

This document provides a guide for Dealer License management in Self-Care Portal of eService for AITI customers.

User Guide for SCP Dealer License AITI eServices

Revision History

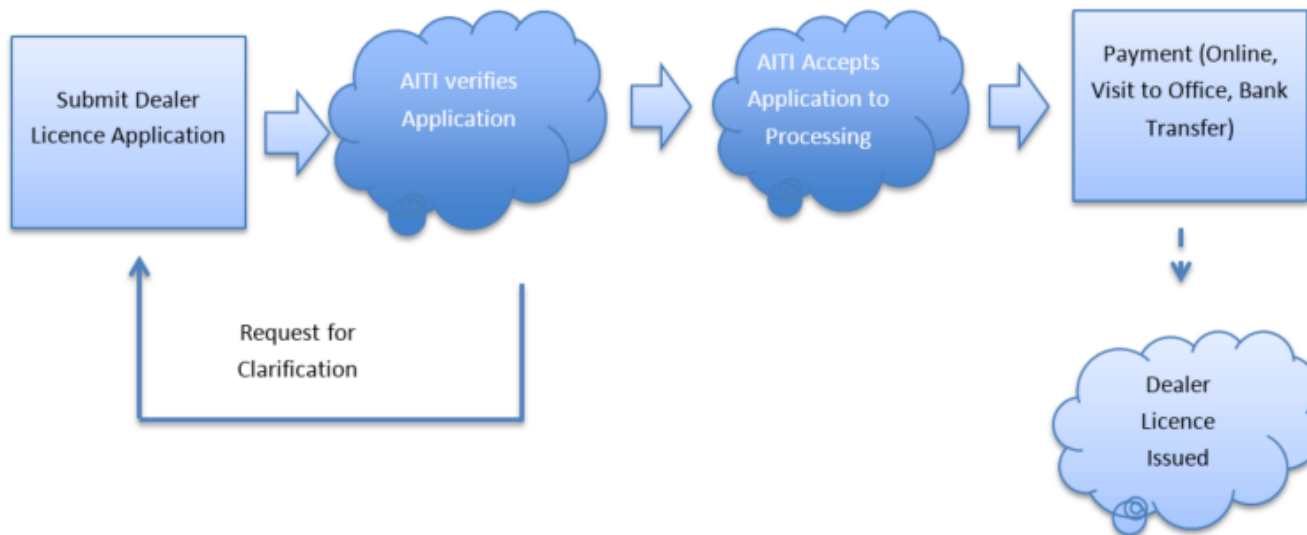
Version	Revision Date	Summary of Changes	Changes Marked

TABLE OF CONTENTS

1	GENERAL WORKFLOWS OF APPLICATIONS.....	3
2	APPLY FOR NEW DEALER LICENCE	4
3	RENEW DEALER LICENCE.....	8
4	TERMINATE DEALER LICENCE	8

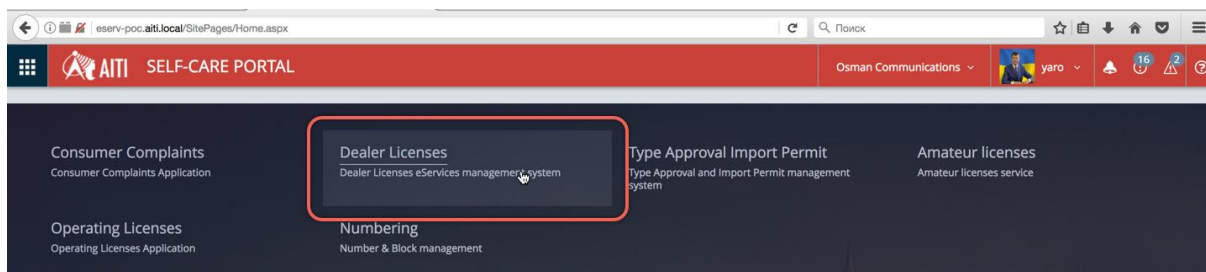
1 GENERAL WORKFLOWS OF APPLICATIONS

The workflow bellow shows the general process of dealer license application. The process is similar to all types of customer applications including; New Licence, Licence Renewal, and License Termination, etc.



