



# هيئة تنظيم الاتصالات

Telecommunications Regulatory Authority

## دليل المستخدم لنظام اعتماد النوعية

Version 1.0

هيئة تنظيم الاتصالات

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

ص.ب 111، الرمز البريدي 3555، مسقط، سلطنة عمان

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# 1. التسجيل/تسجيل الدخول

## 1.1 التسجيل/تسجيل الدخول (شركة / حكومة / فرد)

1. أنقر على الرابط <https://ta.tra.gov.om>
2. اختر "تسجيل الدخول باستخدام التصديق الإلكتروني (PKI)

3. عند الضغط على تسجيل الدخول ، اختر طريقة تسجيل الدخول إما باستخدام البطاقة الشخصية أو الهاتف المحمول ID card PKI or Mobile PKI.

#### 4. أدخل البيانات المطلوبة.



#### 5. اختر نوع الحساب

#### Register a new account

Home / Register a new account

#### Register a new account in Type Approval System

Select your Account Type \*

A dropdown menu is shown with a blue bar at the top. The menu is open, displaying three options: 'Company', 'Government/Embassies', and 'Individual'.

## 6. انقر على "التالي"

### 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. قم بتعبئة الحقول المطلوبة وانقر "التالي".

### Create a new account for Individual

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

**Location Information**

Governorate\*

Willayah\*

City\*

P.O box\*

Postal code\*

23.56942538847161  
58.29016603999944

8. اختر الموقع و اضغط على "التالي".

1 PKI Details

2 Location Information

3 Contact Details

4 Submit Request

Location Information

Governorate\*

Muscat

City\*

Muscat

Postal code \*

111

Close

Google Map

Map Satellite

Muscat International Airport

Azaiba Beach

Muscat Hills

Muscat

23.56942538847161

58.29016603999944

9. اضغط على قبول الإقرار , ومن ثم تسليم الطلب

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.

Submit

←



## Add Delegate

Home / Dashboard / Add Delegate / Add Delegate

Company CR No. \*

Company Name \*

Start Date \*

End Date \*

Civil Number \*

Email \*

Name in English \*

Name in Arabic \*

GSM Number \*

Office Telephone

ADD DELEGATE

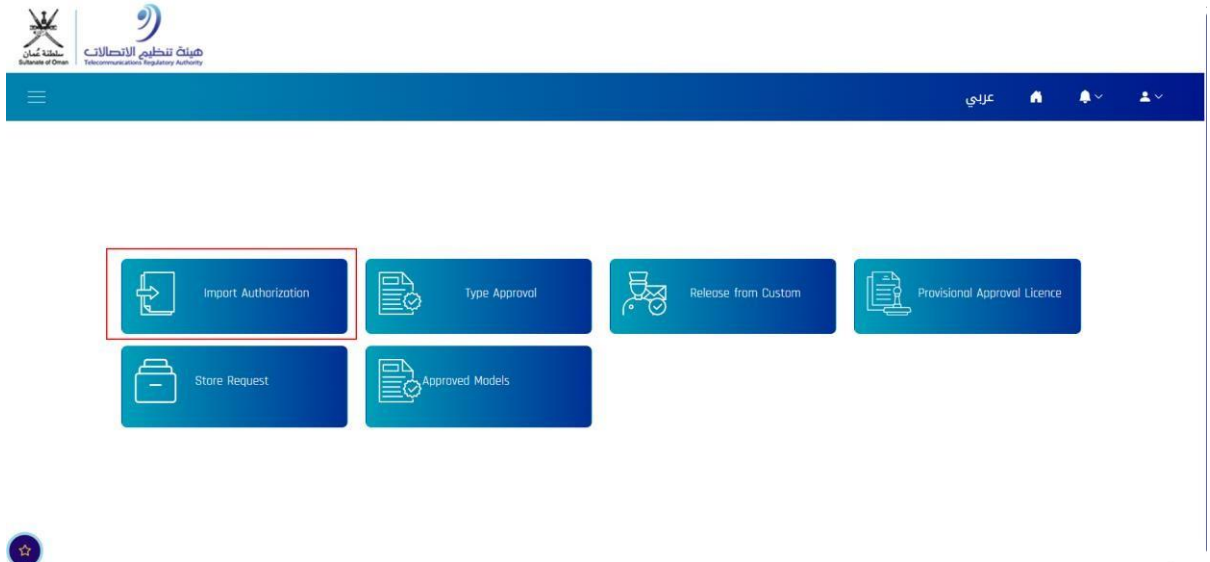




## 4. تصريح الاستيراد

### 4.1 طلب تصريح الاستيراد

1. بعد تسجيل الدخول، انقر على "تصريح الاستيراد" ثم "إضافة جديد"



