

HKCA 3211
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**STANDARDISATION GUIDE
FOR LABELLING OF
TELECOMMUNICATIONS EQUIPMENT**



FOREWORD

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. Under section 32E of the Telecommunications Ordinance (Cap. 106) (“the Ordinance”), the CA may issue certificates to certify that telecommunications equipment complies with prescribed specifications¹ or accredit other organisations or institutions for the purpose carrying out such responsibility, and prescribe the labels to be affixed to the equipment to show that the equipment complies with the specifications.

3. Currently, Local Certification Bodies accredited under section 32E of the Ordinance and Foreign Certification Bodies recognised pursuant to the Asia-Pacific Economic Cooperation Mutual Recognition Arrangement for Conformity Assessment of Telecommunications Equipment (hereafter collectively referred to as “Certification Bodies (CBs)”) may carry out certification of telecommunications equipment against the prescribed specifications. A list of CBs can be found at https://www.ofca.gov.hk/en/industry_focus/standards/tel_standards/telecom/list_of_certification_bodies/index.html.

4. At present, OFCA itself does not carry out certification of telecommunications equipment, but it operates a **Hong Kong Telecommunications Equipment Evaluation and Certification (HKTEC) Scheme**. Under the Scheme, equipment manufacturers, suppliers or dealers may apply to a Certification Body (CB) for certification of their telecommunications equipment against the prescribed specifications. If the telecommunications equipment is found meeting the relevant specification, a certificate will be issued by the CB to certify the compliance of the equipment. More details of the HKTEC Scheme can be found in the information note OFCA I 421.

5. Under the HKTEC Scheme, labelling of certified equipment is voluntary unless otherwise required by the CA for the specific types of equipment. For equipment subject to the compulsory labelling requirement, manufacturers, suppliers or dealers are required to affix a label prescribed by the CA to a piece of certified equipment. For equipment subject to the voluntary labelling requirement, manufacturers, suppliers or dealers are encouraged to affix the label as well to help the general public identify the compliance of the equipment with the

¹ 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.

relevant technical specification. This standardisation guide (this “Guide”) sets out the guidelines for affixing labels prescribed by the CA to telecommunications equipment which has been certified by a CB, or previously by the TA. Manufacturers, suppliers and dealers should observe this Guide in labelling their certified equipment. However, it does not mean that the certified equipment has merchantable quality, or is reliable or represents good value for money. A CB may also prescribe its own label for equipment it has certified. Manufacturers, suppliers and dealers are advised to obtain such information from the concerned CB direct.

6. This document and the relevant information notes can be obtained through one of the following methods:

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

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

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

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

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

AMENDMENT TABLE

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

15.	Issue 4	All	Consequential amendments to the requirements of using the CA label as a result of the establishment of CA on 1 April 2012. From issue 4 onward, this document is named as HKCA 3211.
16.	Issue 5	Foreword	Update the hyperlink to a list of certification bodies on OFCA's website.
17.	Issue 5	Foreword, Para. 2.2, 2.3, 2.4	Revise the Foreword and para. 2.2 to 2.4 to provide information on compulsory and voluntary labelling requirements.
18.	Issue 5	Para. 5(c)	Revise para. 5(c) to indicate that the label can be affixed to an outside surface of the equipment or its packing material/user manual.

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1. INTRODUCTION

This Guide sets out the guidelines for labelling of telecommunications equipment which has been certified by a CB, or has been previously certified by the TA to meet the prescribed technical specifications.

2. PURPOSE OF LABELLING

- 2.1 Under section 39 of the Ordinance, a person is exempted from the obligation to hold a licence under the Ordinance so long as the conditions set out in the Telecommunications (Telecommunications Apparatus) (Exemption from Licensing) Order (Cap. 106Z) (“the Exemption Order”) are satisfied. The Exemption Order provides for the exemption from the licensing obligation for a wide range of radiocommunications and non-radiocommunications apparatus. The exempted apparatus is mostly the customer premises equipment (CPE) for connection to the public telecommunications networks (PTN) or services, and radio device with low interference potential.
- 2.2 While the Exemption Order delivers a less onerous regulatory environment to facilitate the telecommunications development in Hong Kong by removing the licensing control on the sale and demonstration of the telecommunications equipment², a light-handed labelling arrangement is prescribed under the HKTEC Scheme.
- 2.3 Under the HKTEC Scheme, labelling of certified equipment is voluntary unless otherwise required by the CA for the specific types of equipment.³ For equipment subject to the compulsory labelling requirement, manufacturers, suppliers or dealers are required to affix a label as specified in paragraph 3 below. For equipment subject to the voluntary labelling requirement, manufacturers, suppliers or dealers are encouraged to affix the label as well to show that their equipment complies with the prescribed specifications.
- 2.4 Labelling guidelines set out in this document apply to telecommunications equipment falling within the ambit of the Exemption Order as well as licensable telecommunications equipment.

² The removal of licensing control does not apply to sale and demonstration of radiocommunications apparatus relating to taxi.