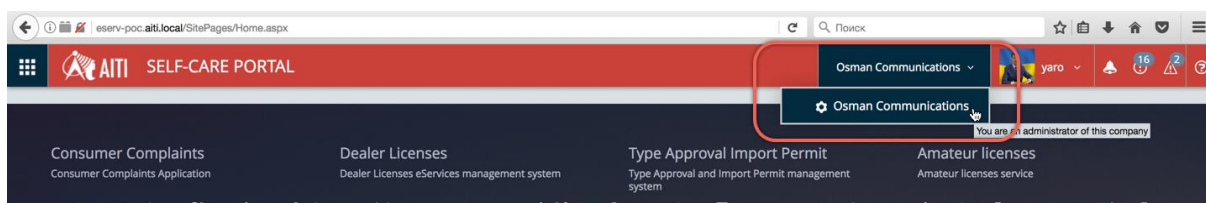
2 APPLY FOR NEW DEALER LICENCE

- a) Log In to SCP, navigate to Dealer Licenses module.

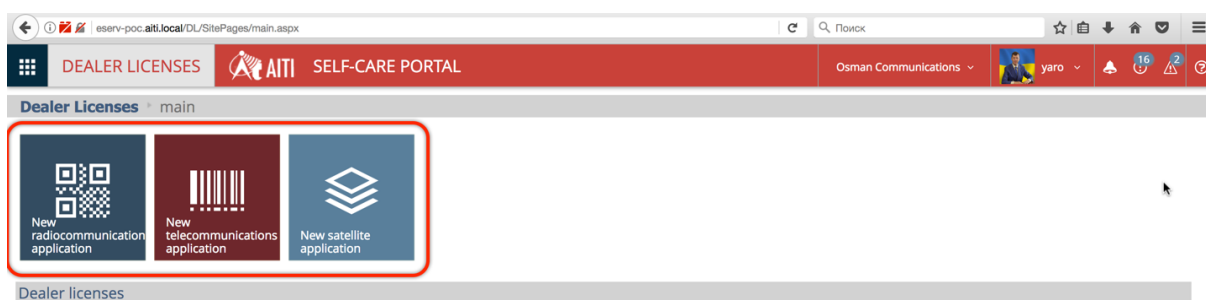


- b) To apply for Dealer Licence, customer should act in behalf of a company (See Related Persons in Customer Accounts)

- c) Select a company in the company list



- d) On the Dealer License landing page, click one of three buttons, depending on type of the License required: DRQ, DTQ, DSQ.



- e) For selected license type, system will check if there is an existing licence or an active application and will not allow to create the application.
- f) If new application can be applied for the selected license type, an application form will appear. The application form will have the license type selected in the **General** tab and would require used input for contact person and reason to apply.

Note: the company's profile of applicant must have documents such as: 'Copies of Identity Cards/ Passports', 'Copies of 16/17', 'Terms and conditions'

SCP Dealer License

Customer

ABC Co.

Dealer License

Status

Draft

General

Processing

History

Clarification

Documents

Contact person

ABC Co.

Application initiator

Jin Hwang

License Type

☒ DRQ
 ☐ DTQ
 ☐ DSQ

Reason For Apply

I/We certify that to the best of my/our knowledge the information given below are correct. And I/We hereby agree to follow all terms and conditions issued by the Authority for Info-communications Technology Industry of Brunei Darussalam (AITI)

Validate

Apply

Cancel

Save

Cancel

- On the **Documents** tab, upload all the additional documents you want to submit along with application, including pictures, etc.
- Click **Validate** to check whether all the data required by system is complete. System may require to update your Customer (Company) profile with field values and attachments.
- When all requirements are fulfilled, click **Apply** button. Application state changes to **Applied**. The application will be available to AITI officers to be processed.

