



هيئة تنظيم الاتصالات  
Telecommunications Regulatory Authority

# Type Approval System User Manual

Version 1.0

Telecommunications Regulatory Authority (TRA)

[www.tra.gov.om](http://www.tra.gov.om)

P.O. Box 111, P.C. 3555, Muscat, Sultanate of Oman

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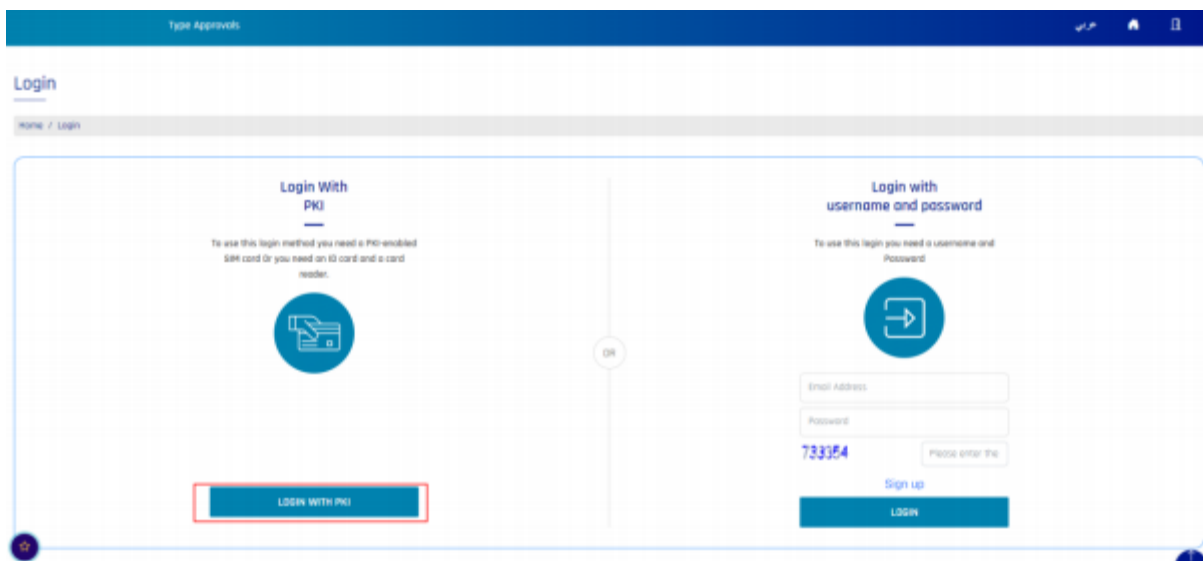
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# 1. Sign-Up/ Sign-In

## 1.1 Sign-Up/ Sign-In (Company or Government or Individual)

1. click <https://ta.tra.gov.om>
2. Select Login with PKI



3. After clicking Login with, you will be requested to select PKI-based registration options **ID card PKI** or **Mobile PKI**.

# 1. Sign-Up/ Sign-In

---



4. Enter the required details.



5. Select Type of Account

## Register a new account

[Home](#) / [Register a new account](#)

