

IMEI Database

Manufacturer / Brand Owner User Guide

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Introduction

The GSMA has made technical improvements to the GSMA IMEI database, which will enable it to more efficiently allocate the finite number of codes in the current numbering convention. Demand for TAC codes will increase with the proliferation of embedded mobile chipsets in non- telecommunication devices and products, and this increased demand and need for improvements will directly impact the ability of the GSMA and its allocation partners to keep up with supply in the future.

The GSMA is also taking this opportunity to begin addressing the issue of fake and counterfeit IMEI numbers in the market, which is known to be a serious concern for all legitimate device manufacturers. As part of the new allocation process, the credentials of each TAC applicant will be certified by the appropriate Reporting Body, depending on region of operation and allocation. This has been considered a "best practice" to date, but now becomes a requirement, and will serve to reduce the number of semi-legitimate producers of counterfeit devices that obtain TAC allocations.

Further, in order to maintain the current level of activity, address future demand and further develop the services offered, the GSMA will now charge device manufacturers to manage the TAC allocation service. This approach will allow the GSMA to minimize the administrative burden and to optimize the use of available number ranges.

This IMEI Database New Process User Guide provides complete information on the new process through which manufacturers purchase and apply for TAC.

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1. MANUFACTURER REGISTRATION

Manufacturers and Brand Owners must register in the IMEI Database to apply for TAC codes.

The brand owner that markets the device under its name should register in the IMEI Database and apply for the TAC Code. It is important to note the TAC certificate will be provided under the name of the organization applying for the TAC code.

Follow the step-by-step guide below to register for an IMEI Database account:

- a. To get started, enter the IMEI Database URL https://imeidb.gsma.com in your web browser
- b. Click Register under the Manufacturer/Brand Owner section to start the registration process

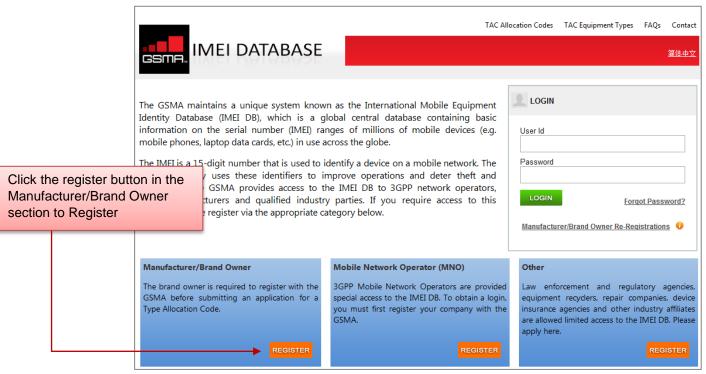


Figure 1

1. Registration Form

The registration form as shown below will be displayed. The manufacturer should enter the organization name and address, trademark brand name of the device to be manufactured, the registration number or the certificate number of the brand name that was registered in the manufacturer country should be provided.

Provide the main contact and the second contact person details for the organization. The main contact person should be the primary contact of the organization. The second contact person may be a supporting person in the organization or in some cases acting as an agent by submitting TAC applications on behalf of the manufacturer/brand owner. The main contact will be notified of any activity within the IMEI Database.

Read the TS06 document carefully on the instructions relating to TAC Allocation process and TAC codes. The link to TS.06 document is provided in the registration form (Refer Figure 2).

The manufacturer/brand owner should read the Terms and Conditions carefully and accept the Terms and Conditions for the registration. In the case of manufacturer / brand owner rejecting the Terms and Conditions, the registration form will not be accepted. (Refer Figure 2)

Once the form is complete, click submit to complete the registration.

If there are any errors with the information provided, the system will alert you and allow you to make revisions. Resolve any issues and click submit.

On successful completion of the registration, you will receive an e-mail confirmation. The registration details will be forwarded to the reporting body for review and approval. You may be requested to provide additional documents relating to your organization and device brand. Should additional documents be required they will be submitted offline to the reporting body. The email id of the reporting body will be sent along with the confirmation email sent after registration. You can refer the TS.06 document to know the reporting body for your organization and the contact details.

On successful review by the reporting body, the organization registration will be approved. An organization Id will be provided for the organization. The organization ID along with the system generated password will be sent as an email to the main contact of the organization. The organization ID and the password are the authorization for the users of the organization to login and access the IMEI Database to apply for TAC codes.

The reporting body may reject the registration if they find the registration is invalid.

		Manufacturer Regist	ration Form		
	Company Name*		Note: Only one company name is allowed per		
	The Registered Head Office Address:*		registration form.		
T. TO 00 TAO AU					
he TS.06 TAC Allopproval document					
ownloaded here	l can be				
ommoddod Horo		Select ▼	Note: Select the country where your head office is located from the drop down list.		
	Office Phone Number*	Country Code	Note: To be completed in an international format. This should be the office main switch board phone number.		
	Company Registration Number*		Note: This is number obtained from your local authority when you first registered your company. A copy of this registration certificate ,may be requested by the RB.	Up to 3 tradema	
	Company Website			registered certif	
	ISO 9000 Certificate Allocation Body		Note: The organisation issuing your ISO9000 certificate.	has to be provide	
	ISO 9000 Certificate Number				
	Do you manufacture & sell devices under your own brand name?*	Select ▼			
	Do you manufacture devices which are sold under other companies brand names?*	Select ▼			
	Do you sell device under your band name, which are made by other manufacturers?*	Select ▼		٦	
	Company Registered Brand Name & Brand Name certificate number*	Brand Name	Note: A copy of the b certificate Number certificate must be se requested.	orand registration ant to the RB when	
				4	
	My company is a GSMA Member*	Select ▼ Note: The GSMA offer members. Eligibility w	rs a 10% discount to GSMA ill be confirmed by the RB.	ل	
	Are you aware of GSMA IMEI Allocation and Approval Process (<u>TS06</u>)?*	Select ▼			
	Main Contact Details				
	The Applicant is assumed to be the Main Cont communications, even if these are submitted		to IMEI allocations. This person shall be	e included in all application	
	Note: This person will be contacted to approve any changes	to the second contacts details.			
	Name*	Title ▼ First Name	Sur Name		
	Job Title*				
	Mobile Phone Number*		Note: To be completed in an international format. This should be the main contact's own phone number. Example: USA: 12481234567, UK: 448489123450	5,	
	Email*				
	Second Contact Details				
	Name*	Title ▼ First Name	Sur Name		
	Job Title*				
	Mobile Phone Number*		Note: To be completed in an international format. This should be the contact's own phone number. Example: USA: 12481234567, UK: 448489123456 China: 861069445464	,	
	Email*				
	Additional Information			d and accept the	
	Comments*			Conditions before	
			Subr	mitting the registra	auon ioim
			-	1	
	I Accept, Terms And Conditions*				
		Submit Reset Back			
	Note: * Mandatory Field.				

