

To add spare parts details

- In the **Spare Parts** section, enter the detailed information of the spare parts you want to import such as:
 - Spare part name
 - Spare part model and manufacturer
 - Spare part description

Attachments [Spare Parts]

The **Attachments** section enables you to upload files related to the spare part.



Attachments

No Attachments

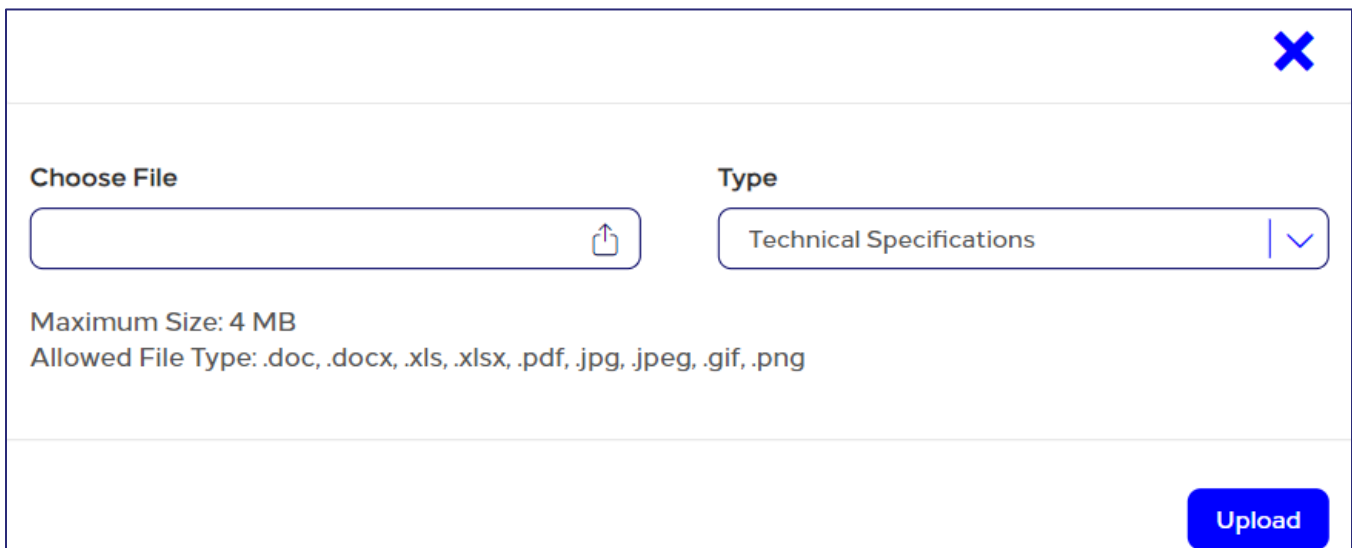
Upload

Save

Figure 82: Custom Clearance page – Attachments section

To upload a file

1. In the **Attachments** section, click **Upload**. A new window appears to enter the details of the file you want to upload.



Choose File

Type

Technical Specifications

Maximum Size: 4 MB

Allowed File Type: .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png

Upload

Figure 83: Attachments section – Uploading a file

2. In the **Attachments** window (previous figure), enter the information of the file you want to upload as shown in the figure above, then click **Upload**.

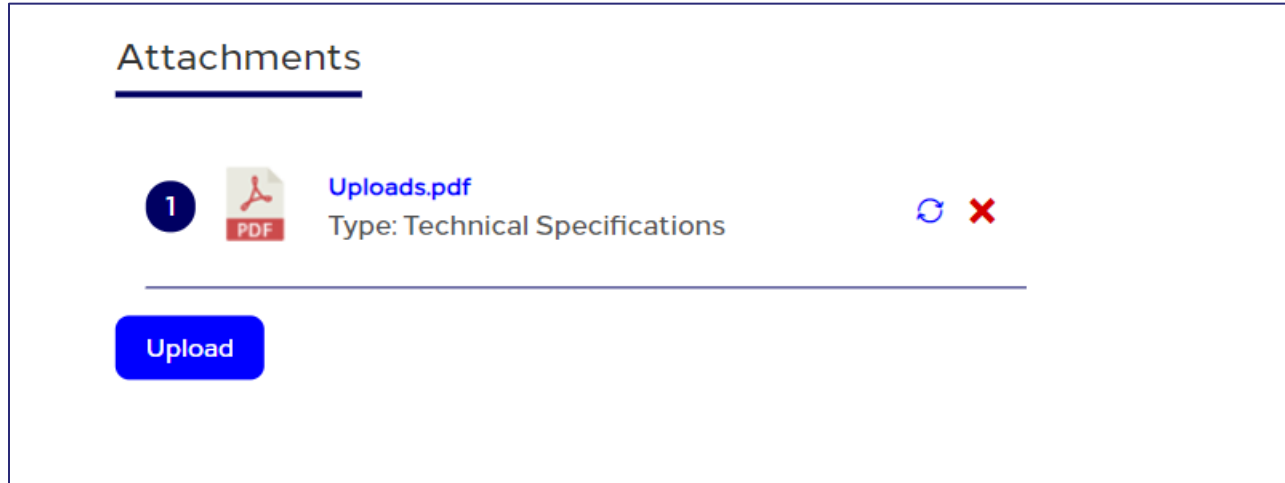


Figure 84: Attachments section – attached file details

NOTES

- You can modify uploaded file information by clicking next to the file you want to modify (previous figure).
- You can delete the uploaded file by clicking next to the file you want to delete (previous figure).

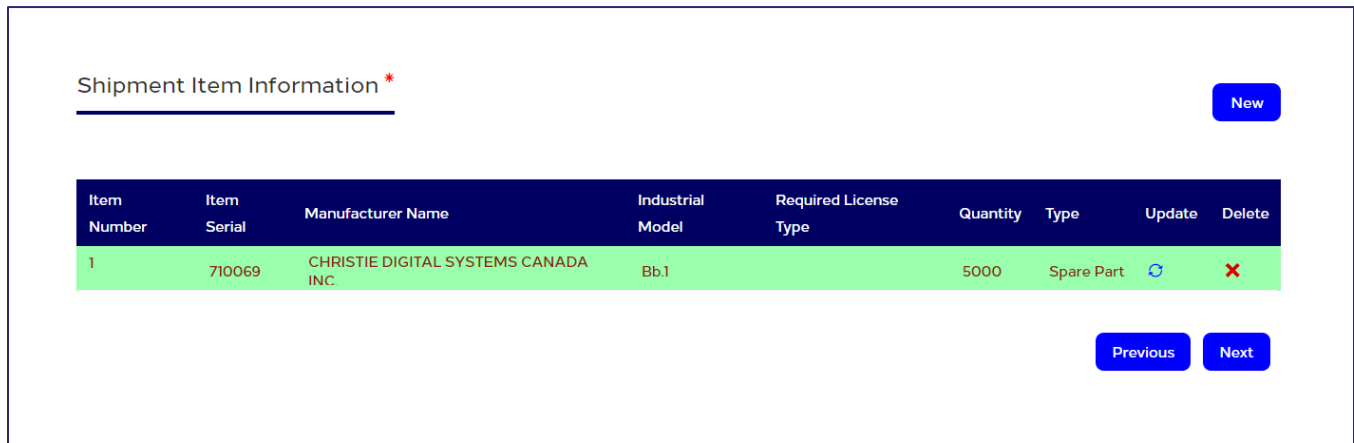



Figure 85: Shipment Item Information section - added spare part shipment items information