Register a new account in Type Approval System

Select your Account Type \*

6. Click Next

Create a new account for Individual

1 PKI Details      2 Location Information      3 Contact Details      4 Submit Request

**PKI Details**

Civil number

Name of the applicant in Arabic

Name of the applicant in English

→

7. Fill the required fields & click Next

Create a new account for Individual

1 PKI Details      2 Location Information      3 Contact Details      4 Submit Request

**Location Information**

Governorate\*

Wilkayah\*

City\*

P.O. box\*

Postal code \*

Adding location on MAP \*

8. Fill Location Details & click Next.

1 PKI Details

2 Location Information

3 Contact Details

4 Submit Request

Location Information

Governorate\*

Muscat

City\*

Muscat

Postal code \*

111

Close

23.56942538847161

58.29016803999944

9. Accept the Declaration & click Submit.

#### Create a new account for Individual

1 PKI Details

2 Location Information

3 Contact Details

4 Submit Request

Declaration

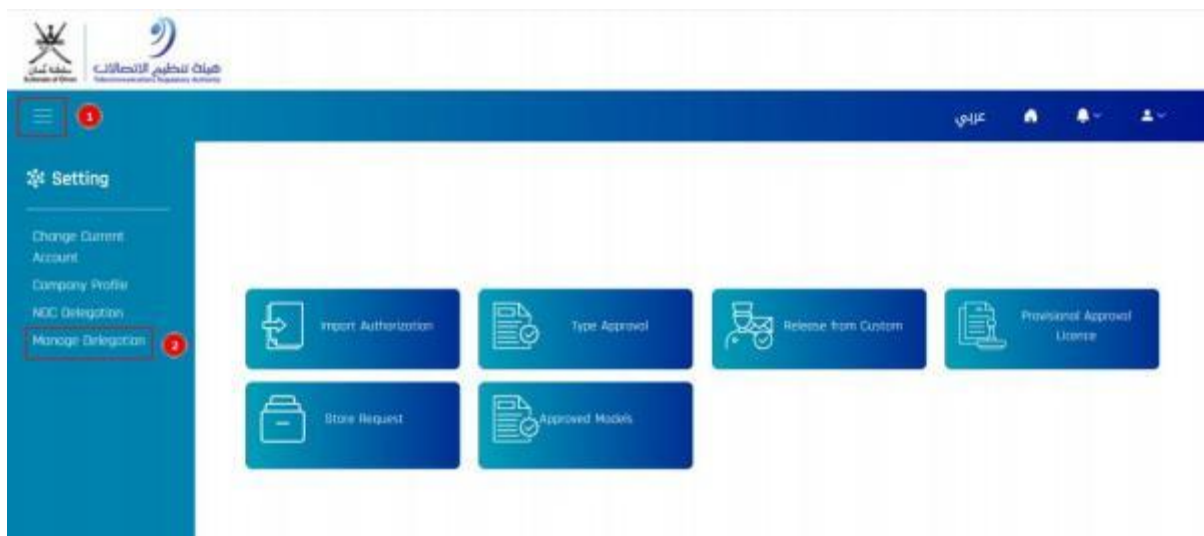
Declare that all the data that I have entered into this application are true and in the event of any discrepancy, I shall be fully responsible for the ensuing consequences.

## 2. Setting

---

### 2.1 Delegation

1. Click Manage Delegation



2. Click add Delegate



## Add Delegate

Home / Settings / Settings / Add Delegate

Company ID No. \*

Start Date \*

End Date \*

Name in English \*

IDM Number \*

Company Name \*

Start Date \*

End Date \*

Name in Arabic \*

Office Telephone \*



### 3. Select Duration

View Import Authorization Request

Home / Manage Import Authorization Request / New Import Authorization Request

1 Company Details      2 Request Details      3 Payment Details

Request Details

Duration (years)

