

Transfer a radio licence

Radio licence transfers

When you sell radio transmitting equipment to another party you can transfer your licence ownership to the other party.

The licence transfer is a simple process that requires both parties to complete the transfer.

Both parties will need to:

- have their SMART User Name and Passwords handy. To become a client and obtain a SMART User Name and Password you must have an e-mail address to receive your passwords. For more details, please use our freephone on 0508 RSM INFO (0508 776 4636).
- know the radio licence number (s) you want to transfer.
- know your licence fees are up-to-date otherwise:
 - the licence cannot be transferred if payment is due, and
 - the other party is not able to accept the transfer.

For more detailed instructions on transferring a radio licence please see our [SMART user guides](#).

Online radio licence transfer

You must know the SMART Client Number of the other party before you begin the transfer.

Key steps to the transfer process are:

1. Go to www.rsm.govt.nz/smart/.
2. Logon to SMART using your User Name and Password.
3. Click "Manage Licences"/"Request Licence Transfer".
4. Click "Locate Client".
5. Enter the other party's "Client Number" into relevant field.
6. Click "Search".
7. Click the hyperlink shown from the search results.
8. Tick the licences you want to transfer.
9. Click "Request Transfer".
10. Click "Confirm the Transfer".

The other party will receive an email advising them to logon to [SMART](#) and confirm acceptance of the licence transfer by following the instructions below.

Confirm Online Radio Licence transfer

Key steps for the other party to confirm the transfer are:

1. Go to www.rsm.govt.nz/smart/.
2. Logon to SMART using your User Name and Password.
3. Click "Manage Licence"/"Confirm Licence Transfer".
4. Tick the box next to the licence(s) you want to confirm.
5. Click "Confirm Transfer".

An email is sent to the party who initiated the transfer confirming their licence has been transferred successfully.

Transferring a Spectrum Licence

Transferring a spectrum licence(s) requires a Form 9 “Notice of transfer of spectrum licence” and/or a Form 25 “Consent by manager to transfer of spectrum licence” to be lodged with the Register of Radio Frequencies. The Forms can be accessed at [Radiocommunications Regulations 2001](#). Both originals must be signed by the relevant authority(ies) as outlined in the conditions of the licence and then attested by a witness. The transfer comes into effect once the Form(s) have been registered. The licence holder (Rightholder) will be notified electronically and in writing.