1 Introduction

This document is meant as a quick reference guide for applicants, identifying the subjects to be delivered by the applicant for a Radio & Terminal (Japan) Certificate.

2 Overview of subjects to be delivered by applicant .

An application must consist of at least the information as listed in the “subject” column.
Where applicable a document i.d. is given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_100
Letter of authorization	X[2]	RF_160
Internal Photos	X	
External Photos	X	
Test Report(s)	X[1]	
Rated mean power output density declaration form	X[3]	RF_746
Assembly drawings (provide a drawing of component location on the PCB)	X[4]	
Electric diagrams (schematics)	X	
Block diagrams	X	
User’s manual (operational or technical description)	X[5]	
Parts List (BOM)	X[6]	
Statement of Production Quality Assurance, ISO/IEC 17025 or ISO9001 accreditation Security Standards (Article 34-10) The manufacturer’s manufacturing procedure	X X[7]	RF_742
Appearance diagram and Connection system diagram	X[7]	
Antenna specifications + pattern	X[3]	

Table 1

Note: Make sure that the above-mentioned documentation shows the correct type names of the products that also have to be mentioned on the certificates to be produced.

[1] In case Kiwa does not perform the tests)

[2] In case applicant is different from approval holder

[3] Not applicable for TTE equipment

[4] Copies of the individual PCB tracks or layers are not required.

[5] User manual is not required in case a product data sheet is provided.

[6] Parts list is not required if the schematics include component values.

[7] Applicable for TTE equipment only

3 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the customer specific customer folder, which can be accessed at the client portal at www.Kiwa.com
Application information may be submitted in the following formats:
PDF / JPEG Image / Microsoft Excel / Microsoft Word.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Kiwa. Remark: In case of information submission, it should be sent in a single file per subject, e.g. five internal photos in 1 file.

3.1 Details

In case of submission of information please read first document **RD_740 "Conformity assessment procedures for Radio & Telecommunication Terminal Equipment in Japan".** This can be downloaded from our web site including the applicable
"RF_xxx documents" available within the **Downloads - Kiwa W&E**

3.2 Documentation requirements for certification of OEMs and/product variants.

In case manufacturer and certificate holder are the same:

Subject	Submission by applicant	Document I.D.
General Application Form	**X**	**RF_100**
Declaration of identity	**X**	**RF_062**

Table 2

Important remark is to fill in the new type designation (model name), new trademark (brand name) and the declaration that the NEW product (model name) is identical to the OLD product.

In case the certificate holder is different:

Subject	Submission by applicant	Document I.D.
General Application Form	**X**	**RF_100**
Declaration of Authorization (use of TCF)	**X**	**RF_743**
General Declaration (new approval holder)	**X**	**RF_744**

Table 3

Required Information as mentioned in case the manufacturer and certificate holder are the same (see table 2)

+ Name, address, city, country and contact person.
+ Declaration from the OLD certificate holder that the new certificate holder may use the test report and documentation for his own approval (RF_743).
+ Declaration from the NEW approval holder declaring to take over all the responsibilities for the Japanese approval (RF_744).

Notes: **New certificates, with a new ID number, for OEMs and product variants will be issued.**

4 Legenda

Trademark *refers to the generic (brand) name under which certain equipment is marketed.*

Type designation *refers to the unique name under which certain equipment is marketed.*
*A certificate or approval holder may market the same product under different type designations and/or trademarks. The products should be are then 100% identical, in construction, hardware, software and physical outlining (**OEM** = Original Equipment Manufacturer).*

Product variants *are products that are not identical but have a certain similarity to the main product. They differ in some details, e.g. so called stripped versions, different PCB layouts, and additional options.*

Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
12	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
13		1	30-12-2022	History sheet added	AG
14		all	18-08-2025	Kiwa logo change	AG

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