Price

Request Status

Copyright © 2014, 2015 All Rights Reserved

### 4. Accept Declaration & click Pay Now

Application Fees & Declaration

Declaration

Application Fees

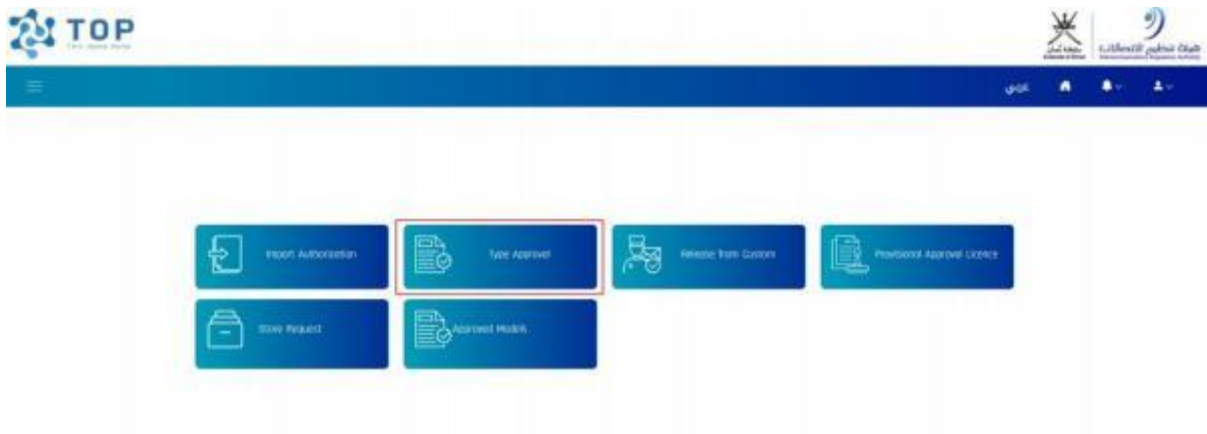
0.2 QR

Pay Now

## 5.Type Approval

### 5.1 Type Approval Certificate Request

1. Select Type Approval



2. Click Add New Request



3. Click Next

## Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request

Progress bar: 1 Company details, 2 Equipment Information, 3 Manufacturer Information, 4 Attachments, 5 Application Fees and declaration

**Company and Applicant details:**

CR Number	CR Expiry Date
<input type="text"/>	<input type="text"/>
Company Name/Trade	Company Name/English
<input type="text"/>	<input type="text"/>
<b>Import Authorization Details:</b>	
Import Authorization	Entry Date
<input type="text"/>	<input type="text"/>
<b>applicant details:</b>	
name(surname)	name(surname)
<input type="text"/>	<input type="text"/>
email	Phone Number
<input type="text"/>	<input type="text"/>

Next

4. Fill Equipment Information & click next

## Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request

Progress bar: 1 Company details, 2 Equipment Information, 3 Manufacturer Information, 4 Attachments, 5 Application Fees and declaration

**Equipment Details:**

Equipment Type*	Equipment Model Number*
<input type="text"/>	<input type="text"/>
Brand*	Approval Type*
<input type="text"/>	<input type="text"/>
Marketing Model*	Purpose of Equipment*
<input type="text"/>	<input type="text"/>

5. Fill Manufacturer Information & click next

Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request

1 Company details 2 Equipment information 3 Manufacturer information 4 Attachments 5 Application Fees and declaration

Manufacturer information:

Manufacturer name\*

Manufacturer Country\*

LAC certified Labs

Standards of Testing

← →

6. Upload Attachment & click next

Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request

1 Company details 2 Equipment information 3 Manufacturer information 4 Attachments 5 Application Fees and declaration

Upload your attachments

Choose File No file chosen

← →

7. Accept Declaration & click Pay Now

## Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request



### Application Fees & Declaration

#### Declaration

Declare that all the data that I have entered into this application are true and in the event of any discrepancy, I shall be

