



Industry
Canada

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Canada

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.

Canada

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 on the bottom portion of 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- As your licence is no longer valid, you are required to pay the amount indicated in the REINSTATEMENT NOTICE box.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 can be submitted according to the INSTRUCTIONS given on the bottom portion of page 1 of the invoice.
- Payment can also be made at our Spectrum On-Line Services Web site:
<http://spectrumdirect.ic.gc.ca>

Spectrum Management information is available on the Internet at: <http://strategis.gc.ca/spectrum>



30% recycled material



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 _____

2 Request for transfer of radio licences to:

(Not applicable to radio licences issued to government departments.)

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.

INDUSTRY CANADA / INDUSTRIE CANADA



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