2. انقر على "التالي"

#### View Import Authorization Request

Home / Manage Import Authorization Request / View Import Authorization Request

1 Company Details 2 Request Details 3 Payment Details

**Commercial Registration Details**

CR Number	CR Expiry Date
<input type="text"/>	<input type="text"/>
Company Name in Arabic	Company Name in English
<input type="text"/>	<input type="text"/>
GSM Number	Telephone
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

**Riyadh Details**

Riyadh Number	Riyadh Expiry Date
<input type="text"/>	<input type="text"/>

→

### 3. إختار المدة المطلوبة

#### View Import Authorization Request

Home / Manage Import Authorization Request / View Import Authorization Request

1 Company Details 2 Request Details 3 Payment Details

Request Details

Duration (years) 1 Price 1000

Request Status

← →

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### 4. أضغط على قبول الإقرار وانقر "الدفع الآن"

#### 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

0.2 OR

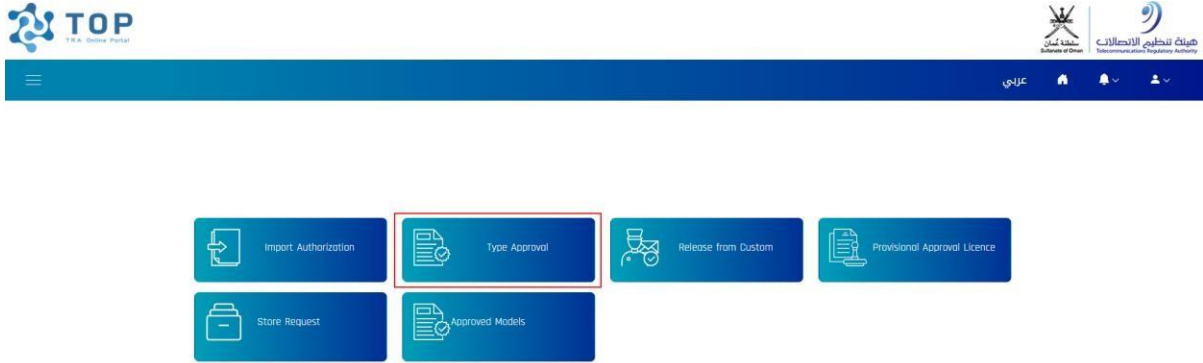
Pay Now



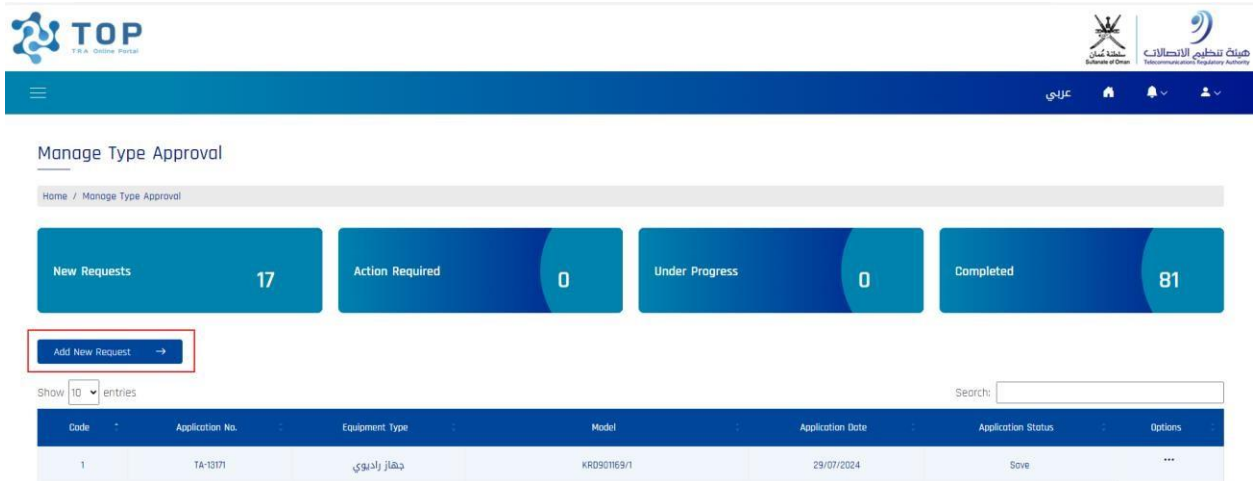
## 5. أعتد النوعية

### 5.1 طلب شهادة اعتد النوعية

1. اختر "اعتد النوعية"



