



## Renewal of radio licences

*Avoid additional fees –  
renew promptly*

***Reinstatement fees will apply  
after March 31***

### Purpose of the radio licence renewal invoice

The radio licence indicated on the enclosed invoice expires on March 31.

If you intend to continue operating your station beyond this date, **the department must receive the annual renewal fee no later than March 31. Please allow time for mail delivery.**

**After the expiry date, please refer to the REINSTATEMENT NOTICE box on your radio licence renewal invoice.**

It is important to renew as soon as possible to ensure you have your licence by April 1. Please allow 30 days, after receipt of payment, for the delivery of your licence.

If you have been issued licences by more than one district office, or if you operate more than one class of station, you will receive additional invoices.

# Quick and easy licence renewal

## Corrections

Any changes to your name or address should be indicated on the detachable portion of the enclosed envelope.

## Cancellations

If you wish to cancel any licences, please refer to the LICENCE CANCELLATION INSTRUCTIONS box in the bottom portion on page 2 of the invoice.

## Fees to be paid

### On or before March 31

- The licence renewal fee you are required to pay is indicated in the AMOUNT PAYABLE ON OR BEFORE DUE DATE box.
- If you cancel any licences, subtract the sum of the cancellations from the total amount due. For a fleet licence multiply the number of mobiles to be cancelled by \$41.00.

### After March 31 (Reinstatement Fees)

- As your licence is no longer valid, you are required to pay the amount indicated in the REINSTATEMENT NOTICE box. This amount corresponds to the fees due for the reinstatement of your licence.

## Method of payment

- Your payment should be submitted according to the INSTRUCTIONS given in the bottom portion on page 1 of the invoice.
- Do not forget to sign your cheque.

Spectrum Management publications are available on the Internet at: [http://strategis.ic.gc.ca/sc\\_mrksv/spectrum/engdoc/spect1.html](http://strategis.ic.gc.ca/sc_mrksv/spectrum/engdoc/spect1.html)

INDUSTRY CANADA / INDUSTRIE CANADA



210782



**If you have sold your equipment or wish to transfer any radio licences to a new owner, please complete the appropriate boxes below, cut along dotted line and return with your invoice.**

## 1 My radio equipment has been sold to:

Name or Company \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

**NOTE:** If you have a radio licence for a pleasure vessel that has been sold and **you wish to retain the call sign**, please contact your local Industry Canada district office.

## 2 Request for transfer of radio licences to:

*(Not applicable to radio licences issued to amateur and government.)*

I, the undersigned \_\_\_\_\_,  
*(Please print)*

as the licensee or as a representative of \_\_\_\_\_

*(name of company or organization if applicable)*

hereby request and consent to the transfer of the radio licence(s) appearing on the enclosed invoice to the purchaser mentioned above in **Box 1**.

Your account number \_\_\_\_\_

Telephone \_\_\_\_\_

Signed at \_\_\_\_\_ on \_\_\_\_\_

Signature \_\_\_\_\_

**IMPORTANT:** A new application for a radio licence and the renewal fees must be submitted by the new owner. This application for the transfer of licences and associated frequencies is subject to approval by the Minister of Industry Canada.