DEALER LICENSES

AITI SELF-CARE PORTAL

New radiocommunications application

New telecommunications application

New satellite application

Dealer licenses

Show 10 items on list

Title	License Type	Status	Start date
No items...			

Previous Next

Dealer license applications

Show 10 items on list

Title	Application Type	License Type	Status
DL-NE-DRQ-S00007	New License	DRQ	Applied

Previous 1 Next

SCP Dealer License

*Note: The application can be saved to be submitted/applied later by clicking on **Save** button. In this case application status, will change to 'Draft'. The application be accessed later from the list of applications and edited or submitted.*

- j) AiTi officer may request for clarification if the information provided in the application is not complete or enough. Please refer to 'Clarification Request Processing' for more detail.
- k) Once AITI officer decides that information in the application is complete, the application is accepted and will be processed. The application status will change to 'Processing'. Notification of application processing will be receiver by the applicant.

Dealer license applications				
Show <input type="text" value="10"/> items on list				
Title	Application Type	License Type	Status	AITI Comments
DL-NE-DRQ-S00007	New License	DRQ	Processing	
Previous <input type="text" value="1"/> Next				

- l) Application's 'Accept date', 'Process due date' is set. This information is available under **Processing** tab.


Customer ABC Co.	Dealer License	Status Processing
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General	Processing	History	Clarification	Documents
<div> <div>Accept date 29/03/2017</div> <div>Process due date 05/04/2017</div> <div>Process date</div> <div>Decision date</div> </div> <div> <div>Exempted No</div> <div>Exemption notes</div> <div>Invoiceable Amount</div> </div> <div> <div>Invoiceable Object</div> <div>Paid status</div> <div>Pay due date</div> <div>Actual paid date</div> </div>				
<p>I/We certify that to the best of my/our knowledge the information given below are correct. And I/We hereby agree to follow all terms and conditions issued by the Authority for Info-communications Technology Industry of Brunei Darussalam (AITI)</p> <div> <div>Cancel</div> <div>Close</div> </div>				

- m) Once decision is made regarding approval or rejection of your application, respective notification is sent. Application status is changed to '**Approved**'/'**Rejected**' based on the decision taken and **Decision Date** will be set.


AITI						
Dealer Licenses ▸ License Applications						
All Items All Columns Approved ... <input type="text" value="Find an item"/>						
✓	Edit	ID	Title	Application Type	License Type	Status
		11	DL-NE-DRQ-S00007 ✱	New License	DRQ	Approved

- n) If the application is approved, Dealer License will be created. Link to DL is available in Dealer license list and in the application form.




AITI


SELF-CARE PORTAL



New radiocommunications application



New telecommunications application



New satellite application

Dealer licenses

Show items on list

Title	↑ Document	License Type
DRQ-D-24-3/29/2017-4		DRQ

Previous

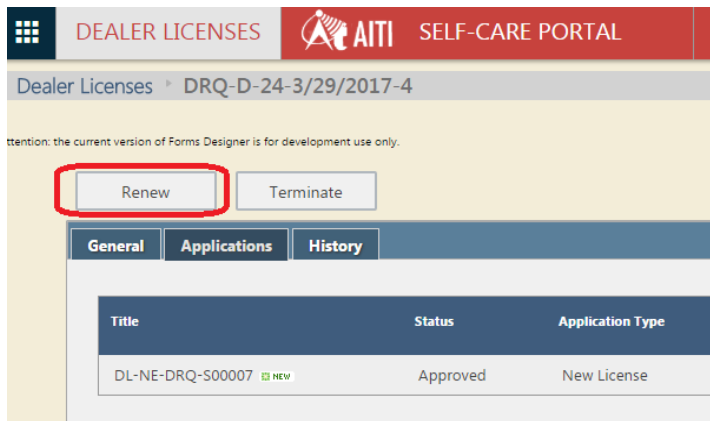
1

Next

- o) Once application is approved, depending on the payment exempt status of the application one of the following two cases will occur,
- If application is exempted from payment, then DL Start and Stop dates are updated and license is created with a status 'Issued' immediately.
 - If application is not exempted from payment, then Invoice will be generated and it should be paid to issue DL. Please refer to 'Billing (Invoicing and Payment)' guide to proceed with payment management.

