User Manual

(For Applicant)

Online Application Maritime Mobile Fishing Boat License

Department of Telecommunications

Government of India

24th June, 2020

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

DoT : Department of Telecommunications.

• **OTP**: One Time Password.

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier). Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for Non Network License select Company or Individual or LLP in **Registration Type**.

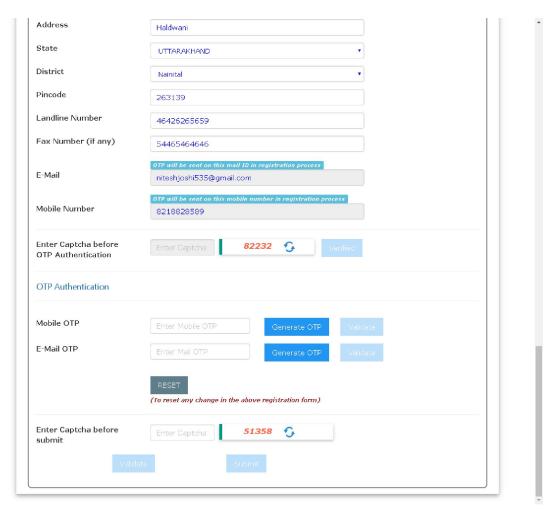
| or Creation of users other tha | n Govt.Agencie | es/PSU/Autonon | nus Body). | | | |
|--|------------------------------------|-------------------------------------|--------------------------|-----------------|---------------|--------|
| ote:'*' fields are mandatory) | | | | | | |
| Individual/ Proprietor/ Partne For OSP Registration applicat For Access services -Categor For WPC Exams/Certificate S | nt need to be e y B applicant n | either Company/ need to APPLY ur | LLP/FCPR. nder UL-VNO | | | |
| Applicant Type | | | | | | |
| Registration Type | Company | | | v | | |
| CIN* | eg:U/L | 12345 | MH | 1234 | ABC | 123456 |
| | [Note : CIN | V Format is U 12 | 2345 MH 1234 | 4 ABC 123456 in | sub-blocks.] | |
| Confirm CIN * | eg:U/L | 12345 | MH | 1234 | ABC | 123456 |
| Company Name * | Name of Co | ompany | | | | |
| Date of Incorporation* | | | | dear | | |
| PAN* | PAN | | | | | |
| | | | | | | |

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

| Corporate Office * | |
|------------------------------|---|
| Address | Address line |
| Pincode | enter Pincode |
| District | • |
| State | |
| LandLine Number | eg:01112345678 |
| Fax Number(if any) | eg:01112345678 |
| E-mail | E-mail |
| Registered Office* (Addess s | ame as Corporate Office No Yes) |
| Address | Address line |
| Pincode | enter Pincode |
| District | ▼ |
| State | ▼ |
| Landline Number | eg:01112345678 |
| Fax Number (if any) | eg:01112345678 |
| E-mail | E-mail |

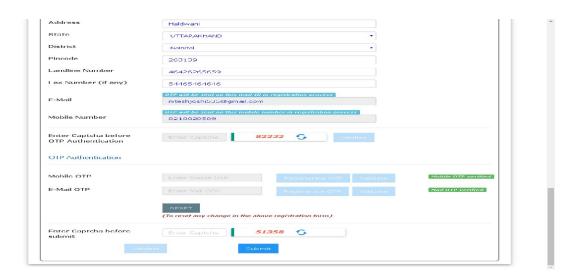
| ddress | Address line | |
|------------------------|---|----------|
| ode | enter Pincode | |
| ict | | • |
| ite | | y |
| line Number | eg:01112345678 | |
| Number (if any) | eg:01112345678 | |
| ii | E-mail | |
| e Number | Mobile no | |
| orised contact Persor | /Signatory details * | |
| | Name of Authorised Contact person/Signatory | |
| gnation,if any | Designation of Authorised Contact person/Signatory | |
| ess | Address line | |
| de | enter Pincode | |
| rict | | • |
| e | | _ |
| lline Number | eg:01112345678 | |
| | 69.011123-1507-0 | |
| | eg:01112345678 | |
| Number (if any) | | |
| Number (if any) ail | OTP will be sent on this mail ID in registration process Mail Id | |
| | OTP will be sent on this mail ID in registration process | s] |

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.



