

User Manual

(For Applicant)

Online Application Manufacturing 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/Autonomus 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

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

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

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

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

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

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

Authorised contact Person /Signatory details *

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

Enter Captcha before
OTP Authentication



Validate

Submit

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.

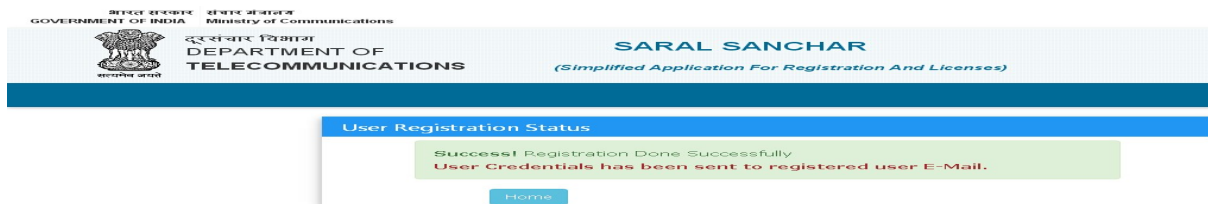
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
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"/>
OTP Authentication	
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"/> <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"/>
OTP Authentication	
Mobile OTP	<input type="text" value="Enter Mobile OTP"/> <input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/> <input type="checkbox"/>
E-Mail OTP	<input type="text" value="Enter Mail OTP"/> <input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/> <input type="checkbox"/>
<input type="button" value="RESET"/> <small>(To reset any change in the above registration form)</small>	

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

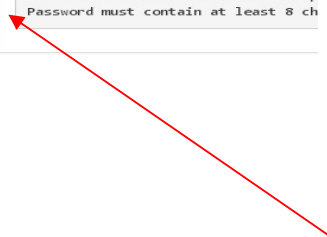
Change Password

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



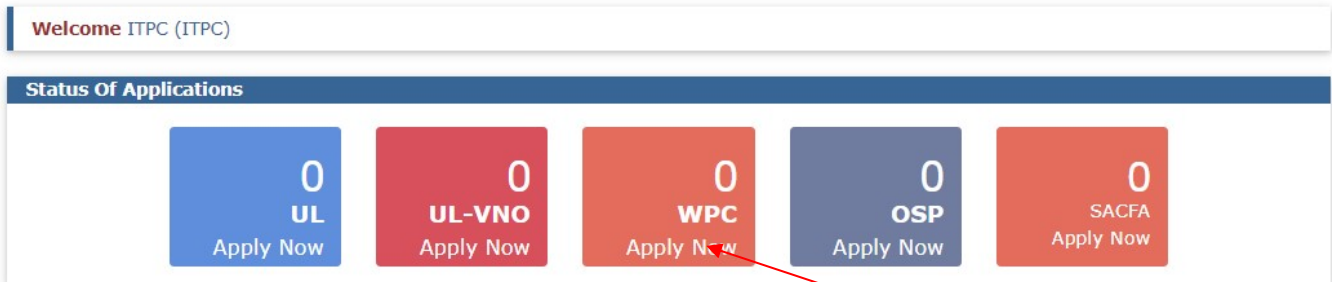
Enter the **New Password** & confirm the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) & then click on **Generate OTP**

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

MANUFACTURING AND TESTING LICENSE

2.1 Apply for License:

Below is a sample demo for **Manufacturing and Testing License**.

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

Welcome S K KHANNA (VERTELECOM DIGITAL PVT LIMITED)

ETA

Network

Satellite

Non-Network

Experimental/Demonstration, Manufacturing & Testing

DPI /NDPI

Experimental/Demonstration/Manufacturing & Testing Application Details

Apply for New Application | Current Applications | History Applications | Rejected Applications

Select License Type: Manufacturing and Testing Licence

Select Category: Manufacturing & Testing Licence

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..

