

User Manual

(For Applicant)

Online Registration of Unified License **(UL)**

Department of Telecommunications

Government of India

04 Dec, 2021

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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 hasslefree 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.
- **UL** : Unified License.
- **UL-VNO** : Unified License - Virtual Network operator.
- **OSP** : Other service provider
- **LOI** : Letter of Intent

1.2 About Unified Licenses

Applicant can apply for Unified License along with authorisation for any one or more services listed below:

- a. Unified License (All Services)
- b. Access Service (Service Area-wise) as per details at Annexure- IV
- c. Internet Service (Category-A with All India jurisdiction)
- d. Internet Service (Category-B with jurisdiction in a Service Area) as per details at Annexure- IV
- e. Internet Service (Category-C with jurisdiction in a Secondary Switching Area) as per details at Annexure- III
- f. National Long Distance (NLD) Service
- g. International Long Distance (ILD) Service
- h. Global Mobile Personal Communication by Satellite (GMPCS) Service
- i. Public Mobile Radio Trunking Service (PMRTS) Service
- j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service
- k. INSAT MSS-Reporting (MSS-R) Service.
- l. Resale of International Private Leased Circuit (IPLC) Service

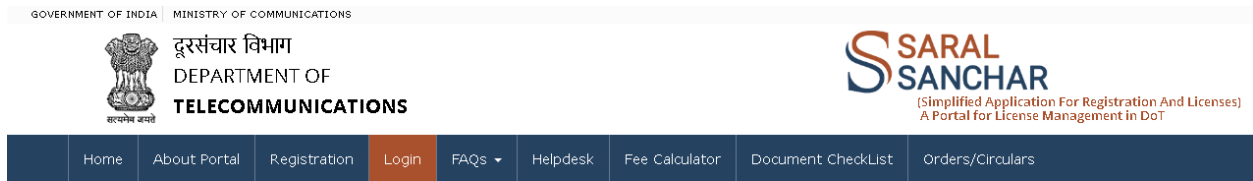
Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/authorization

Section-2 Applicant Part

2.1 Login

Click on the Home Button on the above page. On the **home page** go to the **Login** button which is 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**.



The image shows a "Login" form with the following fields and elements:

- UserId**: A text input field.
- Password**: A text input field with a toggle icon for visibility.
- Security Code**: A text input field containing "Enter Captcha" and a CAPTCHA image showing the characters "DmQPhS".
- Login**: A blue button.
- Forgot Password?**: A link.
- Forgot User ID?**: A link.

After clicking Login you will be directed to this page.

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GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Lic
A Portal for License Management in DoT)

Switch User Home Change Password User Admin Helpdesk

Orders/Circulars Document CheckList

Welcome

Status Of Applications

| | | | | | |
|----------------------|--------------------------|-----------------------|------------------------------|-------------------------|---------------------------|
| 0 UL Apply Now | 0 UL-VNO Apply Now | 1 WPC Apply Now | OSP New OSP Guidelines | 0 SACFA Apply Now | 0 PM-WANI Apply Now |
|----------------------|--------------------------|-----------------------|------------------------------|-------------------------|---------------------------|

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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 p

You can apply for any of the above options i.e. **UL** or **UL-VNO** or **OSP**. As you can see above, the status of each UL, UL-VNO, and OSP is "0". This is because you have not applied for any of the above till now.

2.2 UL Application :

Below is a sample demo for **UL application**.

For this click on the **APPLY NOW** button (***Shown by red arrow***) on the UL tab.

Application form will appear as follows. **CIN Number** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.

IMPORTANT

Digitally Signed Document : All the document to be uploaded hereafter must be in “**pdf format**” and “**digitally Signed**” . The portal will automatically reject any document which is not **digitally signed** or in **pdf format**.


2.2.1 Step I

Company Information: In this step the information about company entered while registration will pop up and will be in disabled form.

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GOVERNMENT OF INDIA

संचार मंत्रालय
MINISTRY OF COMMUNICATIONS

LogOut (User id: C201800872)

 दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT

Home Change Password Update Profile Apply for License(UL) Helpdesk

Orders/Circulars MailBox Fee Calculator Document CheckList FAQ

Home / Unified License / Apply for Unified License(UL)

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1
Company Information

Step 2
Payment & Other Details

Step 3
Promoter & Other Details

Step 4
Service & Other Details

Step 5
Company Details

CIN
UI2133MH1211DSF211333

1. Company Name : BSNL

2. Complete Postal Address of Company

i) Corporate Office :

CHINCHWAD
District: Pune
State : MAHARASHTRA
Pincode : 411019
Landline No: 34242342342
Fax No: 24242423423
Email : sdjks@gmail.com

ii) Registered Office :

CHINCHWAD
District: Pune
State : MAHARASHTRA
Pincode : 411019
Landline No: 52232352525
Fax No: 52353253253

2. Complete the details of company

i) Corporate Office :
HALDWANI
District: Nainital
State : UTTARAKHAND
Pincode : 263139
Landline No: 56465456111
Fax No: 54651616516
Email : niteshjoshi535@gmail.com

ii) Registered Office :
HALDWANI
District: Nainital
State : UTTARAKHAND
Pincode : 263139
Landline No: 35131654616
Fax No: 54616154141
Email : niteshjoshi535@gmail.com

3. Address for Correspondence with Telephone/Fax/Mail :
HALDWANI
District: Nainital
State : UTTARAKHAND
Pincode : 263139
Landline No : 32312654165
Fax : 46516516546
Mobile No : 3165476565
Email : niteshjoshi535@gmail.com

4. Authorised contact Person /Signatory details :
Name: NITESH JOSHI
Desg: JTO
Add: NAINITAL
District: Nainital
State: UTTARAKHAND
Pincode: 263139
Landline No: 56654164646
Fax: 46464646464
Mobile No: 8218828589
Email: niteshjoshi535@gmail.com

Previous Next

Save Draft Validate Application Form Preview Application Form Submit

Press "next " button to go to next step.

2.3.2 Step II

Payment details of processing fee

Payment is auto calculated as per the selection of service authorisations selected. This only displays the fee to be paid using online mode in Bharatkosh after the submit of application.

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

Save Draft

Validate Application

Preview Application Form

Submit

Step 1
Company Information

Step 2
Payment & Other Details

Step 3
Promoter & Other Details

Step 4
Service & Other Details

Step 5
Company Details

5.Details of payment of processing fee in Rs.

Note:Please refer fee calculator menu for fee calculation.

Application Processing Fee (Rs.):

6. Certified copy of Registration along with Articles of Association & Memorandum of understanding to be attached. (To be certified by the Certificate from Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company) (Digitally signed)

A.Copy of registration (in pdf format only)

Choose File No file chosen

Upload

B.Article of Association(in pdf format only)

Choose File No file chosen

Upload

C.Memorandum of Association(in pdf format only)

Choose File No file chosen

Upload

In this page, user has to upload “**certificate of Registration**” by clicking “**choose File**” button of **6.1** and then selecting **file** and **upload** using “**upload button**”.

IMPORTANT

Digitally Signed Document : All the document to be uploaded must be in “**pdf format**” and “**digitally Signed**” . The portal will automatically reject any

document which is not **digitally signed** or in **pdf format**.

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information **Step 2 Payment & Other Details** Step 3 Promoter & Other Details Step 4 Service & Other Details Step 5 Company Details

5.Details of payment of processing fee in Rs.
Note:Please refer fee calculator menu for fee calculation.

Application Processing Fee (Rs.):

6. Certified copy of Registration along with Articles of Association & Memorandum of understanding to be attached. (To be certified by the Certificate from Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company) (Digitally signed)

A.Copy of registration (in pdf format only)
 No file chosen

B.Article of Association(in pdf format only)
 No file chosen

C.Memorandum of Association(in pdf format only)
 No file chosen

User also has to upload "Articles of Association" by clicking "choose File" button of 6.2 and then selecting file and upload using "upload button". user also has to upload "MoU" by clicking "choose File" button of 6.3 and then selecting file and upload using "upload button".

