

**User Manual**

(For Applicant)

Online Application Demonstration License

**Department of Telecommunications**

**Government of India**

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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 acronyms and abbreviations used in the document.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.

## 1.2 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**.

### One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomous Body ).

(Note: '\*' fields are mandatory)

- 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
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

#### Applicant Type

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**Registration Type**

**CIN\***        
[ **Note : CIN Format is U 12345 MH 1234 ABC 123456 in sub-blocks. ]**

**Confirm CIN \***

**Company Name \***

**Date of Incorporation\***

**PAN\***

Complete Postal Address of Company

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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 \**

<b>Address</b>	<input type="text" value="Address line"/>
<b>Pincode</b>	<input type="text" value="enter Pincode"/>
<b>District</b>	<input type="text" value=""/>
<b>State</b>	<input type="text" value=""/>
<b>LandLine Number</b>	<input type="text" value="eg:01112345678"/>
<b>Fax Number(if any)</b>	<input type="text" value="eg:01112345678"/>
<b>E-mail</b>	<input type="text" value="E-mail"/>

*Registered Office\* (Address same as Corporate Office  No  Yes)*

<b>Address</b>	<input type="text" value="Address line"/>
<b>Pincode</b>	<input type="text" value="enter Pincode"/>
<b>District</b>	<input type="text" value=""/>
<b>State</b>	<input type="text" value=""/>
<b>Landline Number</b>	<input type="text" value="eg:01112345678"/>
<b>Fax Number (if any)</b>	<input type="text" value="eg:01112345678"/>
<b>E-mail</b>	<input type="text" value="E-mail"/>

Address for Correspondence with Telephone/Mail\* (Address same as Registered Office  No  Yes)

<b>Address</b>	<input type="text" value="Address line"/>
<b>Pincode</b>	<input type="text" value="enter Pincode"/>
<b>District</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>landline Number</b>	<input type="text" value="eg:01112345678"/>
<b>Fax Number (if any)</b>	<input type="text" value="eg:01112345678"/>
<b>E-mail</b>	<input type="text" value="E-mail"/>
<b>Mobile Number</b>	<input type="text" value="Mobile no"/>

Authorised contact Person /Signatory details \*

<b>Name</b>	<input type="text" value="Name of Authorised Contact person/Signatory"/>
<b>Designation,if any</b>	<input type="text" value="Designation of Authorised Contact person/Signatory"/>
<b>Address</b>	<input type="text" value="Address line"/>
<b>Pincode</b>	<input type="text" value="enter Pincode"/>
<b>District</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>Landline Number</b>	<input type="text" value="eg:01112345678"/>
<b>Fax Number (if any)</b>	<input type="text" value="eg:01112345678"/>
<b>E-Mail</b>	<input type="text" value="Mail Id"/> <small>OTP will be sent on this mail ID in registration process</small>
<b>Mobile Number</b>	<input type="text" value="Mobile No"/> <small>OTP will be sent on this mobile number in registration process</small>

Enter Captcha before  
OTP Authentication



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.

Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Refresh"/> <input type="button" value="Verified"/>
<b>OTP Authentication</b>	
Mobile OTP	<input type="text" value="Enter Mobile OTP"/> <input type="button" value="Generate OTP"/> <input type="button" value="Validate"/>
E-Mail OTP	<input type="text" value="Enter Mail OTP"/> <input type="button" value="Generate OTP"/> <input type="button" value="Validate"/>
<input type="button" value="RESET"/> <small>(To reset any change in the above registration form)</small>	

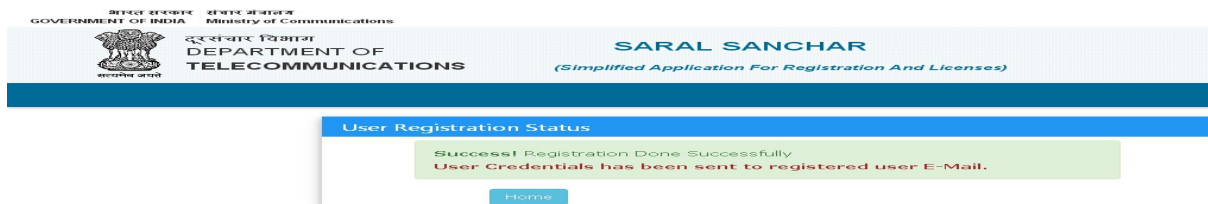
You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

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.