Figure 2 Manufacturer Registration Form

2. MANUFACTURER RE-REGISTRATION RE-CONFIRMATION

Each year on the date of initial registration, the manufacturer / brand owner should reconfirm the details provided at the time of registration or at the time of the previous reconfirmation. This process is termed as Re-Registration Re-Confirmation.

On the first log in by the manufacturer every year on the anniversary date of registration, the system will automatically block access to the IMEI DB functions and will display the re-confirmation form only as shown in Figure 3 below.

The Re-Registration Re-Confirmation form is a non-editable form, meaning, the manufacturer will not be able to make any changes to the details displayed.

The manufacturer can only select yes if there is change to,

- i. the organization details such as address and contact numbers,
- ii. the main contact or the second contact person,
- iii. the GSMA membership status

Select No if there is no change to any of the above

Once the right options are selected, click submit. The Re-Confirmation form will be sent to the reporting body for review and approval. If the manufacturer had selected yes for the above options, the updated details of the organization and the contact persons should be sent to the reporting body offline.

The reporting body will review the information, update the details as requested by the manufacturer and approve.

On approval by the reporting body, an email will be sent to the main contact of the organization. The access to the functions within the IMEI Database will be enabled.

The Re-Registration Re-Confirmation is an important process in the IMEI Database to help keep the information about the manufacturer/brand owner details up-to-date.

	Manufacturer Re-Regist	tration Re-Confirmation Form			
Company Name*	Bak International]	Note: Only one company na registration form.	me is allowed per	
The Registered Head Office Address:*	Shopping Vendome]	,	Select Yes or No	if there is a
	508 Adrian Jara Y Pribibuy	-]		change in the co	
	Cidade Del Este	1		address	πραπγ
		1		addicss	
		1			
Is This your company Registered Head Office address?*	⊚ Yes ⊚ No	1			
Country*	Paraguay •		Note: Select the country w located from the drop down	where your head office is n list.	
Office Phone Number*	Country Code	7	Note: To be completed in an should be the office main s	n international format. This witch board phone number.	
	595 1234512345	J			
Company Registration Number*	39966]	Note: This is number obtain authority when you first re copy of this registration cer by the RB.	gistered your company.A	
Company Website]			
ISO 9000 Certificate Allocation Body	CE1313]	Note: The organisation issu certificate.	ing your ISO9000	
ISO 9000 Certificate Number]			
Do you manufacture & sell devices under your own brand name?*	No ▼			Membership stat	us change
Do you manufacture devices which are sold under other companies brand names?*	Yes ▼			can be selected	ac change
Do you sell device under your band name, which are made by other manufacturers?*	Yes ▼			Jan 20 Johnston	
Company Registered Brand Name & Brand Name certificate number *			Note: A copy of the brand must be sent to the RB who	registration certificate en requested.	
My company is a GSMA Member*	No •		Note: The GSMA offers a 1 members, Eligibility will be	0% discount to GSMA confirmed by the RB.	
Are you aware of GSMA IMEI Allocation and Approval Process(TS06)?*	No •				
Main Contact Details					
The Applicant is assumed to be the Main of communications, even if these are submit		relation to IMEI allocations. This pe	erson shall be included	in all application	
Note: This person will be contacted to approve any char	ges to the second contacts details.			Select Yes or No	if there is a
Name*	Ms. ▼ Jenny	Tang		change to the ma	ain contact
Job Title*	GENERAL General]			
Mobile Phone Number*	9561511051	1	Note: To be completed in a should be the main contact Example: USA: 1248123456	's own phone number.	
		•	China: 861069445464	7, 01. 410103123430,	
Email*	imeihelpdesk@gmail.com]			
Is Main Contact has been Changed?*	○ Yes ○ No				
Second Contact Details				Select Yes or No	if there is a
Name*	Miss ▼ jk	jk		change to the se	
Job Title*	jkj]			oona oomaac
Mobile Phone Number*	9561511051]	Note: To be completed in an should be the contact's own Example: USA: 1248123456 China: 861069445464	phone number.	
Email*	imeihelpdesk@gmail.com]			
Is Second Contact has been Changed?*	○ Yes ○ No				
Additional Information					
Comments		A			
	submit Dack				
	submit Back				
Note: * Mandatory Field.					

Figure 3: Manufacturer Re-Registration Re-Confirmation form

3. MANUFACTURER RE-REGISTRATION

The re-registration process is applicable to manufacturers who had registered in the IMEI Database prior to 2009 and were not provided with a login credential within the IMEI Database.

To receive the login credentials the manufacturer/brand owner has to re-register by following the steps below:

- 1. Enter the URL https://imeidb.gsma.com in your web browser
- 2. Select 'Manufacturer/Brand Owner Re-Registrations' link displayed below the login section
- 3. The login section would change to display only the user Id
- 4. Provide the organization ID provided at the time of registration
- 5. Click 'Re-Register'