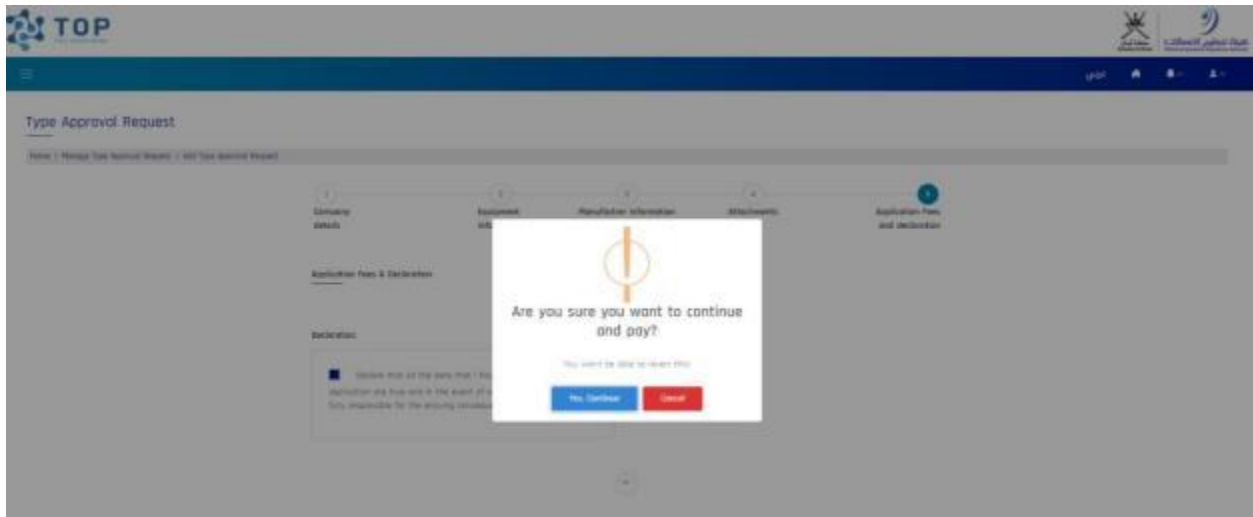
#### Application Fees

0.2 QR

Pay Now

8. Click Yes, Continue.

•



1- Fill Card details & click Make Payment



TELECOM REGULATORY AUTHORITY TRA

Order No.  
[Barcode]

