



Industry
Canada

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www.ic.gc.ca/spectrum

RENEWAL OF RADIO LICENCES



Avoid additional fees — renew promptly

**Reinstatement fees will apply
after March 31**

The radio licence(s) indicated on the enclosed invoice expire(s) 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.**

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

Industry Canada has eliminated the requirement for licensees to retain or post their radio licences for domestic radio stations. We will continue to produce radio licences for ship and aircraft stations.

If you wish to view or print your radio licence(s), visit our On-Line Services Web site (<http://www.ic.gc.ca/spectrum> **direct/print-licence**). Your licence number or call sign is required.

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 radio licences, please refer to the RADIO LICENCE CANCELLATION INSTRUCTIONS on page 2 of the invoice.

FEES TO BE PAID

On or before March 31

- The radio licence renewal fee you are required to pay is indicated in the AMOUNT DUE box.
- If you cancel any radio licences, enter the sum of the cancellations in the **Less Cancellations** box on page 1 of the invoice and subtract the amount from the **Amount Due** box. For a mobile licence, multiply the number of mobiles to be cancelled by \$41.00.

After March 31 (reinstatement fees)

- As your radio licence(s) is(are) no longer valid, additional fees will be charged for the reinstatement of expired radio licences.

METHOD OF PAYMENT

- Your payment can be submitted according to the INSTRUCTIONS given on the top portion of page 1 of the invoice.
- Payment can also be made at our On-Line Services Web site (<http://www.ic.gc.ca/spectrumdirect/pay-invoice>). Your account and invoice numbers are required.

Spectrum management information is available on the Internet at www.ic.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:

I, the undersigned, _____,
(please print name)
 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.

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