

## **GUIDELINES TO APPLICATION FOR TELECOMMUNICATION WIRING LICENCES**

### **1. INTRODUCTION**

- 1.1 This set of guidelines contains general information for interested parties intending to provide installation, maintenance or repair of any internal telecommunication wiring work connected to the Public Switch Telephone Network.
- 1.2 There are two types of Telecommunication Wiring Licence, namely:
- (a) Telecommunication Wiring Contractor Class Licence; and
  - (b) Telecommunication Wiring Installer Class Licence.
- 1.3 The Telecommunication Wiring Contractor Class Licence is meant for an ACRA registered entity (e.g., business, LLP or company) and the Telecommunication Wiring Installer Class Licence is for an individual. These licences are required to perform telecommunication wiring work using optical fibre cables. Wiring Contractor or Installer Class Licence will not be required for carry out telecommunication wiring works using copper cables.
- 1.4 The ACRA registered entity shall be deemed to have been granted a Telecommunication Wiring Contractor Class Licence if it has —
- (a) registered with IMDA;
  - (b) submitted to IMDA upon registration the required information as detailed in the online registration form; and
  - (c) paid to IMDA the one-time payment of \$100. Goods and Services Tax (GST) is not applicable.
- 1.5 To register for a Telecommunication Wiring Contractor Class Licence, you need to be an ACRA registered entity and must employ at least one licensed telecommunication wiring installer.
- 1.6 To apply for the Telecommunication Wiring Installer Class Licence, the individual must possess at least one of the qualifications as shown in [Annex 1](#).

### **2. DEFINITIONS**

- 2.1 “Code of Practice for Telecommunication Wiring Work” means the code of practice issued by the Authority under section 30 of the Act setting out the technical standards and specifications for the performance or carrying out of wiring work.

- 2.2 “licence” means a telecommunication wiring installer class licence or a telecommunication wiring contractor class licence’.
- 2.3 “licensed contractor” means a person who holds a telecommunication wiring contractor class licence.
- 2.4 “licensed installer” means an individual who holds a telecommunication wiring installer class licence.
- 2.5 “telecommunication wiring contractor class licence” means a class licence mentioned in regulation 5 of the Telecommunication (Wiring Works) Regulations and granted by the Authority under section 5 of the Act.
- 2.6 “telecommunication wiring installer class licence” means a class licence mentioned in regulation 4 of the Telecommunication (Wiring Works) Regulations and granted by the Authority under section 5 of the Act.
- 2.7 “user” means a person who has subscribed to or intends to subscribe to any telecommunication service of a telecommunication system licensee.
- 2.8 “wiring work” means the installation, modification, maintenance or repair of any wiring —
- (a) that is or is intended to be used for connection to any telecommunication system of a telecommunication system licensee; and
  - (b) that is not carried out by or on behalf of a telecommunication system licensee.

### **3. SCOPE OF LICENCE**

#### **3.1 Telecommunication Wiring Contractor Class Licence**

- (a) A licensed contractor is authorised to carry on the business of providing wiring work, in relation to the type of wiring specified in the application made by the person to the Authority under regulation 3(2) of the Telecommunication (Wiring Works) Regulations, with effect from the date of the grant of the licensed contractor’s telecommunication wiring contractor class licence.
- (b) The licence conditions for the Telecommunication Wiring Contractor Class Licence is attached at Annex 2.

### **3.2 Telecommunication Wiring Installer's Licence**

- (a) A licensed installer is authorised to personally carry out wiring work, in relation to the type of wiring specified in the application made by the individual to the Authority under regulation 3(1) of the Telecommunication (Wiring Works) Regulations, with effect from the date of the grant of the licensed installer's telecommunication wiring installer class licence.
- (b) The licence conditions for the Telecommunication Wiring Contractor Class Licence is attached at [Annex 2](#).

## **4. LICENCE FEES/DURATION OF LICENCE**

- 4.1 (a) The registration fee for a Telecommunication Wiring Contractor Class Licence is a one-time payment of \$100 and is valid until cancelled or suspended; and
- (b) The licence fee for a Telecommunication Wiring Installer Class Licence is a one-time payment of \$30 and is valid until cancelled or suspended.

Note:

The Authority may refund or remit the whole or part of any fee paid or payable under these Regulations.

## **5. COMPLIANCE WITH REGULATORY FRAMEWORK**

- 5.1 The licensee shall comply with any directions and notifications which IMDA may, from time to time, issue.
- 5.2 The licensee must comply with the Telecommunications (Wiring Works) Regulations 200524 and Code of Practice for Telecommunication Wiring Work.