Amount Payable  
OMR 0.200

Choose a Payment Method

Pay by Card



Card Number

0000 0000 0000 0000

Expiry Date

Month

Year

CVV

000

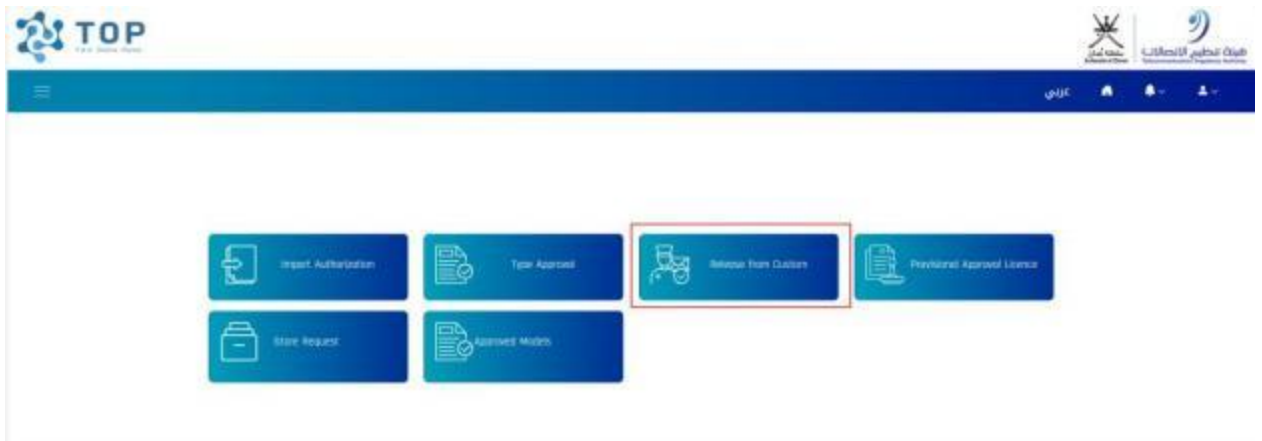


OMR 0.200

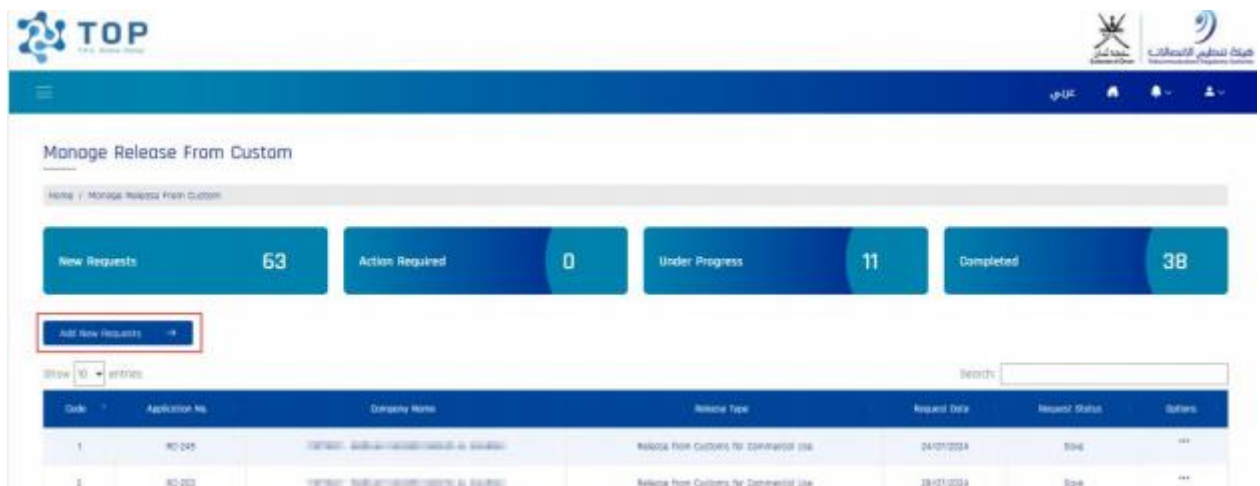
## 6. Release from Custom

### .1 Release from Custom for Commercial

1. Click Release from Custom



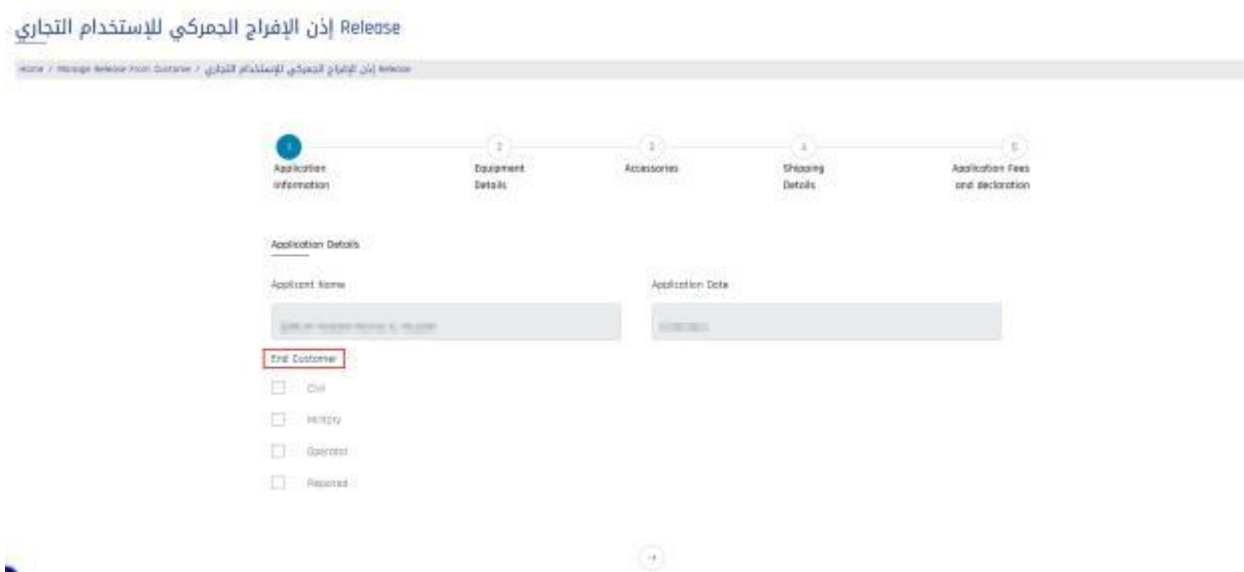
2. Click Add New Request



3. Select Release from Custom for Commercial Use



4. Select End Customer & Click Next



5. Fill Equipment Details

## Release from Customs for Commercial Use Release

Home / Manage Release From Customs / Release from Customs for Commercial Use Release

The screenshot shows a progress bar at the top with five steps: 1. Application Information, 2. Equipment Details (highlighted with a blue circle), 3. Accessories, 4. Shipping Details, and 5. Application Fees and declaration. Below the progress bar is the 'Equipment Details' form. It contains several input fields: 'Model' (a dropdown menu with 'Select' visible), 'Manufacturer' (a text input field), 'HS Code' (a dropdown menu with 'Select' visible), 'Equipment Type' (a text input field), 'DWH Type Approval Certificate No.' (a text input field), and 'Quantity' (a text input field with the placeholder text 'Please enter quantity'). A blue '+' button is located on the right side of the form. Below the form are two circular navigation buttons, one with a left arrow and one with a right arrow.