2. انقر على "إضافة طلب جديد"



3. انقر على "التالي."

## Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request



### Company and Applicant Details

DR Number

DR Expiry Date

Company Name(Arabic)

Company Name(English)

### Import Authorization Details:

Import Authorization

Expiry Date

### applicant Details

Name(Arabic)

Name(English)

Email

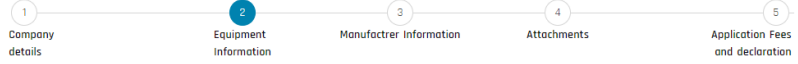
Phone Number



4. قم بتعبئة معلومات الجهاز وانقر "التالي"

## Type Approval Request

Home / Manage Type Approval Request / Add Type Approval Request



### Equipment Details

Equipment Type\*

Equipment Model Number\*

Brand\*

Approval Type\*

Marketing Model\*

Purpose of Equipment



## 5 . قم بتعبئة معلومات المصنع وانقر "التالي"

### 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\*

ILAC certified Labs

Standards of Testing

← →

## 6 . قم برفع المستندات المرفقة وانقر "التالي"

### 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 . اضغط على قبول الإقرار وانقر "الدفع الآن."

### 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

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 0.2 OR

←

8. نقر على "نعم، المتابعة".

TOP  
شبكة تنظيم الاتصالات  
عمان  
English

Type Approval Request  
Home / Manage Type Approval Request / Add Type Approval Request

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

Application Fees & Declaration

Declaration

Are you sure you want to continue and pay?  
You won't be able to revert this!

Yes, Continue Cancel

9. قم بتعبئة تفاصيل البطاقة البنكية وانقر "الدفع".

الحرية

بنك مسقط  
bank muscat

TELECOM REGULATORY AUTHORITY TRA  
Order No. 00000000000000000000  
Amount Payable OMR 0.200