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

2.2.3 Step III

Promoter Details

The next step is entering "promoter Details".

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Payment & Other Details Step 3 Promoter & Other Details Step 4 Service & Other Details Step 5 Company Details

7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.

| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs) |
|--------------------------------------|--------|------------|---------------------------|
| bsnl | INDIAN | 100 | 3000 |

+ - ✎ 🗑

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.)

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian Foreign

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

Choose File No file chosen Upload

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage

Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings(in pdf format only)

Choose File No file chosen Upload

(d) Networth of the company(in Lakhs of Rs.)

Note:Please refer fee calculator menu for networth calculation.

Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

Choose File No file chosen Upload

Previous Next

Save Draft Validate Application Form Preview Application Form Submit

(a)As shown in image below on left side there is option of adding, editing and deleting promoter details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**
 Company Information Payment & Other Details Promoter & Other Details Service & Other Details Company Details

7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.

| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs) |
|--------------------------------------|--------|------------|---------------------------|
| | INDIAN | 100 | 3000 |

Name Of Promoter/Partner/Shareholder:
 Type: **INDIAN**
 Equity%age:
 Networth (in Lakhs of Rs.):

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

No file chosen

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage

Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings(in pdf format only)

No file chosen

(d) Networth of the company(in Lakhs of Rs.)

Note:Please refer fee calculator menu for networth calculation.

Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

No file chosen

(b) In this step, equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage.

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
 (All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Payment & Other Details **Step 3 Promoter & Other Details** Step 4 Service & Other Details Step 5 Company Details

7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.

| Promoter Details | | | |
|--------------------------------------|--------|------------|--------------------------|
| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs |
| bsnl | INDIAN | 100 | 3000 |

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.)

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian Foreign

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

No file chosen

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage

Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings(in pdf format only)

No file chosen

(d) Networth of the company(in Lakhs of Rs.)

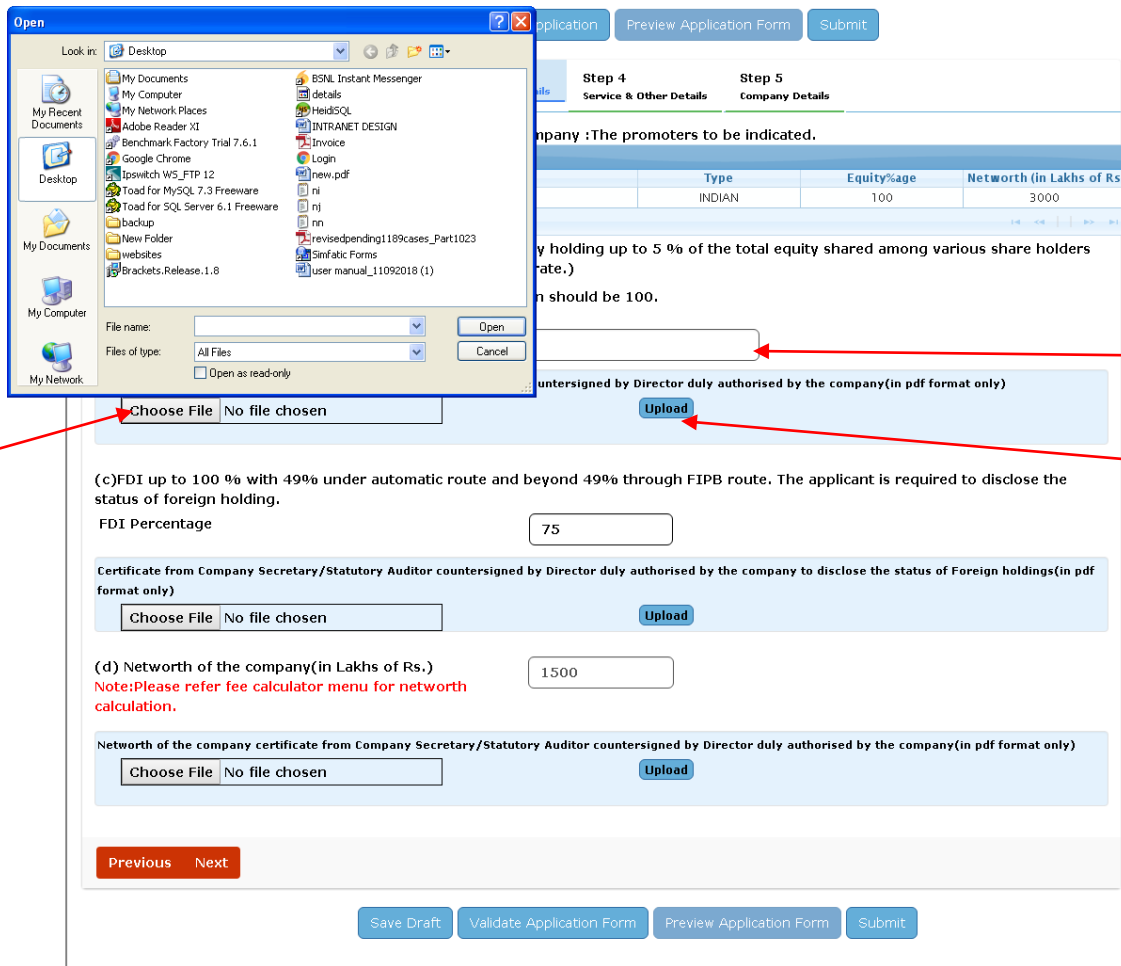
Note:Please refer fee calculator menu for networth calculation.

Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

No file chosen

Previous Next

(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director authorized by company has to be uploaded as shown in image below.



(d) In this section, enter the net worth of the company in lakhs in textbox as shown in below image. Also upload certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**
 Company Information Payment & Other Details Promoter & Other Details Service & Other Details Company Details

7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.

| Promoter Details | | | |
|--------------------------------------|--------|------------|---------------------------|
| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs) |
| bsnl | INDIAN | 100 | 3000 |

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be dubbed but Indian and Foreign equity must be separate.)

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian Foreign

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)
 (Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936)

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage

Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings(in pdf format only)

No file chosen

(d) Networth of the company(in Lakhs of Rs.) ←

Note:Please refer fee calculator menu for networth calculation.

Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

No file chosen ←

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

2.2.4 Fee Calculator:

The applicant can also use the **FEE CALCULATOR** Button, which is available at the navigation bar shown by the red arrow in the below screenshot.



Home / Unified License / Apply for Unified License(UL) -Application Id:UL20180041

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Step 2 **Step 3** Step 4 Step 5
Company Information Payment & Other Details **Promoter & Other Details** Service & Other Details Company Details

7.(a)Details of promoters /Partners/Shareholders in the company : The promoters to be indicated.

| Promoter Details | | | |
|--------------------------------------|--------|------------|--------------------------|
| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs |
| bsnl | INDIAN | 100 | 3000 |

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.)

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian Foreign

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

Choose File revisedpen...rt1023.pdf Upload

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage

On clicking the Fee Calculator button a pop will appear as shown below. You can fill the details by clicking the "+" button and after filling in the details click the **Calculate** button.

The screenshot shows a web application interface for the Ministry of Communications. A 'Fee Calculator' pop-up window is open, displaying a dropdown menu for 'Select License Type' with 'UL' selected. Below this is a table titled 'Service Details' with columns for 'Service', 'Service Area', 'Circle', and 'SSA'. A toolbar with a '+' icon is visible above the table, and a 'Calculate' button is located below it. A red arrow points to the '+' icon. The background shows the main application form with steps: Step 1 (Company Information), Step 2 (Payment & Other Details), Step 3 (Promoter & Other Details), Step 4 (Service & Other Details), and Step 5 (Company Details). Step 3 is currently active. The form includes a table for 'Promoter Details' with columns for Name, Type, Equity %age, and Networth. Below this, there are input fields for 'Indian' (98) and 'Foreign' (2) equity percentages, and an 'Upload' button for an equity details certificate. At the bottom, there is an input field for 'FDI Percentage' set to 0.

