



**SELF-LABELLING
PROCEDURES
SLP-PRO-01/3**

Harvestnet Sdn. Bhd.

Self-Labeling Procedures SLP-PRO-01/3

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Date : 01 February 2020	Date : 01 February 2020

Self-Labeling Procedures SLP-PRO-01/3

Terms and Conditions: Certification Mark for Self- Labelling Program (SLP) of Certified Communications and Multimedia Products in Malaysia

Terms & Conditions are binding to interested parties seeking Self-Labeling Program as a mean to the Certification Marking. Certification mark indicates a product has been certified by appointed Certifying Agency (CA) as per fulfilling the requirements under Malaysian Communications and Multimedia Commission, MCMC's Technical Specification /Technical Checklist /Standard(s), and the Terms and Conditions for Type Approval. It is a mandatory requirement under the Communications and Multimedia Act 1998 (CMA 1998) and Communications and Multimedia (Technical Standards) Regulations, TSR 2000.

1. MCMC CERTIFICATION MARK

- 1.1. All Certificate Holders are eligible to apply for SLP.
- 1.2. The MCMC Certification Mark, refer to Appendix 1; shall be used in full and shall comprise the following:
 - i. The logo design
 - ii. The word "MCMC"
 - iii. SLP Unique Reference Number which consists of e.g. Common ID (CID) or Certificate Holder ID (HID) and certificate holder's or principal's running number
 - iv. Traceable unique identification number for each product unit bearing the certification mark. This can be in form of either product IMEI or serial number.
- 1.3. The certification mark shall be applied to product specified in the Certificate of Conformity (CoC) issued by HNCA and it shall be used according to this guideline ONLY. There are requirements for certification mark including physical or digital marking, positioning, font, symbol size, durability and visual legibility.

2. VISUAL LEGIBILITY

- 2.1. The certification mark shall be legible and visible to the unaided eye. The size of the Certification Mark may be reduced or enlarged proportionately as required but shall be no smaller than 1 centimetre in height by 1 centimetre in width (1cm x 1cm).
- 2.2. The certification mark must use either one of the optional colours (black, reverse white and grey), provided that visibility is assured through either contrast with the background colour or marking in relief (e.g. embossing, moulding or engraving).
- 2.3. Where the unique ID for Certificate Holder or Common ID for Principal/ Manufacturer are used, the font must be visible. The proposed font to be used is Arial.

3. PLACEMENT

- 3.1. The Certificate Holder shall apply the Certification Mark ONLY to products that are:
 - a. As specified within the Certificate of Conformity (CoC);
 - b. Complied to the Technical Codes/Standards and certification requirements including relevant regulatory provisions.
- 3.2. The Certification Mark shall be directly applied to each product except where the physical characteristics of the products do not permit, in which the case, the Certification Mark may be applied to the smallest packaging unit or warranty card.
- 3.3. Certificate Holder must submit a proposed design to HNCA for approval.
- 3.4. Certificate Holder has the choice of either applying a certification mark to the surface of the product, namely surface labelling; or in digital form, namely digital labelling if the product incorporated with built-in digital display and supported by firmware or operating system (OS) which can be conveniently displayed and retrieved from the product.
- 3.5. Surface labelling—the certification mark should be a permanent feature placed on the product. It must be applied to a surface of the product that is readily accessible to the user. The certification mark should be durable and applied by any suitable means including printing, embossing, moulding, painting, etching or engraving.
- 3.6. If it is not practical to apply a certification mark to the external surface of the product or it is not displayed using the built-in digital display, it must be applied to the following items associated with the product:
 - a. The external surface of the packaging used for the product, refer item 3.3
 - b. The documentation (user manual, warranty or guarantee certificates) that accompanies the product when it is supplied to the consumer and readily available database.
- 3.7. If a certification mark has to be applied to the external surface of the packaging used for a product, it must:
 - a. Visual legible to unaided eyes
 - b. If possible, be next to serial number or ID of the product
- 3.8. Digital labelling—the supplier of a product with a built-in display; has the option of displaying the certification mark digitally on the built-in display. External displays that connect to the product, will not be considered as built-in. Certificate Holder that choose to use digital labelling are required to indicate/state in the digital or manual documentation that accompanies the product how the digital label can be viewed or retrieved.