Choose a Payment Method

Pay by Card

Card Number  
0000 0000 0000 0000

Expiry Date CVV  
Month Year 000

OMR 0.200

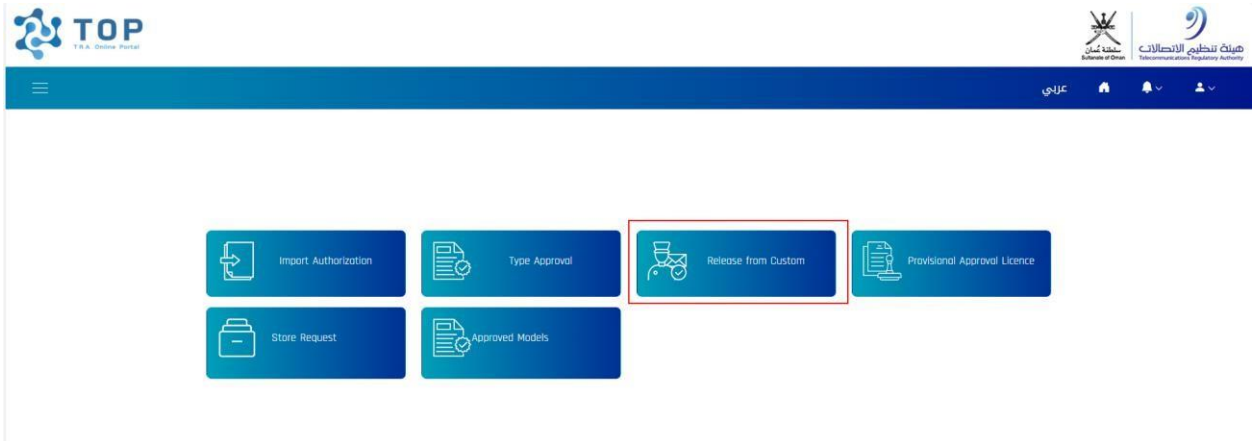
Make Payment Cancel

Powered by  
بنك مسقط  
bank muscat

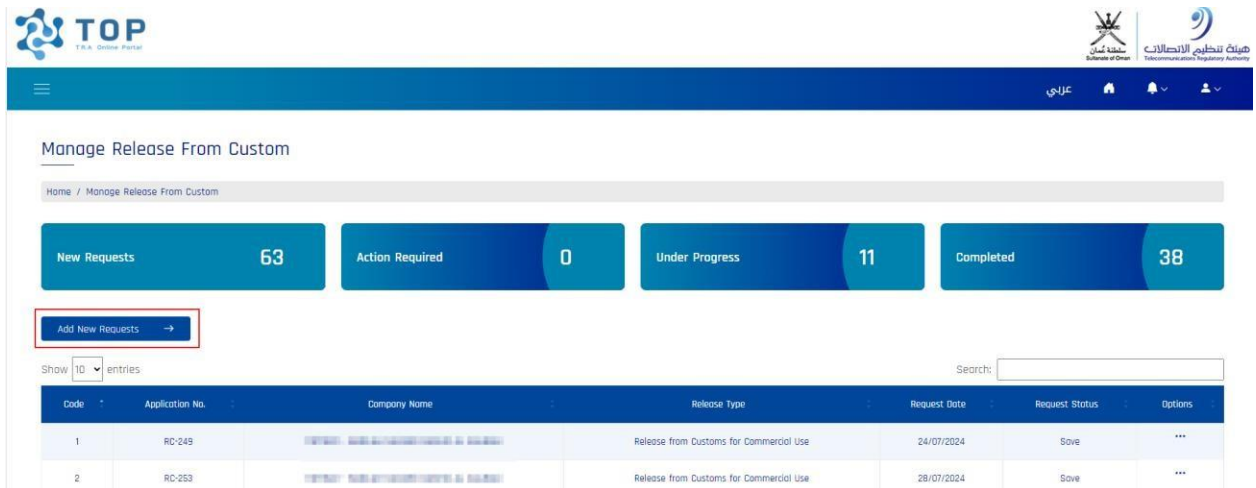
Apple Pay  
عمان نت  
OmanNet  
Verified by  
VISA  
Mastercard  
ID Check

## 9.1 إذن الإفراج الجمركي للاستخدام التجاري

1. انقر على "إذن الإفراج الجمركي".



2. انقر على "إضافة طلب جديد".



3. اختر "الإفراج الجمركي للاستخدام التجاري".

## Release From Custom

Home / Release From Custom



### 4. حدد العميل النهائي وانقر "التالي"

## Release إذن الإفراج الجمركي للإستخدام التجاري

Home / Manage Release From Custome / إذن الإفراج الجمركي للإستخدام التجاري

- Application Information
- Equipment Details
- Accessories
- Shipping Details
- Application Fees and declaration

**Application Details**

Applicant Name

Application Date

**End Customer**

Civil

Military

Operator

Repaired

[Next](#)

### 5. قم بتعبئة تفاصيل الأجهزة .



## Release from Customs for Commercial Use Release

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

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

### Equipment Details

Model*	Equipment Type
Select	
Manufacturer	Own Type Approval Certificate No. *
HS Code *	Quantity *
Select	Please enter quantity

← →

6. انقر على "إضافة الملحقات" إذا كان هناك ملحقات، ثم أكمل البيانات وانقر "التالي".

## Release from Customs for Commercial Use Release

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

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

### Accessories

Include Accessories

Quantity *	HS Code *
	Select
Accessory Type *	
Select	

← →

7. قم بتعبئة تفاصيل الشحن وانقر "التالي".

## Release from Customs for Commercial Use Release

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



### Shipping Details

Import Request Type

Normal x

Bill No. \*

Carrier Name \*

Shipping Country \*

Select

Part of Entry \*

Select

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

Choose File | No file chosen



8. اضغط على قبول الإقرار وانقر "الدفع الآن".

## Release from Customs for Commercial Use Release

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



### 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



## 9.2 إذن لإفراج الجمركي للاستخدام غير التجاري

\* الخطوات مشابهة للاستخدام التجاري مع اختلاف اختيار "الاستخدام غير التجاري"\*

1. انقر على "إذن الإفراج الجمركي"



2. انقر على "إضافة طلب جديد".