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संचार मंत्रालय
MINISTRY OF COMMUNICATIONS

LogOut (User id: C201800872)

Home Unified

APPLICATION (All types of Licenses)

Step 1 Company Information

7.(a)Details of Promoter Details

Service Details

Select License Type: UL

| Service | Service Area | Circle | SSA |
|---------|---------------|--------|-----|
| UL | National Area | ALL | |

Calculate

| | |
|---|-----------|
| Processing Fee in Rs. | 100000.00 |
| Performance Bank Guarantee Fee in Lakh of Rs. | 22000.00 |
| Financial Bank Guarantee Fee in Lakh of Rs. | 4400.00 |
| Entry Fee in Lakh of Rs. | 1500.00 |
| Networth in Lakh of Rs. | 2500.00 |

Close

| Name Of Promoter/Partner/Shareholder | Type | Equity%age | Networth (in Lakhs of Rs) |
|--------------------------------------|--------|------------|---------------------------|
| bsnl | INDIAN | 100 | 3000 |

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.)

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian: 98 Foreign: 2

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

Choose File: revisedpen...rt1023.pdf Upload

(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.

FDI Percentage: 0

This way you can calculate your fee details.

2.2.5 Step IV

This step is entering "Service & Other Details".

The screenshot shows a web application interface for applying for a Unified License. The page title is "APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License." Below the title, there are navigation buttons: "Save Draft", "Validate Application", "Preview Application Form", and "Submit". The application progress is shown as five steps: Step 1 (Company Information), Step 2 (Payment & Other Details), Step 3 (Promoter & Other Details), Step 4 (Service & Other Details), and Step 5 (Company Details). Step 4 is currently active. The main content area is titled "8. Services for which authorization sought" and contains a table with columns for "Service", "Service Area", "Circle", and "SSA". A red arrow points to the "Add Record" button in the table header. Below the table, there are "Submit" and "Cancel" buttons. Further down, there are sections for "10. Paid up capital" and "11. Upload additional documents(if any)", each with a "Choose File" button and an "Upload" button. At the bottom, there are "Previous" and "Next" buttons, and another set of "Save Draft", "Validate Application Form", "Preview Application Form", and "Submit" buttons.

(a)As shown in image above on left side there is option of adding, editing and deleting Services for which Authorization sought. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✍" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

Home / Unified License / Apply for Unified License(UL) - Application Id:UL20180019

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Payment & Other Details Step 3 Promoter & Other Details **Step 4 Service & Other Details** Step 5 Company Details

8. Services for which authorization sought

| Service | Service Area | Circle | SSA |
|---------|---------------|--------|-----|
| UL | National Area | ALL | |

9. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services under Unified License held by the applicant.

Add Record

Name of License /Service authorization

Service area

No. & date of License/Authorisation

Submit Cancel

11. Upload additional documents(if any)

Remarks

Other Documents if any(in pdf format only)

Choose File No file chosen Upload

Previous Next

Save Draft Validate Application Form Preview Application Form Submit

(b)As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Payment & Other Details Step 3 Promoter & Other Details **Step 4 Service & Other Details** Step 5 Company Details

8. Services for which authorization sought

Service Details

| Service | Service Area | Circle | SSA |
|---------|---------------|--------|-----|
| UL | National Area | ALL | |

9. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services under Unified License held by the applicant.

Issued License Details

| Name of License /Service authorization | Service area | No. & date of License/Authorisation |
|--|--------------|-------------------------------------|
| scsqsqsq | SCSC | SS |

10. Paid up capital
Paid up capital certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)

Choose File No file chosen Upload

11. Upload additional documents(if any)

Remarks

Other Documents if any(in pdf format only)

Choose File No file chosen Upload

Previous Next

Save Draft Validate Application Form Preview Application Form Submit

(c) Here upload pdf file of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file if applicant wants to upload can upload. This is not compulsory.

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

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

Step 1 Company Information **Step 2** Payment & Other Details **Step 3** Promoter & Other Details **Step 4** Service & Other Details **Step 5** Company Details

8. Services for which authorization sought

Service Details

| Service | Service Area | Circle | SSA |
|---------|---------------|--------|-----|
| UL | National Area | ALL | |

9. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services under Unified License held by the applicant.

Issued License Details

| Name of License /Service authorization | Service area | No. & date of License/Authorisation |
|--|--------------|-------------------------------------|
| All | UP | sscvsvsdfs2323223 |

10. Paid up capital

Paid up capital certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)
(Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936)

[UL20180019_CCSPC_v0.pdf](#) [Uploaded](#) [Delete](#) Uploaded Successfully!!!

11. Upload additional documents(if any)

Remarks

Other Documents if any(in pdf format only)

(Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936)

[UL20180019_CCA_v0.pdf](#) [Uploaded](#) [Delete](#) Uploaded Successfully!!!

[Previous](#) [Next](#)

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

Step IV

Owner & Other Details

This step is entering "Owner & Other Details".

The screenshot shows the 'APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License' form. The form is titled 'APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License. (All types of Licenses /registrations except WPC)'. It has a progress bar with five steps: Step 1 (Company Information), Step 2 (Payment & Other Details), Step 3 (Promoter & Other Details), Step 4 (Service & Other Details), and Step 5 (Company Details). The form is divided into two main sections: 12.(a) and 12.(b). Section 12.(a) is titled 'Names of' and contains a table with columns for Name, Designation, and Nationality. A red arrow points to the '+' icon in the Name column, which opens a modal window for adding a record. The modal window has fields for Name of Chairman/Managing Director/Director, Designation, and Nationality. Section 12.(b) is titled 'Details of' and contains a table with columns for Name, Designation, and Nationality. Below the tables, there are two upload sections: 'MHA clearance (in case of foreign nationality/ CEO/CTO/CFD, Director)(in pdf format only)' and 'Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory(document digitally signed)'. Both sections have a 'Choose File' button and an 'Upload' button. At the bottom, there is a section for 'Certificates /Undertaking' with a text area for the user to certify that they have read the guidelines and License Agreement for providing Unified License (UL) and undertake to fully comply with the terms and conditions therein.

(a)As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

TELECOMMUNICATIONS SARAL SANCHAR (Simplified Application For Registration And Licenses)

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Home / Unified License / Apply for Unified License(UL) - Application Id:UL20180019

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Payment & Other Details Step 3 Promoter & Other Details Step 4 Service & Other Details Step 5 Company Details

12.(a)
Names of Chairman/Managing Director/Directors of the applicant Company

| Name Of Chairman/Managing Director/Director | Designation | Nationality |
|---|-------------|-------------|
| + / ✎ / 🗑 | | |

12.(b)
Add Record

Name Of CEO/CTO/CFO
Designation
Nationality: INDIAN

Submit Cancel

13.Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory(document digitally signed).
Power of Attorney by Resolution of board of Directors(in pdf format only)
Choose File No file chosen Upload

Certificates /Undertaking:
A. I hereby certify that I have carefully read the guidelines and License Agreement for providing Unified License (UL). I undertake to fully comply with the terms and conditions therein.

(b)As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

Step 1 Company Information Step 2 Payment & Other Details Step 3 Promoter & Other Details Step 4 Service & Other Details **Step 5 Company Details**

12.(a)
Names of Chairman/Managing Director/Directors of the applicant Company

| Name Of Chairman/Managing Director/Director | Designation | Nationality |
|---|-------------|----------------------|
| + / - / [icon] | | [icon] [icon] [icon] |

(b)
Details of Chief Executive Officer/Chief Technical Officer /Chief Finance Officer

| Name Of CEO/CTO/CFO | Designation | Nationality |
|---------------------|-------------|----------------------|
| + / - / [icon] | | [icon] [icon] [icon] |

MHA clearance (in case of foreign nationality/ CEO/CTO/CFO, Director)(in pdf format only).

No file chosen

13.Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory(document digitally signed).

Power of Attorney by Resolution of board of Directors(in pdf format only)

No file chosen

Certificates /Undertaking:

A. I hereby certify that I have carefully read the guidelines and License Agreement for providing Unified License (UL). I undertake to fully comply with the terms and conditions therein.

