Training Module Two: Registering your company for TAC

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Brand owner registration is the first step towards TAC allocation

1. Brand owner registration
2. TAC payment
3. TAC application
4. TAC certificate
Carefully complete the company details section

- Company name
- Registered head office address
- Country where head office is located (dropdown menu)
- Business telephone number
- Company registration number

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Carefully complete the company details section

- Do you manufacture and sell devices under your own brand name?
- Do you manufacture and sell devices under other companies’ brand names?
- Do you sell devices under your brand names, which are made by other manufacturers?
- Company registered brand name

- Company registered brand certificate number
- Is your company a GSMA member?
- Are you aware of GSMA IMEI Allocation and Approval Process TS06?

A copy of the brand registration certificate must be sent to the Reporting Body when requested

- Company website*
- ISO 9000 Certification Allocation Body*
- ISO 9000 Certification Number*

*Optional fields. Please complete as helpful for the Reporting Body

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The main contact should be a director or a senior manager of the company

- **Name** (title, first name and surname)
- **Job title**
- **Business telephone number**
- **Email**
- **Comments***

*Optional fields. Please complete as helpful for the Reporting Body

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The secondary contact may work for the company or may be the person tasked with requesting TAC.

- **Name** (title, first name and surname)
- **Job title**
- **Business telephone number**
- **Email**
- **Comments***

*Optional fields. Please complete as helpful for the Reporting Body.

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To complete the form, the terms and conditions must be accepted and then click submit.

Name (title, first name and surname)
Job title
Email
Accept Terms and Conditions

Submit: This will submit your application to your Reporting Body
Reset: This clears all information and it will need to be entered again
Back: This takes you back to the previous page and completed data will be cleared

Ts&Cs
Once submitted, your application will be reviewed by the relevant Reporting Body.

Your allocated Reporting Body will review your application.

- **Approve**
  - You will be sent an email with your login details.

- **On hold** or **Reject**
  - This process is normally completed by the Reporting Body within two working days.

You will need to amend and resubmit your application.
This document is part two of six TAC training modules

1. TAC and IMEI Rules
2. Registering your company for TAC allocation
3. Buying TAC Credit
4. Prepare and upload your Band Profile
5. Completing the TAC Allocation Request Form
6. TAC for IoT Manufacturers