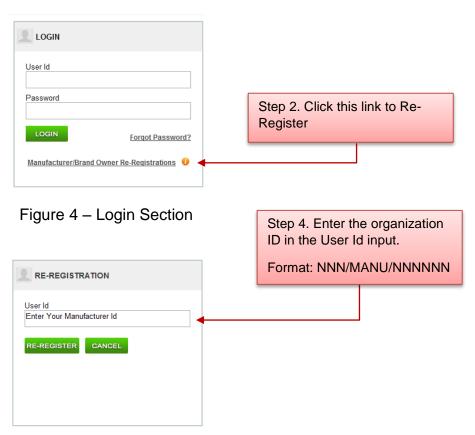


Figure 5 – Input Organization Id to Re-Register

6. The Re-Registration form shown below will be displayed

		Manufacturer Regist	ration Form		
	Company Name* The Registered Head Office Address:*		Note: Only one company name is allowed per registration form.		
The TS.06 TAC Allo Approval document Iownloaded here					
		Select ▼	Note: Select the country where your head office is located from the drop down list.		
	Office Phone Number*	Country Code	Note: To be completed in an international format. This should be the office main switch board phone number.		
	Company Registration Number*		Note: This is number obtained from your local authority when you first registered your company. A copy of this registration certificate ,may be requested by the RB.	Up to 3 trademacan be added.	
	Company Website			registered certif	icate number
	ISO 9000 Certificate Allocation Body		Note: The organisation issuing your ISO9000 certificate.	has to be provid	ded
	ISO 9000 Certificate Number				
	Do you manufacture & sell devices under your own brand name?*	Select ▼			
	Do you manufacture devices which are sold under other companies brand names?*	Select ▼			
	Do you sell device under your band name, which are made by other manufacturers?*	Select ▼		٦	
	Company Registered Brand Name & Brand Name certificate number*	Brand Name Brand Name	Note: A copy of the b certificate Number requested.		
	My company is a GSMA Member*	Select ▼ Note: The GSMA offe	rs a 10% discount to GSMA		
		members. Eligibility w	ill be confirmed by the RB.		
	Are you aware of GSMA IMEI Allocation and Approval Process (TS06)?*	Select ▼			
	Main Contact Details				
	The Applicant is assumed to be the Main Cont communications, even if these are submitted		to IMEI allocations. This person shall be	e included in all application	
	Note: This person will be contacted to approve any changes	to the second contacts details.			
	Name*	Title ▼ First Name	Sur Name		
	Job Title*				
	Mobile Phone Number*		Note: To be completed in an international format. This should be the main contact's own phone number. Example: USA: 12481234567, UK: 448489123456	5,	
	Email*				
	<u>Second Contact Details</u>				
	Name*	Title ▼ First Name	Sur Name		
	Job Title*				
	Mobile Phone Number*		Note: To be completed in an international format. This should be the contact's own phone number. Example: USA: 12481234567, UK: 448489123456, China: 861069445464		
	Email*				
	Additional Information			d and accept the	
	Comments*			Conditions before mitting the registra	
			Julia	g trio rogistit	2011 101111
	I Accept, Terms And Conditions*				
		Submit Reset Back			
	Note: * Mandatory Field.				

Figure 6 Manufacturer Re-Registration Form

The manufacturer should enter the organization details, trademark brand name of the device to be manufactured, the registration number or the certificate number of the brand name that was registered in the manufacturer country should be provided

Enter the main contact details and the second contact details of the organization. The main contact person should be the primary contact for the organization. The second contact person may be a supporting person in the organization or in some cases acting as an agent on behalf of the manufacturer/brand owner. The main contact will be notified of any activity within the IMEI Database.

Read the TS06 document carefully on the instructions relating to TAC Allocation process and TAC codes. The link to TS.06 document is provided in the registration form (Refer Figure 6).

The manufacturer/brand owner should read the Terms and Conditions carefully and accept the Terms and Conditions for the registration. In the case of manufacturer / brand owner rejecting the Terms and Conditions, the registration form will not be accepted. (Refer Figure 6).

Once the form is complete, click submit to submit the registration.

If there are any errors with the information provided, the system will alert you and allow you to make revisions. Resolve any issues and click submit.

On successful completion of the registration, you will receive an e-mail confirmation. The registration details will be forwarded to the reporting body for review and approval. You may be requested to provide additional documents relating your organization and device brand. Should additional documents be required, the documents will be submitted offline to the reporting body. Refer the TS.06 document to know the reporting body for your organization and the contact details.

On successful review by the reporting body, the organization registration will be approved. The organization ID along with the system generated password will be sent as an email to the main contact of the organization. The organization ID and the password are the credentials for the users of the organization to login and access the IMEI Database to apply for TAC codes.

The reporting body may reject the registration if they find the registration is invalid.

4. LOGIN

To login to the IMEI Database, enter the organization ID and the password provided at the time of registration. The credentials are common for all users of the organizations. The manufacturer can share their login credentials to the trusted contacts of the agencies who apply for TACs on behalf of the organization.

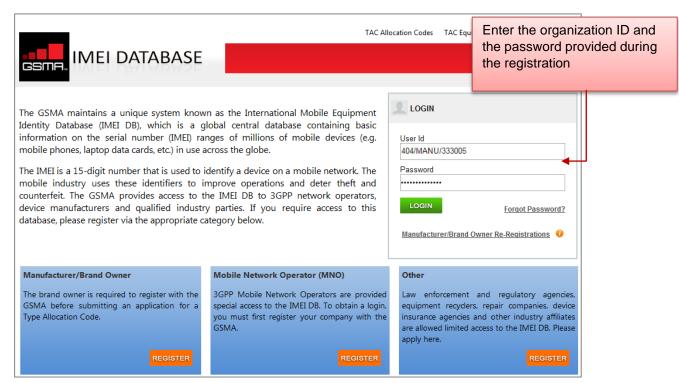


Figure 7: Login

If the user id and password does not match the details available in the database, the system will display an error 'Invalid Username / Password'.

On successful authentication, the system will log in to the IMEI Database and the welcome page will be displayed. The welcome page for the manufacturer will display the total number of TAC Credits purchased by the manufacturer and the total number of credits used / TACs allocated by the manufacturer.

The information will not be displayed if there are no TAC credits or TACs allocated for the manufacturer.



Figure 8 – Welcome Page

1. Forgot Password

If a password is forgotten or lost, it can be retrieved by selecting the Forgot Password option from the login screen. The organization Id for the account is required to begin the password retrieval process.

- 1. Go to IMEI Database home page
- 2. Click on Forgot Password link displayed below the login form
- 3. The system would change the display to enter organization ID.
- 4. Provide the organization ID in the 'User ID' field
- 5. Click 'Retrieve'.