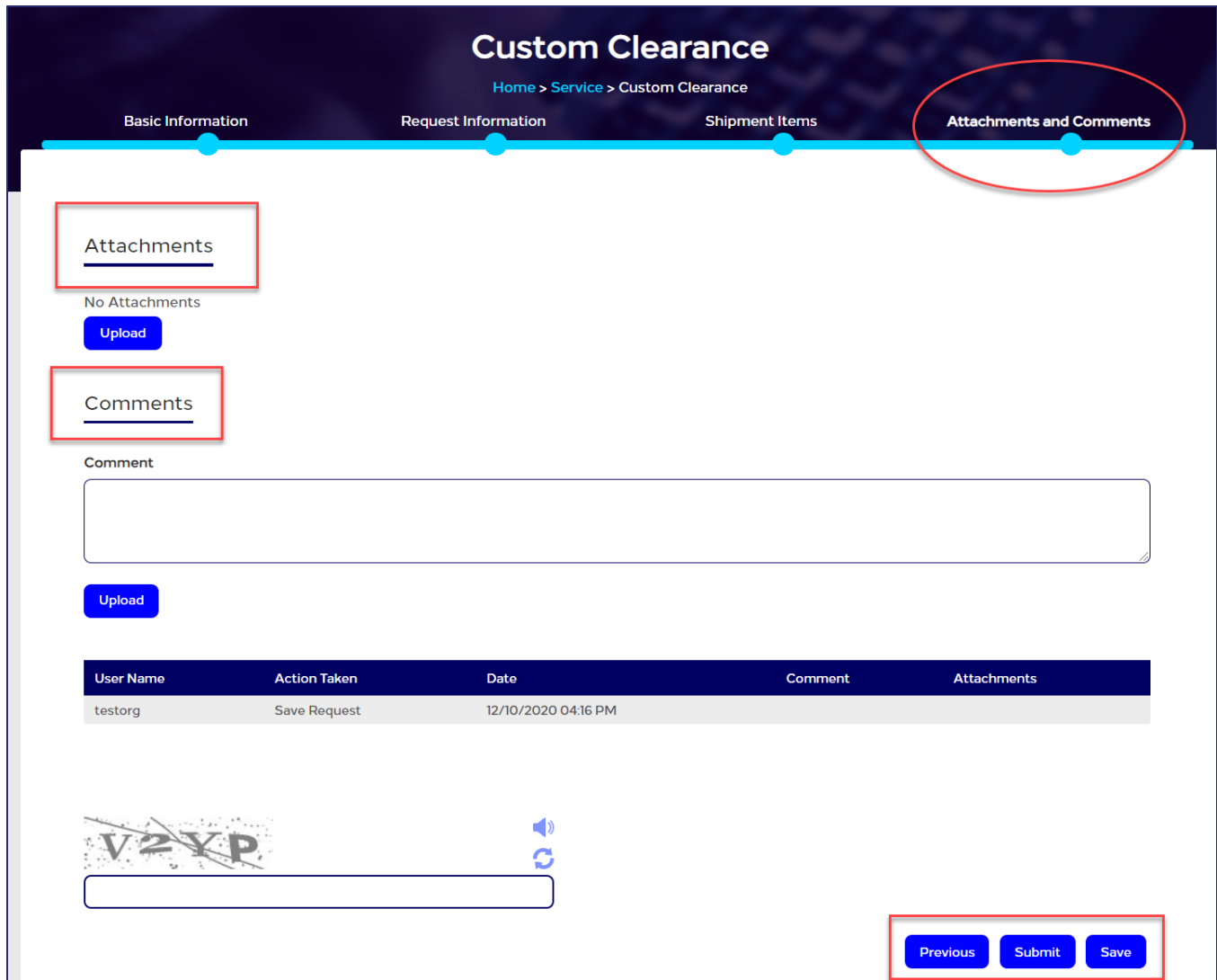
NOTES

- You can modify shipment items information by clicking next to the shipment item you want to modify (previous figure).

- You can delete shipment items information by clicking  next to the shipment item you want to delete (previous figure).

Attachments and Comments

The **Attachments** section enables you to upload files related to the shipment. Also, you can display the previous comments system administrators left on this shipment.



Custom Clearance
Home > Service > Custom Clearance

Basic Information Request Information Shipment Items **Attachments and Comments**

Attachments
No Attachments
[Upload](#)

Comments
Comment

[Upload](#)

User Name	Action Taken	Date	Comment	Attachments
testorg	Save Request	12/10/2020 04:16 PM		

Previous Submit Save

Figure 86: Custom Clearance page – Attachments section

To upload a file

1. In the **Attachments** section, click **Upload**. A window appears to add a new attachment.

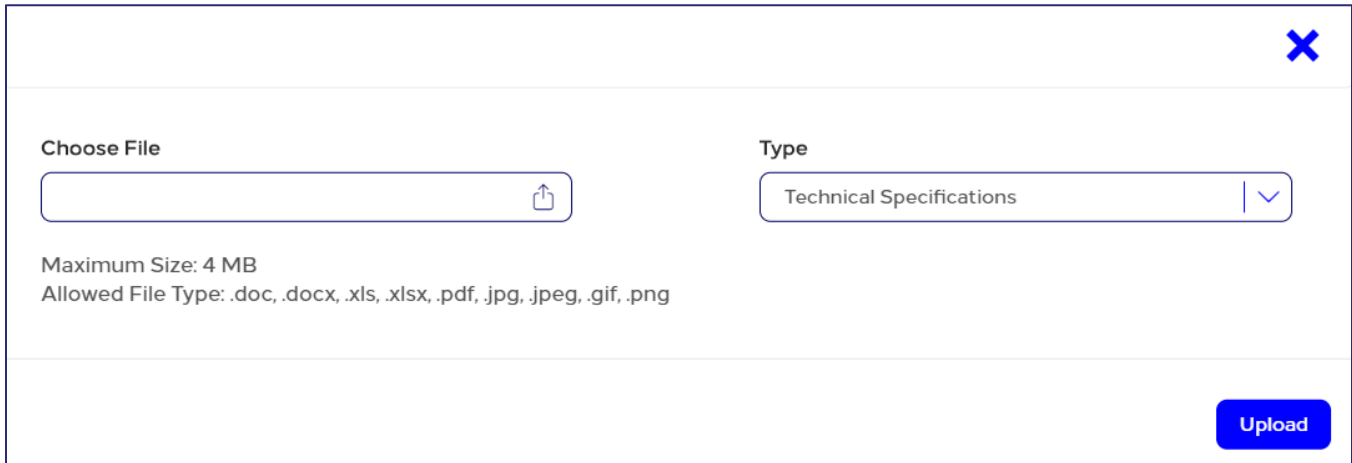


Figure 87: Attachments section – Adding a file

2. In the **Attachments** window (previous figure), enter the information of the file you want to upload as shown in the figure above, then click **Upload**.

