How to Apply for
Certification of Private Payphone to be Connected to
the Public Fixed Telecommunications Network in Hong Kong

What is a payphone?

Payphone :   A payphone means a telephone that is installed at a fixed location and is connected to the public switched telephone network operated by a carrier licensee and that can be used to make a telephone call (other than a free call or a call made through an operator-assisted or automated caller identity verification system) on condition that a user, immediately prior to using the telephone, makes, or arranges to make, a payment for that call.

What is Single Payphone - Common Access (SPCA) requirement on private payphone?

2.   In accordance with its installed location, payphone can be classified as public payphone and private payphone respectively -

Public Payphone :   A public payphone means a payphone that is located on or over unleased land as defined in section 2, Part I of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) and to which members of the general public have access. Public payphones are provided by FTNS licensees only.

Private Payphone :   A private payphone means a payphone that is located on or over privately owned land or leased land as defined in section 2, Part I of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) and to which members of the general public have access.

3.   A "Single Payphone - Common Access" (SPCA) requirement means that a payphone is required to enable a user to choose the local or international call services provided by any of the FTNS licensees.

What is the statutory requirement on private payphone in Hong Kong?

4.　　The Communications Authority (CA)[1] prescribes performance specifications[2] for private payphones. Pursuant to paragraph 35 of the TA Statement - "Regulation of Payphone Services in Hong Kong" issued on 25 April 1997, all private payphones in Hong Kong must conform to these specifications.

5.　　Pursuant to paragraph 22 of the TA Statement, a "large" payphone services provider (PSP), who is a PSP that controls (directly or indirectly through its affiliates) six or more private payphones at any given site (unless granted an exemption by the CA), should use private payphones which meet the SPCA requirement. However, a "small" PSP who controls (directly or indirectly through its affiliates) five or less private payphones at any given site needs not fulfil the SPCA requirement.

What are the performance specifications for private payphones?

6.　　The performance specifications for private payphones cover the technical and functional requirements.　The titles and reference numbers of the performance specifications are given below -

HKCA 2020　　Performance Specification for Private Payphone Equipment (to Comply with Interim Single Payphone Common Access (SPCA) Requirements) using Access Line to be Connected to the Public Fixed Telecommunications Network in Hong Kong

HKCA 2024　　Performance Specification for Private Payphone Equipment (not Require to Comply with Interim Single Payphone Common Access (SPCA) Requirements) using Access Line to be Connected to the Public Fixed Telecommunications Network in Hong Kong

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[1]　Pursuant to the Communications Authority Ordinance (Cap. 616), with effect from 1 April 2012, all duties and powers of the Telecommunications Authority (TA) are conferred on the Communications Authority (CA), and all duties and powers of the Office of the Telecommunications Authority (OFTA) are conferred on the Office of the Communications Authority (OFCA), the executive arm of the CA.

[2]　Before the establishment of the CA on 1 April 2012, the specifications prescribed by the TA were named as HKTA specifications. From 1 April 2012 onward, revised versions of existing HKTA specifications and new specifications prescribed by the CA will be named as HKCA specifications. For the avoidance of doubt, unless the specific issue number of the HKTA specification is explicitly specified, reference in any document to HKTA specification shall be construed as including reference to the corresponding HKCA specification as may be revised from time to time. In addition, reference in any document to HKCA specification shall be construed as referring to the corresponding HKTA specification if the HKCA specification under reference is not yet present.

What are the requirements of private payphones for the disabled?

7.   The requirements of private payphones for the disabled are listed in Section 5 of the performance specifications. It is expected that private payphones should meet these requirements as far as possible. However, some advanced payphones, such as touch screen payphones, may not provide digit 5 indicator for the disabled. As such, waiver can be sought from the CA. The CA may then grant the waiver on a case by case basis and the installation of those payphones may be subject to some other conditions.

What is the certification requirement of private payphone?

8.   There have been Local Certification Bodies Foreign Certification Bodies (hereafter collectively referred to as "Certification Bodies (CBs)") accredited or recognised to provide services for certification of telecommunications equipment. For further details about the equipment certification arrangement in Hong Kong, please refer to the Information Note OFCA I 421 "Hong Kong Telecommunications Equipment Evaluation and Certification (HKTEC) Scheme".

9.   Under the HKTEC scheme, private payphone is classified under the Compulsory Certification Scheme (CCS). It is a mandatory requirement for a private payphone to be certified by a CB before connection to the fixed telecommunications network in Hong Kong. Upon successful evaluation of the payphone in accordance with the performance specification in HKCA 2020 or HKCA 2024, a certificate will be granted by the CB. The payphone may be connected to any of the fixed telecommunications networks in Hong Kong without further testing on condition that the methods of answer detection and charging are compatible with the interface of the fixed telecommunications network.

Which testing agencies are recognised to conduct evaluation of private payphones?

10.   Testing agencies meeting prescribed requirements for carrying out the evaluation against the HKCA specifications or equivalent will be recognised. Applicants may appoint the Recognised Testing Agencies (RTAs) to conduct evaluation of their private payphones. More details about RTAs can be found in Information Note OFCA I 411 "Recognised Testing Agency (RTA) for Evaluation of Telecommunications Equipment". In addition, testing agencies which have been assessed by the CB as competent to perform the relevant test in accordance with ISO/IEC 17025, such as documented evaluation performed by qualified personnel according to appropriate procedures, may also be acceptable.