After successfully registration you will see the below screen.

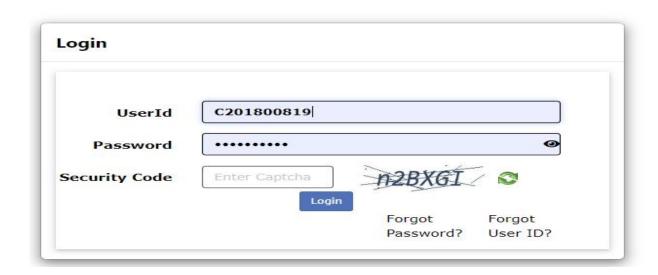


The user credentials will be sent to the **E-Mail address** of the applicant.

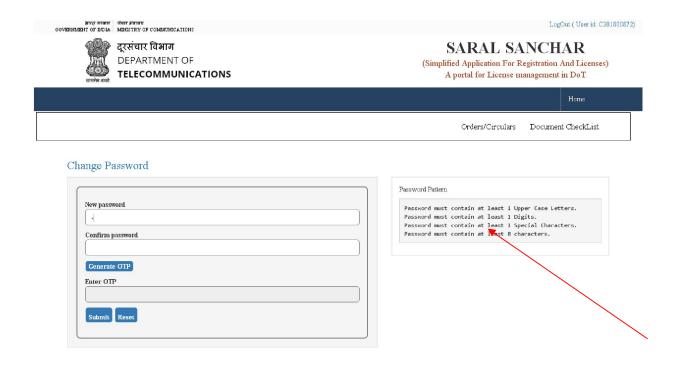
2.2 First Login

Click on the Home Button on the above page. On the *home page* go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



Enter the New Password & confirm the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) &then click on Generate OTP button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the APPLY NOW button (Shown *by red arrow*) on the WPC tab



- . Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- · For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

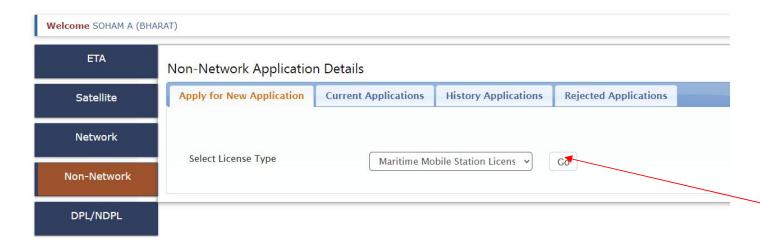
General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal.

2.3 Non Network License Application:

Below is a sample demo for Maritime Mobile Fishing Boat License application.

Non-Network \rightarrow Apply for New Application \rightarrow Select License Type \rightarrow <u>Go</u>.



2.3.1 Applicant Details

Applicant Details: In this Company/Organization/Individual Details, Owner/Managing Director/Executive Director are to be filled and Authorized Personal Details will be showed as filled while registration.

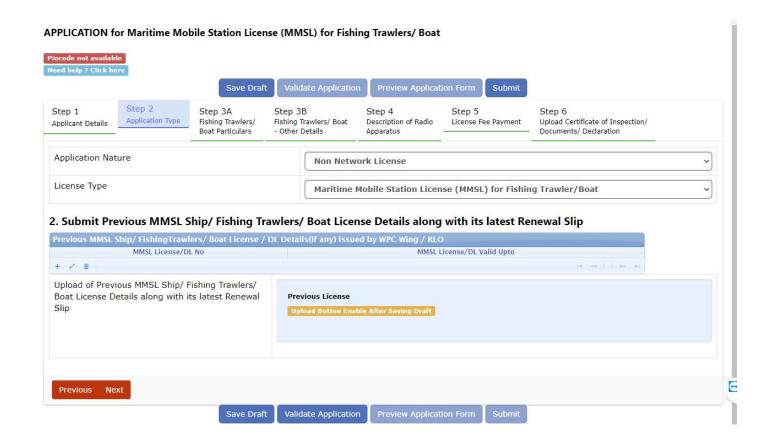
APPLICATION for Maritime Mobile Station License (MMSL) for Fishing Trawlers/ Boat