Manage Release From Custom

Home / Manage Release From Custom

New Requests	63	Action Required	0	Under Progress	11	Completed	38
--------------	----	-----------------	---	----------------	----	-----------	----

Add New Requests →

Show 10 entries

Search:

Code	Application No.	Company Name	Release Type	Request Date	Request Status	Options
1	RC-249		Release from Customs for Commercial Use	24/07/2024	Save	...
2	RC-253		Release from Customs for Commercial Use	28/07/2024	Save	...

3. أختَر "إن الإفراج الجمركي للإستخدام الغير التجاري".

## Release From Custom

Home / Release From Custom



4. انقر على "التالي"

## 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

المستفيد من الخدمة، العميل

Application Date

التاريخ



5. قم بتعبئة معلومات الجهاز وانقر "التالي"

## Release from Customs for Non Commercial Use Release

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

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

Equipment Details

Model\*  
Select

Manufacturer  
Type Approval Certificate No.\*

HS Code\*  
Select

Equipment Type  
Type Approval Certificate No.\*

Quantity\*  
Please enter quantity

← →

6. انقر على "إضافة الملحقات" إذا كان هناك ملحقات، ثم أكمل البيانات وانقر "التالي"

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

Accessories

Include Accessories

← →

7. قم بتعبئة تفاصيل الشحن وانقر "التالي".



### Shipping Details

Import Request Type

Bill No. \*

Carrier Name\*

Shipping Country \*

Part 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

Choose File No file chosen



8. اقبل الإقرار وانقر "الدفع الآن."



