



IMEI Database Application Forms

Version 1.0

05 November 2014

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1 Introduction

1.1 Overview

This document provides information to help Manufacturers with the completion and submission of the different application forms used within the GSMA IMEI Database that are defined and described in detail in this document.

Within this document references made to the “Manufacturer” also apply to the “Brand Owner”.

Due to regulatory requirements in some countries, the GSMA requires that the Brand Owner selling the device should be identical to the company requesting and owning the TAC. This will help to avoid problems with regional regulators and customs agencies.

1.2 Scope

This document is restricted to the forms used within the GSMA IMEI database, these are:

- the Manufacturer Registration Application form
- the TAC Request form.

All forms MUST be completed in English.

Full details of the IMEI Allocation and Approval Process are available in PRD TS.06 and it is strongly recommended that TS.06 is completely read before registering a company and applying for TAC.

1.3 Definition of Terms

Term	Description
TAC	Type Approval Code
IMEI	International Mobile Equipment Identity
PRD	Permanent Reference Document
RB	Reporting Body – these are the organisations that process the manufacturer / brand owner registration form and allocate the TAC (These are NOT automatic processes)

1.4 Document Cross-References

Ref	Document Number	Title
	TS.06	IMEI Allocation and Approval Process

2 Manufacturer Registration Application Form

When a Manufacturer / Brand owner requires a TAC it must first register its company and contact details in the Database.

The following table shows the different fields that are required to be completed by a Manufacturer / Brand Owner when it registers its company in the GSMA IMEI Database.

Most of the requested information is Mandatory (M) however a few fields are Optional (O). Completion of the Optional fields will help with the verification of the manufacturer registration.

2.1 Company Details

M / O	Requested Information	Example of Completed Information	Notes
M	Company Name (Text Box)	<i>ABC Mobile Phones</i>	Only one company name is allowed per registration form.
M	The Registered Head Office Address (Text Box)	<i>55 High Street London</i>	
M	Country where the Head Office is located (Dropdown list)	<i>United Kingdom</i>	Select the country where your head office is located from the drop down list.
M	Office Phone Number (Text Box)	<i>+44 1234 567 890</i>	To be completed in an international format. This should be the head office main switch board phone number.
M	Company Registration Number (Text Box)	<i>ABCD1234</i>	This is a number obtained from your local authority when the company was first registered. A copy of this registration certificate will be requested by the RB.
O	Company Website (Text Box)	<i>www.ABCM.co.uk</i>	
O	ISO 9000 Certificate Allocation Body (Text Box)		The organisation issuing your ISO9000 certificate
O	ISO 9000 Certificate Number (Text Box)		
M	Do you manufacturer and sell devices under your own brand name?	Yes	
		No	
M	Do you manufacturer devices which are sold under other companies brand names?	Yes	
		No	
M	Do you sell device under your brand name, which are made by other manufacturers?	Yes	
		No	
M	Company Registered Brand Name (Text Box)	<i>ABC</i>	
M	Company Registered Brand Name certificate number		A copy of the brand registration certificate must be sent to the RB when requested.
M	My company is a GSMA Member	Yes	The GSMA offers a 10% discount to GSMA members. Eligibility will confirmed by the RB.
		No	
M	Are you aware of GSMA IMEI Allocation and Approval Process TS06	Yes	
		No	

2.2 Main Contacts Details (This should be a director or a senior manager of the company)

M / O	Requested Information	Example of Completed Information	Notes
M	Name (Title, First Name & Family Name(text boxes)	<i>Mr Fred Flintstone</i>	This person will be contacted to approve any changes to the second contacts details.
M	Job Title (Text Box)	<i>Director</i>	
M	Mobile Phone Number	<i>+44 1234 567 890</i>	To be completed in an international format. This should be the main contact's own phone number.
M	Email (Text Box)	<i>fflintstone@ABC.com</i>	
O	Comments (Text Box)	<i>I will be importing devices from China and I need to give the manufacturer my TAC</i>	

2.3 Second Contacts Details (This may be agent working for the registered company or may be the person tasked with requesting the TAC)