How a certificate is granted to a private payphone?

11. Certification of private payphone will be conducted by the CB. The CB may, within its capacity, perform the necessary tests on a sample payphone against the relevant HKCA specification, or arrange for such tests to be performed. Alternatively, the CB may examine the test report and other supporting information produced by a RTA or a competent testing agency as specified in para. 10 above.

What is the procedure for applying for certification?

12. Normally, manufacturers, suppliers or dealers of private payphones are the persons who apply for certification. The test report and other relevant documents and information produced by a RTA or a competent testing agency as specified in para. 10 above and the self declaration of conformity made by the manufacturer (see Attachment 1) should be submitted to the CB for examination. Please approach a CB for the detailed procedures. The lists of CBs, their contact information and scope of services are available from OFCA's website at https://www.ofca.gov.hk/en/industry_focus/standards/tel_standards/telecom/list_of_certification_bodies/index.html.

Is there any labelling requirement?

13. Private payphone which has been certified by a CB may be affixed on a voluntary basis a label prescribed by the CA to indicate its conformity with the relevant HKCA specification. Although labelling is voluntary, manufacturers, suppliers and dealers are encouraged to use labels prescribed by the CA for consumer guidance. More details about the labelling arrangement can be found in the Standardisation Guide HKCA 3211 "Standardisation Guide for Labelling of Telecommunications Equipment".

Where can copies of HKCA specifications and information notes be obtained ?

14. The TA Statement mentioned in para. 5 above, the HKCA specifications and information notes are available from OFCA. The documents can be obtained through one of the following methods -

(a) download direct through the OFCA's Internet Home Page. The Home Page address is https://www.ofca.gov.hk;

(b) hard copies will be available upon written request to -

Office of the Communications Authority,
29/F, Wu Chung House,
213 Queen's Road East, Wanchai,

Hong Kong.
(Attn : Senior Telecommunications Engineer (Standards))

How to obtain additional information?

15.   Additional information may be obtained from -

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

Tel: +852 2961 6388
Fax: +852 2838 5004
Email: standards@ofca.gov.hk

Office of the Communications Authority
August 2024

Manufacturer's Self-Declaration of Conformity with HKCA 2020
Model No. _____

Clause	Comply	Not Comply	N/A	Remark
3. Basic Technical Requirements	❑	❑		_____
4. Functionality and Other Requirements				
4.1 Display Requirements	❑	❑		_____
4.2 Tone Dialling	❑	❑		_____
4.3 Access Levels				
4.3.1 Indirect Access Codes	❑	❑		_____
4.3.2 Toll-free Codes	❑	❑		_____
4.3.3 No. of Free Access Codes	❑	❑		_____
4.3.4 Level Recognition	❑	❑		_____
4.3.5 Re-programmable Feature	❑	❑		_____
4.4 Payment Mode				
4.4.1 Coin Payment	❑	❑	❑	_____
4.4.2 Credit Card Payment	❑	❑		_____
4.5 Answer Detection	❑	❑		_____
4.6 CO Pulse Charging	❑	❑		_____
4.7 Digit Length	❑	❑		_____
4.8 Rate Table	❑	❑		_____
4.9 Charging Rule	❑	❑	❑	_____
4.10 Credit Authorisation	❑	❑	❑	_____
4.11 Barring Features				
4.11.1 Incoming Calls	❑	❑		_____
4.11.2 Special Access Number	❑	❑		_____
4.11.3 Modes of Operations	❑	❑		_____
4.12 Expiry of Credit Operation	❑	❑		_____
4.13 Protection for Fraudulent Calls	❑	❑		_____
5. Facilities for the Disabled	❑	❑	❑	_____

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* I / We hereby declare that the above information given by * me / us is true and correct.
* I / We understand that if * I / we intentionally give untrue/incorrect information, * I / we shall be held fully responsible.

	Signature of Applicant : _____
	Name : _____
	Position Held : _____
	Company Name : _____
	Company Address : _____
	_____
(Company Chop)	Date : _____

Manufacturer's Self-Declaration of Conformity with HKCA 2024
Model No. _____

Clause	Comply	Not Comply	N/A	Remark
3. Basic Technical Requirements	❑	❑		_____
4. Functionality and Other Requirements				
4.1 Display Requirements	❑	❑		_____
4.2 Tone Dialling	❑	❑		_____
4.3 Access Levels				
4.3.1 All Valid Numbering Levels	❑	❑		_____
4.3.2 No Restriction	❑	❑		_____
4.3.3 Toll-free Codes	❑	❑		_____
4.3.4 No. of Free Access Codes	❑	❑		_____
4.3.5 Level Recognition	❑	❑		_____
4.3.6 Re-programmable Feature	❑	❑		_____
4.4 Payment Mode	❑	❑	❑	_____
4.5 Answer Detection	❑	❑		_____
4.6 CO Pulse Charging	❑	❑		_____
4.7 Digit Length	❑	❑		_____
4.8 Rate Table	❑	❑		_____
4.9 Barring Features				
4.9.1 Incoming Calls	❑	❑		_____
4.9.2 Special Access Numbers	❑	❑		_____
4.9.3 Modes of Operations	❑	❑		_____
4.10 Expiry of Credit Operation	❑	❑		_____
4.11 Protection for Fraudulent Calls	❑	❑		_____
5. Facilities for the Disabled	❑	❑	❑	_____

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