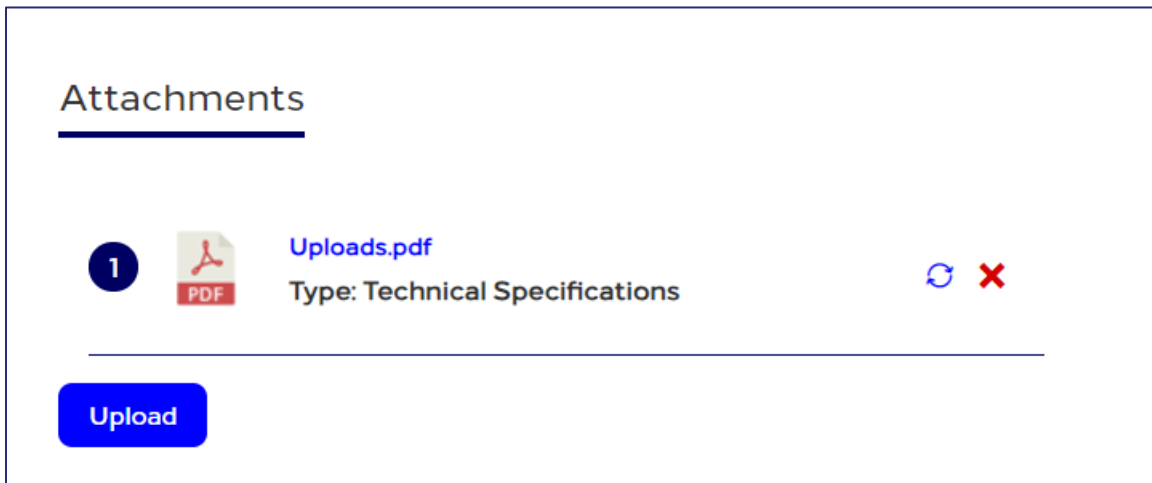




Figure 88: Attachments section – attached file details

NOTES

- You can modify uploaded file information by clicking  next to the file you want to modify (previous figure).
- You can delete the uploaded file by clicking  next to the file you want to delete (previous figure).

3. Under **Previous Comments**, leave your comment regarding the request you are submitting.

After entering all the required information for submitting a customs clearance request, you can do any of the following:

- Click **Save** to save the shipment information you entered without submitting a customs clearance request.
- Click **Back** to return to the previous page.
- Click **Submit** to submit the request. A confirmation message appears to inform you that the request is submitted successfully and display the submitted request number.

IMPORTANT

- You have a self-clearance privilege for devices you submitted a customs clearance request for, request is sent to you as a pending task so you can approve the customs clearance request yourself. For more information about navigating to pending tasks, refer to the Requests Query section.
- When the concerned officials at CITC consider your submitted request, you receive a message on the email registered on the system to notify you of the officials' decision to accept your request, deny it, ask for modifications, etc.
- If the officials ask you to modify your request information, the request link is sent to you as a pending task so you can apply the necessary modifications. For more information about navigating to pending tasks, refer to the Requests Query section.
- If CITC competent officials decide to reject your customs clearance request for a device and ask you to submit a device approval request, the rejection decision is sent to your email with a link for a device approval request that you can submit.
- If a request is closed for any reason by CITC competent officials reviewing your submitted request, you receive an email message to inform you that the request is closed. The request and all its information is also saved in your closed requests section. For more information about navigating to closed requests, refer to the Requests Query section.

Following up Task to Confirm an Examination Appointment

There are 3 types of examination as following:-

1. Examination Inside port
2. Sample Examination
3. Examination outside port

In case the engineering employees in CITC organization decide the examination type to be inside or outside custom port, you should confirm the examination time and place to continue your request. Once you confirm the examination place and time, you should attend to the agreed place on time and deliver the sample to CITC organization to finish all the examination procedures for your device.

For the sample examination, you must deliver the sample to CITC premises physically to finish all the examination procedures for your device.

To finish the customs clearance request procedures, the submitter should confirm the appointment to examine a sample of the shipment they wish to clear as soon as he receives a Confirm Examination Appointment task notification. The user can modify or confirm the examination appointment.

To confirm the examination appointment

1. Open your requests query page as shown in the chapter Inquiry and tracking, title Requests Query.
2. Under the **Pending Tasks** tab, click the customs clearance request number associated with the task **Confirm Examination Appointment**. The request details page opens.
3. In the customs clearance request details page, in the **Examination Request** section, review the date appointed for the examination as shown in the figure below.

Source Company	
Bill Number	20112014
Invoice Number	20112014
Examination Type	Examination inside the port.
Examination Date	11/20/2014
Examination Persons	20112014
Remarks	20112014

Figure 89: Customs Clearance Information page – Examination Request page

4. In the Task Actions section, select one of the following actions as shown in the figure below:

- **Update**; to request rescheduling the examination appointment
- **Confirm**; to confirm the examination appointment



Figure 90: Customs Clearance Information page – Task Actions section

NOTE

When the examination appointment is confirmed with the CITC official assigned to examine the sample, the system sends a notification to the request submitter 12 hours before the appointment to remind them of the appointment.

Following up Task to Provide Clearance Evidence

To finish the temporary customs clearance request procedures, the submitter should provide the required evidence to make sure the shipment will be redeemed in the appointed date. Evidence includes clearance evidence number; i.e. the number of the invoice the submitter receives from customs upon redeeming the shipment, and the clearance evidence date; i.e. the date of receiving the invoice.

To provide clearance evidence

1. Open your requests query page as shown in the chapter Inquiry and tracking, title [Requests Query](#).
2. Under the **Pending Tasks** tab, click the customs clearance request number associated with the task **Provide Clearance Evidence**. The request details page opens.
3. In the customs clearance request details page, in the **Provide Evidence** section, provide the number and date of the clearance evidence as shown in the figure below.



Figure 91: Customs Clearance Information page – Provide Evidence page

4. In the **Task Actions** section, select the action **Submit** as shown in the figure below. The request is sent to the system administrators.

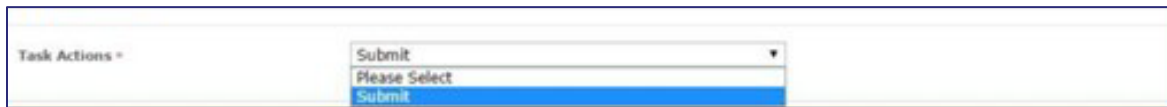


Figure 92: Customs Clearance Information page – Task Actions page

Submitting a Device Marketing Licensing Request

Individuals or organizations registered on the system who already submitted a customs clearance request for certain devices can submit a marketing request for a cleared device.

To submit a device marketing request

1. In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **E-Services**.

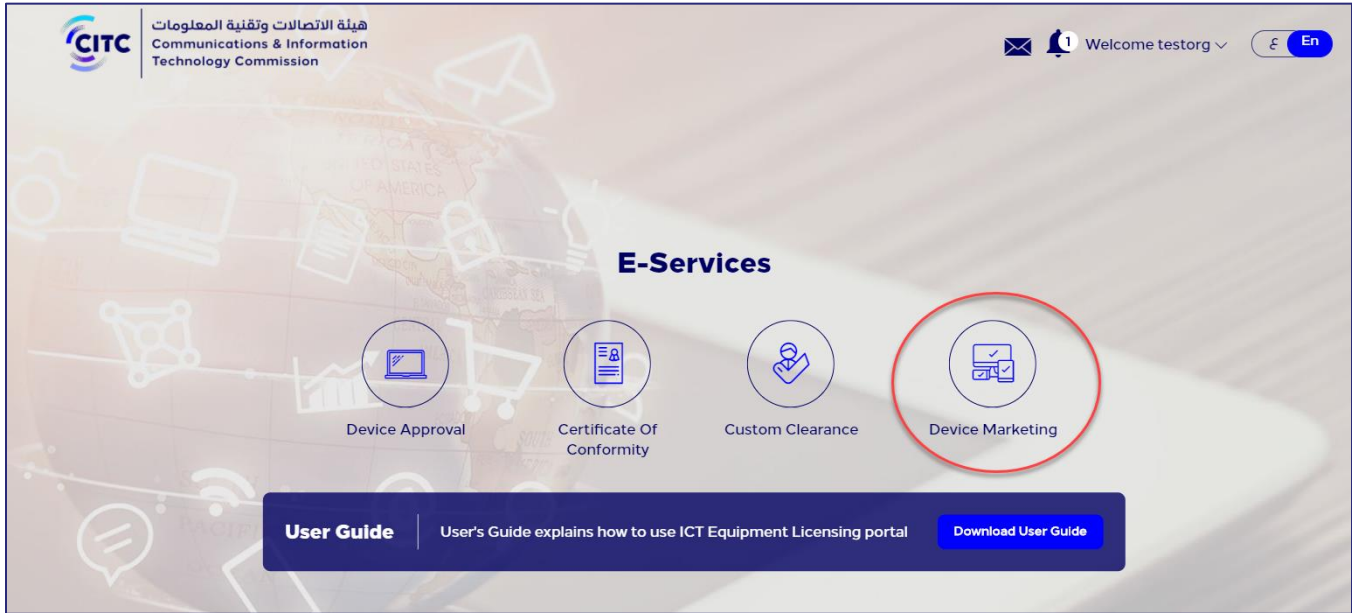


Figure 93: E-Services page

Device Marketing Items

[Home](#) > [Query](#) > Device Marketing Items

Show Entries: Search:

Custom Releasing Request Number	Device Marketing Request Number	Custom Releasing Request Date	Industrial Model	Serial Number of the Device	Request Status	Date of Receipt	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409879	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409880	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409881	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409882	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409883	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device #1	123409884	New	24/06/2019 04:06 PM	
10-24062019-2-00		16/05/2019 08:37 PM	LinkDev Device	123409885	New	24/06/2019	


Figure 94: Device Marketing Items

NOTE

The application form shows the next sections respectively:

- **Device Information:** where user can find an overview about the selected device

- **Customer Information:** User is requested to provide the information of the customer to whom the device marketing shall be directed
- **Attachments:** where user is free to upload any additional documents
- **Comments:** where user can leave any comment if needed.

2. At the rightmost of the table displaying devices list, click  .
3. Under **Customer Information** section, please specify the identification number and system shall accordingly display the relative required information matches your selection.

Device Marketing Edit

[Home](#) > [Service](#) > Device Marketing Edit

Device Information

Commercial Name LinkDev Device Commerical name Ar	English Device Industrial Model LinkDev Device #1
Manufacturer 3M Company	Serial Number 123409885

Device License Types
Approval Card for Desert Attendees Radio Equipment

Customer Information

Identification Type

National ID
 Iqama Number
 Commercial Registry Number
 Budget Code

National ID*

Birth Date

Name

Department*

Attachments


No Attachments

[Upload](#)

Comments

Comment

[Upload](#)



[Back](#) [Submit](#)

Figure 95: Customer Information

- Under **Attachments** section, click **Upload** and browse your PC to add any support documents.

5. Under **Comments** section, in **Comment** textbox, leave a comment if needed.
6. At the bottom of the application form, please choose any of the allowed actions:
 - **Submit**: the request is routed to concerned stakeholders for review and check
 - **Back**: system shall redirect you to E-service landing page without saving the provided information

APPROVED DEVICES

The licensing and approval system for communications and information technology equipment provides individuals and organizations, registered or unregistered on the system, with the ability to search for CITC approved devices.

CITC also provides registered users only the ability to display detailed information about the device searched, and a feature to print conformity certificate for the device if it exists in the list of system approved devices.

To open the approved devices page

- In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **Approved Devices**.

The screenshot shows the 'Approved Devices' page on the CITC website. The page has a dark blue header with the CITC logo and name in Arabic and English. The main content area is light blue and features a search form titled 'Search ICT Devices'. The form has three input fields: 'Commercial Name', 'Industrial Model', and 'Manufacturer'. There are 'Reset' and 'Search' buttons at the bottom right of the form. The background of the page is a light blue grid with various icons representing technology and communication.

Figure 96: Device page

Search ICT Devices

To search devices registered on the system

1. In the **Search ICT Devices** section, enter information in one or more search parameters available (such as **Commercial Name**, **Manufacturer**, **Industrial Model**, **CITIC Technical Specifications**, etc.) as shown in the figure below.

Device

[Home](#) > Device

Search ICT Devices

Commercial Name

Manufacturer

Industrial Model

CITIC Technical Specifications

Reset
Search

Industrial Model	Commercial Name	Manufacturer	View
ZXR10 6804 - Intelligent Integrated Multi-Services Router	Name - edited - backend edit	3M	Q
ZXR10 5250-52PM	ZXR10 5250-52PM Intelligent Switch	ZTE corporation	Q
ZXR10 5250-28PM	Intelligent Integrated Multi-Services Router	ZTE corporation	Q
ZXR10 2800-4	Intelligent Integrated Multi-Services Router ZXR10 2800-4	ZTE corporation	Q
ZXR10 1800-2S	ZXR10 intelligent multiservice router	ZTE corporation	Q

Figure 97: Search ICT Devices section

2. After entering device information, click Search. The search results appear according to the search parameters used in the table at the bottom on the page as shown in the figure above.

INQUIRY AND TRACKING

The licensing and approval system for communications and information technology equipment enables organizations, companies and individuals using it to perform the following:

- Track the status of requests submitted
- Inquire about due invoices
- Inquire about conformity certificates printed previously

To access the Inquiry and Tracking section

- In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click Inquiry and Tracking. The Query page opens.

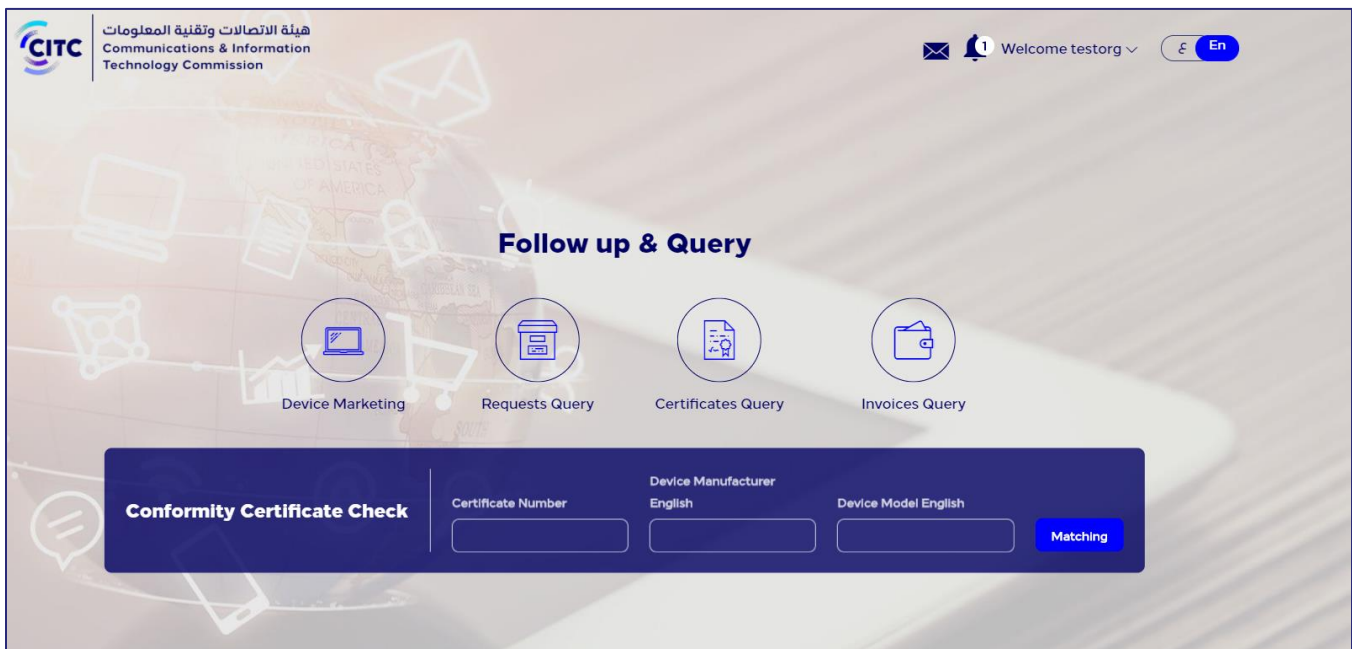


Figure 98: Query page

The **Query** page is divided into two sections:

- Follow-up Requests
- Conformity Certificate Check

Follow-up Requests

In the **Follow-up Requests** section, the user can inquire about:

- Invoices
- Certificates
- Requests

Invoices Query

When the user submits a request for an e-service available on the CITC system, the system issues an invoice that covers fees determined for providing the service. Through the Invoices Query feature, the user can:

- Display a list of invoices paid, and a list of invoices due
- Display invoice details such as invoice number, service name, request number, and amount due.