B. I understand that this application if found incomplete in any respect and or if found with conditional compliance or not accompanied with the processing fee shall be summarily rejected.

C. I understand that processing fee is non refundable irrespective of any reason whatsoever.

D. I undertake to sign the License Agreement, within the prescribed time notified to me failing which my application shall be taken as rejected and processing fee forfeited.

E. I understand that all matters relating to the application or license if granted to me will be subject to jurisdiction of courts/Tribunal (s) in Delhi/ New Delhi only.

F. I understand that if at any time, any averments made or information furnished for obtaining the license is found incorrect, then my application and the license if granted thereto on the basis of such application shall be cancelled.

Kindly accept the declaration and the tick the checkbox .

(c) Here upload pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed)**. Using a button shown by green arrow in above image.

(e)Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below.

User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.

The screenshot shows the SARAL SANCHAR portal interface. At the top, there is a header with the Government of India logo and the Department of Telecommunications. A red error message box states: "Validation failed Kindly rectify the mentioned error in the form." Below the header, there is a navigation menu with options like Home, Change Password, Update Profile, Apply for License(UL), and Helpdesk. The main content area shows a breadcrumb trail: Home / Unified License / Apply for Unified License(UL) -Application Id:UL20180041. Below this, there are two error messages: "Sr.No. '7d.: Minimum Networth of Company should be in lakhs of Rs 2500.00.'" and "Sr.No. 12.: Delete uploaded file for MHA Clearance." The main form is titled "APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License." and includes a progress bar with five steps. Step 5, "Company Details", is currently active. The form contains two tables: one for the names of the Chairman/Managing Director/Directors of the applicant Company, and another for the details of the Chief Executive Officer/Chief Technical Officer/Chief Finance Officer. Both tables show a single entry with details like name, designation, and nationality. At the bottom, there is a section for MHA clearance, showing a file upload status: "UL20180041_MHA-12_y0.pdf Uploaded" and a "Delete" button.

This shows the errors.

2.3 Online Payment of Processing Fee

If no discrepancy then on the top right corner “validation successful message” gets displayed & you will be redirected to the Payment screen which is shown below.

Make Payment & Upload signed application for application ID: UL20217644

Pay Processing Fee(in Rs.): 50000
Pay Through Option: Online

Pay Now

On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway.

| | | | |
|------------------|--------|------------|-------|
| State | KERALA | Country | INDIA |
| Pincode/Zipcode | 344463 | Email | |
| Mobile No. (+91) | | | |
| Aadhar Number | | PAN Number | |
| TAN | | TIN | |

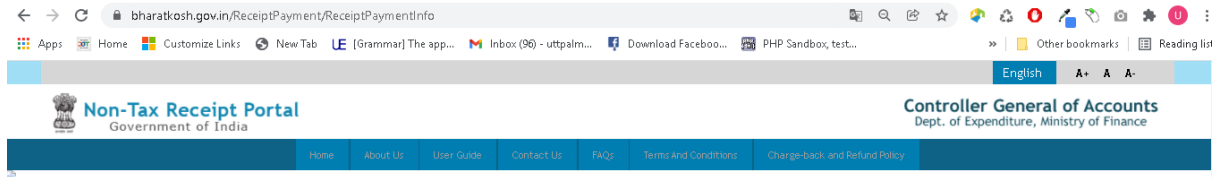
| Purpose Details | | | | | | |
|-----------------|--------------------|---|----------------------------------|---|----------------------------|-----------------|
| Sr. No. | Ministry | PAO Name | DDO Name | Purpose and Payment Type | Payment Period / Frequency | Amount (In INR) |
| 1 | TELECOMMUNICATIONS | CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188] | DDO, SO(Cash), New Delhi[205155] | UL for Access Services - Saralsanchar -CCA-HQ,Application Processing Fee | One Time | 40000 |
| 2 | TELECOMMUNICATIONS | CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188] | DDO, SO(Cash), New Delhi[205155] | UL (VNO) for Access Service CAT-B - Saralsanchar -CCA-HQ,Application Processing Fee | One Time | 10000 |
| | | | | INR sixty thousand only | | Total:50000 |

Captcha: 5A4HqX [Get a new Captcha](#)
Text shown in Captcha is case-sensitive
Type the text shown as per the image above

Captcha: BxG7Z [Get a new Captcha](#)
Text shown in Captcha is case-sensitive
Type the text shown as per the image above

[Back](#) [Confirm](#)

On click of confirm button , you will directed to the payment mode selection



Payment Gateway

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

SBI BANK
Success Rate 83 %

AXIS BANK
Success Rate 80 %

Union Bank
Success Rate 79 %


State Bank of India
Success Rate 77 %

ICICI Bank
Success Rate 77 %

SBI ePay
Success Rate 72 %

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking Debit card Credit card LPI

Enter the letter shown  [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back.

Note: Transactions pertaining to Min. of Information Technology will go through using Union Bank of India, Axis Bank, Bank of Baroda Payment Gateway only.

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on BharatKosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition.](#)

Click pay button to get redirected to enter details of Credit card/bank details

tps-india.in/PaymentGateway/bnreq.pg?id=4b41a86e-67db-44dd-8fc9-a3891ec9457a

Controller General of Acnt Dpt of exp PFMS Reference No : 1012210009604
Amount : 1000.00

Cards

Pay using VISA MasterCard Debit RuPay

For Maestro cards, please enter Expiry Date and CVV no. If available or else ignore and proceed.

Card number : *

Card holder name :

Expiry date :

CVV number :

[PAY NOW](#)
[Cancel](#)

On completion of successful payment , you will be redirected to Saralsanchar portal with the transaction ref no , challan number.

| | |
|-------------------------|-----------------------|
| Payment Status: | -Confirmed |
| Remark: | BNA |
| Transaction Id: | :2911210006256 |
| Transaction Receipt No | :20515529112100006381 |
| Transaction Date | 10Dec 10 2021 12:59PM |
| Transaction Amount(Rs.) | 1000.00 |

[OK](#)

Note:- The Payment of Processing fee is made online in Bharat kosh Portal since 04-12-2021. If any challan prior to 04-12-2021 is already paid. Then create a helpdesk desk request for Bharat Kosh and send the digitally signed challan, application id and all details .

2.4 Upload Application :

On completion of successful payment,

Make Payment & Upload signed application for application ID: UL20217644

| Payment Details | | | | |
|------------------|------------|---------------------|----------|------|
| Pay Mode | Pay Date | Pay Amount (in Rs.) | DD/PO No | IFSC |
| NTRP(Bharatkosh) | 20-08-2018 | 150,000 | 145878 | |

Download Application: [Download Application](#)

Upload Digitally Signed Application:

No file chosen

Download the application to PDF of the completed application and Upload the digitally signed PDF application and click final submit of the application.

You can download the application form in pdf format from the “**Download Application**” button

Upload the necessary document and click on the “**Final Submit**” button.

After This you will be redirected to the dashboard page .

