

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

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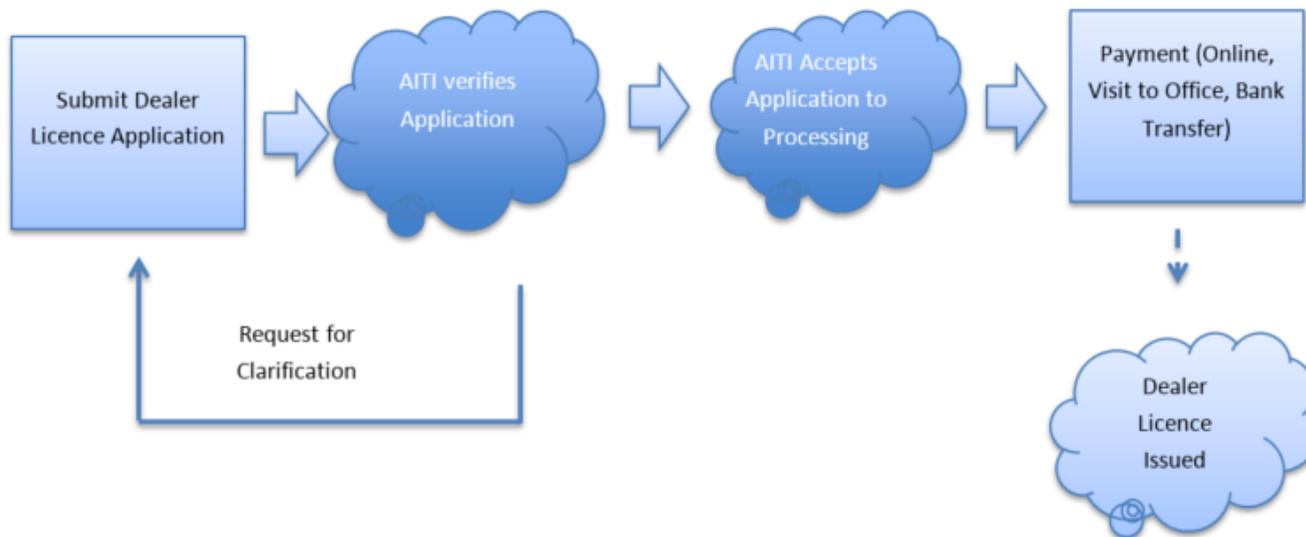
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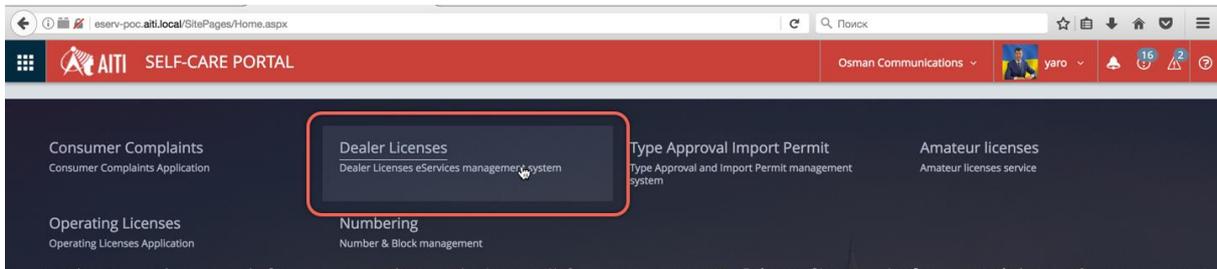
1 GENERAL WORKFLOWS OF APPLICATIONS

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.