Address	<input type="text" value="Haldwani"/>	
State	<input type="text" value="UTTARAKHAND"/>	
District	<input type="text" value="Nainital"/>	
Pincode	<input type="text" value="263139"/>	
Landline Number	<input type="text" value="46426265659"/>	
Fax Number (if any)	<input type="text" value="54465464646"/>	
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/>	
Mobile Number	<input type="text" value="8218828589"/>	
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/>	<input type="text" value="82232"/> <input type="button" value="Refresh"/>
		<input type="button" value="Verified"/>
<b>OTP Authentication</b>		
Mobile OTP	<input type="text" value="Enter Mobile OTP"/>	<input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/>
E-Mail OTP	<input type="text" value="Enter Mail OTP"/>	<input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/>
	<input type="button" value="RESET"/>	

*(To reset any change in the above registration form)*

After successfully registration you will see the below screen.



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

### 1.3 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**.



## Login

**UserId**

**Password**

**Security Code** 


[Forgot Password?](#)
[Forgot User ID?](#)

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

भारत सरकार  
 GOVERNMENT OF INDIA

संचार विभाग  
 MINISTRY OF COMMUNICATIONS


**दूरसंचार विभाग**  
 DEPARTMENT OF  
**TELECOMMUNICATIONS**

**SARAL SA**  
 (Simplified Application For F  
 A portal for License n

Orders/Circulars

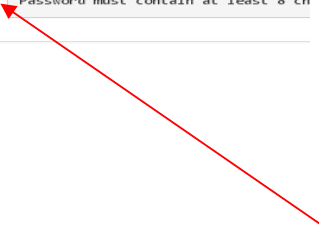
### Change Password

**New password**

**Confirm password**

**Enter OTP**

**Password Pattern**  
 Password must contain at least 1 Up  
 Password must contain at least 1 Di  
 Password must contain at least 1 Sp  
 Password must contain at least 8 ch



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

Welcome ITPC (ITPC)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	0 WPC Apply Now	0 OSP Apply Now	0 SACFA Apply Now
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- 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.

## Section-2

### DEMONSTRATION INDOOR LICENSE

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#### 2.1 Apply for License:

Below is a sample demo for **Demonstration License**.

**Experimental/Demonstration/Manufacturing & Testing** → **Apply for New Application** → **Select Demonstration License in Select License Type dropdown.**

Welcome S K KHANNA (VERTELECOM DIGITAL PVT LIMITED)

ETA

Network

Satellite

Non-Network

Experimental/Demonstration Manufacturing & Testing

DPL/NDPL

Experimental/Demonstration/Manufacturing & Testing Applicatic

Apply for New Application

Current Applications

History Applications

Rejected Applications

Select License Type

---Select---

Go

#### 2.1.1 Applicant Details

**Applicant Details:** Enter Personal Details of Owner/ Managing Director / Executive Director/ Director such as Name, Father's Name, Designation, Nationality etc..

**APPLICATION FOR WPC WING LICENCE( Demonstration Licence)**

**Pincode not available**  
[Need help ? Click here](#)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Applicant Details	Technical Details	Frequency Details	Equipment Details	Exp/Manfg/Trial/DPL Licence Details	Payment Details	Declaration
<b>1A. Company/Organization/Individual Details:</b>  <b>CIN :</b> U74899DL2000GOI107739 <b>Company Name :</b> VERTELECOM DIGITAL PVT LIMITED	<b>1B. Registered Address Details :</b> <b>Address :</b> BSNL <b>District :</b> New Delhi <b>State :</b> DELHI <b>Pincode :</b> 110001 <b>Landline No :</b> 02025871366 <b>Fax No :</b> <b>Mobile No :</b> <b>Email :</b> mmff@frg.ed	<b>1C. Corporate Address Details :</b> <b>Address :</b> C-98 <b>Address :</b> SECTOR 10 NOIDA <b>State :</b> UTTAR PRADESH <b>Pincode :</b> 201301 <b>District :</b> Buddha Nagar(NOIDA) <b>Landline No :</b> 01123538996 <b>Fax No :</b> <b>Mobile No :</b> <b>Email :</b> drtk@eds.ut	<b>1D. Correspondence Address Details :</b> <b>Address :</b> BSNL <b>District :</b> New Delhi <b>State :</b> DELHI <b>Pincode :</b> 110001 <b>Landline No :</b> 01123536997 <b>Fax No :</b> <b>Mobile No :</b> 9422310088 <b>Email :</b> subhashbsnl@gmail.com	<b>1E. Personal Details of Director/Executive Di</b>  <b>Name *</b> <b>Father's Name*</b> <b>Designation*</b> <b>Nationality</b> <b>Date of Birth*</b> <b>Place of Birth*</b>  <b>Permanent Address*</b> <b>Pincode *</b> <b>District</b> <b>State</b>  <b>Present Address*</b>		