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details Equipment Details Previous licence Details Payment Details Declaration

Application ID: RLO041220210700125

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

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 to 1 year and upload schematic diagram etc..

APPLICATION FOR WPC WING LICENCE(Manufacturing & Testing Licence)

Save Draft Validate Application Preview Application Form Submit

Applicant Details	Technical Details	Frequency Details	Equipment Details	Previous licence Details	Payment Details	Declaration
2. Technical Details						
Application Category		Manufacturing & Testing Licence				
Application Sub Category		Manufacturing & Testing Licence				
Type of Applicant		TSP				
Type of Technology		5G				
Purpose		Associated activities viz. Testing, Calibration, Maintenance				
Nature of activity of the in which engaged.		aaa				
Licence Period		Year			1	Months
District		Pune				
State		MAHARASHTRA				
Geo-Location of wireless stations						
Latitude <small>[Note : Allowed only 2 digits for hour,minutes and seconds]</small>		Degree	Minutes	Seconds	Direction	
		11	58	57.00	NORTH	
Longitude <small>[Note : Allowed only 3 digits for hours and 2 digits for minutes and seconds]</small>		69	12	12.00	EAST	
Area of operation of mobiles, if any.		9908977067				
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		Schematic diagram/sketch				

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	Previous licence Details	Payment Details	Declaration
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Frequency/Freq.Band of operation <small>[Note : For frequency band enter as 123-435 for e.g and for single frequency as 123 for e.g]</small>	Selected Freq: Upto30 MHz/30-135 MHz <input checked="" type="checkbox"/> Upto30 MHz <input checked="" type="checkbox"/> 30-135 MHz <input type="checkbox"/> 135-176 MHz <input type="checkbox"/> 176-300 MHz <input type="checkbox"/> 300-430 MHz <input type="checkbox"/> 430-470 MHz <input type="checkbox"/> 470-622 MHz <input type="checkbox"/> 622-703 MHz <input type="checkbox"/> 703-806 MHz <input type="checkbox"/> 806-871 MHz
Number of Frequencies desired	<input type="text" value="1"/>
Mode of Operation	<input type="text" value="SIMPLEX"/>
Justification (If number of frequencies desired are more than one)	<input type="text" value="aaaaa"/>
	Save Frequency

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

2.1.4 Equipment Details

4. Equipment Details

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	
+ Add			Modify		Delete														1:0 << >> 1:1	
Upload Technical Literature												Technical Literature Choose File No file chosen Upl								
Any equipment falls under Restricted Equipment ?												--select--								

Final Product Details

Brief Description of Final Product	
------------------------------------	--

Details of the Final Manufactured/Tested Product						
Type of Product/Equipment	Equip Model	Equip Make/Manufacturers	Proposed Quantity			
+ Add			Modify	Delete	1:0 << >> 1:1	

Technical Details of the Wireless Products/Modules embedded in the Final Product

Product Technical Details						
Type of Product/Equipment	Equip Model	Frequency Bands	Emission	Emission BW	RF Power	
+ Add			Modify	Delete	1:0 << >> 1:1	

Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment. Select the radio button Is the final product comprising of Wireless Licensing band or De licensed band.

2.1.5 Previous Licence Details

APPLICATION FOR WPC WING LICENCE(Manufacturing & Testing Licence)

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details Equipment Details **Previous licence Details** Payment Details Declaration

5A.Previous Wireless Operating licence / AIP/ DL Details(if any) issued by WPC Wing / RLO:

Previous Wireless Operating licence / AIP/ DL Details(if any) issued by WPC Wing / RLO										
ID	licence No	Licence Issue I	licence Valid U	Allocat Freq	Latitude	Longitude	Equipment Nai	Model No	Make/Manufac	Quantity
+ Add Modify Delete										

Upload Scanned copy of Previous Wireless Operating licence / AIP/ DL Details(if any) issued by WPC Wing / RLO

Previous License

Choose File No file chosen Upload

Click on Add button to add the previous license details and also upload the previous license details.