| Pincode not available Need help ? Click here | | |
|--|--|---|
| Save Dr | aft Validate Application Preview Application Form | Submit |
| Step 1 Step 2 Step 3A Applicant Details Step 2 Step 3A Application Type Fishing Trawlers/ Boat Particulars | Step 3B Step 4 Step 5 Fishing Trawlers/ Boat - Other Details Apparatus | Step 6 e Payment Upload Certificate of Inspection/ Documents/ Declaration |
| 1A.Company/Organization/Individual Details CIN : U72400MH1990PTC057492 Company : BHARAT | 1B.Owner/Managing Director/ Executive Director Details : Name * | 1C. Authorized Person Details : Name : SOHAM A Designation: CMD |
| Name Copy of CIN/LLPIN | Father's Name* | Address : OMKAR PLAZA S B Road no-1, PUNE District : Pune |
| Copy of CIN/LLPIN/PAN Upload Upload Button Enable After Saving Draft | Designation* Nationality Indian Date of Birth* | State : MAHARASHTRA Pincode : 444445 Landline No: 888888889 Fax : 7777777777 Mobile No : 9421687067 |
| Address for Correspondence with Telephone/Fax/Mail: | Place of Birth* Permanent | Email : kavitha.iiitb@gmail.com Copy of Aadhar(Front&Backside) of Authorized Person |
| Address I Nav Bharat Road, NEW LANE JAYNAGAR DELHI District : New Delhi State : DELHI | Address* Pincode * | Copy of Aadhar Upload Upload Button Enable After Saving Draft |
| Pincode : 111112 Landline No : 2222222223 Fax : 33333333334 | District State | |
| Mobile No : 9999999999 Email : SSA@GMAIL.COM Proof of Address for Correspondence | Present Address* | |
| Copy of Correspondence Address Proof Upload Upload Button Enable After Saving Draft | Pincode * District | |
| | State Passport No.if | |
| l.192.208.31:8088/wpc_rlo/wpc_licen_rlofbt_apply.php#step-3b | any Conv of DAN (Andhor/Decement/front & backeide) | |

Once Savedraft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents, Payment Details and Radio Apparatus Details

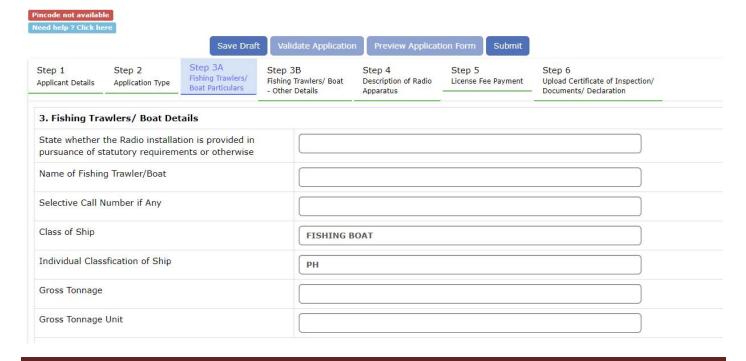
2.3.2 Application Type

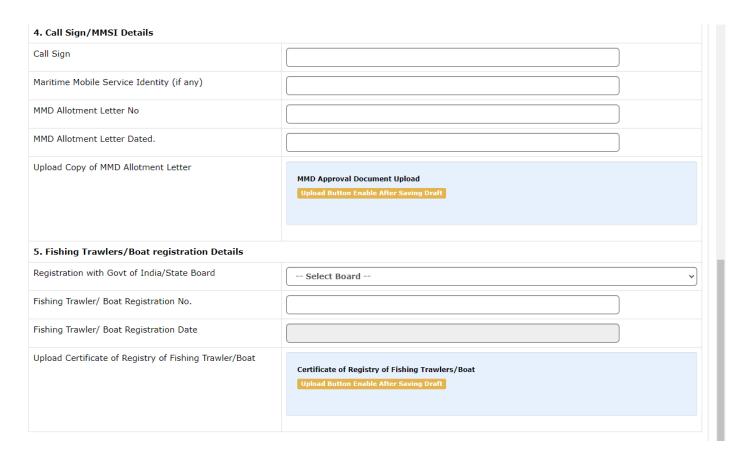
Next step is adding basic application details such as Previous License details if any.



