تعتبر هيئة الاتصالات وتقنية المعلومات (الهيئة) بموجب الصلاحيات الممنوحة لها وفقاً لأنظمتها هي الجهة المسئولة عن إصدار التراخيص اللازمة لاستخدام أجهزة الاتصالات وتقنية المعلومات بالمملكة، ويتعين على أية جهة ترغب في الحصول على فسح جمركي لأجهزة الاتصالات وتقنية المعلومات إتباع الإجراءات التالية:

أولا: نموذج طلب فسح وترخيص أجهزة محجوزة بالجمرك - مشغلي شبكات الاتصالات العامة

1. تعبئة نموذج " طلب فسح أجهزة محجوزة بالجمرك -مشغلي شبكات الاتصالات العامة " المنشور على موقع الهيئة الالكتروني [**www.citc.gov.sa**](http://www.citc.gov.sa) كالتالي:
2. **بيانات الشحنة:**

هي البيانات الخاصة بالشركة بالإضافة إلى البيانات المعرِّفة للشحنة مع إيضاح الجهة الموردة للشحنة.

1. **محتويات الشحنة**:

تفاصيل بيانات الأجهزة المراد استيرادها، وعند امتلاء الخانات بجدول بمحتويات الشحنة فإنه يتطلب إضافة صفوف جديدة للجدول.

1. طباعة الطلب على الورق الرسمي الخاص بالشركة المرخصة.
2. إرفاق الوثائق التالية:
   1. صورة من بوليصة الشحن (**Airway bill**).
   2. صورة من بيان التعبئة (**Packing list**).
   3. صورة من الفواتير (**Invoices**).
   4. في حال كانت الأجهزة تدعم أنظمة تشفير فإنه يلزم موافاتنا من الشركة المصنعة ما يوضح نوع هذه الأنظمة.

ثانيا: تعهدات

يرجع إلى قائمة التعهدات المنشورة على موقع الهيئة الالكتروني [**www.citc.gov.sa**](http://www.citc.gov.sa). وفي حال طلب توقيع أي تعهد من التعهدات فإنه يلزم طباعتها على الأوراق الرسمية الخاصة بالشركة مع إرفاق صورة من بطاقة أحوال الموقع على التعهد.

ثالثاً: الكشف الفني

* قد تطلب الهيئة من مورد الأجهزة تزويدها بعينه منها لأجراء الفحوصات عليها.
* في حال تطلب الأمر الكشف على الشحنة المحجوزة بالجمرك فإنه ينبغي على الجهة الموردة القيام بحجز الأجهزة في قسم المحجوزات بالجمرك، تمهيداً للكشف الفني.
* في حال أن الشحنة المحجوزة المراد الكشف عليها تحتوي على أجهزة اتصالات لاسلكية تتطلب تخصيص ترددات، فإنه يلزم ضبط تردداتها على الترددات المخصصة للجهة العائد لها الشحنة.

رابعاً: تقديم الطلب

بعد إكمال الطلب مع جميع الوثائق المطلوبة يسلم / يرسل هذا الطلب إلى العنوان التالي:

إدارة المعايير الفنية واعتماد النوعية - قطاع الشئون الفنية - هيئة الاتصالات وتقنية المعلومات –

طريق الملك فهد- حي الرحمانية - ص.ب 75606 الرياض 11588 المملكة العربية السعودية,

(هاتف 4618000-1-966+), أو احد فروعها واستلام رقم للمعاملة .

خامساً: متابعة الطلب

* يمكن متابعة الطلب عن طريق الحضور للمركز الرئيسي للهيئة أو أحد فروعها أو الاتصال على الهاتف رقم (4618000-1-966+).
* تزود الشركة بصورة من إذن الفسح للمتابعة ويتم إرسال إذن الفسح إلى المنفذ الجمركي مباشرة، وذلك عن طريق البريد السريع.

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شبكات الاتصالات العامة** | | | | | | | | | | | | | | | | | | | | | | | | سعادة نائب المحافظ للشؤون الفنية | | | | | | | | | | | | | **الرقم:** | | | | | | **التاريخ:** | | | | | السلام عليكم ورحمة الله وبركاته  أفيدكم بأن محتويات الشحنة الموضحة بياناتها أدناه تخص الشركة وأنها ستستخدم لتمكينها من بناء شبكاتها وتقديم خدماتها المرخص لها بتقديمها وفق الترخيص الصادر من هيئة الاتصالات وتقنية المعلومات، وتتعهد الشركة بالالتزام بما ورد في نموذج تعهد وإقرار مطابقة وملكية الأجهزة المزمع توريدها لاستخدامها في شبكات الاتصالات العامة الموقع من قبل الشركة, كما نتعهد بصحة كافة البيانات المذكورة أدناه وتتحمل الشركة المسئولية الكاملة عن كافة محتويات الشحنة، لذا آمل من سعادتكم الموافقة على طلب الفسح .  وتقبلوا تحياتنا,,, | | | | | | | | | | | | | | | | | | | | | | | | **بيانات الشحنة** | | | | | | | | | | | | | | | | | | | | | | | | اسم الجهة مقدمة الطلب | | | | |  | | | | | | | | | | | | | | | | | | | عنوان الجهة مقدمة الطلب | | | | | العنوان |  | | | | | | | | | | الهاتف | | | |  | | | | الفاكس |  | | ص.ب | |  | | المدينة | |  | | | الرمز البريدي | | | | |  | | رقم البوليصة / إيصال الحجز | | | | |  | | | | | | | | | | | | | | | | | | | رقم الفاتورة | | | | |  | | | | | | | | | | | | | | | | | | | المنفذ الجمركي المحجوزة به الشحنة | | | | |  | | | | | | | | | | | | | | | | | | | أسم الجهة الموردة | | | | |  | | | | | | | | | | | | | | | | | | | **محتويات الشحنة\*** | | | | | | | | | | | | | | | | | | | | | | | |  | اسم المنتج  **Product Name** | نوع الجهاز  **Device Type** | | الموديل  **Model** | | | الشركة المصنعة  **Manufacturer** | | الكمية  **Quantity** | | تعبأ هذه الأعمدة في حال كون الأجهزة لاسلكية | | | | | | | | | | | | | الترددات التي يعمل عليها الجهاز  **Operating Frequencies** | | | | | | | قدرة الخرج **Output Power** | | | كسب الهوائي  **Antenna Gain** | | | 1 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 2 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 3 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 4 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 5 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 6 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 7 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 8 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 9 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | | 10 |  |  | |  | | |  | |  | |  | | | | | | |  | | |  | | |  | | | | | | | | | | | | | | | الختم | | | | | | | | | اسم مقدم الطلب | | |  | | | | | | | | | | | | | المسمى الوظيفي بالشركة | | |  | | | | | | | | | | | | للاستعمال الرسمي | | | | | | | | | التوقيع | | |  | | | | | | | | | | | | | \*يتم طباعة النموذج على الورق الرسمي للشركة ويرفق معه: 1- صورة من بوليصة الشحنة. 2- صورة من فواتير الشراء. 3- صورة من بيان التعبئة.  يسلم / يرسل هذا الطلب إلى العنوان التالي:  إدارة المعايير الفنية واعتماد النوعية - قطاع الشئون الفنية - هيئة الاتصالات وتقنية المعلومات - طريق الملك فهد- حي الرحمانية - ص.ب 75606 الرياض 11588 المملكة العربية السعودية, هاتف 4618000 (1-966) | | | | | | | | | | | | | | | 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