M / O	Requested Information	Example of Completed Information	Notes
M	Name (Title, First Name & Surname text boxes)	<i>Mr Fred Flintstone</i>	
M	Job Title (Text Box)	<i>Director</i>	
M	Mobile Phone Number	<i>+44 1234 567 890</i>	To be completed in an international format. This should be the contact's own phone number.
M	Email (Text Box)	<i>fflintstone@ABC.com</i>	
O	Comments (Text Box)	<i>I will be importing devices from China and I need to give the manufacturer my TAC</i>	

2.4 Completion of the Registration Form

M / O	Requested Information	Example of Completed Information	Notes
M	I accept, the Terms & Conditions on behalf of the company I work for (Check box)	Yes	Yes must be selected to proceed with the registration
		No	After confirmation, the application form will be terminated.
M	Submit, Reset & Back (Buttons)	Submit	This will send a notification to the RB that the registration application has been made.
		Reset	This will clear all of the information and it will need to be entered again.
		Back	This will take the applicant back to the previous page and the completed data will be cleared.

2.4.1 Additional Explanations of the registration form (If required)

Text to be added if/as required.

2.5 What happens next

Notification of the completed application form is automatically sent to the RB. The RB will verify the details that have been provided. If more information is needed the RB will contact the applicant.

When the form has been verified the applicant will be sent an email with its login details (manufacturer I.D. and password). This process is normally be completed by the RB within 2 working days.

The applicant can now login to the IMEI database, using these details, and request a TAC. See TS.06 for the full process details.

3 TAC Request Form

The TAC request form should be completed providing full details of the device that the TAC is to be used for, additional information like a technical specification may be requested by the RB before the TAC is allocated.

Most of the requested information is Mandatory (M) however a few fields are Optional (O). Completion of the Optional fields will help with the verification of the device for which the TAC is being requested.

3.1 Details of the device the TAC will be used for.

M / O	Requested Information	Example of Completed Information	Notes
M	Applicant Name	<i>Mr Fred Flintstone</i>	
M	Applicant Email Address	<i>fflintstone@ABC.com</i>	
M	Brand Name (Pick list)	<i>ABC</i>	
M	Equipment Type (Dropdown list)	Mobile Phone/Feature phone	For details of these different equipment types see TS.06
		Smartphone	
		Tablet	
		e-Book	
		Connected Computer	
		Dongle	
		Modem	
		WLAN Router	
M	Model Name (Text Box)	<i>Rock Mobile</i>	
O	Internal Model Name (Designation Type) (Text Box)	<i>ROC123</i>	
M	Marketing Name (Text Box)	<i>Hard Rock, Rock Star</i>	This is the name that will be used for the sale of the device. More than one Marketing Name can be added with a comma between each name, max 3. Marketing/sales material and/or technical specifications are to be provided to the RB when requested to show these models are exactly the same.
M	Quantity of TAC Required (Dropdown list)	1	In normal circumstances 1 TAC (1,000,000 IMEI) is all that is required. However for production quantities in excess of 1,000,000 of the same device additional TAC can be requested.
		2	
		3	
		4	
		5	
O	Device Certification Bodies	CE, FCC, IC, GCF, PTCRB, CCC, etc.	This should be a list of ALL the different organisations that the devices will be approved by. These should be listed with a comma between each organisation.

M	Operating System/Platform Supported (Dropdown list)	Android	For details of these different Operating Systems and for details of when "Other" is acceptable see TS.06.
		Bada	
		Blackberry	
		Firefox	
		iOS	
		Symbian	
		TIZEN	
		UBUNTU	
		Windows Phone	
		Other	
Other Radio Interfaces Supported			
M	Radio Interfaces	CDMA	
		3GPP2	
		Satellite	
		None	
	Modes, Bands Supported		
O	GSM		If "GSM" is selected then at least one of the frequency bands below must also be selected.
		GSM 450	
		GSM850 (GSM800)	
		GSM 900	
		GSM 1800	
		GSM 1900	
O	WCDMA FDD		If "WCDMA FDD" is selected then at least one of the frequency bands below must also be selected.
		I	
		II	
		III	
		IV	
		V	
		VI	
		VII	
		VIII	
		IX	

