

Designation of U.S. Agent for Service of Process

Explanation:

As required by section 2.911(d)(7), the applicant must designate a contact located in the United States for purposes of acting as the applicant's agent for service of process, regardless of whether the applicant is a domestic or foreign entity. An applicant located in the United States may designate itself as the agent for service of process.

In either scenario, the designation of the U.S. agent for service of process should be provided as an attachment to the equipment authorization application. The applicant must provide a written certification, which must:

- i. Be signed by both the applicant and designated agent for service of process, if the agent is different from the applicant. All signatures must be an actual signature/image or a secured electronic signature such as can be done with Acrobat.
- ii. Acknowledge the applicant's consent and the designated agent's obligation to accept service of process.
- iii. Provide a physical U.S. address and email for the designated agent.
- iv. Acknowledge the applicant's acceptance to maintain an agent for no less than one year after the grantee has terminated all marketing and importation or the conclusion of any Commission-related proceeding involving the equipment.

NOTE: The U.S. Agent for Service of Process should not be confused with the authorized agent used for signing the 731 form, other cover letters within the application, and agent who may interface with the TCB.

We have provided two letters to follow. The first is intended for when the Designated Agent specified is separate from the Applicant. The second letter is for cases where the applicant is specifying they are both the Applicant and the Agent for Service of Process.

Further Clarification provided from the FCC on February 14, 2023 via TCB Council.

The Agent for Process of Service:

- Should not be a TCB or affiliated with a TCB (e.g. could not be a person who works for a TCB or a company that owns or is owned by the TCB) unless conflict of interest/impartiality has been evaluated. See KDB 986446 Q12.
- Agent can be Individual Entity or a Company Entity
- Agent Entity must be located in US, US address/phone
- Entity acting as Agent must report their FRN of this exists.
- Agent letter does not have to be FCC ID specific, can be general Agent for Grantee

For devices being marketed or for which marketing has ceased for less than 1 year, if the Agent for Process of Service changes, then for every TC Number the TCB must request the FCC to put application into Audit Mode and Agent Letter needs to be updated (superseded).

NOTE: Must Use Appropriate Company Letterhead

**U.S. Agent Designation for Service of Process
(Applicant and U.S. Agent are Separate Parties)**

TO: American Certification Body, Inc.
313 Park Avenue
Suite 300
Falls Church, VA 22046

ATTENTION: FCC Certification – Section 2.911(d)(7) Information

Designated U.S. Agent

Company Name: FCC US Agent, LLC
Contact Name: Tim Payne
Street Address: 3722 Illinois Avenue, Saint Charles, IL, 60174, USA
City/Province/Zip: Saint Charles/IL/ 60174
Telephone No: 708-571-3148
Email: Support@FCCUSAgent.com
FRN #: 0033402884

This letter is to confirm that we ("the Designated U.S. Agent) have accepted the responsibility to act as the Designated U.S. Agent for Service of Process as required by section 47 CFR 2.911(d)(7) on behalf of the **Applicant** noted below.

U.S. Agent Signature:

Date:

Signed by (Printed Name/Title): Tim Payne, Manager

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The Applicant acknowledges that they must maintain an agent for no less than one year after terminating all marketing and importation OR the conclusion of any Commission-related proceeding involving the equipment. The applicant further acknowledges their responsibility to inform the FCC whenever the Designated U.S. Agent information above changes.

Applicant

Company name: iO3 Pte Ltd
Grantee Code: 2BB8W
FCC ID: 2BB8WFM30P
Contact Name: Terence Yow
Street Address: 140 Paya Lebar Road #07-02
City/Province/Zip: Singapore/ 409015
Telephone No: +6597933856
Email: ty@io3.sg

Applicant Signature¹:



Date: 2nd Aug 23

Signed by (Printed Name/Title): Terence Yow/ Solution Engineer

¹ - Letters must be placed on appropriate letterhead. The signee for the applicant must be one of the following: Applicant (grantee) contact of record in the FCC's authorization system, or authorized officers or employee of the applicant (grantee).