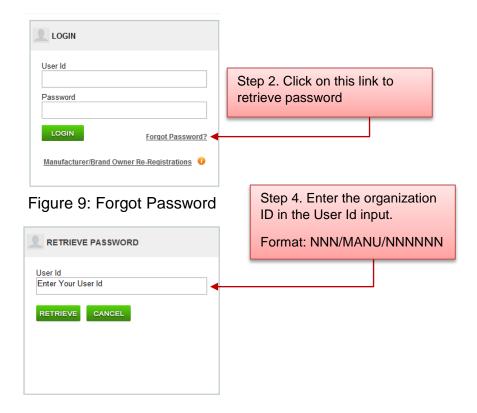


Figure 10: Retrieve Password

Once the user submits the information, the system verifies the details and sends the password to the registered email id of the main contact.

Click Cancel the password retrieval form will be closed and the login screen will be displayed.

2. Change Password

On the first login after the registration, the user will be prompted to change the system generated password provided at the time of registration.

Only after the change of password will the system allow access to other functions.

The user can also change the password anytime using the menu 'User Management > Change IA Password'. The screen below will be displayed

- 1. The organization Id will be displayed. This is not editable.
- 2. Enter the current password
- 3. Enter the new password
- 4. Enter the new password again in the Confirm Password field
- 5. Click Submit.

The new password should follow the IMEI Database password rules mentioned on the right in red. (See Figure 11)



Figure 11: Change Password

Once the password is changed the user will receive an email confirming the same.

The password will be valid for a period of 90 days. After 90 days the password will expire and the user is required to change the password after login.

5. BUY TAC

To apply for a TAC code the manufacturer / brand owner should have TAC credits in their IMEI Database account. TAC Credits can be purchased following the step by step guide below:

- a. Login to the IMEI Database account
- b. Go to menu 'TAC Management > Buy TAC'
- c. The screen as shown in figure 12 will be displayed

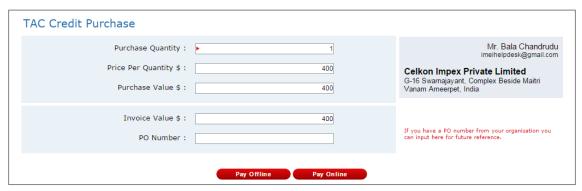


Figure 12: Buy TAC

- d. Provide the number of TAC Credits required in the Purchase Quantity field
- e. The price per quantity is US \$400. The purchase value is calculated based on the TAC purchase quantity and price per quantity.
- f. GSMA members are eligible for a membership discount of 10%. The price per TAC credit for a GSMA member is US\$ 360.
- g. The total amount will be calculated by deducting the discount from the purchase value. The total amount will be displayed in the 'Invoice Value' field

The manufacturer can buy TAC credits either by

- a. Offline Payment, or
- b. Online Payment

If the manufacturer choose to pay by online, the TAC credits will be added to the manufacturer account immediately on successful processing of the credit card transaction.

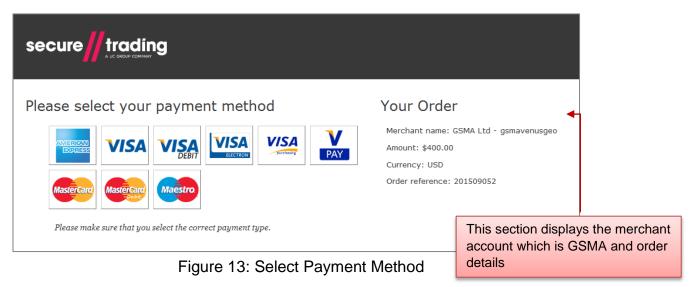
The offline payment process may delay providing the TAC credit by 4-5 days depending on the date of payment, the information provided in the receipt shared with GSMA accounts, and the remittance period from manufacturer bank to GSMA bank.

The step by step guide to buy TAC using either of the methods is provided below

1. Select Pay Online

The online payment currently supports payment through credit card only.

On filling the Buy TAC form with the required TAC quantity, select 'Pay Online'. The manufacturer will be redirected to the secure trading page. The secure trading is the integrated payment processing gateway for payments to IMEI Database TAC credits. The screen as shown below will be displayed.



The user should select the payment method. The order page will be displayed as shown in figure 14.

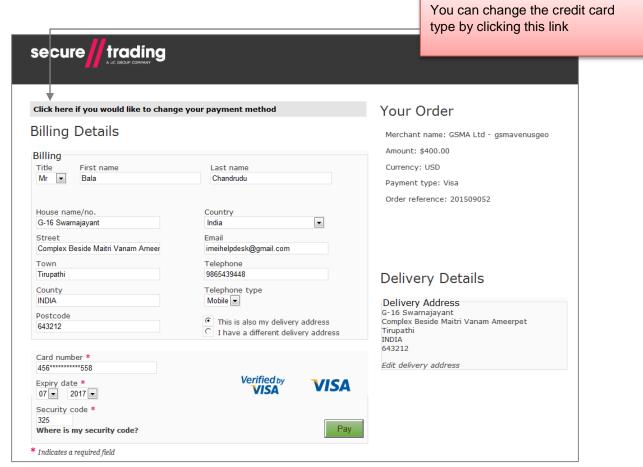


Figure 14: Payment Form

The billing details are filled with the organization details registered within IMEI Database. The user can modify the information and provide the credit card billing details.

Enter the Credit Card number, expiry date and the security code.

The secure trading payment is 3D enabled, which means you will be required to provide additional security information like your transaction PIN or password if this is enabled with your bank account.

Note:

The credit card information are processed by secure trading which is a PCI compliant website for payment processing. Secure trading follows the rules set for processing online transaction and is secured. The IMEI Database does not store any credit card information provided in the secure trading page. However in the case of any concerns related to transaction, the IMEI Database helpdesk would co-ordinate with the secure trading support to solve any issues.

