



INSTRUCTION MANUAL

This instruction manual is provided for helping applicants in completing Amateur Radio application form (AT application form).

Instruction to complete AT application form for amateur radio.

Item	Item name	Item definition	Responsible person
Items No. 1.1 to No.1.5	Full name, nationality, passport/ID card number, address and email of the responsible person	Provide name and given name as well as nationality, number of the passport/ID card, address and email of the person whose name will appear on the license.	Applicant
Item No. 2.1	Type (of Amateur Certificate)	Applicant must provide the type of its valid certificate by selection of one of E, S, or A which stands for: <ul style="list-style-type: none"> • E: Elementary Amateur Certificate; • S: Standard Amateur Certificate; • A: Advanced Amateur Certificate; 	Applicant
Item No. 2.2	Issuing Authority	Put ANC if ANC issued your certificate, otherwise provide the name of country which has issued your recognized Amateur Certificate.	Applicant
Item No. 2.3	Expiry Date	Provide the expiry date of your Certificate.	Applicant
Item No. 2.4	Call Sign	Provide three preferred Call signs by importance decrement. ANC will try to assign first option at first. Second option will be selected if first option gets inaccessible and so on	Applicant/ANC
Item No. 3.1	Name of Site	Give the name of transmitting antenna site which is commonly assigned by applicant.	Applicant
Item No. 3.2	Site Address	Address of the transmitting antenna location	
Item No. 3.3	Geographical Coordinates (Long/Lat)	The geographical coordinates of transmitting antenna in degrees/minutes/seconds. Please take note that none of the boxes in this item shall be left blank.	Applicant
Item No. 3.4	Site Elevation (ASL)	Give the altitude of the ground where the base of transmitting antenna or antenna tower placed. Include the height of building in this value, if it is rooftop.	Applicant
Item No. 3.5	Antenna Name	Provide the manufacturer common or specific name of the antenna, e.g. Log Periodic, Parabolic reflector, Microstrip Array and etc.	Applicant
Item No. 3.6	Antenna Height (AGL)	Provide the height of the center of the antenna above its base in meter. Summation of this value and the value in 3.4 shall conclude the height of Antenna center above sea level in meter. Include the height of antenna tower in this Item.	Applicant
Item No. 3.6.a	(Antenna) Directivity	Indicate the directivity of the antenna, 'D' for directional antenna and "ND" for non-directional antenna.	Applicant
Item No. 3.6.b	Antenna Gain	Give maximum gain of antenna in the direction of main lobe in dBi or dBd. Put the letter "I" in case of dBi (respect to isotropic antenna) and the letter "D" in case of dBd (gain respect to dipole antenna) in box in front of gain value. Filling of this item is mandatory if transmitter Output Power <i>or</i> Maximum Radiated Power is not supplied.	Applicant