To query an invoice

1. In the **Query** page (previous figure), at the bottom on the **Follow-up Requests** section, click **Invoices Query**. The **List Invoices** page opens.

List Invoices

[Home](#) > [Query](#) > List Invoices

Filter

Request Number

Invoice Number

Invoice Serial

SADAD No.

Service Name

Device Approval

Technical Specifications Update

Legal Request

Random Inspection

Custom Releasing

Device Marketing

Restrict Certificate Confirmity

Invoice Date





Page Size



Filter

Unpaid

Paid





Invoice Serial	Invoice Number	Invoice Date	SADAD No.	Total Amount	View
01-25062019-1-1					
01-06102020-1-1					
01-06102020-2-1					
01-06102020-4-1					

Figure 99: List Invoices page

The **List Invoices** page contains the two tabs: **Unpaid** and **Paid**. Each tab displays the following detailed information about each invoice:

- Invoice serial number
- Invoice number
- Invoice date
- SADAD number
- Total amount due

- To display additional information about an invoice, click the icon . The **View Invoice** window opens that contains more detailed information such as the type of service requested and request number and date.

View Invoice ✕

Invoice Number	Invoice Date
N/A	6/25/2019 1:42:23 PM
SADAD No.	Request Number
N/A	01-25062019-1
Service Name	Request Date
Device Approval	5/16/2019 8:37:00 PM
Total Amount	Status
500.00	Unpaid ▾

Fee Name	Amount
----------	--------

[Close](#)

Figure 100: View Invoice window

The **List Invoices** page also provides the ability to filter invoices and search for a specific invoice in the **Filter** section at the top of the page.

To filter invoices

- In the **Filter** section (next figure), enter the required information in one or more of the search parameters fields available (such as request number, invoice number, service name for which fees are payable, etc.)
- Click **Filter**. Invoices matching the search parameters used appear either under **Unpaid** or **Paid** tabs according to status.

List Invoices

[Home](#) > [Query](#) > List Invoices

Filter

Request Number

Invoice Number

Invoice Serial

SADAD No.

Service Name

Device Approval

Technical Specifications Update

Legal Request

Random Inspection

Custom Releasing

Device Marketing

Restrict Certificate Confirmity

Invoice Date

Page Size

10
▾

Filter

Unpaid
Paid

Invoice Serial	Invoice Number	Invoice Date	SADAD No.	Total Amount	View

Figure 101: List Invoices page – Filter section

Certificates Query

The licensing and approval system for communications and information technology equipment enables users to query conformity certificates CITC issues for approved devices that the user requested to acquire and print previously.

Using the **Certificates Query** feature, the user can:

- Check a certificate date of expiry
- View and print a soft copy of the certificate

To query a conformity certificate

1. In the **Query** page (refer to the Inquiry and Tracking chapter introduction), in the Follow-up **Requests** section, click **Certificates Query**. The **List Certificates** page opens as shown in the figure below.

List Certificates

[Home](#) > [Query](#) > List Certificates

Filter

Request date

Certificate Number

Page Size 10

[Search](#)

[Soft Copy](#)

Expire Date	Certificate Number	View
11/22/2020 1:19:00 PM	2019-48	
3/14/2021 5:51:00 PM	13032017-13032019-19718	
6/14/2021 4:00:00 PM	13062017-13062019-20310	
6/25/2021 6:59:00 PM	TA 2019-2	
10/29/2021 9:36:00 AM	2019-3	
11/14/2021 1:48:00 PM	2019-6	
11/14/2021 2:53:00 PM	TA 2019-9	
11/14/2021 5:59:00 PM	2019-15	
11/17/2021 3:18:00 PM	2019-29	
11/17/2021 3:55:00 PM	TA 2019-30	

[1](#) [2](#)

Figure 102: List Certificates page

The page **List Certificates** contains:

- The **Filter** section at the top of the page to help the user in filtering certificates and search for a specific certificate.
- The **Soft Copy** tab that display the following information about each certificate:
 - Certificate date of expiry
 - Certificate number of which you want to print another copy

2. In the **List Certificates** page, click the icon next to the certificate you want to query. A soft copy of the conformity certificate is displayed as shown in the following figure.

هيئة الاتصالات وتقنية المعلومات
Communications & Information
Technology Commission

شهادة مطابقة Conformity Certificate

Certificate No: 2019-48 رقم الشهادة :

Applicant Information		معلومات مقدم الطلب
Applicant:	english name	اسم الجهة :
Certificate Details		بيانات الشهادة
Issue Date:	22/11/2018	1440/03/14 تاريخ الاصدار :
Validity Period:	22/11/2020	1442/04/07 تاريخ الانتهاء :
Device Details		بيانات الجهاز
Product Name:	Cisco Catalyst 3650 Series Switches	اسم المنتج :
Product Model:	WS-C3650-48FQ-S	موديل المنتج :
Manufacturer:	Cisco	المصنع :
Additional Details		معلومات اضافية
Operating Frequency : Maximum Output Power allowed (EIRP) :		الترددات المستخدمة : وطاقة الخرج القصوى المسموحة
Device comply with CITC technical Specification No.:	IT001	الجهاز مطابق لمواصفات الهيئة رقم :
Additional Requirement		متطلبات اضافية

او عن طريق مسح
الرمز التالي :

يمكن التاطق من صحة ومصداقية هذه الشهادة من
خلال زيارة الرابط لانه في الموقع الإلكتروني لهيئة
الاتصالات وتقنية المعلومات
<http://ers.citc.gov.sa>

اعتماد الشهادة

بناءً على نظام الاتصالات الصادر بالمرسوم الملكي ذي الرقم (12/م) والتاريخ 1422/03/12 هـ ولاتحته التنفيذية، وبموجب تنظيم هيئة الاتصالات وتقنية المعلومات بمراسم مجلس الوزراء رقم (74) والتاريخ 1422/03/05 هـ، فقد أصدرت الهيئة هذه الوثيقة بخصوص مطابقة الجهاز المشار إليه أعلاه، علماً بأن هذه الوثيقة لا تعتبر موافقة على فسح الأجهزة المشار إليها أعلاه أو الترخيص باستخدامها، بل هي شهادة مطابقة للمواصفات الفنية المعمول بها بالهيئة. كما أن هذه الشهادة قد صدرت عن الهيئة بناءً على المعلومات المتاحة لها والتي وفرتها الجهة المستوردة أو المصنعة وقت صدور هذه الشهادة، ولا يجوز استخدام أو حيازة الأجهزة أو المتاجرة بها بصورة تكاليف أحكام وأنظمة هيئة الاتصالات وتقنية المعلومات و الأنظمة الأخرى ذات العلاقة المعمول بها في المملكة، وتتخمل الجهة المستوردة أو المصنعة وحدها المسؤولية عن أية أضرار أو خسائر أو إصابات قد تنشأ عن حيازة أو استخدام هذه الأجهزة أو المتاجرة بها. وفي حال كون الأجهزة مصنعة خارج المملكة فإنه يجب التقدم إلى الهيئة من قبل المستورد بطلب لفسح الأجهزة قبل وقت وصولها إلى أحد المنافذ الجمركية.