6. Click Include Accessories if there are accessories, then fill the required details & click next

## Release from Customs for Commercial Use Release

Home / Manage Release From Customs / Release from Customs for Commercial Use Release

The screenshot shows a progress bar at the top with five steps: 1. Application Information, 2. Equipment Details, 3. Accessories (highlighted with a blue circle), 4. Shipping Details, and 5. Application Fees and declaration. Below the progress bar is the 'Accessories' form. It contains several input fields: 'Include Accessories' (a checkbox), 'Quantity' (a text input field), 'Accessory Type' (a dropdown menu with 'Select' visible), and 'HS Code' (a dropdown menu with 'Select' visible). A blue '+' button is located on the right side of the form. Below the form are two circular navigation buttons, one with a left arrow and one with a right arrow.

7. Fill the shipping details & click next

## Release from Customs for Commercial Use Release

Home / Manage Release From Customs / Release from Customs for Commercial Use Release

1 Application Information   2 Equipment Details   3 Accessories   4 Shipping Details   5 Application Fees and declaration

### Shipping Details

Import Request Type

Carrier name\*

Port of entry\*

Total price of the shipment (RQ) \*

Bill No. \*

Shipping Country \*

Date of Arrival\*

### Shipping attachment\*

Allowed file formats: jpg, png, gif, pdf, doc, docx, xls, xlsx, ppt, pptx, zip, rar  
Maximum file size: 10MB

Choose file   No file chosen

### 8. Accept Declaration & click Pay Now

## Release from Customs for Commercial Use Release

Home / Manage Release From Customs / Release from Customs for Commercial Use Release

1 Application Information   2 Equipment Details   3 Accessories   4 Shipping Details   5 Application Fees and declaration

### Application Fees & Declaration

Declaration:

I declare that all the data that I have entered into this application are true and in the event of any discrepancy, I shall be fully responsible for the ensuing consequences.

Application Fees

Q.1 QR



### Release From Custom

Home / Release From Custom



4. Click Next

### Release from Customs for Non Commercial Use Release

Home / Manage Release From Custom / Release from Customs for Non Commercial Use Release



#### Application Details

Applicant Name

Application Date



5. Fill Equipment Details

## Release from Customs for Non Commercial Use Release

Home > Manage Public Area Customs > Release from Customs for Non Commercial Use Release

The screenshot shows a multi-step process with five steps: 1. Application Information, 2. Equipment Details (current step), 3. Accessories, 4. Shipping Details, and 5. Application Fees and declaration. The 'Equipment Details' section contains several input fields: 'Brand' (with a dropdown menu), 'Manufacturer' (with a dropdown menu), 'HS Code' (with a dropdown menu), 'Equipment Type' (with a dropdown menu), 'Type Approval Certificate No.' (with a text input field), 'Quantity' (with a text input field), and 'Provide other details' (with a text input field). A blue square button with a right-pointing arrow is located to the right of the 'Equipment Type' field. Navigation arrows are visible at the bottom of the form.

6. Click Include Accessories if there are accessories, then fill the required details & click next

The screenshot shows the 'Accessories' step in the process. The progress bar at the top indicates five steps: 1. Application Information, 2. Equipment Details, 3. Accessories (current step), 4. Shipping Details, and 5. Application Fees and declaration. The 'Accessories' section contains a single checkbox labeled 'Include Accessories'. Navigation arrows are visible at the bottom of the form.

7. Fill the shipping details & click next



Shipping Details

Import Request Type

Bill No. \*

Carrier Name\*

Shipping Country \*

Port of Entry\*

Date of Arrival\*

Total price of the shipment (R.O) \*

Shipping Attachment\*

Allowed file formats: jpg jpeg png pdf doc docx xls xlsx ppt pptx zip rar  
Maximum file size: 100MB



8. Accept Declaration & click Pay Now



#### Application Fees & Declaration

##### Declaration

Declare that all the data that I have entered into this application are true and in the event of any discrepancy, I shall be fully responsible for the ensuing consequences.