**2.1.2 Technical Details**

Next step is to add Technical details such as type of applicant whether TSP or Non- TSP, type of technology 5G of Non-5G, purpose ,Location of wireless stations, Licence Period should be less than or equal 3 months and upload schematic diagram etc..

## 2. Technical Details

Application Category	Demonstration Licence
Application Sub Category	Demonstration (Indoor)
Type of Applicant	TSP
Type of Technology	Non-5G
Existing Licence with applicant for applied freq. band and equipment.	Experimental Licence
Purpose	Others
Other Purpose	jjjj
Nature of activity of the in which engaged.	kkk
Is the usage Indoor or Outdoor?	Indoor
Licence Period	Months <input type="text" value="3"/>
<b>Location of Demonstration</b>	
Address	aaaaaa
Pin Code	411019
District	Pune
State	MAHARASHTRA
<b>Geo-Location of Demonstration</b>	

Demonstration End Date	15-07-2021
Particulars of foreign nationals, if any, who will operate the wireless network (Name, Nationality, Home Address, Passport and Visa No. with date of validity etc.)	<input type="checkbox"/>
Upload Schematic diagram	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>Schematic diagram/sketch</b></p><p>RLO040420210700126_RLO_SCHD_v0.pdf <span style="background-color: #28a745; color: white; padding: 2px 5px;">Uploaded</span></p></div>

Once Savedraft is clicked provisional application number will be attached to your application and application will be visible under current applications tab in dashboard. Further actions will be taken on the same application ID. Applicant will be able to upload the documents, add Carrier frequency Details, Previous Licence Details, Equipment Details and Payment Details.

### 2.1.3 Frequency Details

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details **Frequency Details** Equipment Details Exp/Manfg/Trial/DPL Licence Details Payment Details Declaration

---

**Frequency/Freq.Band of operation**  
[Note : For frequency band enter as 123-435 for e.g and for single frequency as 123 for e.g]

**Selected Freq:**Upto30 MHz  
 Upto30 MHz  
 30-135 MHz  
 135-176 MHz  
 176-300 MHz  
 300-430 MHz  
 430-470 MHz  
 470-622 MHz  
 622-703 MHz  
 703-806 MHz  
 806-824 MHz

Number of Frequencies desired

Mode of Operation SIMPLEX

Justification (If number of frequencies desired are more than one)

Save Frequency

#### Carrier Frequency Details

Frequency	Category	Category PW	RF Power	Rel. Hum. Sp. Time	Rel. Hum. Fed. Time
-----------	----------	-------------	----------	--------------------	---------------------

Select Frequency Band(s) , Number of Frequencies desired and Add Carrier Frequency details

### 2.1.4 Equipment Details

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details **Equipment Details** Exp/Manfg/Trial/DPL Licence Details Payment Details Declaration

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**4.Equipment Details**

Equip N	Equip N	Equip N	Manufa	Equipm	Import	Countr	Equipm	Min Fre	Max Fre	Tx Freq	Rx Freq	Emissic	Emissic	RF Pow	Maxim t	Antenn	Antenn	Antenn	EIRP
aa	AIR-PWR-	11	aaaaaaA	Y	asd	Argentin	1	1.00000	2.00000	23.0000	12.0000	12F7W	123	12.0000	12.0000	OMNI DI	12.000	1.000	1.0000m

+ Add Modify Delete

Upload Technical Literature

**Technical Literature**

RL0040420210700126\_RLO\_EQD\_v0.pdf Uploaded

Any equipment falls under Restricted Equipment ?

Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment.

### 2.1.5 Previous Licence Details

#### APPLICATION FOR WPC WING LICENCE( Demonstration Licence)

**5A.Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant**

Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant			
ID	licence No	licence Issue Date	licence Valid Upto
PLRLO04042021070012601	qq	08-07-2021	15-07-2021

+ Add | Modify | Delete

Upload Scanned copy of Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant

**Previous License**

Click on Add button to add the previous license details.

### 2.1.6 Payment Details

**6. Payment Details:**

Click on the link for payment instructions: [Click here License fee](#)

Payment Details			
Payment Mode	Transaction Ref. No	Bharatkosh Challan No	Bharatkosh Challan Date
+ Add   Modify   View   Delete			

**Upload Scanned copy of Payment Receipt**

**Bharatkosh Challan Upload**

No file chosen

**Undertaking Upload:**

**Undertaking Upload**

No file chosen

Click on Add to add payment mode, Transaction Ref No, Bharatkosh Challan No, Bharatkosh Challan Date, Amount.

### 2.1.7 Declaration

Upload any other documents, read the declaration and select the checkbox to submit the application.

Save Draft Validate Application Preview Application Form Submit

Applicant Details	Technical Details	Frequency Details	Equipment Details	Exp/Manfg/Trial/DPL Licence Details	Payment Details	Declaration
----------------------	----------------------	----------------------	----------------------	--	--------------------	-------------

**7. Other Document**

Other File (If required)	<p><b>Any DOC Upload</b></p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px;">Choose File</div> <span style="margin-left: 5px;">No file chosen</span>
--------------------------	--

Upload

Once all the mandatory 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.



ETA

Network

Satellite

Non-Network

Experimental/Demonstration  
Manufacturing & Testing

DPL/NDPL

Import

### Experimental/Demonstration/Manufacturing & Testing Application Details

Apply for New Application
Current Applications
History Applications
Rejected Applications

PDF
EXCEL
See

Sr.No.	Application Id	License Type	License Sub Type	Application Submitted Date	Status	Action
1	RLO031420210600105	Experimental Licence	Experimental Radiating	28-06-2021	Upload Signed Application	<a href="#" style="background-color: #1a3d4d; color: white; padding: 2px 5px; text-decoration: none;">Upload Signed A</a>
2	RLO031420210700124	Experimental Licence	Experimental Radiating	06-07-2021	LOI Issued and waiting for upload of Payment	<a href="#" style="background-color: #1a3d4d; color: white; padding: 2px 5px; text-decoration: none;">Upload Payment</a>
3	RLO040420210600097	Demonstration Licence	Demonstration (Indoor)		Application is in process	<a href="#" style="background-color: #1a3d4d; color: white; padding: 2px 5px; text-decoration: none;">Update</a>
4	RLO040420210700126	Demonstration Licence	Demonstration (Indoor)		Upload Signed Application	<a href="#" style="background-color: #1a3d4d; color: white; padding: 2px 5px; text-decoration: none;">Upload Signed A</a>

## 2.2 Upload Signed Application

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

[Home](#) / [WPC](#) / [Non Network License Upload Signed Application -Application Id: RLO040420210700126](#)

### Non Network Upload Signed Application

**Download Application:**

Upload Digitally Signed Application:

**Download Undertaking Format:**

Upload Undertaking:

[Download Application](#)

**Signed Application**

Choose File
No file chosen
Upload

[Download Undertaking Format](#)

**Self Declaration Undertaking**

Choose File
No file chosen
Upload

After you submit signed application and Self declaration undertaking click on “Submit” button. Once submitted you will be redirected to dashboard and application will appear in history applications.

2	RLO040420210700126	Demonstration Licence	08-07-2021	08-10-2021	Application submitted	<a href="#">Download</a> <a href="#">Download</a>
---	--------------------	-----------------------	------------	------------	-----------------------	--

Applicant can download license and import permission (If equipment to be imported is selected ) using the buttons.