³ Manufacturers, suppliers and dealers should refer to the following Information Notes for the labelling requirement of telecommunications equipment:

(a) [OFCA I 401 “How to Apply for Type-approval or Type-acceptance of Radio Equipment”](#)

(b) [OFCA I 412 “How to Apply for Certification of Wireline Customer Premises Equipment to be connected to the Public Telecommunications Networks in Hong Kong”](#)

3. LABEL FORMAT

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



Format of Label:

English text in the upper portion in **Arial** font in black colour

Chinese text in the upper portion in 中黑體 in black colour

Border in black colour

Background colour in white

Format of Certificate No.:

ZZZZZ : Certification Body code assigned by OFCA

YY : Year of issue

XXXXX : Serial number of certificate issued during that calendar year

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

4. TRANSITIONAL ARRANGEMENT

- 4.1 In the past, the TA carried out certification of telecommunications equipment, and prescribed labels to be used by the manufacturers, suppliers and dealers for affixing to the certified equipment. These labels are described in paragraphs 2 to 5 of the Annex, and they can continue to be used for equipment previously certified by the TA subject to the requirements specified in paragraph 6 of the Annex.

- 4.2 For equipment certified by a CB before the establishment of the CA on 1 April 2012, the TA had prescribed the label to be used by the manufacturers, suppliers and dealers for affixing to the certified equipment. This label is described in paragraph 1 of the Annex, and it can continue to be used for equipment already certified subject to the requirements specified in paragraph 6 of the Annex.

5. GUIDELINES ON LABELLING

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

- (a) Only the telecommunications equipment which has been granted a certificate by a CB, or previously by the TA, can be affixed with the prescribed label. Manufacturers, suppliers and dealers shall not claim compliance of the equipment with any specification if it has not been certified.
- (b) When a certificate is granted to a piece of telecommunications equipment, the equipment can be used in Hong Kong no matter who supplies the equipment. Labels should be prepared and printed by the manufacturer, supplier or dealer who intends to place the equipment on the Hong Kong market.
- (c) The label should be affixed to or printed on an outside surface of the equipment, or the packing materials, and/or user manuals of the equipment so that it can be easily identified by the consumers.
- (d) OFCA will maintain a register of certified equipment which contains certificate number and equipment identification for public inspection. The equipment to be affixed with the label shall prominently display its brand name and model number to facilitate the verification of the equipment by the public.
- (e) It is the responsibility of the manufacturer, supplier or dealer to ensure that equipment to be affixed with the prescribed label has electrical and mechanical characteristics identical to the equipment certified.
- (f) If a certificate has been withdrawn by the CB or previously by the TA, the concerned equipment will be removed from the register of certified equipment. The manufacturer, supplier or dealer shall stop labelling the equipment upon removal of the equipment from the register.

- End -

**Sample Labels for Equipment Previously Certified by the TA
or by the CBs before the Establishment of the CA on 1 April 2012**

1. Samples of label used for equipment certified by the CBs before the establishment of CA on 1 April 2012 is given in figure 1 below. From 1 April 2012, this label is replaced by the label specified in paragraph 3 of this Guide, but its use can be continued subject to the requirements specified in paragraph 6 below.



Figure 1

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

only one certificate number has been assigned and printed on the label. A sample label is given in figure 2 below. For labels for CPE, the prefix “#” is inserted before the certificate number. For labels for radio equipment, there is no such prefix.



Figure 2

3. For hybrid telecommunications equipment previously certified by the TA to comply with the requirements of both the following types of prescribed specifications after commencement of the Exemption Order on 21 February 2003:
- (a) specifications covering radio equipment; and
 - (b) specifications covering CPE for connection to the PTN,

two certificate numbers have been assigned. Separate labels as given in figure 2 above can be used to indicate compliance of the hybrid equipment with the specifications for radio equipment and CPE. Alternatively, a single label with two certificate numbers can

be used. Certificate number with the prefix “#” inserted denotes the compliance of the equipment with the applicable specification for CPE while certificate number without the prefix “#” inserted denotes the compliance of the equipment with the applicable specification for radio equipment. A sample of this label is given in figure 3 below.



Figure 3

4. From 1 October 2009 when OFTA handed over the certification work to the Local Certification Bodies, the labels given in figures 2 and 3 above were replaced by the label given in figure 1 above, but their use can be continued subject to the requirements specified in paragraph 6 below.
5. Samples of labels used for equipment previously certified by the TA before the commencement of the Exemption Order are given in table 1 below. From 29 February 2004, these labels were replaced by the labels given in figures 2 and 3 above, but their use can be continued subject to the requirements specified in paragraph 6 below.

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

Model Control Equipment	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">This device complies with the Telecommunication (Model Control Equipment) (Exemption From Licensing) Order</p> <p style="text-align: center;">此產品符合電訊（模型控制設備）（豁免領牌）令</p> <p>Certificate No.: 證明書號碼：</p> </div> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center;"> <p>Office of the Telecommunications Authority 電訊管理局</p> </div>
Cordless Telecommunications Apparatus	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Telecommunication Ordinance (Cap. 106)</p> <p style="text-align: center;">電訊條例 (香港法例第106章)</p> <p>Certificate No.: 證明書號碼：</p> </div> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center;"> <p>Telecommunications Authority 電訊管理局</p> </div>

Table 1

6. For equipment already affixed with label given in figures 1, 2 or 3 or table 1 above, the CA does not mandate replacement of such label by the label specified in paragraph 3 of this Guide. For equipment previously certified by the TA or the CBs before the establishment of CA on 1 April 2012 and without label affixed, if manufacturers, suppliers or dealers want to affix label, the label given in paragraph 3 of this Guide shall be used.