Figure 103: Conformity Certificate

To filter certificates

1. In the **Filter** section (next figure), enter the required information in one or more of the search parameters fields available (such as conformity certificate print request date, or the certificate number you want to print again).
2. Click **Search**. Certificates matching the search parameters used appear.

List Certificates

[Home](#) > [Query](#) > List Certificates

Filter

Request date











Certificate Number

Page Size

10
| v

[Search](#)

Soft Copy

Expire Date	Certificate Number	View
11/22/2020 1:19:00 PM	2019-48	
3/14/2021 5:51:00 PM	13032017-13032019-19718	
6/14/2021 4:00:00 PM	13062017-13062019-20310	
6/25/2021 6:59:00 PM	TA 2019-2	
10/29/2021 9:36:00 AM	2019-3	
11/14/2021 1:48:00 PM	2019-6	
11/14/2021 2:53:00 PM	TA 2019-9	
11/14/2021 5:59:00 PM	2019-15	
11/17/2021 3:18:00 PM	2019-29	
11/17/2021 3:55:00 PM	TA 2019-30	

1 2

Figure 104: List Certificates page - Filter section

Requests Query

The licensing and approval system for communications and information technology devices enables users to follow up on the status of CITC e-services requests they submit.

In the **Requests Query** section, the user can:

- Know the status of requests submitted

- View request details submitted

To query requests

- In the **Query** page (refer to the Inquiry and Tracking chapter introduction), in the **Follow-up Requests** section, click **Requests Query**. The **List Requests** page opens.

List Requests

[Home](#) > [Query](#) > List Requests

Filter

Request type

Request number

Request date

Page Size

Pending Tasks
Saved
In Progress
Closed

Request number	Request type	Request status	Request date
10-06102020-14-00	Custom Releasing	Feedback from requester	06/10/2020

Figure 105: List Requests page

The **List Requests** page contains:

- The **Filter** section at the top of the page to help the user in filtering requests and search for a specific request.
- 4 tabs as follows:
 - Pending Tasks
 - Saved
 - In Progress
 - Closed

To filter requests

1. In the **Filter** section (next figure), enter the required information in one or more of the search fields available (such as request date or number or the type of service requested).
2. Click **Filter**. Requests matching the search parameters used appear.

List Requests

[Home](#) > [Query](#) > List Requests

Filter

Request type

Request number

Request date

Page Size

Filter

Pending Tasks

Saved

In Progress

Closed

Request number	Request type	Request status	Request date
10-06102020-14-00	Custom Releasing	Feedback from requester	06/10/2020

Figure 106: List Requests page - Filter section

Pending Tasks

The **Pending Tasks** tab displays a list of pending tasks the request submitter should modify and resend to CITC officials through the system.

The **Pending Tasks** tab displays the following detailed information about each request:

- The number of the request submitted
- The service type requested by the user (such as customs releasing, conformity certificate request, device approval request, etc.)
- The status of the request, through which the user can, for example, know the information and documents required by the competent official to finish the request (such as providing clearing evidence)

List Requests

[Home](#) > [Query](#) > List Requests

Filter

Request type

Request number

Request date

Request date

Page Size

[Filter](#)

[Pending Tasks](#)
[Saved](#)
[In Progress](#)
[Closed](#)

Request number	Request type	Request status	Request date
10-06102020-14-00	Custom Releasing	Feedback from requester	06/10/2020

Figure 107: List Requests page – Pending Tasks

You can click the request number to view details.

Saved requests

The **Saved** tab displays the requests the user created but didn't still didn't send to system administrators.

The **Saved** tab displays the following detailed information about each request:

- The number of the request submitted
- The service type requested by the user (such as customs releasing, conformity certificate request, device approval request, etc.)
- The date the user created and saved the request

List Requests

[Home](#) > [Query](#) > List Requests

Filter

Request type

Request number

Request date

Page Size

Filter

[Pending Tasks](#) [Saved](#) [In Progress](#) [Closed](#)

Request number	Request type	Request date
10-12102020-4	Custom Releasing	12/10/2020
01-12102020-1	Device Approval	12/10/2020
10-12102020-3	Custom Releasing	12/10/2020
10-12102020-2	Custom Releasing	12/10/2020
10-12102020-1	Custom Releasing	12/10/2020
10-06102020-31	Custom Releasing	06/10/2020

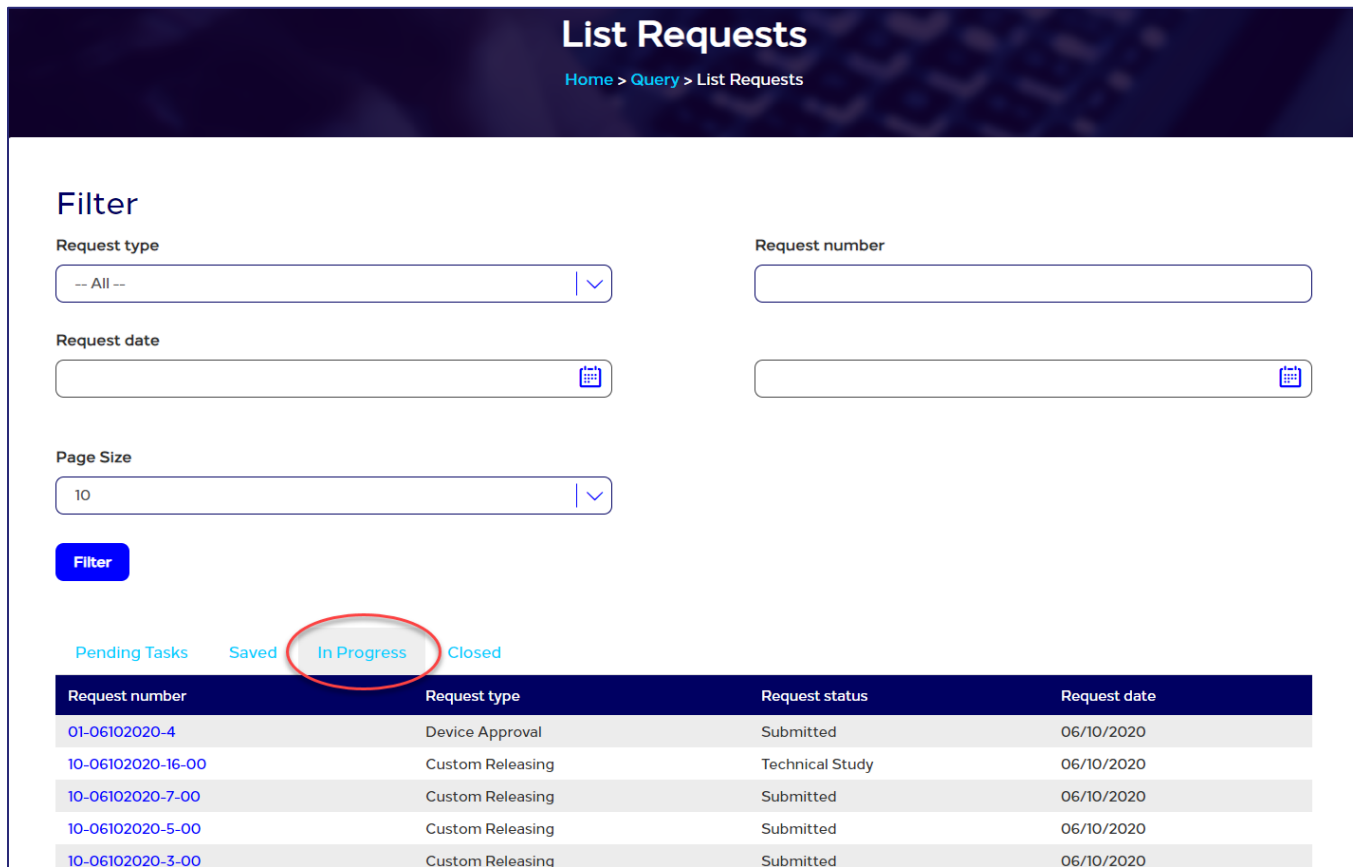
Figure 108: List Requests page – Saved requests

You can click the request number to view details.