## **6. REGISTRATION/APPLICATION PROCEDURE**

- 6.1 (a) Interested parties can register online for the Telecommunication Wiring Contractor Class Licence at [www.gobusiness.gov.sg/licences](http://www.gobusiness.gov.sg/licences). No submission of the copy of the ACRA Certificate to IMDA is necessary if the registration is made online.
- (b) As for the Telecommunication Wiring Installer Class Licence, applicants can apply online via [www.gobusiness.gov.sg/licences](http://www.gobusiness.gov.sg/licences).

6.2 E-payment for the above licences must be made online at <https://eservice.imda.gov.sg/tls/login.action>.

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Notes:

- 1 This document has no legal standing and is not intended as a substitute for legal advice. While every effort has been made to provide an accurate and authoritative account of the licensing regime, the licence(s) to be granted to successful applicants will be the complete authoritative text.**
- 2 The information contained in this document is intended to assist interested parties in applying for the relevant licences. It does not bind IMDA to any particular course of action in relation to the handling of any application, or to the terms of any licence to be granted, or to grant any licence to any party. IMDA reserves the right to change its policies and/or to amend this document without prior notice.**
- 3 The grant of a licence is at the sole discretion of IMDA. IMDA reserves the right not to accept any application submitted. IMDA will undertake to explain to the applicant concerned, on the applicant's request, why the applicant is unsuccessful in its application for a licence.**
- 4 IMDA reserves the right to disclose the identities of parties who have submitted applications. All other information received will be treated in confidence.**

To apply for an IMDA telecommunication wiring installer’s licence, the applicant needs to possess one of the following qualifications:

Institutions	Course name
Institute of Technical Education	<p><a href="#"><u>Certificate of Competency (“CoC”) in Fibre Optic Cabling</u></a></p> <p><i>Note: Applicant who have obtained certificates for <b>both</b> courses (a) Fibre Optics – Essential Skills for Installer and (b) Fibre Optics – Test &amp; Troubleshoot conducted by Institute of Technical Education are considered to have completed Certificate of Competency (“CoC”) in Fibre Optic Cabling.</i></p>
100G Training and Consultancy Pte Ltd	<p><a href="#"><u>Certified Fiber Optic Technician (CFOT)</u></a></p>
FiberOpto Asia Pte Ltd	<p><a href="#"><u>Fiber Optics Installer Training &amp; Certification</u></a></p>
James Contractor Pte Ltd	<p><a href="#"><u>Skill Evaluation Certificate (Knowledge) - Fibre Optics Installation</u></a></p>
Singtel Training Academy	<p><a href="#"><u>Fibre Optics Installation and Maintenance</u></a></p>

**Alternatively**, experienced installer with 1 year of working experience for telecommunication service providers (“telcos”) or telcos’ contractors may apply for exemption to register for the licence without attending the training course.

## EXTRACTS FROM THE TELECOMMUNICATIONS (WIRING WORKS) REGULATIONS 2024

### CONDITIONS OF TELECOMMUNICATION WIRING CONTRACTOR CLASS LICENCE

1. A licensed contractor must comply with the provisions of the Act, these Regulations and the Code of Practice for Telecommunication Wiring Work.
2. A licensed contractor must be or must employ a licensed installer who is authorised under regulation 4(1) to carry out wiring work in relation to the type of wiring the licensed contractor is authorised under regulation 5(1) to provide.
3. A licensed contractor must, in carrying on the business of providing wiring work, ensure that —
  - (a) only a licensed installer (whose licence is not suspended) carries out the wiring work; and
  - (b) the licensed installer only carries out wiring work in relation to the type of wiring that the installer is authorised under regulation 4(1) to carry out.
4. A licensed contractor must notify the Authority of any change in the information provided to the Authority under regulation 3(2) within 14 days after the change.
5. A licensed contractor must maintain a record of all wiring work that the contractor carries out or causes to be carried out on or after 1 July 2024, for a period of at least 12 months after the date of completion of the wiring work, and the record must specify at least the following:
  - (a) the particulars of the licensed installer who carried out the wiring work, including the licensed installer's name and licence number;
  - (b) the type of wiring in relation to which the wiring work was carried out;
  - (c) the address of the premises where the wiring work was carried out.

#### CONDITIONS OF TELECOMMUNICATION WIRING INSTALLER CLASS LICENCE

1. A licensed installer must comply with the provisions of the Act, these Regulations and the Code of Practice for Telecommunication Wiring Work.
2. A licensed installer must not carry out any wiring work in relation to a type of wiring that the installer is not authorised under regulation 4(1) to carry out.
3. A licensed installer must notify the Authority of any change in the information provided to the Authority under regulation 3(1) within 14 days after the change.
4. A licensed installer must maintain a record of all wiring work that the installer carries out on or after 1 July 2024 (unless the wiring work was carried out for a licensed contractor), for a period of at least 12 months after the date of completion of the wiring work, and the record must specify at least the following:
  - (a) the type of wiring in relation to which the wiring work was carried out;
  - (b) the address of the premises where the wiring work was carried out.