2.3.3 Fishing Trawlers/Boat Particulars Details

APPLICATION for Maritime Mobile Station License (MMSL) for Fishing Trawlers/ Boat





2.3.4 Fishing Trawlers/Boat Particulars Details

Step 1 Applicant Details Step 2 Application Type Step 3A Fishing Trawlers/ Boat Particulars Step 3B Fishing Trawlers/ Boat - Other Details

Step 4 Description of Radio Apparatus Step 5 License Fee Payment Step 6 Upload Certificate of Inspection/ Documents/ Declaration

6. Fishing Trawler/ Boat - Other Details:

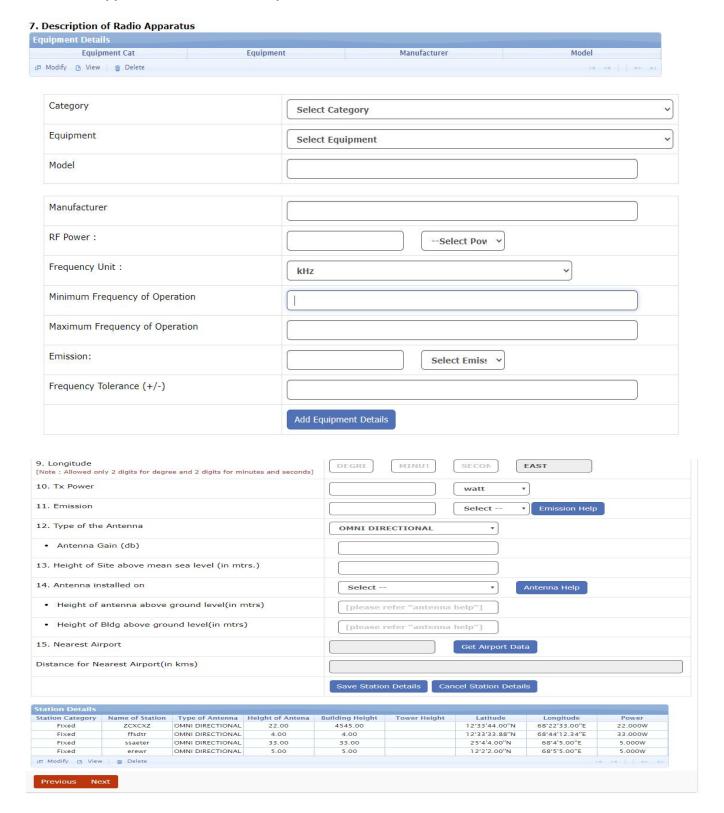
Previous Next

| tegory of Station | FishingTrawlers/Boat |
|---|--|
| ture of Service Performed | FISHING VESSEL |
| me of the person or agency by whom the radio legrams & radio telephone call accounts shall be ttled. | |
| dress of person or agency by whom the radio egrams & Radio telephone calls account shall be ttled | |
| ncode | |
| ate | |
| strict | |
| rtified Operator Minimum Number | |
| rtified Operator Minimum Qualification | |
| ily Hours of Operation | Select |
| Save Draft Home / WPC / Apply for Network Licence | |
| APPLICATION FOR WPC(NETWORK LICENSE- | |
| | |
| Company Application Technical No of | Station Equipment Upload Terms & Details Details Documents Undertaking Conditions Declaration |
| Company Application Technical Information Type Details 5.No.Of Station Details | Validate Application Preview Application Form Submit Station Equipment Details Details Documents Undertaking Conditions Declaration Operational Standby |
| Company Application Technical Details Save Draft Tompany Type Details Stations 1. No of Fixed Stations (Excluding Repeater States) | Station Details Details Documents Undertaking Conditions Declaration Operational Standby Operations Operatio |
| Company Application Technical Details 5.No.Of Station Details 1. No of Fixed Stations (Excluding Repeater Stations) 2. No of Repeater Stations | Validate Application Preview Application Form Submit Station Equipment Details Details Documents Undertaking Conditions Declaration Operational Standby |
| Company Application Technical Details Save Draft Tompany Type Details Stations 1. No of Fixed Stations (Excluding Repeater States) | Station Details Details Documents Undertaking Conditions Declaration Operational Standby Operations Operatio |

