

**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).

**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: ALPS Alpine North America, Inc.
Contact Name: Prudencio Cabigao
Street Address: 1500 Atlantic Blvd
City/Province/Zip: Auburn Hills, MI 48326 United States
Telephone No: +1-248-830-5302
Email: john.cabigao@alpsalpine.com
FRN #: 0023674674

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: 09 Oct. 2024

Signed by (Printed Name/Title): Prudencio Cabigao

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: ALPS Electric (Ireland) Ltd.
Grantee Code: 2AT4V
FRN #: 0036280881
Contact Name: DONAL O’SHEA
Street Address: CLARA ROAD
City/Province/Zip: MILLSTREET TOWN, IRELAND P51 XC56
Telephone No: 003532970677
Email: donal.oshea-1@alps.ie

Applicant Signature¹: 

Date: Nov/14/2024

Signed by (Printed Name/Title): DONAL O'SHEA/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).

**U.S. Agent Designation for Service of Process
(Applicant is Both Grantee and U.S. Agent)**

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

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

This letter is to confirm that the Applicant will also serve as the U.S. Agent for Service of Process as required by 47 CFR 2.911(d)(7). 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 changes.

FCC US Agent

Company name:
FRN #:
Contact Name:
Street Address:
City/Province/Zip:
Telephone No:
Email:

Applicant Signature²:

Date:

Signed by (Printed Name/Title):

² - 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).