Requests in progress

The **In Progress** tab displays a list of requests under scrutiny by competent officials. The In Progress tab displays the following detailed information about each request:

- The number of the request submitted
- The service type requested by the user (such as customs releasing, conformity certificate request, device approval request, etc.)
- The status of the request, through which the user can know actions taken by the competent official. The request can be (in review, under technical survey, not viewed so far, etc.)
- The date the user created the request



List Requests
Home > Query > List Requests

Filter

Request type: -- All --

Request number:

Request date:

Page Size: 10

Filter

Pending Tasks | Saved | **In Progress** | Closed

Request number	Request type	Request status	Request date
01-06102020-4	Device Approval	Submitted	06/10/2020
10-06102020-16-00	Custom Releasing	Technical Study	06/10/2020
10-06102020-7-00	Custom Releasing	Submitted	06/10/2020
10-06102020-5-00	Custom Releasing	Submitted	06/10/2020
10-06102020-3-00	Custom Releasing	Submitted	06/10/2020

Figure 109: List Requests page – Requests in progress

You can click the request number to view details.

Closed requests

The **Closed** tab displays a list of requests resolved (whether accepted or rejected).

The **Closed** tab displays the following detailed information about each request:

- The number of the request submitted
- The service type requested by the user (such as customs releasing, conformity certificate request, device approval request, etc.)
- The status of the request; accepted or rejected
- The date the user created the request

List Requests

[Home](#) > [Query](#) > List Requests

Filter

Request type

Request number

Request date

Request date

Page Size

Filter

Pending Tasks
Saved
In Progress
Closed

Request number	Request type	Request status	Request date
10-26122019-3-00	Custom Releasing	Results Sent	26/12/2019
10-26122019-1-00	Custom Releasing	Results Sent	26/12/2019
40-21112019-8	Restrict Certificate Confirmity	Approved	21/11/2019
40-21112019-7	Restrict Certificate Confirmity	Approved	21/11/2019
40-21112019-6	Restrict Certificate Confirmity	Rejected	21/11/2019

Figure 110: List Requests page – Closed requests

You can click the request number to view details.

Conformity Certificate Check

To check a conformity certificate

1. In the **Query** page, in the **Conformity Certificate Check** section, enter the following required information:
 - Certificate number
 - Requester name in Arabic
 - Device model in English
 - Device manufacturer in English

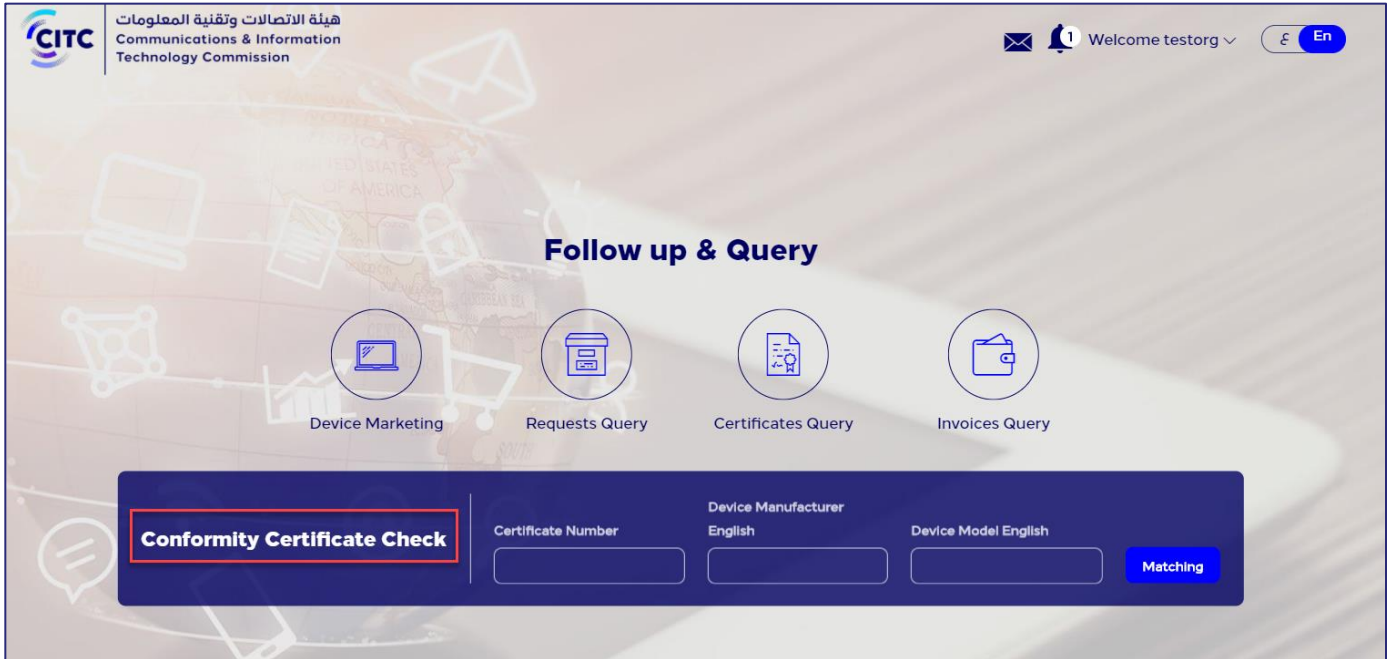


Figure 111: Query page – Conformity Certificate Check section

2. After entering the required information, click **Matching**.

- If a conformity certificate exists, the **Certificate Available** message appears.
- If there is no conformity certificate for the device, the **Certificate Unavailable** message appears.

CONTACT US

The CITC licensing and approval system for communications and information technology equipment provides contact information such as international phone and fax numbers and P.O. Box to enable any registered or unregistered individual or organization to contact CITC. The system also provides the ability to send suggestions or inquiries to site administrators.

To access the Contact Us page

- In the licensing and approval system for communications and information technology equipment homepage, from the horizontal link bar, click **Contact Us**.