Save Draft Validate Application Preview Application Form Submit

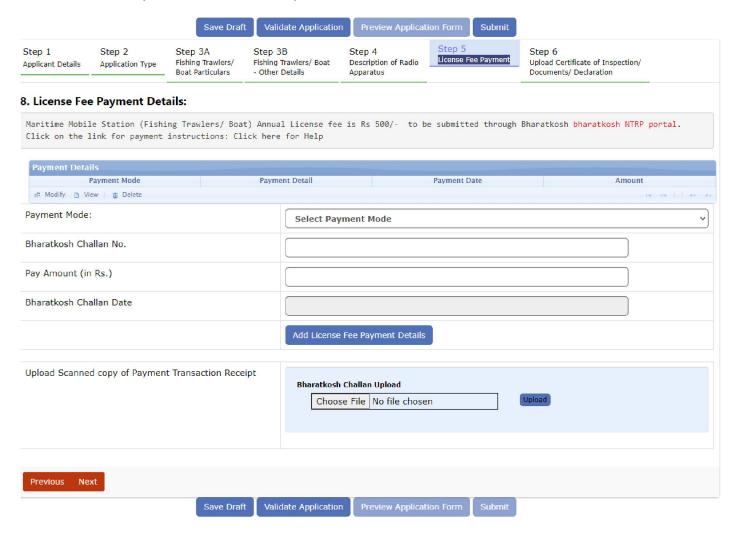
2.3.5 Radio Apparatus Details

Add Radio Apparatus details in this step.



2.3.6 License Fee Payment Details

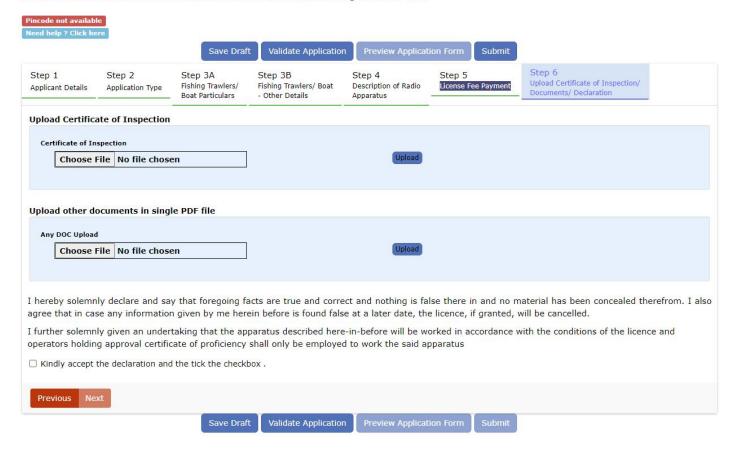
Add License Fee Payment Details in this step.



2.3.7 Upload Documents

Upload Documents such as Certificate of Inspection, any other documents etc...

APPLICATION for Maritime Mobile Station License (MMSL) for Fishing Trawlers/ Boat



Once the details are added then validate application using "Validate Application" button and if validated successfully then "Submit" button will be activated. Once the application is submitted you will be redirected to dashboard.



Once you click on "Upload Signed Application" following screen for upload signed application will appear.

| If Digitally Signed selected then applic If OTP based selected then physically si Mandatory fields are marked with * | cant has to submit digitally signed application. |
|--|--|
| Select the type of Upload:* | Digitally Signed File Upload |
| Download Application: | Download Application |
| Download Annexure A: | Download Annexure A |
| Download Annexure B: | Download Annexure B |
| Upload Digitally Signed Application: | Signed Application Choose File No file chosen Upload |
| Upload Signed Annexure A: | Signed Annexure A Upload Choose File No file chosen Upload |
| Upload Signed Annexure B: | Signed Annexure B Upload Choose File No file chosen Upload |
| | Submit |

After you submit signed application click on "Submit" button. Once submitted you will be redirected to dashboard.

| 10 | RLO040920200600187 | Maritime Mobile Station License (MMSL) for Fishing Trawler/Boat | 26-06-2020 | Application submitted | Application scrutiny in process | 6 0 g |
|----|--------------------|--|------------|-----------------------|---------------------------------|-------|
|----|--------------------|--|------------|-----------------------|---------------------------------|-------|