### 2.3 Download License

Click on Download License to download Experimental license.

2	RLO040420210700126	Demonstration Licence	08-07-2021	08-10-2021	Application submitted	<a href="#">Download</a> <a href="#">Download</a>
---	--------------------	-----------------------	------------	------------	-----------------------	--

### Section-3

#### DEMONSTRATION OUTDOOR LICENSE

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#### 3.1 Apply for License:

Below is a sample demo for **Demonstration License**.

**Experimental/Demonstration/Manufacturing & Testing** → **Apply for New Application** → **Select Demonstration License in Select License Type dropdown.**

Welcome S K KHANNA (VERTELECOM DIGITAL PVT LIMITED)

ETA  
Network  
Satellite  
Non-Network  
Experimental/Demonstration Manufacturing & Testing  
DPL/NDPL

Experimental/Demonstration/Manufacturing & Testing Applicatic

Apply for New Application Current Applications History Applications  
Rejected Applications

Select License Type ---Select---

Go

#### 3.1.1 Applicant Details

**Applicant Details:** Enter Personal Details of Owner/ Managing Director / Executive Director/ Director such as Name, Father's Name, Designation, Nationality etc..

**APPLICATION FOR WPC WING LICENCE( Demonstration Licence)**

**Pincode not available**  
[Need help ? Click here](#)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Applicant Details	Technical Details	Frequency Details	Equipment Details	Exp/Manfg/Trial/DPL Licence Details	Payment Details	Declaration
<b>1A. Company/Organization/Individual Details:</b>  <b>CIN :</b> U74899DL2000GOI107739 <b>Company Name :</b> VERTELECOM DIGITAL PVT LIMITED	<b>1B. Registered Address Details :</b>  <b>Address :</b> BSNL <b>District :</b> New Delhi <b>State :</b> DELHI <b>Pincode :</b> 110001 <b>Landline No :</b> 02025871366 <b>Fax No :</b> <b>Mobile No :</b> <b>Email :</b> mmff@frg.ed	<b>1C. Corporate Address Details :</b>  <b>Address :</b> C-98 <b>Address :</b> SECTOR 10 <b>NOIDA</b> <b>State :</b> UTTAR PRADESH <b>Pincode :</b> 201301 <b>District :</b> Buddha Nagar(NOIDA) <b>Landline No :</b> 01123538996 <b>Fax No :</b> <b>Mobile No :</b> <b>Email :</b> drtk@eds.ut	<b>1D. Correspondence Address Details :</b>  <b>Address :</b> BSNL <b>District :</b> New Delhi <b>State :</b> DELHI <b>Pincode :</b> 110001 <b>Landline No :</b> 01123536997 <b>Fax No :</b> <b>Mobile No :</b> 9422310088 <b>Email :</b> subhashbsnl@gmail.com	<b>1E. Personal Details of Director/Executive Di</b>  <b>Name *</b> <b>Father's Name*</b> <b>Designation*</b> <b>Nationality</b> <b>Date of Birth*</b> <b>Place of Birth*</b> <b>Permanent Address*</b> <b>Pincode *</b> <b>District</b> <b>State</b> <b>Present Address*</b>		

**3.1.2 Technical Details**

Next step is to add Technical details such as type of applicant whether TSP or Non- TSP, type of technology 5G of Non-5G, purpose ,Location of wireless stations, Licence Period should be less than or equal to 3 months and upload schematic diagram etc..

## 2. Technical Details

Application Category	Demonstration Licence
Application Sub Category	Demonstration (Indoor)
Type of Applicant	TSP
Type of Technology	Non-5G
Existing Licence with applicant for applied freq. band and equipment.	Experimental Licence
Purpose	Others
Other Purpose	jjjj
Nature of activity of the in which engaged.	kkk
Is the usage Indoor or Outdoor?	Indoor
Licence Period	Months <input type="text" value="3"/>
<b>Location of Demonstration</b>	
Address	aaaaaa
Pin Code	411019
District	Pune
State	MAHARASHTRA
<b>Geo-Location of Demonstration</b>	

Demonstration End Date	15-07-2021
Particulars of foreign nationals, if any, who will operate the wireless network (Name, Nationality, Home Address, Passport and Visa No. with date of validity etc.)	<input type="checkbox"/>
Upload Schematic diagram	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>Schematic diagram/sketch</b></p><p>RLO040420210700126_RLO_SCHD_v0.pdf <span style="background-color: #28a745; color: white; padding: 2px 5px;">Uploaded</span></p></div>

Once Savedraft is clicked provisional application number will be attached to your application and application will be visible under current applications tab in dashboard. Further actions will be taken on the same application ID. Applicant will be able to upload the documents, add Carrier frequency Details, Previous Licence Details, Equipment Details and Payment Details.