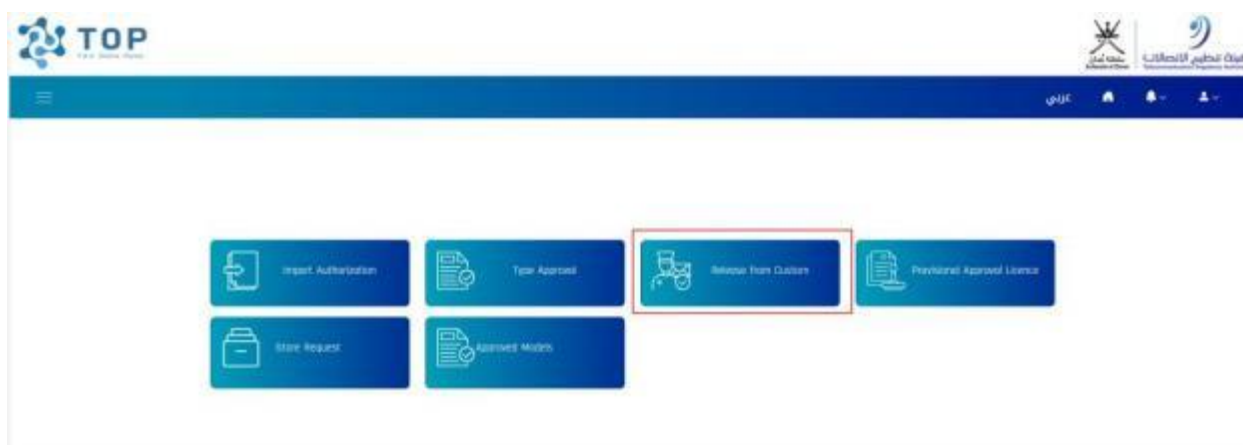
##### Application Fees

0.1 OR

[Pay Now](#)

