



Industry
Canada

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www.ic.gc.ca/spectrum



RENEWAL OF RADIO LICENCES

Annual fees

The radio licences indicated on the enclosed invoice expire on March 31 of this year. If you intend to continue operating any stations beyond this date, **the Department must receive payment of the annual fee no later than March 31. Please allow time for mail delivery.**

Where radio licences are not renewed, the associated frequencies may be re-assigned to other users. Continued operation on frequencies for which the radio licence has expired will be subject to sections 4(1) Prohibitions and 10(1) Offences and Punishment of the *Radiocommunication Act*.

Industry Canada will not reprint radio licences that are renewed except those for ship and aircraft stations. If you wish to view or print your radio licences, visit the Spectrum Direct website:

www.ic.gc.ca/spectrumdirect/print-licence

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 LICENCE CANCELLATION INSTRUCTIONS on page 2 of the invoice.

Annual fees to be paid

On or before March 31 of this year

- The annual radio licence 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. Note that for each mobile licence, the corresponding fee is \$41.00.

Method of payment

- To submit your payment, follow the INSTRUCTIONS at the top of page 1 of the invoice.
- Payment can also be made through the Spectrum Direct website (www.ic.gc.ca/spectrumdirect/pay-invoice).
- For federal government departments, please fill out the top portion of your invoice and return it to Industry Canada.

Spectrum management information is available on the Internet at www.ic.gc.ca/spectrum.



If you have sold your equipment or wish to transfer your radio licence(s) to a new owner, please complete the appropriate boxes below, cut along the dotted line and return this panel with your invoice.

Radio equipment has been sold to (new owner):

Name or company _____

Address _____

City/Province or Territory _____

Postal Code _____

Telephone _____

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Request for transfer of radio licence(s) from (previous owner):

Account number _____

Telephone _____

Signed at _____ on _____

Signature _____

IMPORTANT: New radio licence application(s) and associated fees must be submitted by the new owner. This request is subject to approval by the Minister of Industry.