### 3.1.3 Frequency Details

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details **Frequency Details** Equipment Details Exp/Manfg/Trial/DPL Licence Details Payment Details Declaration

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**Frequency/Freq.Band of operation**  
[Note : For frequency band enter as 123-435 for e.g and for single frequency as 123 for e.g]

**Selected Freq:**Upto30 MHz  
 Upto30 MHz  
 30-135 MHz  
 135-176 MHz  
 176-300 MHz  
 300-430 MHz  
 430-470 MHz  
 470-622 MHz  
 622-703 MHz  
 703-806 MHz  
 806-824 MHz

Number of Frequencies desired

Mode of Operation SIMPLEX

Justification (If number of frequencies desired are more than one)

Save Frequency

#### Carrier Frequency Details

Frequency	Band	Band Power	RF Power	Rel. Hum. Sp. Time	Rel. Hum. Sp. Time
-----------	------	------------	----------	--------------------	--------------------

Select Frequency Band(s) , Number of Frequencies desired and Add Carrier Frequency details

### 3.1.4 Equipment Details

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details **Equipment Details** Exp/Manfg/Trial/DPL Licence Details Payment Details Declaration

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**4.Equipment Details**

Equip N	Equip N	Equip N	Manufa	Equipm	Import	Countr	Equipm	Min Fre	Max Fre	Tx Freq	Rx Freq	Emissic	Emissic	RF Pow	Maxim	Antenn	Antenn	Antenn	EIRP
aa	AIR-PWR-	11	aaaaaaA	Y	asd	Argentin	1	1.00000	2.00000	23.0000	12.0000	12F7W	123	12.0000	12.0000	OMNI DI	12.000	1.000	1.0000m

+ Add Modify Delete

Upload Technical Literature

**Technical Literature**

RL0040420210700126\_RLO\_EQD\_v0.pdf Uploaded

Any equipment falls under Restricted Equipment ?

Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment.

### 3.1.5 Previous Licence Details

#### APPLICATION FOR WPC WING LICENCE( Demonstration Licence)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Applicant Details | Technical Details | Frequency Details | Equipment Details | **Exp/Manfg/Trial/DPL Licence Details** | Payment Details | Declaration

**5A.Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant**

Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant			
ID	licence No	licence Issue Date	licence Valid Upto
PLRLO04042021070012601	qq	08-07-2021	15-07-2021

[+ Add](#) | [Modify](#) | [Delete](#)

Upload Scanned copy of Details of Experimental/Technology Trial/Manufacturing & Testing/Dealer Possession licence (DPL), if any held by the applicant

**Previous License**

RL0040420210700126\_RLO\_PL\_v0.pdf [Uploaded](#) [Del](#)

Click on Add button to add the previous license details.

### 3.1.6 Payment Details

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Applicant Details | Technical Details | Frequency Details | Equipment Details | Exp/Manfg/Trial/DPL Licence Details | **Payment Details** | Declaration

**6. Payment Details:**

Click on the link for payment instructions: [Click here License fee](#)

Payment Details			
Payment Mode	Transaction Ref. No	Bharatkosh Challan No	Bharatkosh Challan Date

[+ Add](#) | [Modify](#) | [View](#) | [Delete](#)

**Upload Scanned copy of Payment Receipt**

**Bharatkosh Challan Upload**

No file chosen [Upload](#)

**Undertaking Upload:**

**Undertaking Upload**

No file chosen [Upload](#)

Click on Add to add payment mode, Transaction Ref No, Bharatkosh Challan No, Bharatkosh Challan Date, Amount.