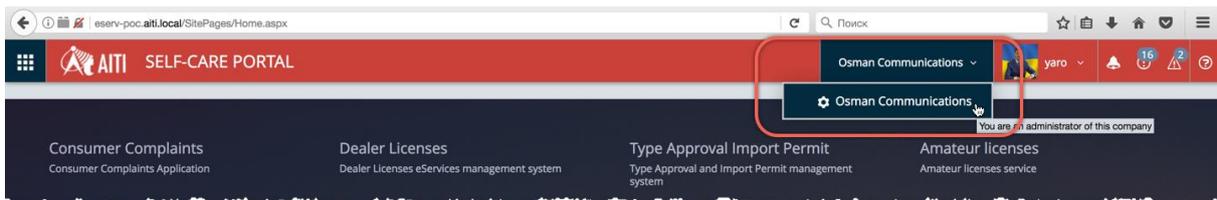
2 APPLY FOR NEW DEALER LICENCE

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

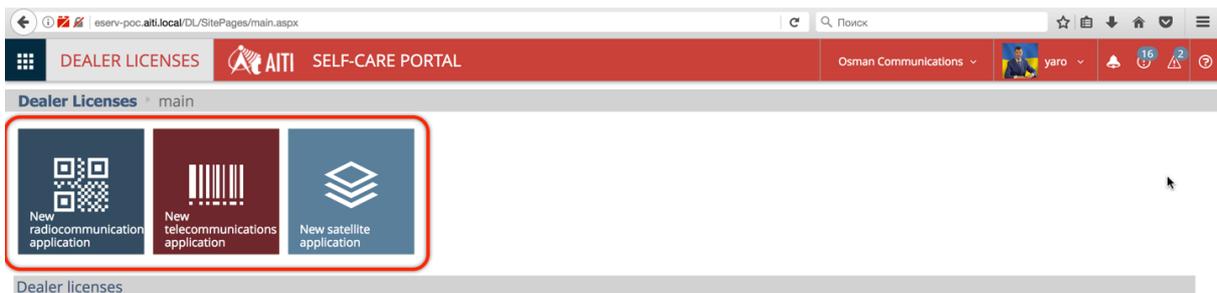


- b) To apply for Dealer Licence, customer should act in behalf of a company (See Related Persons in Customer Accounts)

- 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

- g) On the **Documents** tab, upload all the additional documents you want to submit along with application, including pictures, etc.
- h) 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.
- i) 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 items on list

Title	Application Type	License Type	Status	AITI Comments
DL-NE-DRQ-500007	New License	DRQ	Processing	

Previous 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

General Processing History Clarification Documents

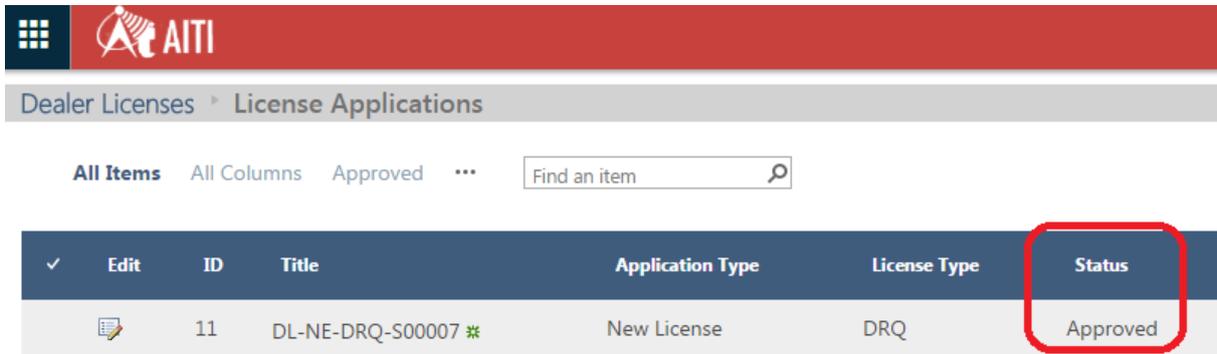
Accept date 29/03/2017	Process due date 05/04/2017	Process date	Decision date
Exempted No	Exemption notes	Invoiceable Amount	
Invoiceable Object	Paid status	Pay due date	Actual paid date

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)

Cancel Close

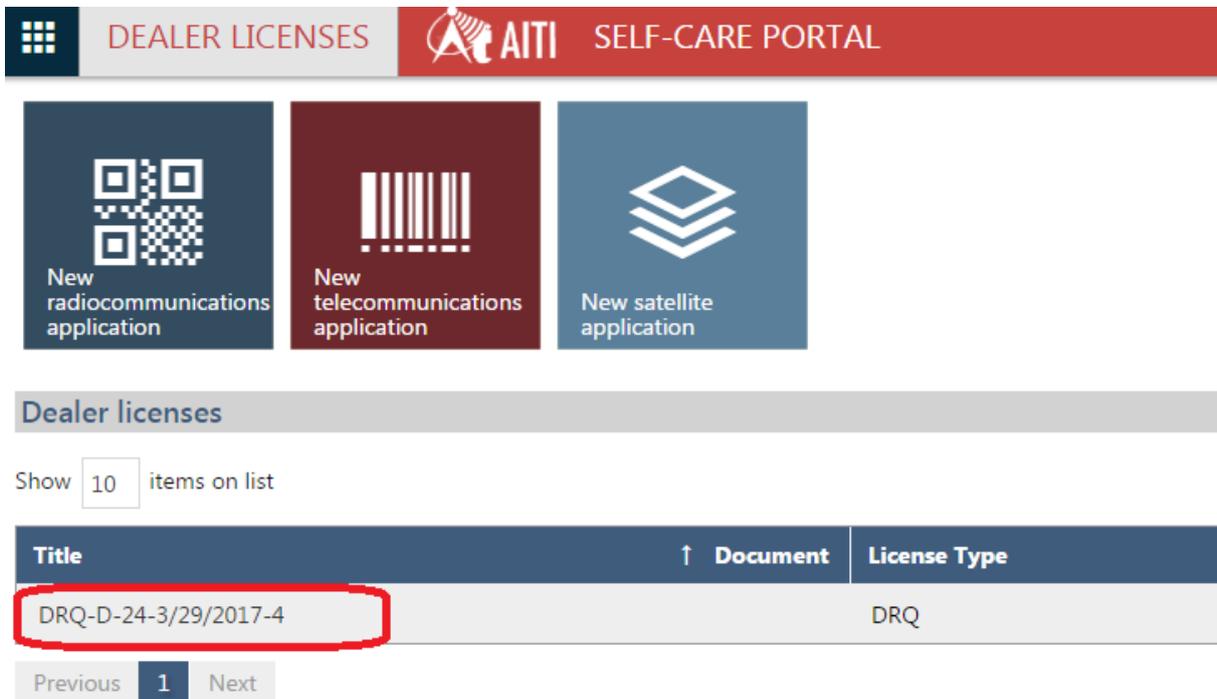
- m) Once decision is made regarding approval or rejection of your application, respective notification is sent. Application status is changed to '**Approved**'/'**Rejected**' based on the decision taken and **Decision Date** will be set.