Refer https://www.securetrading.com for more information

If the information provided by the user is invalid, secure trading will display the error as shown in figure 15

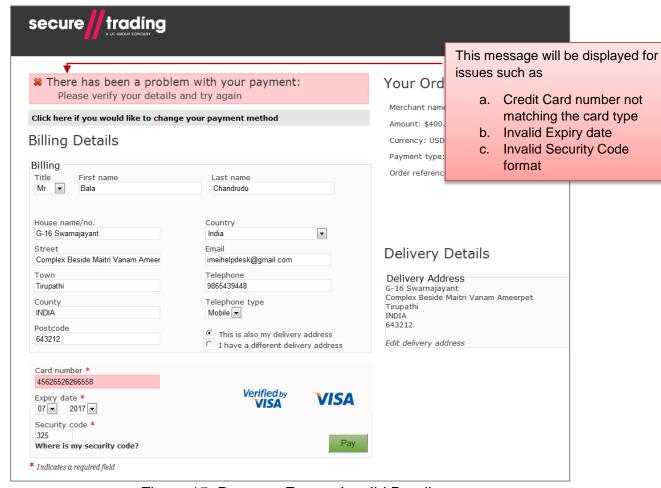


Figure 15: Payment Form - Invalid Details

Resolve any issues and re-submit the payment.

On successful payment the user will be displayed the screen as shown in figure 16.

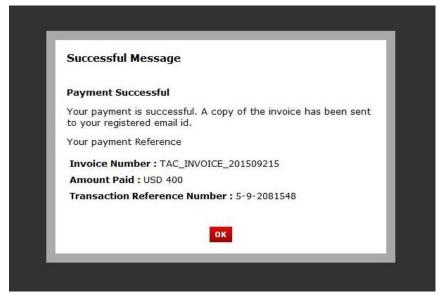


Figure 16: Online Payment – Success Message

The system will generate an invoice for the payment and send as an email to the main contact of the organization. The number of TAC credits requested will be added to the manufacturer account.

Click "Ok" to view the manufacturer home page.



Figure 17: Home page

If for some reason the credit card is rejected by the secure trading, the transaction will fail and no invoice will be generated. The screen as shown in figure 18 will be displayed. The user has to Buy TAC once again.

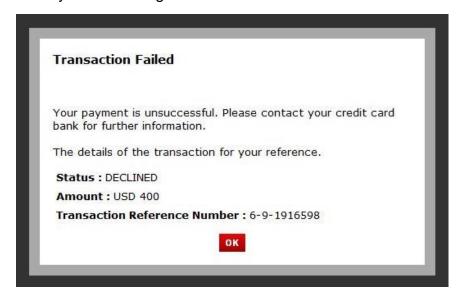


Figure 18: Online Payment Failed

2. Select Pay Offline

The user can buy TAC credit by making a payment to GSMA bank account through wire transfer. To pay to the GSMA bank the manufacturer should have an invoice created for the payment within IMEI Database.

To create invoice, fill the Buy TAC form with the TAC quantity required and select 'Pay Offline'. The invoice will be generated and the following message will be displayed to the user.



Figure 19: Invoice

The invoice will be sent as an email to the main contact of the organization with the details of the bank account to remit payment.

The organization should make the payment within one month from the date of invoice. The GSMA Accounts may cancel the invoice if not paid within the period of one month. The system will send a reminder to the main contact of the organization on the outstanding invoice to be paid.

While making the payment through the bank, the organization should mention the organization name and invoice number. This helps GSMA accounts to identify the payment relating to the invoice.

Upon payment to the bank, the user should forward the receipt of the transaction to GSMA accounts.

On receiving the invoice the GSMA accounts would approve the invoice in the system. This may take 4 to 5 days depending on the time required for the amount to be remitted from the organization bank to GSMA bank.

Once the GSMA Accounts approve the invoice, an email will be sent to the main contact of the organization. The TAC Credits requested will be added to the manufacturer account. To view the TAC credits, select 'Home' displayed on the right in the menu bar

Financial Year

The financial year is a period within the IMEI Database for the manufacturer / brand owner. The financial year is not the same for every manufacturer / brand owner.

The financial year for a manufacturer starts on the date of the first TAC credit purchase through online payment or the date of invoice approved for an offline payment, whichever comes first.

The Financial year will be for a period of one year. The subsequent financial years will start and end at the same dates as the previous financial year.

The financial year is important in the system to calculate the FREE TAC eligibility and Grandfathered eligibility of a manufacturer account to Buy TACs on discount. These are explained in sections 3, 4 and 5 below.

3. FREE TACs

Once the manufacturer / brand owner has purchased TAC credits equaling US\$ 30,000 within a single financial year, they are eligible for FREE TAC.

Once the manufacturer has reached the threshold within the financial year, the Buy TAC form will be displayed as shown in figure 20.



Figure 20: Free TAC form

The manufacturer has to select the number of TAC credits required. The maximum purchase quantity is 10 in a single request. The manufacturer can provide the PO number created for the purchase and click 'Buy'. The FREE TAC request will be sent for the approval of the GSMA Accounts.

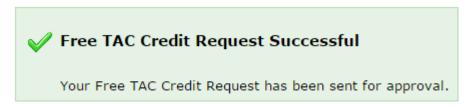


Figure 21: Free TAC Success page

Once GSMA accounts approves the request, the TAC credits will be added to the manufacturer account.

In a FREE TAC eligibility, the manufacturer can buy 'n' number of TAC credits at no cost within the same financial year. However there are few conditions for requesting FREE TACs.

- a. The maximum number of TAC credits that can be requested in a single request is 10.
- b. Manufacturer / Brand Owner cannot request more FREE TAC, if the total TAC credits in hand is greater than 20. The TAC credits in hand will be decreased for every TAC allocated to the manufacturer.
- c. Manufacturer / Brand owner can request more FREE TAC Credits only on the approval of the previous request by GSMA Accounts.
- d. Once the financial year is ended and a new financial year starts, the FREE TAC eligibility will be expired automatically. The manufacturer / brand owner should Buy TAC credits at the purchase value.

4. Grandfathered Discount

The manufacturer / brand owner is eligible for Grandfathered discount at the start of every new financial year, if they satisfy the following conditions while requesting TAC credits:

- a. The first Buy TAC request for the new financial year
- b. The total TAC codes allocated in the previous financial year for the manufacturer is more than 30.

If the manufacturer is eligible for the Grandfathered discount, the Buy TAC form will be displayed as shown in figure 22.



Figure 22: Grandfather Form

The total purchase quantity will be equal to the number of the TAC codes allocated the previous financial year. The total purchase value will be at a fixed price of US \$12,000. The TAC credits and purchase value are non-editable in the Buy TAC form.