भारत सरकार संघन मंत्रालय
GOVERNMENT OF INDIA MINISTRY OF COMMUNICATIONS Logout (User id: C201800864)

 **दूरसंचार विभाग**
DEPARTMENT OF
TELECOMMUNICATIONS



SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT

[Home](#) [Change Password](#) [Update Profile](#) [Helpdesk](#)

[Orders/Circulars](#) [MailBox](#) [Fee Calculator](#) [Document CheckList](#) [FAQ](#)

Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|---------------------|--|
| 1 | UL20180016 | 22-09-2018 17:03:25 | Applied for License | SCRUTINY IN PROCESS     |

Showing 1 to 1 of 1 rows

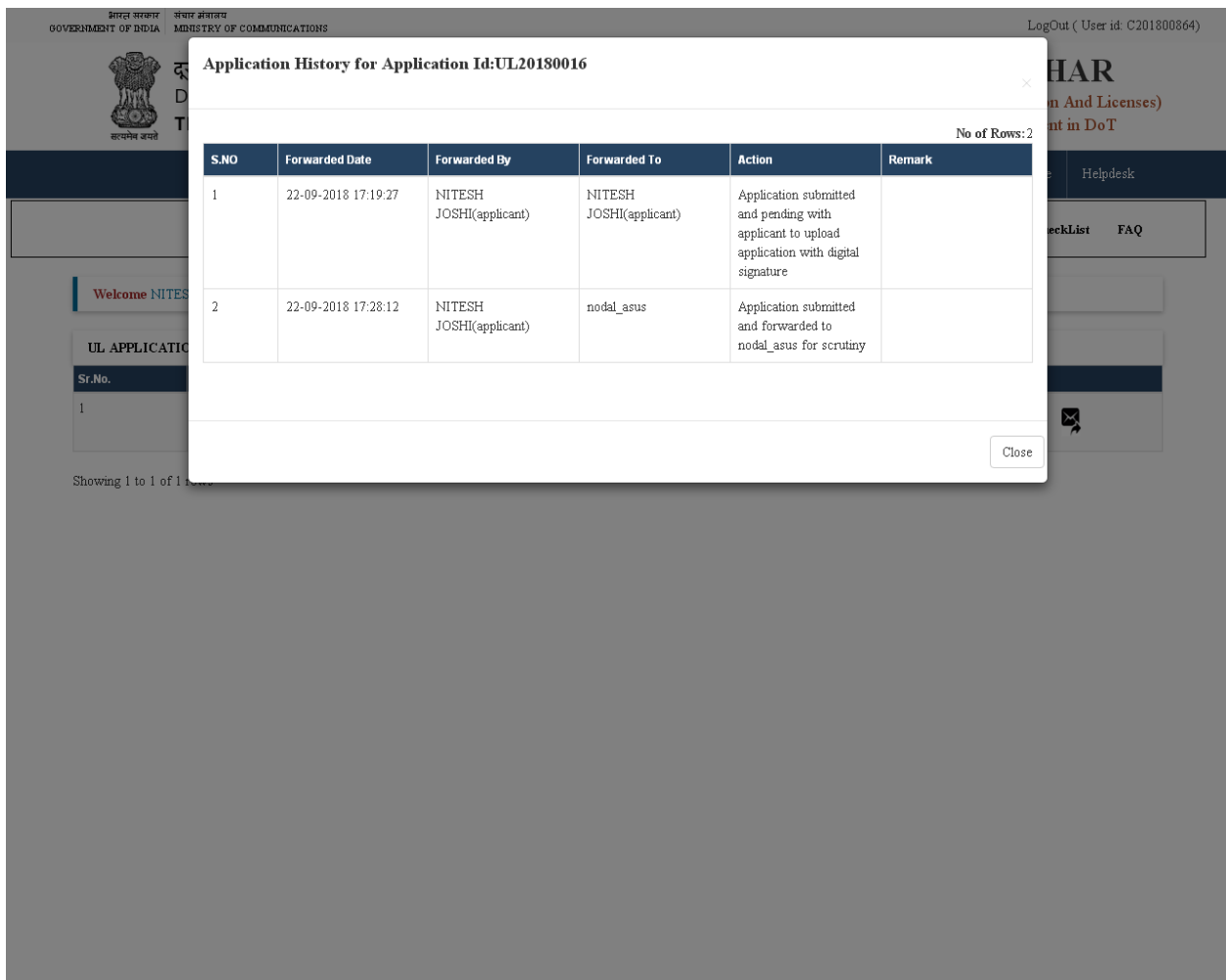
Scrutiny :

If after scrutiny any of your documents are not acceptable to DoT then documents will be reverted back to you and you will be notified about the same via SMS and E-Mail. You will required to upload the reverted documents again . The link for re-uploading the reverted documents will be available in your dashboard.

2.5 Dashboard Details:

This dashboard has four buttons

1. History button: This shows the history of actions completed till now.



The screenshot shows a web application interface for the Ministry of Communications, Government of India. A modal window titled "Application History for Application Id:UL20180016" is open, displaying a table with the following data:

| S.NO | Forwarded Date | Forwarded By | Forwarded To | Action | Remark |
|------|---------------------|-------------------------|-------------------------|---|--------|
| 1 | 22-09-2018 17:19:27 | NITESH JOSHI(applicant) | NITESH JOSHI(applicant) | Application submitted and pending with applicant to upload application with digital signature | |
| 2 | 22-09-2018 17:28:12 | NITESH JOSHI(applicant) | nodal_asus | Application submitted and forwarded to nodal_asus for scrutiny | |

The modal also indicates "No of Rows: 2" and has a "Close" button at the bottom right.

2. Download Application button: This button lets you download your application form.

u_app_pdf_new.php 1 / 6

u_app_pdf_new.php

APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

| | |
|---|--|
| Application ID | : UL20180016 |
| CIN No | : U12354MH1234ASD123134 |
| 1. Company Name | : BSNL |
| 2. Complete Postal Address of Company | |
| i) Corporate Office | : HALDWANI : Nainital,UTTARAKHAND,263139 Contact No: 56465456111,Fax No: 54651616516 Mail Id: niteshjoshi535@gmail.com |
| ii) Registered Office | : HALDWANI : Nainital,UTTARAKHAND,263139 Contact No: 35131654616,Fax No: 54616154141 Mail Id: niteshjoshi535@gmail.com |
| 3. Address for Correspondence with Telephone/Fax/Mail | : HALDWANI : Nainital : UTTARAKHAND,263139 Contact No: 32312654165,3165476565 Fax No: 46516516546 Mail Id: niteshjoshi535@gmail.com |

4. Authorised contact Person /Signatory details

| Name | Designation | Address | Telephone No | Mail-ID |
|--------------|-------------|--|--|------------------------------|
| NITESH JOSHI | JTO | NAINITAL, Nainital, UTTARAKHAND ,263139 | 56654164646,8218 828589 Fax No: 46464646464 | niteshjoshi535@g mail.com |

3. Attachment button: This shows the list and links of the documents you have uploaded till now.

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TELECOMMUNICATIONS

सत्यमेव जयते

LogOut (User id: C201800864)

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application id | Appli |
|--------|----------------|-------|
| 1 | UL20180016 | 22-0 |


Showing 1 to 1 of 1 rows

Attachments of UL20180016

| Sr.No. | Document Name | File Name |
|--------|--|---------------------------|
| 1 | Paid up capital certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company | UL20180016_CCSPC_v0.pdf |
| 2 | Payment challan copy | UL20180016_CHALLAN_v0.pdf |
| 3 | Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company | UL20180016_CCSNW_v0.pdf |
| 4 | Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings | UL20180016_CCSFDI_v0.pdf |
| 5 | Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company | UL20180016_CCSEQ_v0.pdf |
| 6 | Memorandum of Association certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company | UL20180016_MOU_v0.pdf |
| 7 | Power of Attorney by Resolution of board of Directors | UL20180016_POA_v0.pdf |
| 8 | Articles of Association certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company | UL20180016_AOA_v0.pdf |
| 9 | Other Documents if any | UL20180016_CCA_v0.pdf |
| 10 | Copy of registration certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company | UL20180016_CCCR_v0.pdf |

4. Reminder button: This button lets you put some reminders. On clicking this button you will be redirected to this page.

भारत सरकार संघन मंत्रालय
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Orders/Circulars MailBox Fee Calculator Document CheckList FAQ

Send message to DoT Nodal: nodal_asus

Application ID : UL20180041

Authorize Person Name : PRIYA

Message Type : SMS Mail Both

Message length limit : 250 Remaining: 250

Enter message text :

File Upload : Yes No

On the 1st line will be your **Application Id** followed by the **Authorized Person Name**.

On the next line is the message type i.e. if you want your reminder to be only a text message then click the radio button of SMS, if you want your reminder to be only an E-Mail, click on the Mail radio button and if you want both SMS and Mail reminder then click on both.

If you want to upload any file then click on yes and upload the file .

Click on send , your message for the reminder will be sent to the DoT personnel.

