User Manual

(For Applicant)

Online Registration of Captive VSAT

Department of Telecommunications

Government of India

15 JUN, 2023

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Section-1

1.1 General Introduction

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

Acronyms and Abbreviations

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

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **CVSAT** : Captive-VSAT.
- **LOI** : Letter of Intent
- **FBG** : Financial Bank Guarantee

1.2 About Captive VSAT License

Captive VSAT License means the license for those networks in which the equipment and facilities are owned and operated by the licensee itself for its own use under one Closed User Group (CUG). The Captive VSAT CUG is deployed by corporate and Government bodies to cater to their own requirement and applications. For deployment of Captive VSAT network, the intending organization has to apply to Satellite Division of DoT HQ to obtain Captive VSAT service license according to the laid down procedure.
Third party ownership and provision of services by third party are not permitted under this category of license.

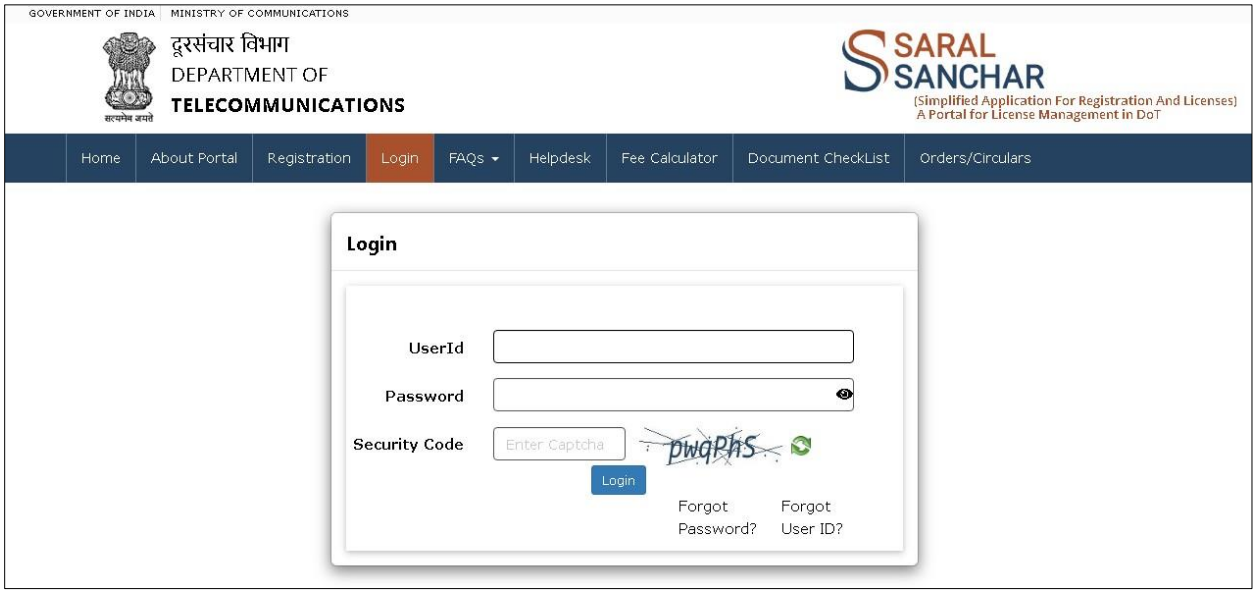
Saral Sanchar web base portal facilitates to apply for authorization of above License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/authorization