If the manufacturer / brand owner is a GSMA member, a further 10% discount is applicable on the fixed price. The manufacturer may choose to purchase the Grandfathered TAC credits or if the manufacturer does not have plans to produce such number of devices for the year, they can choose to buy through regular TAC Buy process. To Buy through regular TAC process, select the option 'Purchase through Regular' option on top of the form. The Grandfathered discount Buy form will be changed to regular Buy TAC form (explained in Section 5. BUY TAC). The user can provide the number of TAC credits required and buy.

5. Grandfathered Bundle Discount

If the manufacturer had used the Grandfathered discount to purchase in a new financial year, they are eligible for Grandfathered bundle discount for the subsequent purchases in the same financial year

In a grandfathered bundle purchase, the manufacturer can buy TAC credits in bundles of 10 for a discount price of US \$3000. The price per TAC credit is US\$ 300. The TAC bundles will be available as a drop down to select. This is shown in figure 23.



Figure 23: Grandfather Bundle form

The bundle purchase will be available to the manufacturer in a financial year until they reach the maximum purchase value of US \$30,000.

6. TAC ALLOCATION

To get TAC codes for a new device the manufacturer / brand owner should fill the TAC application form by providing the specifications of the model / device. The reporting body authorized to provide TAC codes would verify the information provided and allocate a TAC code for the manufacturer.

The TAC Code is the 8 digit of a 15 digit IMEI number

One TAC code equals 1 million devices with the last 6 digits of the IMEI number ranging from 000000 to 999999. The last digit of an IMEI being the check digit, calculated based on the Luhn formula.

The GSMA policy determines a manufacturer to allocate 1 TAC for 1 model only. Read TS.06 V8.0 for details on the 1 TAC 1 model policy.

To apply for a TAC, follow the step by step guide explained below:

Go to the tab TAC Management and select Request a TAC



Figure 24: Request TAC Menu

The system checks the manufacturer account for the following conditions to apply TAC:

TAC Credits in Hand

If the manufacturer does not have any TAC credits in hand the TAC application form will not be displayed, instead the message as shown in figure 24.1 will be displayed.

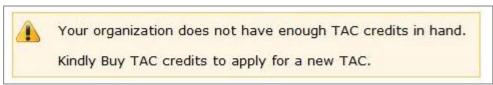


Figure 24.1 No Credits to Apply TAC

Associated Brand Name

If there are no brand names associated with the manufacturer IMEIDB account, the system will display the following message

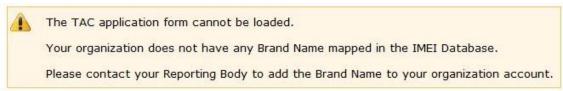


Figure 24.2 No Brand Name Warning Message

The manufacturer should contact BABT (imei@babt.com) with the brand name and brand certificate details. BABT will add the brand name to the manufacturer account and confirms the same through an email.

If the manufacturer has at least one TAC credit, the TAC application form as shown in figure 25 will be displayed

The manufacturer should buy TAC credits before applying for TACs. Refer Section 5 on steps to Buy TAC credits.

The TAC application is divided into 5 sections to ease user filling of the data.

1. Device Details

The first section displayed is the Device Details page as shown in figure 25.

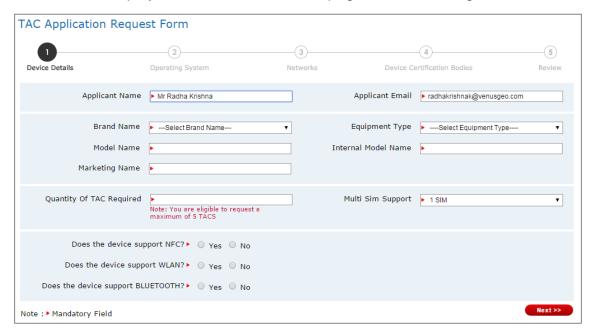


Figure 25: Device Details form

The user should provide the name and email id of the applicant filling the form. The applicant could be a manufacturer contact or the contact of the agency approved to apply for TACs. The form would display by default the second contact person registered in the applicant name and email id fields.

The IMEI applicant should provide the details about the device in the TAC application form.

1.1 Important form fields to understand

Manufacturer	Brand Name	Model name	Marketing name(s)
Nokia	Nokia	X8	Lumia X8
Apple	Apple	A1234	iPhone 5
RIM	Blackberry	9900	Bold

The maximum quantity of TAC allowed is 5 per application or the number of TAC credits available with the manufacturer whichever is the least.

Once all the mandatory information are complete, Select 'Next' for the next section of the TAC application form. If the type of the device selected in the 'Equipment Type' drop down is one of the below

- a. Mobile / Feature Phone
- b. Dongle
- c. WLAN Router
- d. Modem

The system would set the value of the operating system by default and hence would skip the operating system section and displays the 'Networks' section. If any other equipment type selected, the operating system section will be displayed

2. Operating System

Select the operating supported by the device from the list of operating systems displayed.

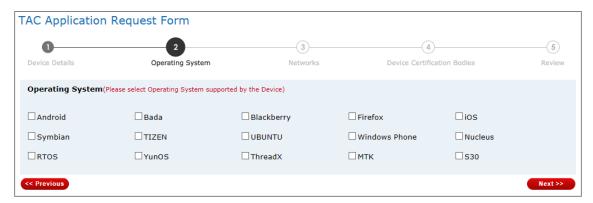


Figure 26: Operating system form

A maximum of 2 operating systems can be selected for devices supporting more than 1 OS.

If the supporting operating system is not displayed in the list, the user can complete the form by selecting the operating system as 'None' and write an email to IMEI helpdesk to add the operating system for the TAC application.

Select "Next" to complete the networks section.

3. Networks

The bands are grouped under each mode. Select the network bands supported by the device.

