

## 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.
- 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:

- cannot 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)
- cannot be a [FCC recognised] Lab or affiliated with a test lab (e.g. could not be a person who works for a Lab or a company that owns or is owned by the Lab)
- Agent can be Individual Entity or a Company Entity
- Agent Entity must be located in US, US address/phone
- Entity acting as Agent must have FRN (best practice, put FRN on Agent Letter)
- 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).

FCC US Agent, LLC

**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:** 06/21/2023

**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: Compex Systems Pte Ltd  
Grantee Code: TK4  
FCC ID: TK4WLE3000HX  
Contact Name: Yaw Thiam Teng  
Street Address: No 9 Harrison Road, Harrison Industrial Building #05-01, 369651, Singapore  
City/Province/Zip: Singapore/Singapore/369651  
Telephone No: +65 6286 2086  
Email: tt\_yaw@compex.com.sg

**Applicant Signature<sup>1</sup>:** 

**Date:** 06/21/2023 02:59:20 UTC +08

**Signed by (Printed Name/Title):** Yaw Thiam Teng, R&D Manager

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<sup>1</sup> - Letters must be placed on appropriate letterhead.