### 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

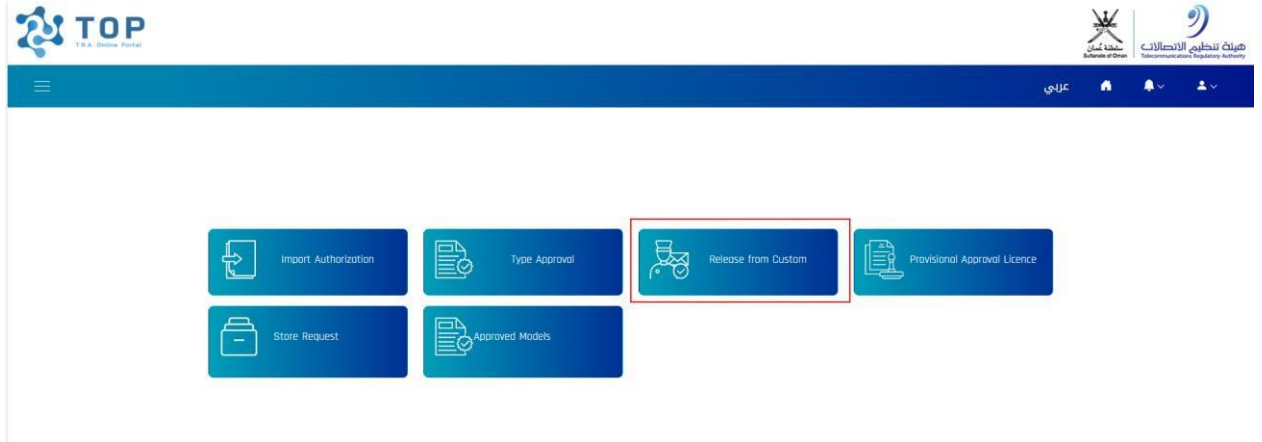
0.1 OR

Pay Now

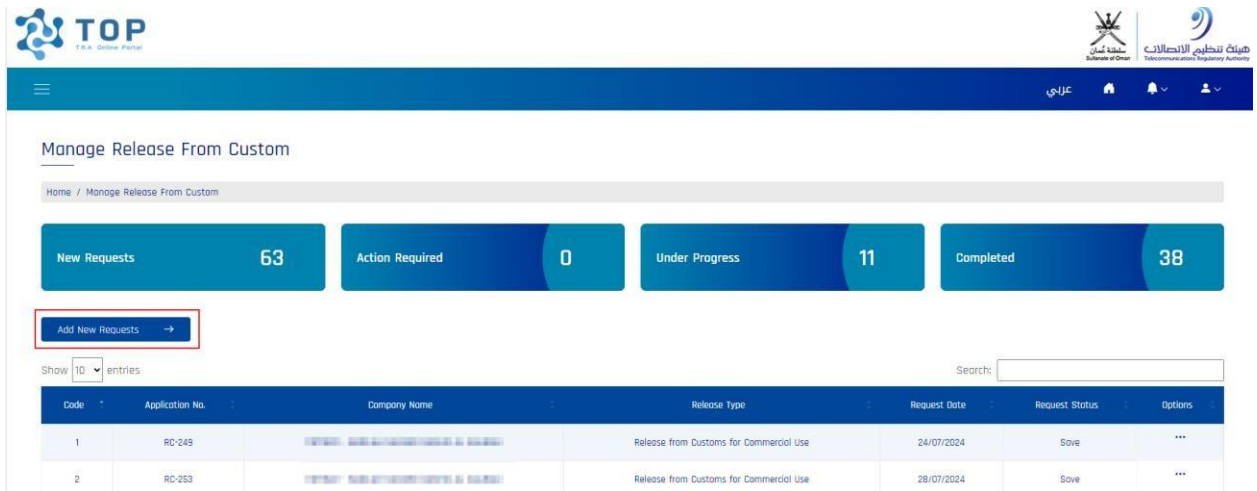


## 9.3 إذن الإفراج الجمركي للإكسسوارات

1. انقر على "إذن الإفراج الجمركي".



2. انقر على "إضافة طلب جديد".



3. اختر إذن الإفراج الجمركي ملحقات

### Release From Custom

Home / Release From Custom





## Release From Custom

Home / Release From Custom



### 4. قم بتعبئة تفاصيل الجهاز

#### Accessories Release

Home / Manage Release From Custom / Accessories Release

1  
Equipment  
Details

2  
Shipping  
Details

Accessories

Quantity

HSCode \*

+

Accessory Type \*

→

### 5. قم بتعبئة تفاصيل الشحن وانقر "التالي"

## Accessories Release

Home / Manage Release From Customs / Accessories Release

1

Equipment  
Details

2

Shipping  
Details

### Shipping Details

Airway Bill Number - Shipment Number\*

Carrier Name \*

Shipping Country \*

Port of Entry \*

Name of Port \*

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, rar, zip  
The size must not exceed 100MB

Choose File No file chosen



## 9.4 إذن الإفراج الجمركي المؤقت

1. انقر على "إذن الإفراج الجمركي"



عربي



2. انقر على "إضافة طلب جديد."

## Manage Release From Custom

Home / Manage Release From Custom

New Requests	63	Action Required	0	Under Progress	11	Completed	38
--------------	----	-----------------	---	----------------	----	-----------	----

Add New Requests →

Show 10 entries

Search:

Code	Application No.	Company Name	Release Type	Request Date	Request Status	Options
1	RC-249		Release from Customs for Commercial Use	24/07/2024	Save	...
2	RC-253		Release from Customs for Commercial Use	28/07/2024	Save	...

3. اختر "إذن الإفراج الجمركي المؤقت"

## Release From Custom

Home / Release From Custom



4. قم بتعبئة التفاصيل المطلوبة وانقر "التالي"

## Release إذن الإفراج الجمركي للإستخدام المؤقت

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

1 Application Information

2 Equipment Details

3 Accessories

4 Shipping Details

5 Application Fees and declaration

Application Details

Applicant Name

Application Date

Purpose of Use\*

Duration\*

→

## 5. قم بتعبئة تفاصيل الجهاز

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

### Equipment Details

Model *	Equipment Type	+
Manufacturer	HSCode *	
Quantity *		

Please enter quantity

← →

## 6. انقر على "إضافة الملحقات" إذا كان هناك ملحقات وقم بتعبئة التفاصيل المطلوبة وانقر "التالي"

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

### Accessories

Include Accessories

Quantity *	HS Code *	+
Accessory Type *		

Select

← →

## 7. قم بتعبئة تفاصيل الجهاز والشحن وانقر "التالي"

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

### Shipping Details

Import Request Type  
Normal x -

Carrier Name\*

Part of Entry\*  
Select -

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

Bill No. \*

Shipping Country \*  
Select x -

Date of Arrival\*

Shipping Attachment\*

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

Choose File No file chosen +



## 8. اقبل الإقرار وانقر "الدفع الآن"

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

### 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

←

