

PAKISTAN TELECOM AUTHORITY

Standard Operating Procedure for Issuance of NOC for Mobile Phones/Tablet PCs with SIM Functionality for Personal use/Gift

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1. **Background:** PTA has re-started issuance of Type Approval of Mobile Phones & Tablet PC with SIM functionality in January, 2014 and issuance of NOC for personal use i.e. gift items with a maximum of 5 devices allowed per Year (Mobile Phone or Tablet PC with SIM functionality) only after verification of Type Allocation Code (TAC) from IMEI database.

2. In order to effectively and efficiently process the cases of NOCs and facilitate the general public in acquiring NOC for release of handsets, tablets etc. for personal use only, following standard operating procedure will be adopted:

- 1) Applicants are required to provide following documents/information to PTA:
 - a. Application stating purpose of use. (if it is for commercial basis, applicant would be asked to apply for type approval to PTA HQ and if the same is for gift or personal use then applicant would be asked to provide documents from serial b-g)
 - b. Copy of shipment document i.e. airway bill number or GPO letter etc or courier issued receipt containing tracking number etc.
 - c. Copy of CNIC or Passport
 - d. Copy of commercial invoice
 - e. Brand Name and Model Number
 - f. IMEI number
 - g. Postal Address where the NOC is to be dispatched via Pakistan Postal Services
 - h. Quantity identified in a serial order containing brand name, model number and IMEI number against each device.
- 2) After verification of IMEIs, NOC for a maximum of 5 devices* including mobile phones and tablet PCs with SIM Functionality for will be issued.
- 3) If NOC is requested for more than 5 sets, the applicant will be asked to apply for type approval for the sets.

- 4) If the applicant is other than receiver of the shipment then he/she must provide authorization, for delivery of NOC. (Authority letter duly signed by the consignee is required).
- 5) Applicant can file for Personal NOC via following methods:
 - i. Email all scanned documentation at typeapproval@pta.gov.pk
 - ii. Send all required documentation to PTA HQ, F-5/1, Islamabad addressed to Type Approval Directorate
 - iii. By Hand delivery via submission at PTA HQ reception
- 6) After verification of required document, NOC will be issued to applicant and dispatched via postal services at the provided mailing address at the time of application submission.