- 3.9. The Certification Mark shall be exclusive to the Individual unit and shall NOT be replicated or transferable from one product to another.
- 3.10. The usage of the Certification Mark on the products may not be used to imply an endorsement or partnership with either MCMC or HNCA.
- 3.11. The Certificate Holder shall not reference the intent to submit a product for certification or the expectation that the product may be certified in the future. For example, a Licensee shall not state "Pending approval by HNCA" or "Approval submitted to HNCA".
- 3.12. Certification mark shall not be preceded or followed by a qualifier that indicates a degree of certification or acceptability. For example, "exceeds" "first" or "only" shall not be used to qualify any Certification Mark.
- 3.13. Only approved original artwork of the Certification Mark shall be used. The certification marks shall not have any adulteration or be altered in any way other than to resize the artwork proportionately. Unacceptable uses of the Certification Mark include, but are not limited to, adding/deleting wording or artwork, reducing the artwork to an illegible size, or distortion. Actions to be taken as per Clause 4.
- 3.14. In addition, the certification mark may be placed on promotional material associated with the product. Certification marks shall be used ONLY on advertising material, article, catalogues, manuals, booklets, mill certificate, signage and news releases.
- 3.15. Use of certification mark on such promotional material is not a substitute for use of the complete Certification Mark on HNCA certified products and/or product packaging.
- 3.16. No certification mark or aspect thereof shall be incorporated as part of business name, business stationery, Internet domain name, or brand name/trademark for products/product lines. This includes both designs aspects and words aspects.
- 3.17. If the Certificate Holder chooses to use the Certification Mark in the promotional material, it shall be in accordance with Clause 1.2.
- 3.18. The Certification Label shall not be sold, given, lent or in any way transferred to any third party.
- 3.19. The Certification Label shall be affixed on the certified product under the corresponding approved batch/consignment related to import permit and K1/K9 forms.
- 3.20. The Certificate Holder agrees to pay the fees charged by HNCA for the Certification Label applied prior to their issuance.
- 3.21. The Certificate Holder shall allow HNCA to witness the digital storing and displaying method or the manual affixing of the Certification Label at HNCA's absolute discretion and to bear all costs pertaining thereto.

- 3.22. The Certificate Holder shall inform HNCA immediately if The Certificate Holder is aware that any imitation labels are found to be affixed on any of the products.
- 3.23. The Certificate Holder shall ensure that Certification Label are securely stored (both digital or manual copy), are used in an approved manner and records of the serial numbers of labels used against production/ importation batch are maintained.
- 3.24. The Certificate Holder shall control the usage of Certification Label (digital serial or manual) and report the usage (unused outstanding balance, damaged, returned, wrongly printed etc.).
- 3.25. The Certificate Holder shall ensure the SLP Usage report is completed within 3 months from importation date for every Equipment IMEI number or serial number registration application. All records must be maintained for five (5) years.
- 3.26. In the event that SLP usage report is not completed without any justification or there is no importation after SLP registration is made, HNCA reserves the right to recommend for suspension of SLP registration before its renewal. In order to resume with the program, the Certificate Holder may request for an extension or initiate renewal of registration after meeting all the requirements.
- 3.27. The Certificate Holder shall agree to provide access at any time for inspection of process and verification of records by authorised HNCA personnel.
- 3.28. The Certificate Holder shall be obliged to revise, recall or remove the Self- Labelling from any or all Equipment or destroy any or all Equipment which did not comply with Certification Agreement and applicable laws. HNCA reserves the right to cancel, amend, suspend and/or terminate the IMEI numbers or equipment serial numbers that are attempted to be registered or have been registered at any time without prior notice when HNCA decides it is necessary to cancel, amend, suspend and/or terminate.
- 3.29. As for cases of duplication or error, the Certificate Holder shall justify with evidence the authenticity and the right of ownership by submission of documentation. The registration status shall remain void until proven and reinstated by HNCA.

4. EFFECT ON MISUSE OF THE CERTIFICATION MARK

- 4.1. Any act such as addition and/or omission by Certificate Holder or any party with or without intention that has breach the term and guidelines provided herein shall be considered as an act of misuse the certification mark.
- 4.2. HNCA shall have the right to make an investigation including providing support to enforcement body to raid the premises related to the product without giving notice to the Certificate Holder or any party once HNCA received such complaint.







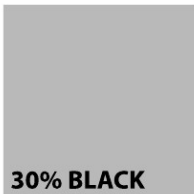


- 4.3. HNCA shall have the right to terminate the Certificate Holder and the agreement with the Certificate Holder if it is shown there are evidences of misuse of the certification mark.
- 4.4. HNCA shall have the right to claim from the Certificate Holder any party for any lost and cost incurred that HNCA has to suffer as a result of the misuse including legal proceedings and public notification cost.
- 4.5. HNCA shall have the right to make a claim through court jurisdiction if the remedy provided by arbitration is not sufficient to cover the loss and cost suffered by HNCA due to the misuse.
- 4.6. The Certificate Holder or any party involved shall inform the public through media that are determined by HNCA, that they had misused the certification mark and to recall the product.

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APPENDIX 1: New Certification Mark or Label to be used under Self-Labeling Program (SLP)

1. MCMC CERTIFICATION MARK DESIGN

Self-Labeling certification mark consists of black triangle line, MCMC acronym derived from the MCMC corporate logo and unique identification number of the Certificate Holder or Principal associated with Type Approval. The SLP certification mark may be in rich black (white background), reversed white (dark/black background) and 30% black (dark/black background) as described below:

		
<p>Rich black version (white background)</p>	<p>30% black version (dark / black background)</p>	<p>Reversed white version (dark / black background)</p>
 <p>RICH BLACK</p> <p>C: 75 M: 68 Y: 67 K: 90</p>	 <p>R: 35 G: 31 B: 32</p>	 <p>PANTONE: BLACK C</p>
 <p>30% BLACK</p> <p>C: 0 M: 0 Y: 0 K: 30</p>	 <p>R: 128 G: 130 B: 133</p>	 <p>PANTONE: COOL GREY 9C</p>

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1.1. Procedure for the issuance and control of the unique SLP ID.