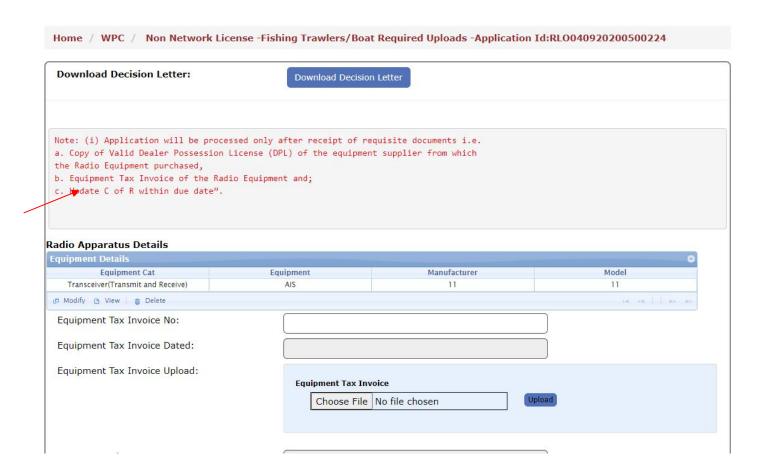
Application is submitted for issuance of Decision Letter. If there is any problem with application RLO nodal officer will revert the application back to applicant, and applicant has to modify and resubmit again.

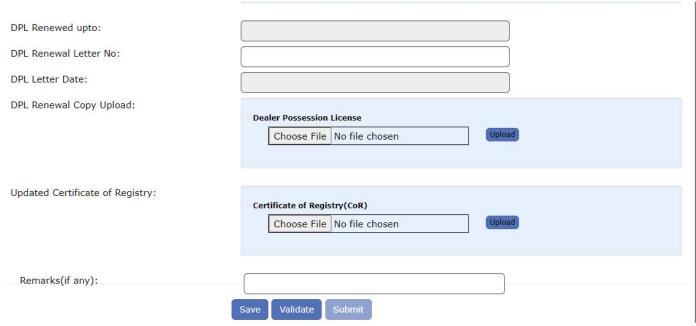
If everything is in order and scrutiny is successful then DL will be issued. And applicant has to submit the documents for issuance of Fishing Boat License.

2.4 Upload Documents for Fishing Boat License

| RLO040920200400011 Maritime M Station Lice (MMSL) for Trawler/Box | ar Pe fo of | DL issued nd Pocuments Upload Documents or Upload of Documents | © (□ |
|--|----------------------|--|--------------|
|--|----------------------|--|--------------|

Click on "Upload Documents" to upload documents for fishing boat license.





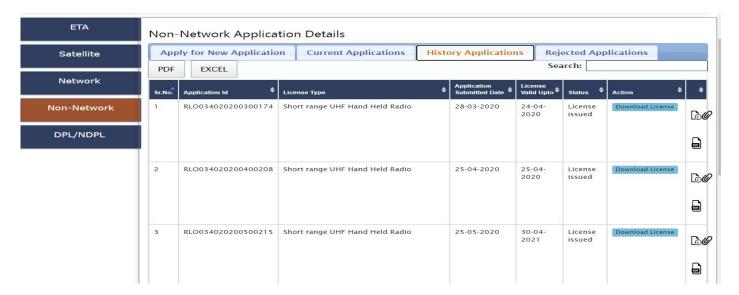
Applicant can modify equipments to add/modify details such as model and serial no.

Applicant should also submit equipment invoice, DPL details and upload the documents.

Submit the details and RLO nodal officer will scrutinize the uploads and details and if everything is in order Fishing boat License will be issued else documents will be reverted for re upload.

2.5 Download License

Click on Download License to download Fishing Boat license.



2.6 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

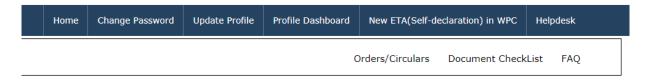
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

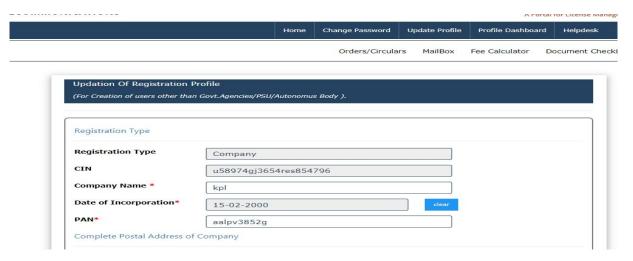
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



1. User can update profile multiple times until new application is applied and in process