Now go to the **Mailbox** button on the 2nd Navigation Bar and you will be redirected to your mailbox.


Click on the outbox to see your recently sent message regarding **reminder** to the DoT personnel.

You will see all the details of the message you sent to the DoT personnel including the attachments (if any).

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Inbox Outbox

| S.No. | Message Date | Sent To | Message Type | Subject | Message | Application No | Attachment |
|-------|---------------------|-----------|--------------|----------|-----------|----------------|---|
| 1 | 24-09-2018 13:28:43 | nodaLasus | SMS & Email | reminder | remind me | UL20180041 |  |

After receipt of application and all documents, DOT officer will accept the application after verification. DOT officer will issue LOI after acceptance of application.

2.6 Upload Signed LOI :

After scrutiny DoT will issue the LOI , you will be notified about it by SMS on your registered Mobile number, thereafter you can download the LOI from your dashboard which is shown below.

You will firstly log in and after successful log in you will click on the "1" shown by red arrow to go to your dashboard for the application you had earlier applied for.

The screenshot displays the SARAL SANCHAR portal interface. At the top, it shows the Government of India logo and the Department of Telecommunications. The SARAL SANCHAR logo is prominently displayed, along with the tagline "(Simplified Application For Registration And Licenses) A portal for License management in DoT". A navigation bar includes links for Home, Change Password, Update Profile, and Helpdesk. Below this, there are links for Orders/Circulars and Document CheckList. A welcome message for NITESH JOSHI (BSNL) is shown. The main section, titled "Status Of Applications", features three application status cards: UL (with a red arrow pointing to the number 1), UL-VNO (with the number 0), and OSP (with the number 0). Each card has an "Apply Now" button.

To download the LOI (unsigned) please click the **Download Application** button shown by arrow .

After downloading the LOI , you are required to signed the LOI and upload the signed LOI. You can upload the signed LOI by clicking the **Upload Signed LOI** button.



Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|-----------------------------------|---|
| 1 | UL20180041 | 24-09-2018 13:05:14 | Scrutiny completed and LOI issued | UPLOAD SIGNED LOI     |

Showing 1 to 1 of 1 rows

After clicking the upload signed LOI Button You will see the below screen.



Upload Signed LOI of Application ID: **UL20180041**

Download LOI [UL20180041_LOI_v0.pdf](#)

File Upload

Signed LOI

No file chosen





Upload the document and press submit. Your dashboard will look like this now.

Now you uploaded signed LOI is pending for scrutiny by DoT.



Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|---------------------|---|
| 1 | UL20180041 | 24-09-2018 13:05:14 | Signed LOI uploaded | Signed LOI scrutiny Pending     |

Showing 1 to 1 of 1 rows

After successful scrutiny of the signed LOI you will receive a SMS regarding successful scrutiny.

Now please check your dashboard which will look like this. 2 actions are pending now viz.


1. Bank Guarantee Upload.
2. Entry Fee Upload.

We will see them one by one.

You will firstly log in and after successful log in you will click on the "2" shown by red arrow to go to your dashboard for the application you had earlier applied for.

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LogOut (User id: C201800872)

 दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

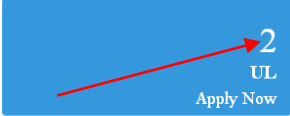


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Welcome NITESH JOSHI (BSNL)


Status Of Applications

| | | |
|---|--|--|
|  <p>2 UL Apply Now</p> |  <p>0 UL-VNO Apply Now</p> |  <p>0 OSP Apply Now</p> |
|---|--|--|

This is the dashboard.

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Welcome NITESH JOSHI (BSNL)

| UL APPLICATION DETAILS | | | | | |
|------------------------|----------------|--------------------------|--|----------------------------------|---|
| Sr.No. | Application Id | Application Created date | Application Status | Action | |
| 1 | UL20180041 | 24-09-2018 13:05:14 | Signed LOI verified and pending to enter BG details | BG UPLOAD |     |
| 2 | UL20180041 | 24-09-2018 13:05:14 | Signed LOI verified and pending to enter Entry fee details | ENTRY_FEE UPLOAD |     |

Showing 1 to 2 of 2 rows

We will see them one by one.

2.7 Bank Guarantee upload:

On clicking the **BG UPLOAD** button you will see this screen.

भारत सरकार
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संचार मंत्रालय
MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

संस्कृतम् वाचते

LogOut (User id: C201800864)

SARAL SANCHAR
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Bank Guarantee(BG) Details Entry

| | |
|-------------------------|---|
| Application Number | <input type="text" value="UL20180016"/> |
| BG TYPE | <input type="text" value="Select BG Type"/> |
| PBG/FBG Number | <input type="text" value="Enter BG number"/> |
| Issue Date | <input type="text" value="Enter Issue Date"/> |
| Expiry Date | <input type="text" value="Enter Expiry Date"/> |
| IFSC Code | <input type="text" value="Enter IFSC Code"/> |
| Bank Name | <input type="text" value="Enter bank name"/> |
| Branch Name | <input type="text" value="Select Branch Name"/> |
| Amount (in Lakhs of Rs) | <input type="text" value="Enter Amount"/> |
| Upload Document | |

- Firstly Applicant will submit the **Performance type BG**

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LogOut (User id: C201800864)

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Bank Guarantee(BG) Details Entry

| | |
|-------------------------|--|
| Application Number | <input type="text" value="UL20180016"/> |
| BG TYPE | <input type="text" value="Performance"/> |
| PBG/FBG Number | <input type="text" value="scfxhgzgzh4334"/> |
| Issue Date | <input type="text" value="13-09-2018"/> |
| Expiry Date | <input type="text" value="25-10-2018"/> |
| IFSC Code | <input type="text" value="SBIN0005100"/> |
| Bank Name | <input type="text" value="State Bank of India"/> |
| Branch Name | <input type="text" value="KUSUMKHERA"/> |
| Amount (in Lakhs of Rs) | <input type="text" value="3"/> |
| Upload Document | <input type="button" value="UL20180016_PBG_v0.pdf"/> <input type="button" value="Delete"/> Uploaded Successfully!!! |
| | (Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936) |
| | <input type="button" value="Submit"/> <input type="button" value="Reset"/> |

- This way the applicant will be able to upload the bank guarantee (PERFORMANCE TYPE).

- Now the applicant will upload the **bank guarantee (Financial Type)**.

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[MailBox](#)
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Bank Guarantee(BG) Details Entry

| | | |
|-------------------------|---|--------------------------------------|
| Application Number | <input type="text" value="UL20180016"/> | |
| BG TYPE | <input type="text" value="Financial"/> | |
| PBG/FBG Number | <input type="text" value="SDSCSCSC33433"/> | |
| Issue Date | <input type="text" value="13-09-2018"/> | |
| Expiry Date | <input type="text" value="28-09-2019"/> | |
| IFSC Code | <input type="text" value="SBIN0005100"/> | Get Bank |
| Bank Name | <input type="text" value="State Bank of India"/> | |
| Branch Name | <input type="text" value="KUSUMKHERA"/> | |
| Amount (in Lakhs of Rs) | <input type="text" value="22000"/> | |
| Upload Document | <input type="button" value="Choose File"/> <input type="text" value="revisedpen...rt1023.pdf"/> <input type="button" value="Upload"/> | |
| | <input type="button" value="Submit"/> | <input type="button" value="Reset"/> |


2.8 Online Payment of Entry Fee

Next Payment of entry fee online by clicking the respective link.