3 RENEW DEALER LICENCE

- a) Login to SCP, navigate to Dealer Licenses module, open Dealer License screen form.
- b) Click **Renew** on the top of the form. System will open renew application.



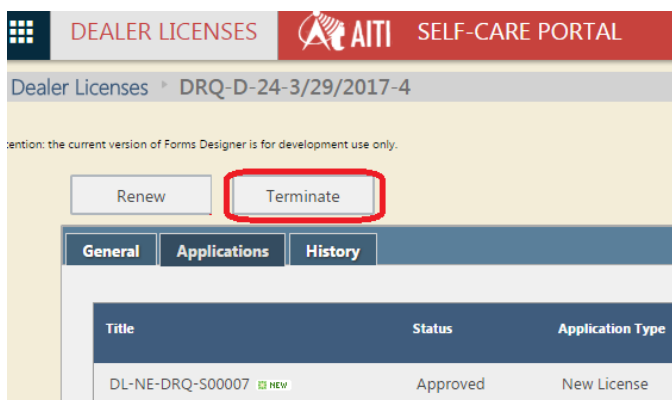
The screenshot shows the 'DEALER LICENSES' section of the AITI SELF-CARE PORTAL. The breadcrumb trail is 'Dealer Licenses > DRQ-D-24-3/29/2017-4'. Below the header, there is a note: 'Attention: the current version of Forms Designer is for development use only.' Two buttons, 'Renew' and 'Terminate', are displayed. The 'Renew' button is highlighted with a red rectangle. Below the buttons are tabs for 'General', 'Applications', and 'History'. Under the 'Applications' tab, there is a table with the following data:

Title	Status	Application Type
DL-NE-DRQ-S00007 NEW	Approved	New License

- c) On the application form, fill in number of years for which the application is to be renewed.
- d) Click **Apply** button. Your Application is sent to AITI for approval.
- e) Once approval is performed, based on the payment exempt status following two case may occur:
 - i. If application is exempted from payment, then dealer license Start and Stop dates are updated immediately.
 - ii. If your application is not exempted from payment, then license will be created in 'Pending for payment' state and an invoice will be generated. Invoice should be paid in to complete the renewal of the license.

4 TERMINATE DEALER LICENCE

- a) Login to SCP, navigate to Dealer Licenses module, open Dealer License screen form.
- b) Click **Terminate** on the top of the form. System will open termination application



The screenshot shows the 'DEALER LICENSES' section of the AITI SELF-CARE PORTAL. The breadcrumb trail is 'Dealer Licenses > DRQ-D-24-3/29/2017-4'. Below the header, there is a note: 'Attention: the current version of Forms Designer is for development use only.' Two buttons, 'Renew' and 'Terminate', are displayed. The 'Terminate' button is highlighted with a red rectangle. Below the buttons are tabs for 'General', 'Applications', and 'History'. Under the 'Applications' tab, there is a table with the following data:

Title	Status	Application Type
DL-NE-DRQ-S00007 NEW	Approved	New License

SCP Dealer License

- c) Provide the reason to terminate in **General** tab.
- d) Click **Apply** button. The application is sent to AITI for its approval.
- e) If no clarification is required, the application will be accepted. The accepted application status changes to **Processing** and user will be notified.
- f) Once application is approved the license status changes to **Terminated**.

DEALER LICENSES

AITI SELF-CARE PORTAL

New radiocommunications application

New telecommunications application

New satellite application

Dealer licenses

Show 10 items on list

Title	Document	License Type	Status
DRQ-D-24-3/29/2017-4		DRQ	Terminated

Previous 1 Next