O	WCDMA TDD		If "WCDMA TDD" is selected then at least one of the frequency bands below must also be selected.
		A	
		B	
		C	
		D	
O	TD-SCDMA		If "TD-SCDMA" is selected then "TD-SCDMA" below must also be selected.
		TD-SCDMA	
O	E-UTRA (LTE) FDD		If "LTE FDD" is selected then at least one of the frequency bands below must also be selected.
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	
		25	
		26	
		27	

		28	
		29	
O	E-UTRA (LTE) TDD		If "LTE TDD" is selected then at least one of the frequency bands below must also be selected.
		33	
		34	
		35	
		36	
		37	
		38	
		39	
		40	
		41	
		42	
		43	
		44	
O	Intra-band contiguous Carrier Aggregation (CA) operating bands		If "CA" is selected then at least one of the frequency bands below must also be selected.
		CA_1	
		CA_3	
		CA_7	
		CA_23	
		CA_27	
		CA_38	
		CA_39	
		CA_40	
		CA_41	
O	Inter-band Carrier Aggregation (CA) operating bands		If "CA" is selected then at least one of the frequency bands below must also be selected.
		CA_1-5	
		CA_1-8	
		CA_1-18	
		CA_1-19	
		CA_1-21	
		CA_1-26	

		CA_2-4	
		CA_2-5	
		CA_2-12	
		CA_2-13	
		CA_2-17	
		CA_2-29	
		CA_3-5	
		CA_3-7	
		CA_3-8	
		CA_3-19	
		CA_3-20	
		CA_3-26	
		CA_3-27	
		CA_3-28	
		CA_4-5	
		CA_4-7	
		CA_4-12	
		CA_4-13	
		CA_4-17	
		CA_4-29	
		CA_5-7	
		CA_5-12	
		CA_5-17	
		CA_5-25	
		CA_7-20	
		CA_7-28	
		CA_8-20	
		CA_11-18	
		CA_12-25	
		CA_19-21	
		CA_23-29	
		CA_39-41	
O	Intra-band non-contiguous Carrier Aggregation operating bands		If "CA" is selected then at least one of the frequency bands below must also be selected.
		CA_3-3	
		CA_4-4	
		CA_7-7	
		CA_23-23	

		CA_25-25	
		CA_41-41	
O	CDMA2000		If "CDMA2000" is selected then "CDMA2000" below must also be selected.
		CDMA2000	
O	GAN		If "GAN" is selected then "GAN" below must also be selected.
		GAN	
M	Multi SIM Support (Dropdown list)	1 SIM	Select the number of SIM/UICC slots that the device has. The default is 1
		2 SIM	
		3 SIM	
		4 SIM	
O	Other 3GPP Frequency bands not listed on the form (Text box)		3GPP Frequency bands not listed above can be listed here
M	Does the device support NFC?	Yes	
		No	
M	Does the device support WLAN?	Yes	
		No	
M	Does the device support Bluetooth?	Yes	
		No	

3.2 GSMA Reporting Body use only (for information only)

M / O	Requested Information	Example of Completed Information	Notes
	TAC	35123456	This is where the RB will add the TAC to the application form

3.3 Completion of the TAC Form

M / O	Requested Information	Example of Completed Information	Notes
M	Submit, Reset & Back (Buttons)	Submit	This will send a notification to the RB that the registration application has been made.
		Reset	This will clear all of the information and it will need to be entered again.

		Back	This will take the applicant back to the previous page and the completed data will be cleared.
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3.3.1 Additional Explanations of the TAC form (If required)

Text to be added if/as required.

3.4 What happens next

Notification of the completed TAC request form is automatically sent to the RB. The RB will verify the details that have been provided. If more information is needed the RB will contact the applicant.

When the form has been verified, the applicant will be sent an email with the TAC number(s) on a certificate along with the device details that the TAC has been allocated for.

See TS.06 for the full process details.

Annex A Document Management

A.1 Document History

Version	Date	Brief Description of Change	Approval Authority	Editor Company /
1.0	25 th September 2014	Submitted to DQRT and will be submitted for PSMC approval	PSMC	Paul Gosden, GSMA

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Your comments or suggestions & questions are always welcome.