

## Pay for licence fees

### Licence fees



Licence fees are made up of two components: annual fees and engineering fees. Both vary according to the licence type.

All radio and spectrum licences, unless issued for a specific short time period only, have annual fees that are payable every year in order to retain the licence.

Where engineering certification is carried out by RSM, engineering fees are payable before a new licence with engineering considerations is granted or an existing licence and its technical parameters are modified.

In addition, broadcasting licences may require a separate fee, this is dependant on the [policy criteria](#) under which a licence can be offered.

For more detailed instructions on paying for licence fees please see our [SMART user guides](#).

### Pay online and receive a discount

Payment online entitles you to a discount of the annual fee component. A further discount is available when you register to conduct your own [Licensee Interference Investigation](#) (LII). Payment can be made either by credit/debit card, direct debit or internet banking (pay by POLi).

### Online payment options:

#### 1. Pay by credit/debit card

In the Fee Payment screen in SMART, the option "Credit Card" is shown by default (if you do not have Direct Debit account set up). The "Credit Card" option also allows you to pay by "Debit Card" as well.

The screenshot shows the "Payment Options" section of the SMART interface. At the top, there are two radio buttons: "Choose a payment option" (selected) and "Create an invoice now". Below this, there is a dropdown menu currently set to "Credit Card". Underneath the dropdown, there are two radio buttons: "Use same card as previously used on 04 Dec 2009" and "Use new card details". At the bottom, there is a checked checkbox labeled "Retain card details for future payments" with a help icon to its right.

You have the ability to retain your credit card details for future payments. Our Credit Card payments are processed via [Direct Payment Solutions](#) (DPS). It is one of the leading secure Internet payment gateways in New Zealand and is used by some of the largest on-line shops in Australasia. They will store and process your credit or debit card details using some of the most secure and safe technology available.

#### 2. Pay by direct debit

By paying by Direct Debit your licence fees are charged to an account and payment is automatically deducted from your bank on a specific date. Before the payment is deducted from your bank account a tax invoice is emailed to you. Payment is then deducted from your nominated bank account 20 days later. The tax invoice is also available for you to download.

To use Direct Debit as a payment option you need to first setup your account details. Please contact our Business Service Centre for guidance at free phone 0508 RSM INFO (0508 776 463).

### 3. Pay by Internet banking (pay by POLi)

POLi is an online payment option which enables you to use your own internet banking facility to pay for licence fees. When you use POLi to complete your purchase everything is done within the security of your online banking facility and at no time are you required to disclose your personal banking details to any third party, (including POLi).

**Choose a payment option** or  **Create an invoice now**

Payment Options: \*

 [Find out more about POLi](#)  
[Check the list of available banks](#)

Anyone who has access to the Pay Anyone functionality offered by a supported online banking facility can use POLi.

POLi is supported by all the [major banks](#) in New Zealand.

There is more information available on [how POLi works](#) including a demonstration.

There are certain minimum technical requirements needed for you to use POLi – just go to the [POLi website](#) to automatically check whether your system has all the required software. The POLi website will show you whether everything is okay or what needs updating.

After you have paid using POLi you will be directed back to SMART. At this point SMART knows exactly what the payment related to, so can therefore consider the fee paid. A reference is also shown on screen to reconcile with your bank account if necessary.

## Invoices

When at the Fee Payment screen in SMART, you can elect to download an invoice before payment (e.g. for payment approval purposes) or after payment has been made if paid online.

If you select the Create an Invoice Now option before payment, the invoice will show the full non-discounted fee as shown in the [fee schedule](#). This is the amount to pay if sending in a cheque.

The invoice can be paid online using any of the methods above to receive a discount. The discounted amount is shown in the small print on the bottom of the invoice.

When paying online, if an invoice is not created before payment, then a tax invoice receipt will be emailed to you after payment. The total amount shown on the invoice will be the actual discounted amount paid. The invoice will also be stamped “Paid”.