### 3.1.7 Declaration

Upload any other documents, read the declaration and select the checkbox to submit the application.

Save Draft Validate Application Preview Application Form Submit

Applicant Details	Technical Details	Frequency Details	Equipment Details	Exp/Manfg/Trial/DPL Licence Details	Payment Details	Declaration
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**7. Other Document**

Other File (If required)

**Any DOC Upload**

Choose File

No file chosen

Upload

**DECLARATION**

I, solemnly, declare and say that the foregoing facts are true and correct and nothing is false therein and no material has been concealed there f information given by me herein before is found false at a later date, the licence, if granted, will be cancelled.

Once all the mandatory 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.

### Experimental/Demonstration/Manufacturing & Testing Application Details

<span>Apply for New Application</span>		<b>Current Applications</b>		<span>History Applications</span>		<span>Rejected Applications</span>	
PDF	EXCEL	Search: <input style="width: 50px;" type="text"/>					
Sr.No.	Application Id	License Type	License Sub Type	Application Submitted Date	Status	Action	
1	RLO031420210600105	Experimental Licence	Experimental Radiating	28-06-2021	Upload Signed Application	<span>Upload Signed A</span>	
2	RLO031420210700124	Experimental Licence	Experimental Radiating	06-07-2021	LOI Issued and waiting for upload of Payment	<span>Upload Payment</span>	
3	RLO036220210700127	Demonstration Licence	Demonstration (Outdoor)		Upload Signed Application	<span>Upload Signed A</span>	
4	RLO040420210600097	Demonstration Licence	Demonstration (Indoor)		Application is in process	<span>Update</span>	



### 3.2 Upload Signed Application

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

Home / WPC / Non Network License Upload Signed Application -Application Id: RLO036220210700127

#### Non Network Upload Signed Application

**Download Application:** Download Application

Upload Digitally Signed Application:

**Signed Application**

No file chosen
Upload

Upload the digitally signed application and submit it. Once submitted the application will be forwarded to RLO and applicant would be notified of any actions on application and can also check the status under Current Applications.

Welcome S K KHANNA (VERTELECOM DIGITAL PVT LIMITED)

ETA

Network

Satellite

Non-Network

Experimental/Demonstration/ Manufacturing & Testing

DPL/NDPL

Import

#### Experimental/Demonstration/Manufacturing & Testing Application Data

Apply for New Application
Current Applications
History Applications
Rejected Applications

PDF
EXCEL
Search

Sr.No.	Application Id	License Type	License Sub Type	Application Submitted Date	Status	Action
1	RLO031420210600105	Experimental Licence	Experimental Radiating	28-06-2021	Upload Signed Application	Upload Signed Application
2	RLO031420210700124	Experimental Licence	Experimental Radiating	06-07-2021	LOI Issued and waiting for upload of Payment	Upload Payment
3	RLO036220210700127	Demonstration Licence	Demonstration (Outdoor)	08-07-2021	Application submitted	Application in progress
4	RLO040420210600007	Demonstration	Demonstration		Application	

### 3.3 Upload Payment details

If all the details are correct then scrutiny will be successful and Nodal officer will issue Letter of Intent(LOI) and Applicant can make the payment according to LOI and submit for payment scrutiny.

ETA

#### Experimental/Demonstration/Manufacturing & Testing Application Data

Apply for New Application
Current Applications
History Applications
Reject

PDF
EXCEL
Search

Sr.No.	Application Id	License Type	License Sub Type	Application Submitted Date	Status
1	RLO031420210600105	Experimental Licence	Experimental Radiating	28-06-2021	Upload Signed Application
2	RLO031420210700124	Experimental Licence	Experimental Radiating	06-07-2021	LOI Issued and waiting for upload of Payment
3	RLO036220210700127	Demonstration Licence	Demonstration (Outdoor)	08-07-2021	LOI Issued and waiting for upload of Payment

Click on Upload payment details button and the below screen will appear.