[Entry Fee Details Entry](#)

| | |
|---------------------------------|---|
| Application Number | <input type="text" value="UL20217644"/> |
| Pay Through Option | <input type="text" value="Online"/> |
| Application Total Entry Fee: | 5165000 |
| Entry Rebate Amount: | |
| Previously Paid Processing Fee: | 0 |
| Pay Entry Fee: | 5165000 |
| | <input type="button" value="Pay Now"/> |

On click of Pay NOW will be redirected to Bharatkosh portal.

| TAN | | TIN | | | | |
|---|--------------------|---|----------------------------------|--|----------------------------|-----------------|
| Purpose Details | | | | | | |
| Sr. No. | Ministry | PAO Name | DDO Name | Purpose and Payment Type | Payment Period / Frequency | Amount (In INR) |
| 1 | TELECOMMUNICATIONS | CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188] | DDO, SO(Cash), New Delhi[205155] | UL for Access Services - Saralsanchar - CCA-HQ,Entry Fee | One Time | 500000 |
| 2 | TELECOMMUNICATIONS | CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188] | DDO, SO(Cash), New Delhi[205155] | UL (VNO) for Access Service CAT-B - Saralsanchar -CCA-HQ,Entry Fee | One Time | 165000 |
| | | | | INR fifty one lakh(s) sixty five thousand only | | Total:5165000 |
| Captcha  Get a new Captcha | | | | | | |
| Text shown in Captcha is case-sensitive | | | | | | |
| Type the text shown as per the image above | | | | | | |
| <input type="text" value="Captcha"/> | | | | | | |
| <input type="button" value="← Back"/> | | <input type="button" value="Confirm →"/> | | | | |

Complete the Payment of Entry Fee by clicking confirm button in Bharatkosh portal.

Note:- The Payment of Entry fee is made online in Bharat kosh Portal since 04-12-2021. If any challan prior to 04-12-2021 is already paid. Then create a helpdesk desk request for Bharat Kosh and send the digitally signed challan , application id and all details .


On Successful completion you will be redirected to Dashboard to complete the activity.

- After uploading the above , the dashboard of The Applicant will be like this

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|-------------------------------|---|
| 1 | UL20180016 | 22-09-2018 17:03:25 | BG scrutiny is in process | BG SCRUTINY IN PROCESS     |
| 2 | UL20180016 | 22-09-2018 17:03:25 | Entry fee scrutiny in process | ENTRY FEE SCRUTINY IN PROCESS     |


Showing 1 to 2 of 2 rows

2.9 Reverted Document

Now these uploaded documents will be scrutinized by DoT and if any discrepancies are found then those documents will be reverted back to you for uploading them again. This is illustrated below, suppose your entry fee has some discrepancy then it will be reverted back to you and then you are supposed to upload it again as shown below.

Your dashboard will look like this after DoT has reverted your documents back.

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|--|--|
| 1 | UL20180016 | 22-09-2018 17:03:25 | Reverted for correction of entry fee details after scrutiny and BG scrutiny in process | MODIFY ENTRY FEE     |

Showing 1 to 1 of 1 rows

Click the **MODIFY ENTRY FEE** button & upload the respective file.

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Reverted Entry Fee Details Updation


| | |
|--------------------------------|---|
| Application ID | UL20180016 |
| Payment Mode | NTRP |
| NTRP(BharatKosh)/DD/PO Number | dfsdfsa3434 |
| Branch PO Name | |
| Rebate Amount (in Lakhs of Rs) | : 3 |
| Amount (in Lakhs of Rs) | 1497 |
| Payment Date | 01-09-2018 |
| Remark | not okay |
| Entry Fee Document | UL20180016_EF_v0.pdf Not Verified! Plz Upload again. Choose File No file chosen Upload |

UPDATE

Now the applicant dashboard will look like this, as he will be waiting for scrutiny of both the documents

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|-------------------------------|---|
| 1 | UL20180016 | 22-09-2018 17:03:25 | BG scrutiny is in process | BG SCRUTINY IN PROCESS     |
| 2 | UL20180016 | 22-09-2018 17:03:25 | Entry fee scrutiny in process | ENTRY FEE SCRUTINY IN PROCESS     |

Showing 1 to 2 of 2 rows


Now your uploaded documents will be scrutinized by DoT and after successful scrutiny of the documents you will be notified about the same by SMS and E-Mail.

Your dashboard will look like this after successful scrutiny of bank guarantee and entry fee.

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|---|--|
| 1 | UL20180016 | 22-09-2018 17:03:25 | Entry fee, BG accepted and signed LOI verified | LICENSE ISSUANCE PENDING     |

Showing 1 to 1 of 1 rows


Now after successful scrutiny of bank guarantee and entry fee DoT will issue you the **License Certificate**

2.10 Download License Certificate

You can download your **License Certificate** from your dashboard by clicking the **Download License Certificate** button which is shown below.

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Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

| Sr.No. | Application Id | Application Created date | Application Status | Action |
|--------|----------------|--------------------------|------------------------------|--|
| 1 | UL20180016 | 22-09-2018 17:03:25 | License/Authorisation issued | Download License Certificate     |

Showing 1 to 1 of 1 rows

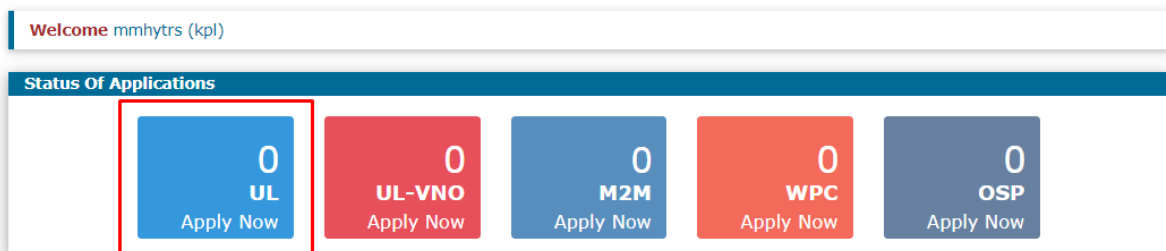
2.11 Profile Update without Scrutiny

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.

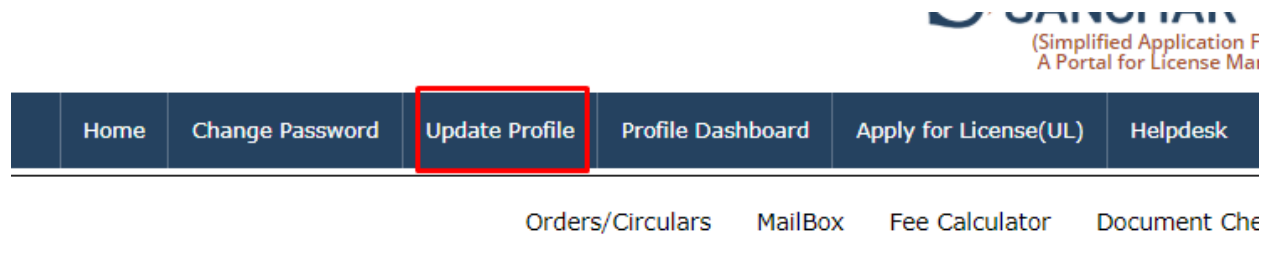
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

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

| | |
|-------------------------------|--|
| Registration Type | <input type="text" value="Company"/> |
| CIN | <input type="text" value="u58974gj3654res854796"/> |
| Company Name * | <input type="text" value="kpl"/> |
| Date of Incorporation* | <input type="text" value="15-02-2000"/> <input type="button" value="clear"/> |
| PAN* | <input type="text" value="aalpv3852g"/> |

[Complete Postal Address of Company](#)

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

2.11 Profile Update with Scrutiny

STEPS:

1. After login, click on UL module

The screenshot shows a user dashboard for Venugopal (Ravipraves). At the top, there is a navigation bar with 'Home', 'Change Password', and 'Helpdesk'. Below this, there are links for 'Orders/Circulars' and 'Document'. The main content area features a 'Status Of Applications' section with five cards: 'UL' (2), 'UL-VNO' (0), 'M2M' (0), 'WPC' (5), and 'OSP' (0). Each card has an 'Apply Now' button. The 'UL' card is highlighted with a red border.

| Module | Count | Action |
|--------|-------|-----------|
| UL | 2 | Apply Now |
| UL-VNO | 0 | Apply Now |
| M2M | 0 | Apply Now |
| WPC | 5 | Apply Now |
| OSP | 0 | Apply Now |

2. Click on Update Profile Menu on top

The screenshot shows the same user dashboard. At the top right, there is a logo for 'Simplified Application For Registrars' and 'A Portal for License Management'. Below this, there is a navigation bar with 'Home', 'Change Password', 'Update Profile', 'Profile Dashboard', 'Apply for License(UL)', and 'Helpdesk'. The 'Update Profile' menu item is highlighted with a red box. Below the navigation bar, there are links for 'Orders/Circulars', 'MailBox', 'Fee Calculator', and 'Document CheckList'.

