

8. Withdrawal

A withdrawal of a submitted filing is allowed in the systems for Operator managers/users and IGSO users. Administration managers/users have to request a withdrawal of the filing once it has been submitted to the BR or published 'As-Received'.

8.1 Withdrawal by Administration

Administrations can request a withdrawal of the filing submitted to the BR. The requests received by the Bureau within 15 days of the BR registry date of the filing remove the obligation to pay the fee but after 15 days they are payable for the cost recovery.

8.1.1 Withdrawal within 15 days of the BR registry date

To withdraw the filing follow the steps:

- 1) Navigate to the Details page of the filing and click the "Request for withdrawal" button.

The screenshot shows the 'Details' page of a filing in the ITU system. The top navigation bar includes 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. Below this, there are tabs for 'New', 'All Filings', and 'Comments'. The main content area displays the filing details for reference 2018-08131. A table shows the 'Validation report' with a 'Download' link. Below this, there are fields for 'NTC ID' (1), 'Administration / Network Org.' (9.1/IA), 'Act. Code' (A), 'Type of Submission' (Advance publication information), 'Provision' (9.1/IA), 'Satellite Name', 'Long Nom.', 'BR registry date' (18.07.2018), and 'Date of Receipt'. A table lists the documents: 'SNS(MDB)' (2.04 MB), 'Other' (133.74 KB), 'Other' (105.74 KB), and 'Other' (95.99 KB). At the bottom right, there is a red button labeled 'Request for withdrawal' and a status indicator 'Submitted to BR'.

Fig. 36 Withdrawal within 15 days of the submission date to the BR.

- 2) Confirm the withdrawal by clicking "Request for withdrawal" on the confirmation popup.

The screenshot shows a confirmation popup titled 'Withdraw submission'. The text inside asks: 'Are you sure you want to withdraw this notice? Your notice will be withdrawn after the BR accepts your request. There will be no cost recovery fee.' At the bottom, there are two buttons: 'Request for Withdrawal' and 'Cancel'.

- 3) A popup notification is displayed about the requested withdrawal; the filing status changes to "Requested for withdrawal to BR".
- 4) An acknowledgement message about the withdrawal request with no cost recovery fee is sent to the Administration.

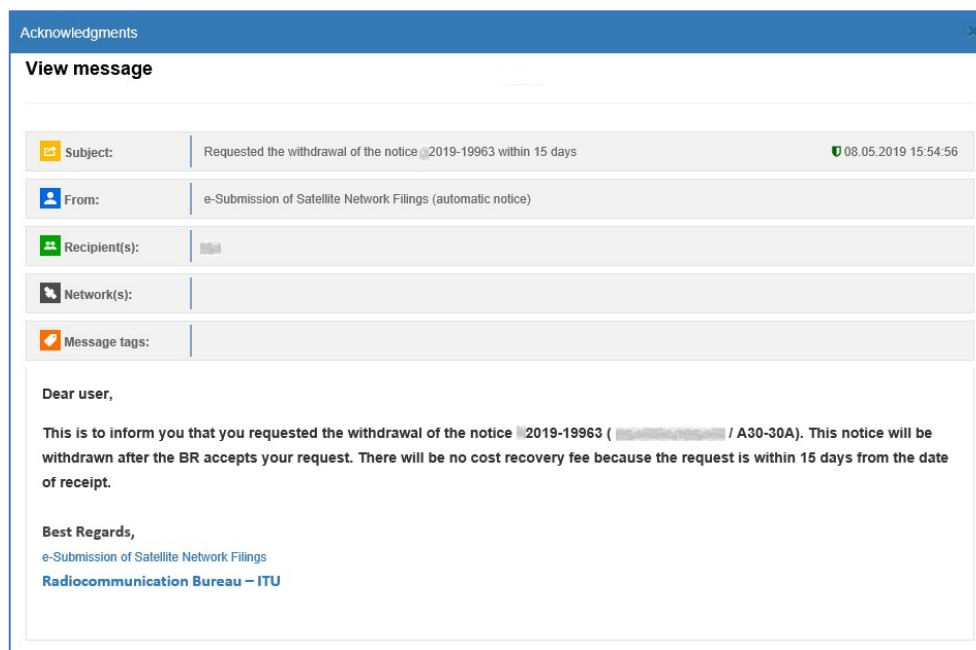


Fig. 37 Acknowledgement message about a request for withdrawal within 15 days from the date of receipt.

8.1.2 Withdrawal after 15 days of the BR registry date

If the withdrawal is after 15 days of the BR registry date, a "Recovery fee warning" is displayed by the system to alert users about the obligation of payment. To withdraw the filing follow the steps:

1. Navigate to the Details page of the filing and click "Request for withdrawal".

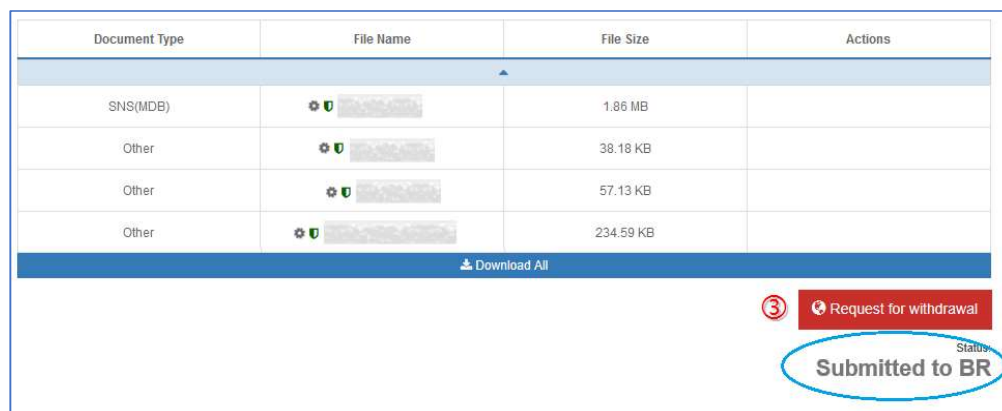
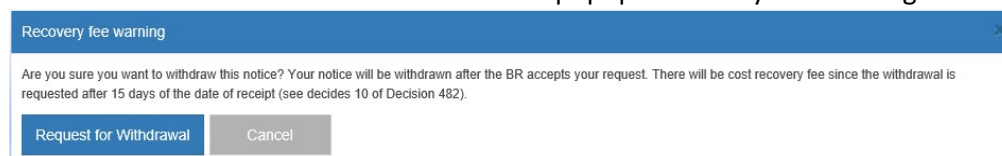


Fig. 38 Withdrawal with fee (Administration view).

2. Confirm the withdrawal on the confirmation popup "Recovery fee warning".



3. A popup notification is displayed about the withdrawal with cost recovery fee; the filing status changes to "Ready to submit to BR".
4. An acknowledgement message of the withdrawal with cost recovery fee is sent to the Administration. The filing is withdrawn and its status changes to "Requested for withdrawal to BR". Please note that Administrations can withdraw filings even after they are published as "As-Received". In this case the status changes to "Requested for withdrawal to BR from published".



8.2 Withdrawal by an Operator or IGSO

Operators and IGSO can withdraw a filing submitted to the Administration for approval before it has been approved. After the approval, the "Withdraw" button is not available anymore.

The status of a withdrawn filing by Operator managers/users or IGSO users changes from "Submitted for Approval" to "Ready for submit".