### RLO Payment Details

Note: Application will be processed only after receipt of DD within due date.  
Please [Click here](#) for payment in Bharatkosh portal.  
Total amount to be paid:402.00

Click on the link for payment instructions: [Click here](#) for Help

#### Download Letter of Intent:

[Download LOI](#)

#### Payment Details:

Payment Details				
Pay Mode	Transaction Ref. No	Bharatkosh Challan No	Pay Amount(in Rs.)	Bharatkosh Cl
+				

#### Bharatkosh Challan Upload:

##### Bharatkosh Challan Upload

Choose File

No file chosen

[Upload](#)

Download the LOI and based on that applicant can make payment and add the details using the table. Applicant also need to Upload Bharatkosh Challan and Undertaking then submit the payment details for scrutiny.

**If payment details are verified then RLO will issue license.**

### 3.4 Download license

3	RLO036220210700127	Demonstration Licence	08-07-2021	21-07-2021	License issued	<a href="#">Downlo</a>
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### 3.5 Download of Import license

If the item is under restricted category then applicant needs to apply for Import permission at the Regional licensing office(RLO).

Home / WPC / RLO: Import Permission -Application Id:RLO041220210700125

#### Import Permission for Manufacturing & Testing Licence with Application Id:RLO041220210700125

The products under the license include restricted items viz. Drones/RPAS (Remotely Piloted Aircraft System) import. In such cases, the extant instructions of WPC Wing, DGFT, DGCA, Cabinet Secretariat and/or another applicable. You are requested to apply for an Import Licence at the Regional Licensing Office (RLO) .

If the item is not under the restricted category and import permission is needed then Applicant download using the Download import permission.

#### Import Permission for Manufacturing & Testing Licence with Application Id:RLO041220210600112

Please Enter Correct To Be Imported Quantity must be less than or equal to Quantity in Application

Select Equipment *	Oscilloscope
Make	Caltek
Model	CA620
Manufacture	Flat G, 2/F., Block 4, rnGolden Dragon Indi
Port	Mumbai
Quantity to be imported*	8
Quantity already imported*	10
Remark	
<a href="#">Save Equipment_Details</a>	

#### Equipment Details

Name of Equipment/Manufa	Make&Model	Frequency range of equipment	Output powe	Quantity to b Qu
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## Section-4

### PROFILE UPDATION

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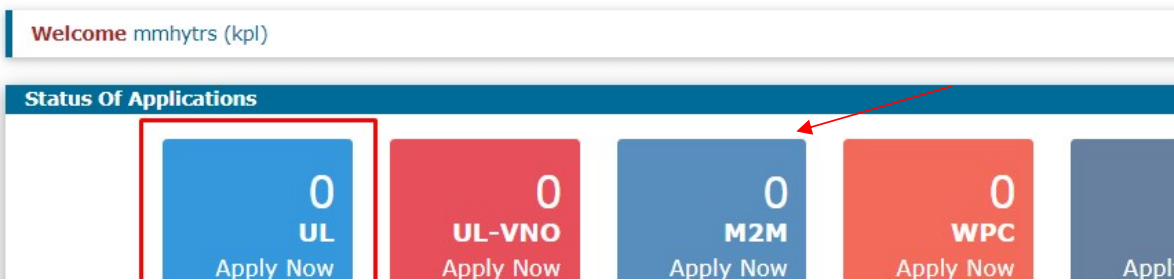
#### 4. Profile Update without Scrutiny

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.

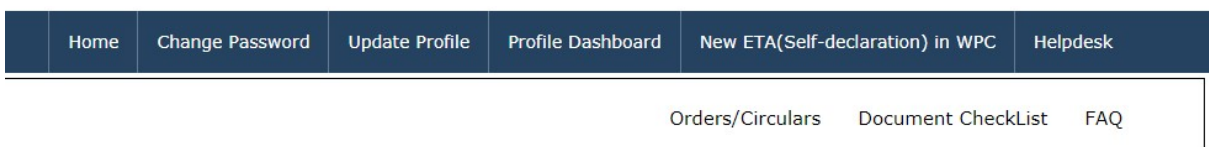
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

**Updation Of Registration Profile**  
*(For Creation of users other than Govt.Agencies/PSU/Autonomus Body ).*

Registration Type

<b>Registration Type</b>	Company
<b>CIN</b>	u58974gj3654res854796
<b>Company Name *</b>	kpl
<b>Date of Incorporation*</b>	

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