SCP Dealer License



The screenshot shows the AITI Self-Care Portal interface. At the top, there is a navigation bar with the AITI logo and the text 'DEALER LICENSES' and 'SELF-CARE PORTAL'. Below this, there is a section for 'Dealer Licenses' with a sub-section for 'License Applications'. A search bar is present with the text 'Find an item'. Below the search bar, there is a table with the following columns: 'Edit', 'ID', 'Title', 'Application Type', 'License Type', and 'Status'. The 'Status' column is highlighted with a red box. The table contains one row with the following data: '11', 'DL-NE-DRQ-S00007 *', 'New License', 'DRQ', and '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.

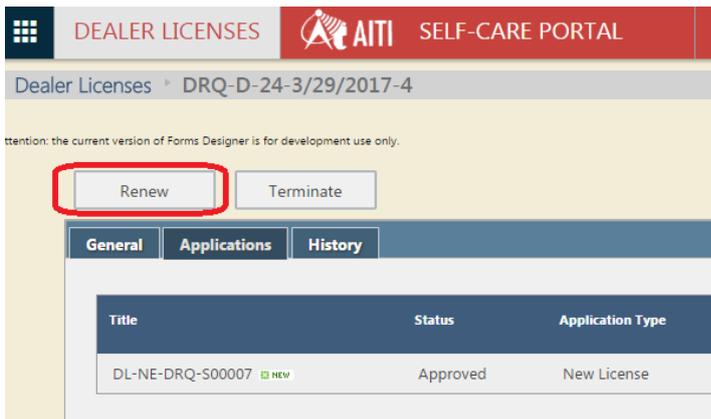


The screenshot shows the AITI Self-Care Portal interface. At the top, there is a navigation bar with the AITI logo and the text 'DEALER LICENSES' and 'SELF-CARE PORTAL'. Below this, there are three buttons: 'New radiocommunications application', 'New telecommunications application', and 'New satellite application'. Below the buttons, there is a section for 'Dealer licenses'. A search bar is present with the text 'Show 10 items on list'. Below the search bar, there is a table with the following columns: 'Title', 'Document', and 'License Type'. The 'Title' column is highlighted with a red box. The table contains one row with the following data: 'DRQ-D-24-3/29/2017-4' and 'DRQ'. Below the table, there are navigation buttons: 'Previous', '1', and 'Next'.

- o) Once application is approved, depending on the payment exempt status of the application one of the following two cases will occur,
- i. If application is exempted from payment, then DL Start and Stop dates are updated and license is created with a status 'Issued' immediately.
 - ii. 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

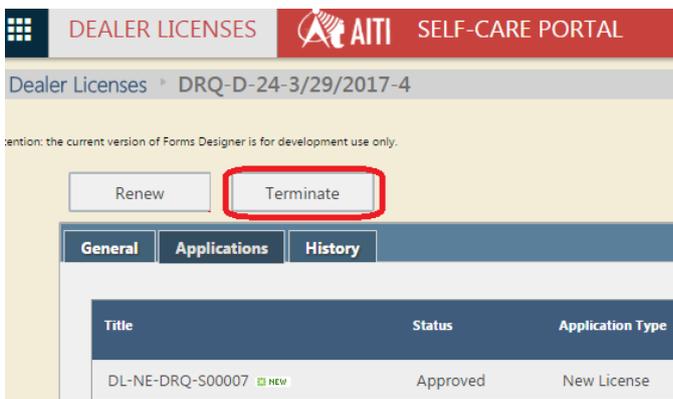
- a) Login to SCP, navigate to Dealer Licenses module, open Dealer License screen form.
- b) Click **Renew** on the top of the form. System will open renew application.



- 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



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**.

The screenshot shows the AITI Self-Care Portal interface. At the top, there is a navigation bar with 'DEALER LICENSES' and 'AITI SELF-CARE PORTAL'. Below this are three application buttons: 'New radiocommunications application', 'New telecommunications application', and 'New satellite application'. The main content area is titled 'Dealer licenses' and shows a list of items. The list has columns for 'Title', 'Document', 'License Type', and 'Status'. A single row is visible with the following data: Title: DRQ-D-24-3/29/2017-4, License Type: DRQ, Status: Terminated. The 'Status' cell is highlighted with a red box. Below the table are navigation links: 'Previous', '1', and 'Next'.

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