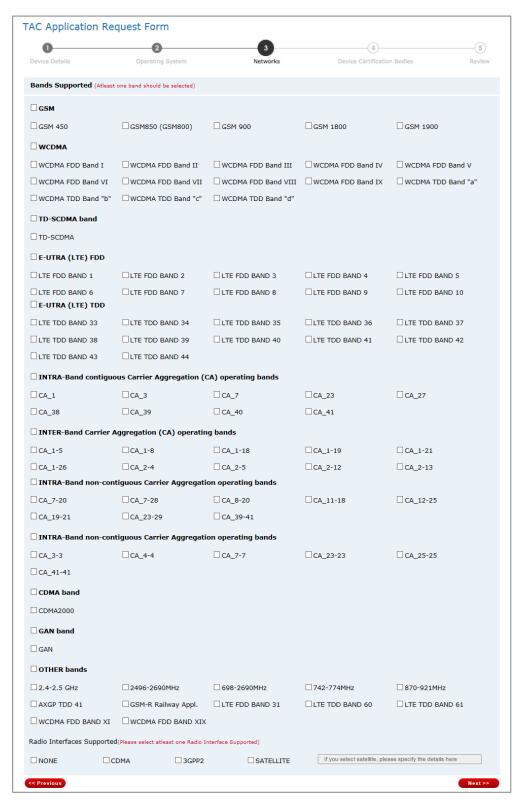


Figure 27: Networks form

Click "Next" to complete the Device Certification Bodies.

4. Device Certification Bodies

If the device has been certified, select the appropriate device certification body if applicable.



Figure 28: Device Certification form

Click "Next" to review the information.

5. Review

This page displays the information provided in each of the sections. Verify the details provided. If the information requires any change, select "previous" to navigate to the respective section to make the modification.

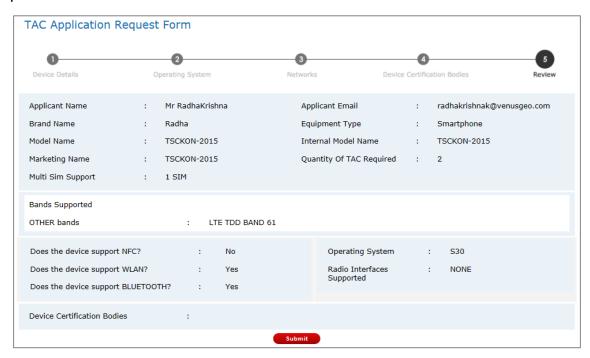


Figure 29: Review form

If the information provided are accurate, select "Submit" to submit the TAC application.

An email will be sent to the manufacturer to confirm the submission. The TAC application will be sent to the reporting body for review.

The manufacturer has to submit the relevant documents supporting the device specification to the reporting body offline. Please refer TS.06 v8.0 for details on the document requisite.

The document can also be submitted through the IMEI Database by selecting the tab Document Management > Upload Documents. The page provides an option to upload and submit documents to the reporting body.

The reporting body would contact the manufacturer for additional information if required.

The reporting body can reject the application if the information found are not valid.

If the reporting body puts the application on hold, the manufacturer would receive an email on the reason for hold. The manufacturer can then modify the information in the TAC application and re-submit. Please refer to the section "how to edit applications on hold".

Upon approval by the reporting body, the manufacturer main contact and the applicant would receive an email confirmation with the TAC code and a GSMA document certifying the TAC allocated to the manufacturer and the model. The TAC certificate is the documented proof that the TAC is allocated to the manufacturer for the handset model and is an internationally accepted document by customs and regulatory agencies of all countries.

6. Edit TAC Application on Hold

Upon the reporting body putting a TAC application on Hold, the IMEI Applicant will receive an email confirming the same. The reason for the hold will be provided by the reporting body and the same will be shown in the email.

The IMEI Applicant should edit the application to modify the details as requested by the reporting body and re-submit the application. To view the applications on hold, the IMEI applicant should login to the IMEI Database and select the menu 'TAC Management > Request a TAC'.

The applications that are put on Hold are listed on the top of the page. Select the application to edit and click 'Edit application' as shown in figure 30.



Figure 30: TAC Application on Hold

The Edit form with previously provided details will be displayed as shown in figure 31.

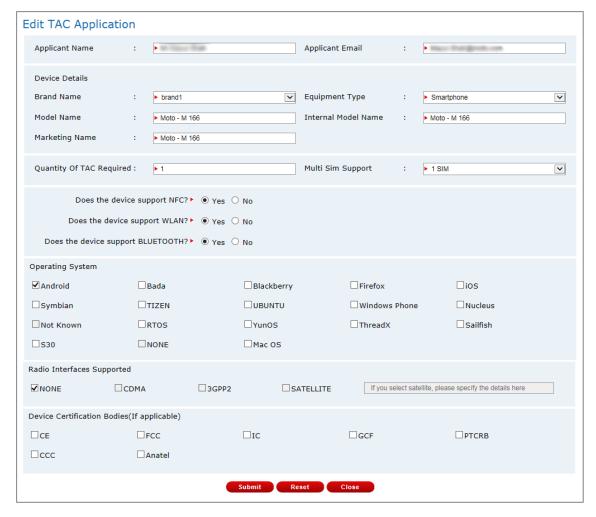


Figure 31: Edit TAC Application form

The IMEI applicant can make changes to the form and submit. An email will be sent to the reporting body and a copy of the email is sent to the applicant and the main contact of the organization.

The reporting body will review the application and approve. Upon approval by the reporting body, the main contact and the applicant would receive an email confirmation with the TAC code and a GSMA document certifying the TAC allocated to the manufacturer and the model. The TAC certificate is the documented proof that the TAC is allocated to the manufacturer for the handset model and is an internationally accepted document by custom and regulatory agencies of all countries.

7. EDIT TAC

The manufacturer / brand owner may not provide the right information at the time of the initial TAC application. This could be done because they might want to keep the vital information such as the model name and/or marketing name confidential; or the model name and marketing name are not yet finalized. Therefore, the manufacturer can apply for TAC code by providing alternate information in the TAC application. This is subjective to the approval of the reporting body.

Once the details are confirmed and to receive the final TAC certificate with valid information, the manufacturer can edit the TAC details approved earlier.

The TACs mapped to a single model specification can be modified as a group. All the TACs mapped to the specific model will reflect the new values. The TAC certificate will be generated with the new values.

To edit a TAC application, the manufacturer has to login to the IMEI Database account and select the menu 'TAC Management > Edit TAC'

The list of approved TAC applications will be displayed as shown in figure 32. The page will list the TAC applications and the TAC codes mapped to the application. The IMEI applicant can search the list by providing an application request ID or by providing the TAC code.

Upon search the page will display the matching application request ID.