Mobile Number

Upload File

Supporting document for updation of Authorised Address(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)

Uploaded

Request letter file upload*

Request letter for profile updation(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)

Uploaded

Other Documents to be uploaded,if any

Other Documents to be uploaded

3. After Validate button, Changed field will appear. Proceed accordingly

E-Mail: venumucharla2012@gmail.com

Mobile N

Upload F

Request

Changes in Profile Details ✕

| | Old Profile Details | New Profile Details |
|-------------------------------|--|--|
| Authorisation Contact Details | kfkgyulyugl(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile) | Venugopal(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile) |

Other Documents to be uploaded,if any

Other Documents to be uploaded

No file chosen

4. After OTP Authentication , submit button will enable.

OTP Authentication

Mobile OTP

E-Mail OTP

(To reset any change in the above registration form)


Enter Captcha before submit

OTP Authentication

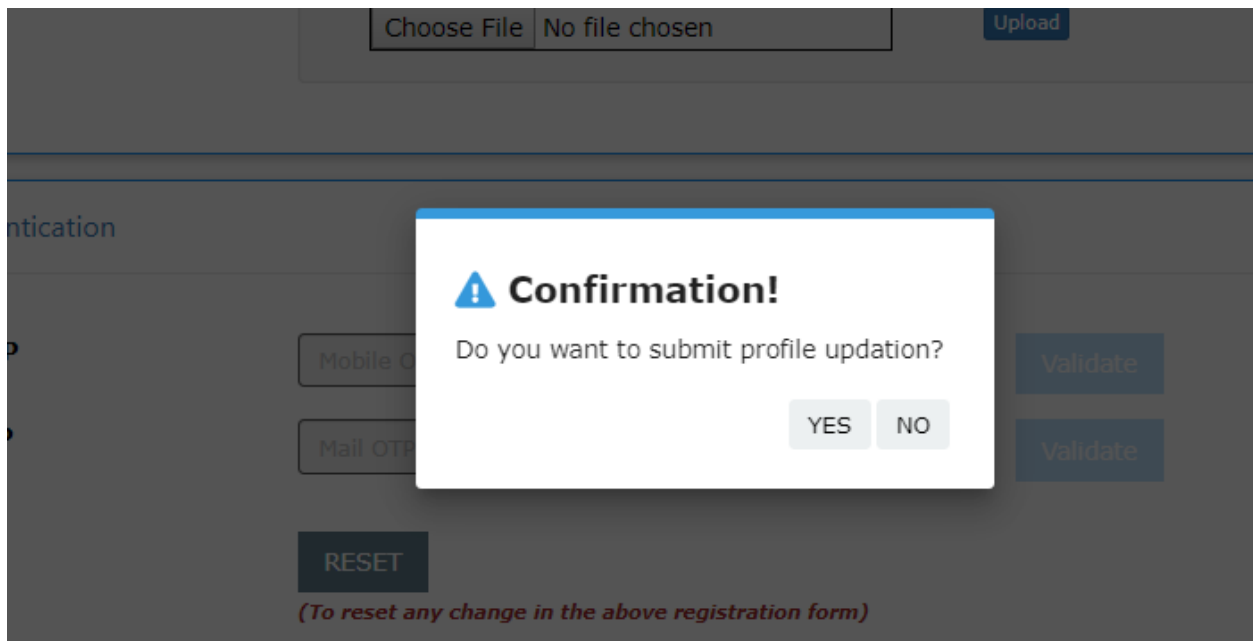
Mobile OTP Mobile OTP verified

E-Mail OTP Mail OTP verified

(To reset any change in the above registration form)

Enter Captcha before submit 

5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.



Info:Application Complete/inprocess status of all modules(licences)
 UL/UL(VNO) Applications:1
 OSP Applications:0
 WPC Applications:1

User Profile Updation dashboard

| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | |
|--------|-------------|---------------------|------------|------------------------------------|------------------|--|
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | Request applied | SCRUTINY PENDING | |
| 2 | 20190000102 | 2019-07-25 11:45:37 | C201800850 | Request verified OK after Scrutiny | COMPLETED | |
| 3 | 20190000100 | 2019-07-23 15:59:12 | C201800850 | Request verified OK after Scrutiny | COMPLETED | |
| 4 | 20190000099 | 2019-07-23 15:54:45 | C201800850 | Request verified OK after Scrutiny | COMPLETED | |

Showing 1 to 4 of 4 rows

6. Can check the to whom the scrutiny assigned through

Profile History for :20190000108

No of Rows:1

| S.NO | Status | Request Forwarded By | Request Forwarded To | Request Forwarded Date | Remark |
|------|-----------------|-----------------------|----------------------|------------------------|--------|
| 1 | Request applied | kfkglyyugl(applicant) | nodal_asus | 29-07-2019 12:08:35 | |

Close

7. Check the uploads through

Attachments of 20190000108

Latest Attachments | Old Attachments

| Sr.No. | Document Name | File Name | File Created Date |
|--------|--|----------------------------|---------------------|
| 1 | Request letter for profile updation | 20190000108_REQ_LTR_v0.pdf | 2019-07-29 12:01:20 |
| 2 | Authorised contact Person /Signatory details | 20190000108_AUTH_v0.pdf | 2019-07-29 12:01:12 |

WPC Applications:1

User Profile Updation dashboard

| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | | |
|--------|-------------|---------------------|------------|------------------------------------|------------------|--|--|
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | Request applied | SCRUTINY PENDING | | |
| 2 | 20190000102 | 2019-07-25 11:45:37 | C201800850 | Request verified OK after Scrutiny | COMPLETED | | |
| 3 | 20190000100 | 2019-07-23 15:59:12 | C201800850 | Request verified OK after Scrutiny | COMPLETED | | |
| 4 | 20190000099 | 2019-07-23 15:54:45 | C201800850 | Request verified OK after Scrutiny | COMPLETED | | |

8. After submit of profile update, the request status is REQUEST APPLIED

User Profile Updation dashboard

| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | | |
|--------|-------------|---------------------|------------|---------------------------|------------------|---|---|
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | Request applied | SCRUTINY PENDING | | |
| 2 | 20190000102 | 2019-07-25 | C201800850 | Request verified OK after | COMPLETED | - | - |

9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.

User Profile Updation dashboard

| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | | |
|--------|-------------|---------------------|------------|---|--------|--|--|
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | After Scrutiny by DoT, reverted to applicant for update | UPDATE | | |

MOBILE NUMBER

Upload File

Supporting document for updation of Authorised contact Person /Signatory details

[20190000108_AUTH_v0.pdf](#) Not Verified! Plz Upload again

No file chosen

Request letter file upload

Request letter for profile updation

[20190000108_REQ_LTR_v0.pdf](#) Not Verified! Plz Upload again

No file chosen

10. After submit, page will redirect to profile dashboard along with SMS and mail to nodal

| User Profile Updation dashboard | | | | | | |
|---------------------------------|-------------|------------------------|------------|------------------------------------|-------------------------|--|
| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | |
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | Resubmitted after Reversion | PENDING FOR RE-SCRUTINY | |
| 2 | 20190000102 | 2019-07-25 11:45:37 | C201800850 | Request verified OK after Scrutiny | COMPLETED | |

11. If scrutiny is OK, then Profile update cycle is completed

| Sr.No. | Request ID | Request Date | User ID | Application Status | Action | |
|--------|-------------|------------------------|------------|------------------------------------|-----------|--|
| 1 | 20190000108 | 2019-07-29 12:08:35 | C201800850 | Request verified OK after Scrutiny | COMPLETED | |