Section-2 Applicant Part

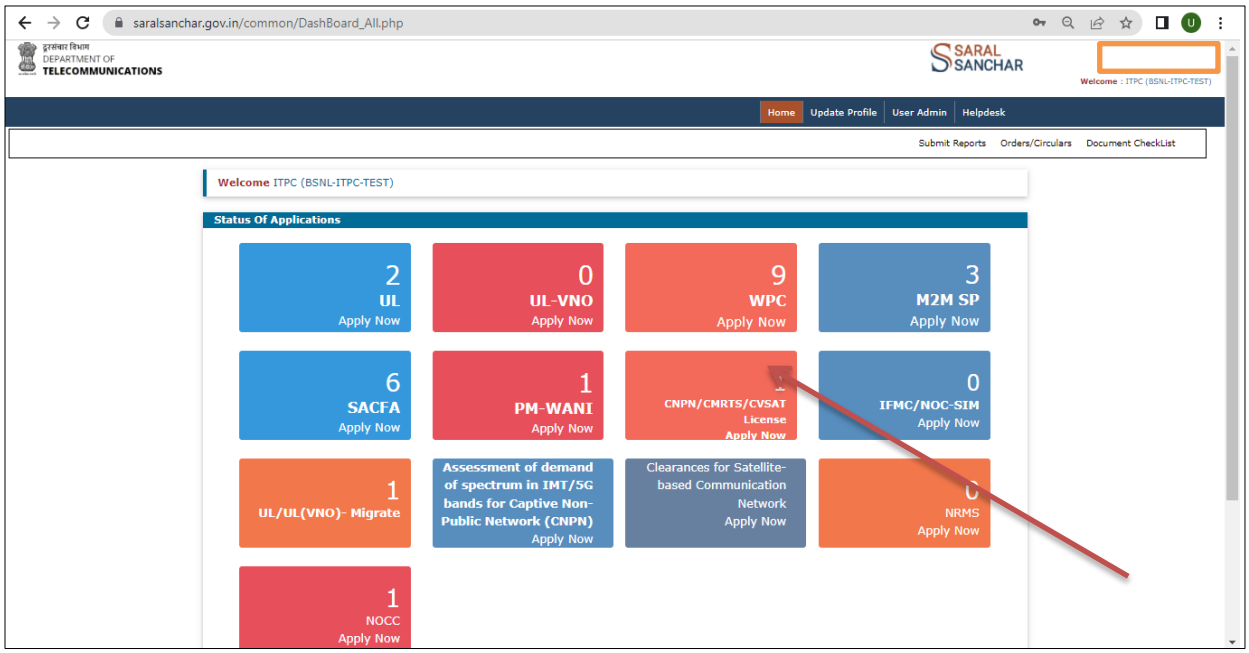
2.1 Login

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**.

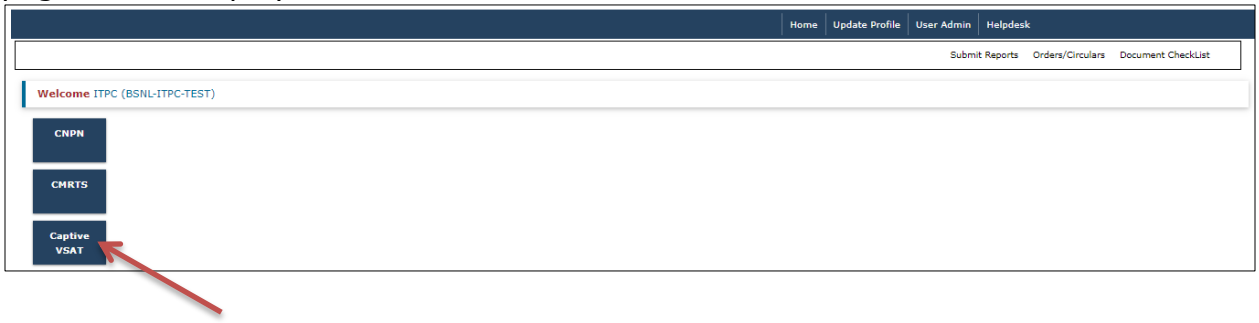
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



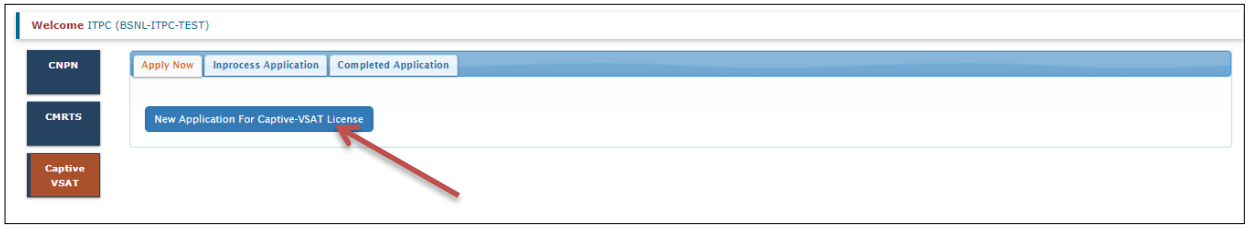
After clicking Login you will be directed to this page.