## 6.3 Release from Custom for Accessories

1. Click Release from Custom



2. Click Add New Request



3. Select Release from Custom for Accessories

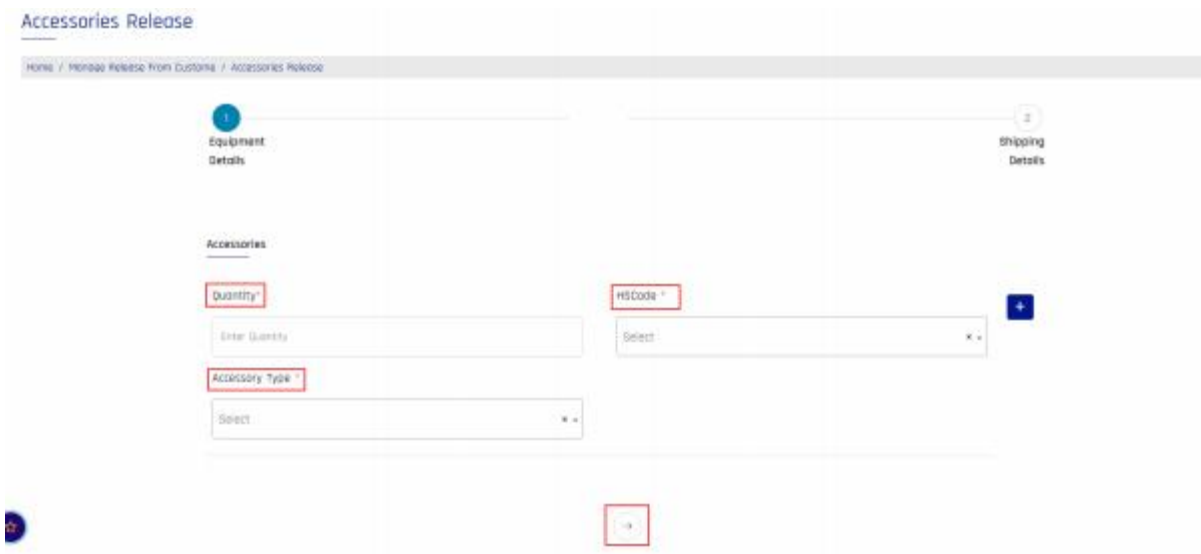
## Release From Custom

Home / Release From Custom



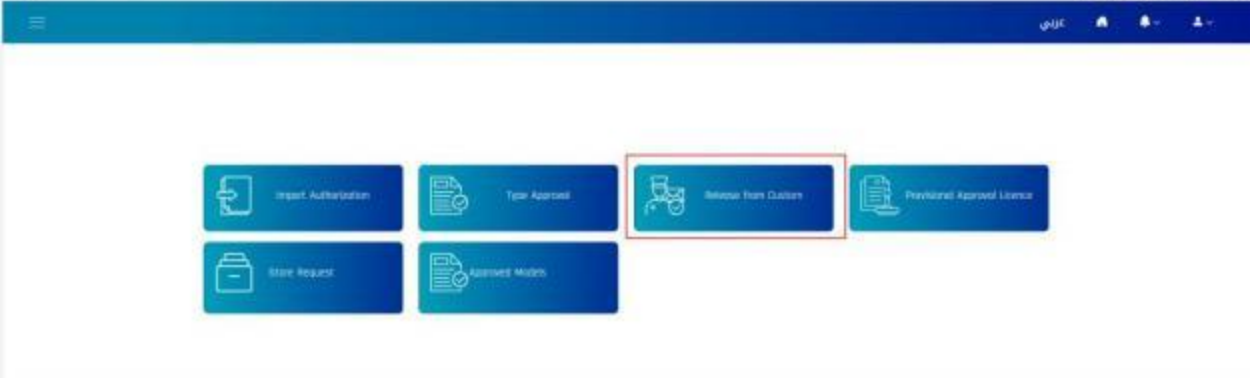


#### 4. Fill Equipment Details



#### 5. Fill the shipping details & click next





2. Click Add New Request



## Release إذن الإفراج الجمركي للإستخدام المؤقت

Home / Manage Release From Custom / إذن الإفراج الجمركي للإستخدام المؤقت Release

1 Application Information      2 Equipment Details      3 Accessories      4 Shipping Details      5 Application Fees and declaration

**Application Details**

Applicant Name	Application Date
<input type="text" value="SHERA INTERNATIONAL TRADING CO. (UAE)"/>	<input type="text" value="15/08/2024"/>
<b>Purpose of Use*</b>	<b>Duration*</b>
<input type="text"/>	<input type="text"/>

5. Fill Equipment Details

1 Application Information    2 **Equipment Details**    3 Accessories    4 Shipping Details    5 Application Fees and declaration

**Equipment Details**

Model *	Equipment Type	+
Manufacturer	HSCode *	
Quantity *	Select	
Please enter quantity		

←    →

6. Click Include Accessories if there are accessories, then fill the required details & click next

1 Application Information    2 Equipment Details    3 **Accessories**    4 Shipping Details    5 Application Fees and declaration

**Accessories**

Include Accessories

Quantity *	HB Code *	+
Accessory Type *	Select	

7. Fill the shipping details & click next

1 Application Information      2 Equipment Details      3 Accessories      4 Shipping Details      5 Application Fees and declaration

---

**Shipping Details**

Import Request Type

Carrier Name\*

Port of Entry\*

Total price of the shipment (R.O) \*

Bill No. \*

Shipping Country \*

Date of Arrival\*

**Shipping Attachment\***

Allowed file formats for upload: jpg, jpeg, png, gif, doc, docx, xls, xlsx, pdf, zip, rar  
The file size must not exceed 100MB.

← →

8. Accept Declaration & click Pay Now



**Application Fees & Declaration**

**Declaration**

Declare that all the data that I have entered into this application are true and in the event of any discrepancy, I shall be fully responsible for the ensuing consequences.

**Application Fees**

**0.1 OR**

[Pay Now](#)