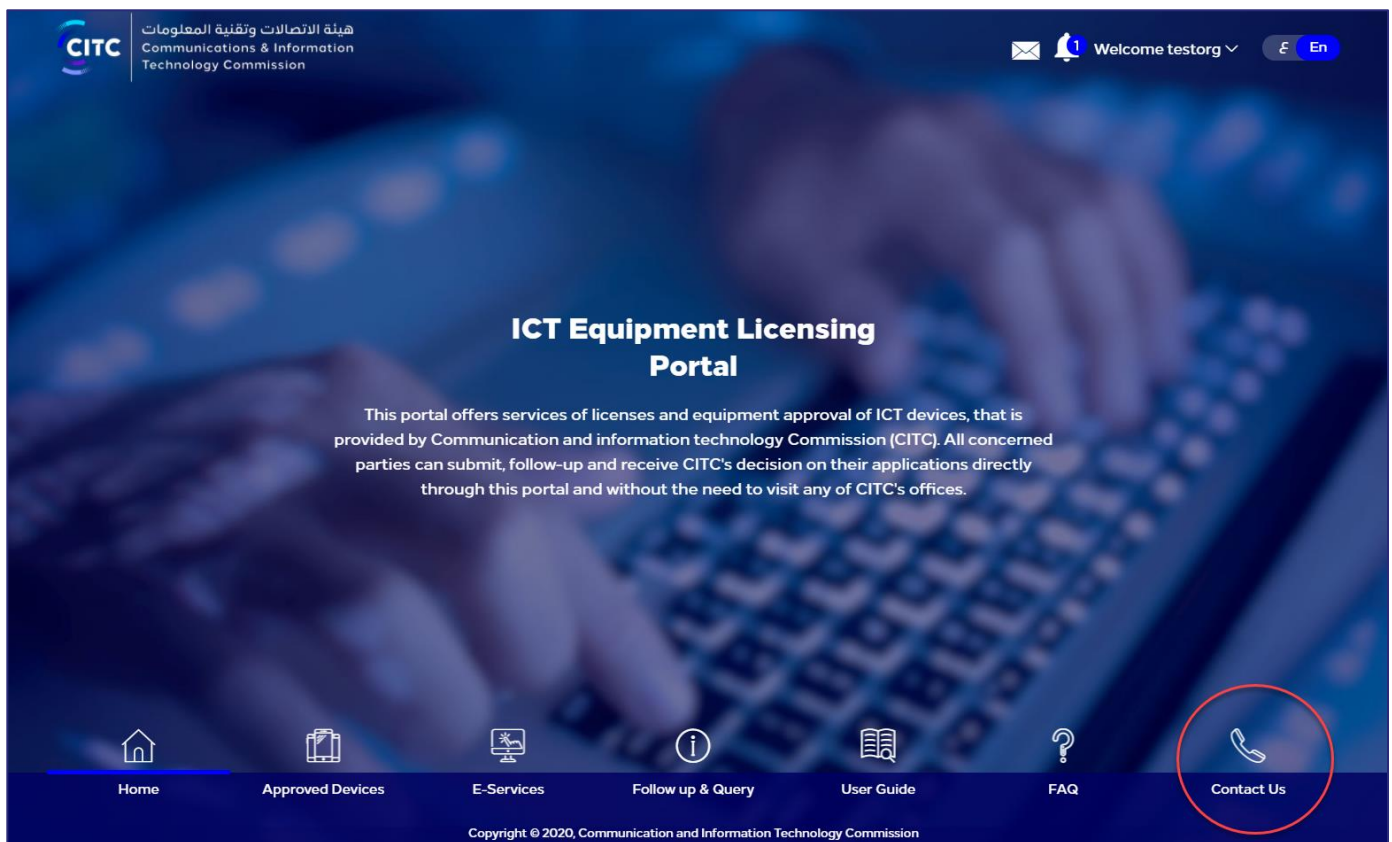


Figure 112: The licensing and approval system for communications and information technology devices homepage

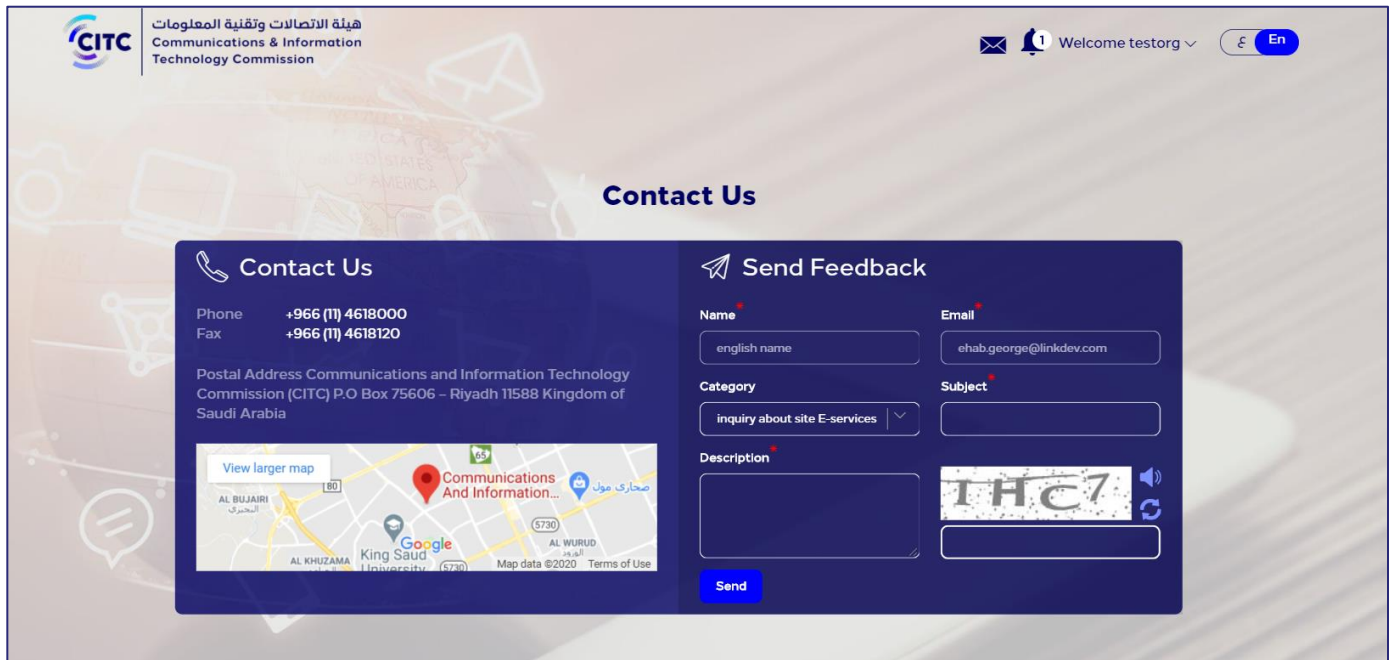
The **Contact Us** page is divided into two sections:

- The first section on the left side of the page includes a list of all the phone numbers (local and international) in addition to fax numbers and P.O. Box address.

- The second section, **Send Feedback**, is where the user can send his feedback, suggestions and inquiries to CITC officials.

To send feedback/questions to site administrators

- In the **Contact Us** page (next figure), in the **Send Feedback** section, enter your personal information such as your name and the email address where the answer to your feedback questions is sent.



The screenshot shows the CITC website's 'Contact Us' page. The header includes the CITC logo and name in Arabic and English, along with a user greeting 'Welcome testorg' and a language selector 'En'. The main content area is titled 'Contact Us' and is divided into two columns. The left column contains contact information: Phone (+966 (11) 4618000), Fax (+966 (11) 4618120), and a postal address in Riyadh, Saudi Arabia. It also features a map of the location. The right column is titled 'Send Feedback' and contains a form with the following fields: 'Name' (required, marked with an asterisk), 'Email' (required, marked with an asterisk), 'Category' (a dropdown menu with 'inquiry about site E-services' selected), 'Subject' (required, marked with an asterisk), and 'Description' (required, marked with an asterisk). A 'Send' button is located at the bottom of the form.

Figure 113: Contact us page – Send Feedback section

- From the **Category** dropdown list, select the type of feedback/question you want to send to site administrators.
- In the **Subject** text box, write a subject for your message.
- In the **Description** text box, write the subject of your message in detail.

NOTE

You have to enter all required information in the fields marked by the asterisk symbol (*). These fields are required, which means the feedback/questions cannot be submitted without this information.

- Click **Send**.

NOTES

- If you have a system account, your name and email address associated with your account are filled automatically.
- You can also send your feedback/questions from the **Contact Us** section on the licensing and approval system for communications and information technology devices homepage. For more information about this section, refer to section Contact Us in the first chapter titled **Homepage**.