HNCA will automatically assign the unique SLP ID as Unique Reference Number to the certificate holder or principal. The identification number is assigned in the format ABCDYY123456H.

CODE	Description	Details
ABC	Represent ID Category	Either HID or CID; HID is Certificate Holder ID CID is Common ID
D	Represent local or foreign manufacturer	M or F; M is Local (Malaysia) and F is Foreign
YY	Represent year the approval of Self- Labelling is granted	Numeric from 00 to 99
123456	Represent the certificate holder's or principal's running number.	E.g.: 000001
H	Represent the HNCA marking to differentiate from other Certifying Agencies	

1.2. Any applicant with prior registered Unique Identification Number assigned by other Certifying Agency e.g. SIRIM QAS International Sdn. Bhd. shall fill up the New Registration to E2- Type Approval Code (Existing- Other CA) List - HNCA-TAC-01/1/2.

The identification number is assigned in the format XXXCYZZZZZZ.

1.3. Anyone is able to check whether IMEI or Serial Number of the communications product unit is certified by using the E-Tracker:

<http://iot.upsizze.com/index.php/etracker>

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**APPENDIX 2: SLP-Certification Mark and IMEI/SN Registration Fees
under Self-Labeling Program (SLP)**

Fees for Product Units' (IMEI or Serial Number) Registration under SLP

Category	Price (RM)
IMEI	0.50/Unit
Serial Number (Non-IMEI)	0.15/Unit

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SLP-FM-01/3/1 - E2 online form

3. SLP-Products' Registration Database- SLP-FM-01/3/1

[Preview](#)

To secure your product's IMEI and Serial Number within Single Database for security and traceability.

Read Terms and Conditions: Certification Mark for Self- Labelling (SLP) of Certified Communications Products in Malaysia HNCA -TAC-SLP-01; to understand prior to using this service.

Terms & Conditions are binding to interested parties seeking Self-Labeling Process as a mean to the Certification Marking on their certified products that are based on Harvestnet Sdn Bhd Certifying Agency's (hereinafter referred to as "HNCA") Certificate of Conformity (CoC).

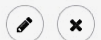
Unique Reference Number ABCDYY123456H *

Unique No. assigned by HNCA or Unique ID by other Certifying Agency eg SIRIM QAS International ie CID or HID, M or F, YY, Running Number 000001



File Registration Number

HN20180528000102TN OR other Certifying Agency eg SQASI/NA/06/1234



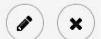
Type Approval Code *

TAC Number for your Paper Certification or Test Report eg RAKV/22B/0308/ or HN20180525000102TN



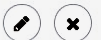
Type Approval Expiry Date *

TAC Expiry Date



KForm Type

Select your KForm



K1/K2/K9/CJP-1 Number

Station-1-MM-K1 Number eg H10-1-01-00001



PERMIT-1

SIR



Brand *

Brand Name



Model Type *

Model Name/ Series e.g. S8, iPhone 8



Device Category *





























Provide the Category of your Device













Shipment Batch

Shipment Batch (e.g. 1 of 5) and Reference Number if relevant



Shipment Date Shipment Arrival Date	 
SIM Type Select number of SIM Card Slot	 
Quantity * 10,000	 
Unit Price * 500.00	 
Net Amount * Net Amount	 
Purpose * Select the Purpose for this Shipment	 
Units Type * Please select if IMEI or Serial Number (Non-IMEI)	 
Products' Serial Number/ IMEI Provide the Serial/IMEI Number or Attach the file .csv, txt, xlsx	 
Payment Amount RM0.50 per unit if IMEI eg Total for 1000 units is 500.00 OR RM0.15 per unit if Serial Number (non-IMEI) eg Total for 1000 units is 150.00	 
Payment Details Payment Reference Number	 
Bank Name Provide Bank Name e.g. Maybank, CIMB, HLBB, PBB	 
Payment Method Choose the Payment Method Done	 
Clearance Agent Name of Agent for Shipping/Logistics	 
Clearance Agent Address Details of Address	 

Clearance Agent Address		
Details of Address	<input type="text"/>	 
Contact Person (Provide if another person is collecting it)		
Name of Contact Person	<input type="text"/>	 
Contact Number (The collector/despatch number)		
e.g. +6012xxxxxxx	<input type="text"/>	 
Payment Date		
When did you perform the payment?	<input type="text"/>	 
Description		
Any description or Remarks	<input type="text"/>	 
<input type="button" value="Add field"/>		