2.1.6 Payment Details

APPLICATION FOR WPC WING LICENCE(Manufacturing & Testing Licence)

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details Equipment Details Previous 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

Choose File No file chosen Upload

Undertaking Upload:

Undertaking Upload

Choose File No file chosen Upload

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.

Home / WPC / Apply for Non-Network licence -Application Id:RLO041220210700125

APPLICATION FOR WPC WING LICENCE(Manufacturing & Testing Licence)

Save Draft Validate Application Preview Application Form Submit

Applicant Details Technical Details Frequency Details Equipment Details Previous licence Details Payment Details Declaration

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 information given by me herein before is found false at a later date, the licence, if granted, will be cancelled.

I ACCEPT THE ABOVE CONDITIONS.

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 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	RLO040420210600097	Demonstration Licence	Demonstration (Indoor)		Application is in process	Update
4	RLO041220210600099	Manufacturing	Manufacturing		Upload	Upload

2.2 Upload Signed Application

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

Non Network Upload Signed Application

Download Application: [Download Application](#)

Upload Digitally Signed Application:

Signed Application

No file chosen

Download Undertaking Format: [Download Undertaking Format](#)

Upload Undertaking:

Self Declaration Undertaking

No file chosen

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.

5	RLO041220210700125	Manufacturing & Testing Licence	07-07-2021	07-07-2022	Application submitted	Download Download
---	--------------------	---------------------------------	------------	------------	-----------------------	------------------------------------------------------

Applicant can download license and import permission If equipment falls under restricted category using the buttons.

2.3 Download License

Click on Download License to download manufacturing license.

3	RLO040520210700123	Experimental Licence	05-07-2021	05-07-2022	Application submitted	Download Download
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2.4 Download Import permission

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	
Save Equipment_Details	

Equipment Details

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

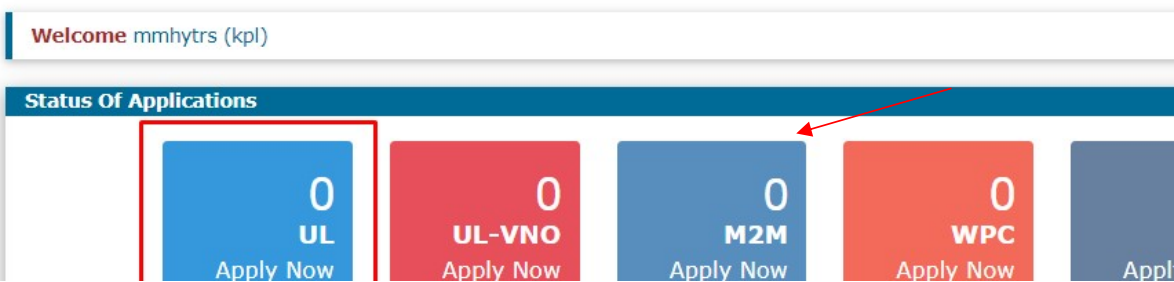
2.5. Profile Update without Scrutiny

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.

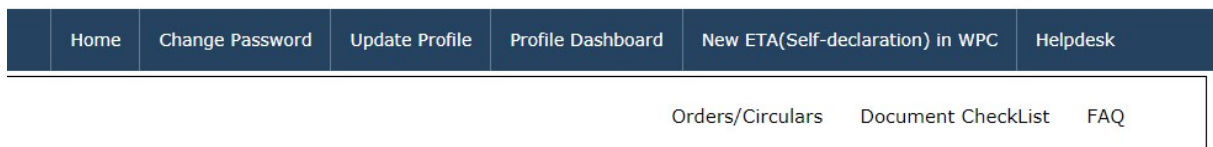
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

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/Autonomous Body).

Registration Type

Registration Type	Company
CIN	u58974gj3654res854796
Company Name *	kpl
Date of Incorporation*	

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