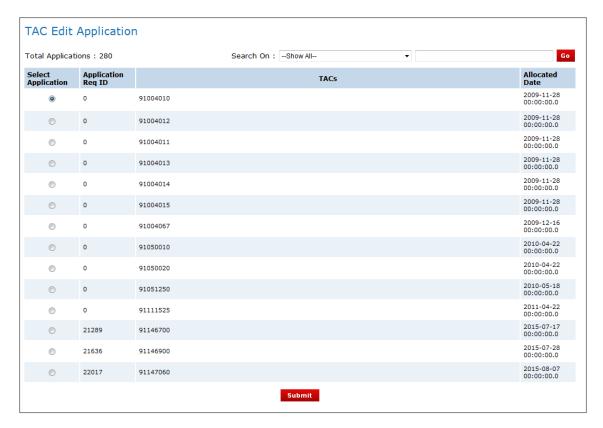


Figure 32: Edit TAC Application

Select the application request ID and click submit. The Edit form will be displayed as shown in figure 33 with previously provided details.

	Til	7			
	<u> </u>	91004010			
Applicant Name	: telikon	Ap	oplicant Email	: basi@venusgeo.com	
Device Details					
Brand Name	: [→ Ec	uipment Type :	Mobile Phone/Feature phone	
Model Name	: €347, C99	In	ternal Model Name :	€347, C99	
Marketing Name	: eelkon C347,C99				
Multi Sim Support	: 1 SIM	•			
Does the de	evice support NFC? • OYe	s 🗇 No			
Does the dev	ice support WLAN? • @ Ye	s 🔘 No			
Does the device sup	pport BLUETOOTH? ► @ Ye	s 🔊 No			
Operating System					
Android	Bada	Blackberry	Firefox	ios	
Symbian	TIZEN	UBUNTU	Windows Phone	Nucleus	
Not Known	RTOS	YunOS	☐ ThreadX	□ мтк	
			ThreadX	□мтк	
□ 5 30	RTOS		☐ ThreadX	□мтк	
S30 Bands Supported	RTOS		☐ ThreadX	□мтк	
S30 Bands Supported	RTOS	□YunOS	☐ ThreadX ☑ GSM 1800	□мтк	
S30 Sands Supported GSM GSM 450	☐ RTOS ☑ NONE	□YunOS		□MTK	
S30 Bands Supported GSM GSM 450 GSM 1900	□ RTOS ☑ NONE ☐ GSM850 (GSM800)	□YunOS		□мтк	
S30 Sands Supported GSM GSM 450 GSM 1900 Radio Interfaces Suppor	□ RTOS ☑ NONE ☐ GSM850 (GSM800)	□YunOS ☑ GSM 900	☑ GSM 1800	□мтк	
S30 Bands Supported GSM GSM 450 GSM 1900 Radio Interfaces Suppor	RTOS NONE GSM850 (GSM800) ted	□YunOS ☑ GSM 900	☑ GSM 1800	□мтк	
Not Known S30 Bands Supported GSM GSM 450 GSM 1900 Radio Interfaces Suppor NONE Device Certification Bod	RTOS NONE GSM850 (GSM800) ted	□YunOS ☑ GSM 900	☑ GSM 1800	□ MTK	

Figure 33: Edit TAC Application form

The IMEI applicant can make changes to the form and submit. An email will be sent to the reporting body and a copy of the email is sent to the applicant and the main contact of the organization.



Figure 34: EDIT TAC Success Page

The reporting body can approve, reject or put the application on hold.

Upon approval by the reporting body, the new values provided by the manufacturer are updated to the device specification and a new TAC certificate is generated for each TAC code associated with the application.

8. TAC CERTIFICATE DOWNLOAD

The manufacturer / Brand Owner can download the TAC certificate by logging into their account and using the menu 'Reports > TAC Certification'



Figure 35: TAC certificate Menu

Enter the TAC code for which the certificate is required and click submit.



Figure 36: TAC Certificate form

The PDF format of the TAC certificate will be emailed to the main contact of the manufacturer.

TAC Certification has been sent successfully					
·					
Email notification is sent to					
Reporting Body	imeidb.services@venusgeo.com				
Manufacturer Main Contact	Imelhelpdesk@gmail.com				

Figure 37: TAC Certificate Success Page

9. VIEW EXISTING TAC DETAILS

The manufacturer / Brand Owner can download the specification of the device in the text format. Go to the menu 'TAC Management > View Existing TAC Details'.

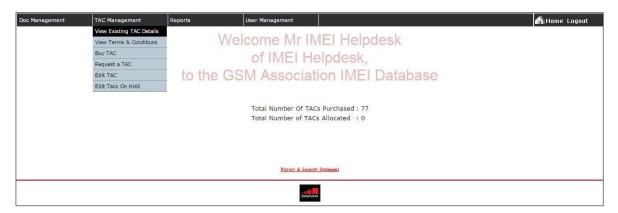


Figure 38: View Existing TAC Menu

Click the TAC code to view the model information in the browser window.

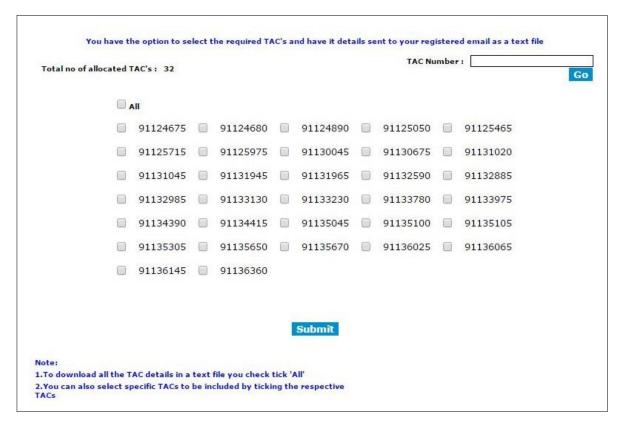


Figure 39: Existing TAC Details

Select the TAC code and click submit, the model information will be sent as an email to the main contact of the manufacturer.

10. VIEW TERMS AND CONDITIONS

Manufacturer should go to the <u>TAC Management</u> menu and click <u>View Terms & Conditions</u>. You can open or save the file direct to your computer.



Figure 40: Terms and Conditions Menu