Click on the CNPN/CMRTS/CVSAT License block as shown in arrow following page will be displayed.



Click on "Captive VSAT" button.Captive VSAT dashboard will be displayed as shown in the below screenshot.



Click on "New Application For Captive-VSAT License" button for creation of application .

2.2 Captive VSAT Application :

Below is a sample demo for **Captive VSAT application**.

For this click on the **" New Application For Captive-VSAT License"** button (***Shown by red arrow***) under Apply now tab.

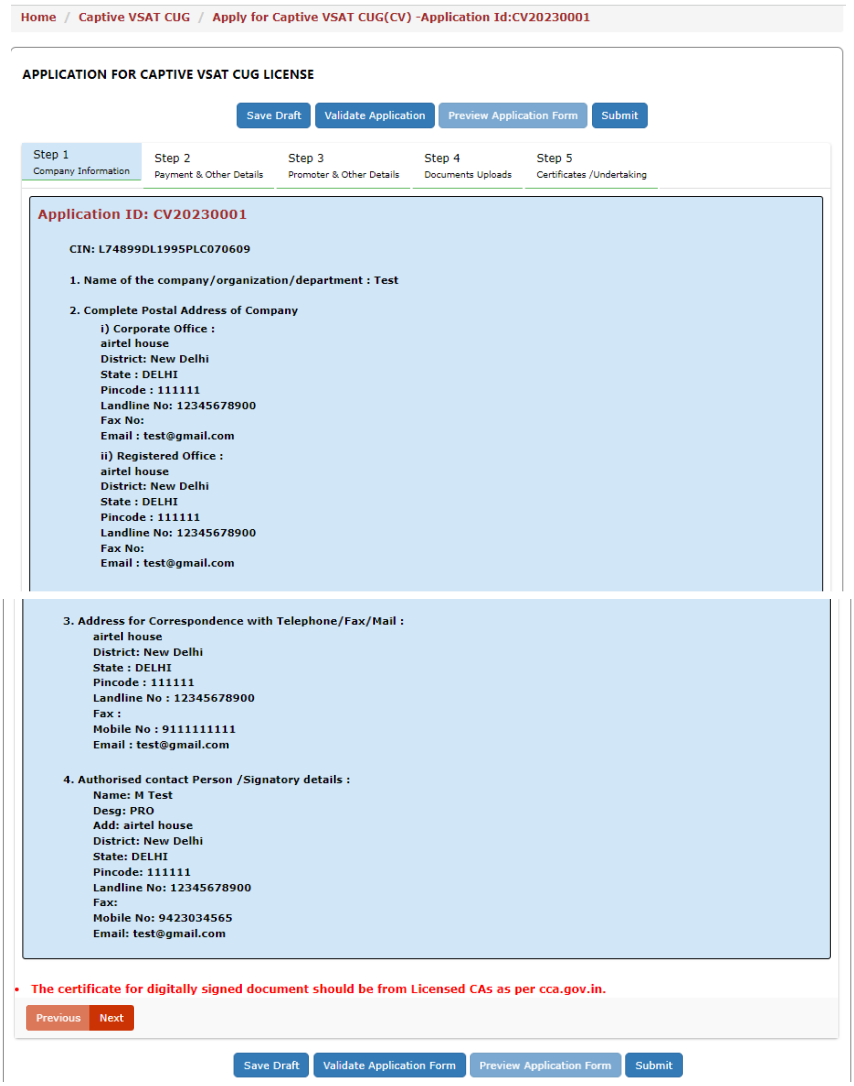
Application form will appear as follows. Form comprises of 5 steps viz. company info, payment & Other details, Promoter & Other details, Documents Upload and Certificate/Undertaking.

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 1

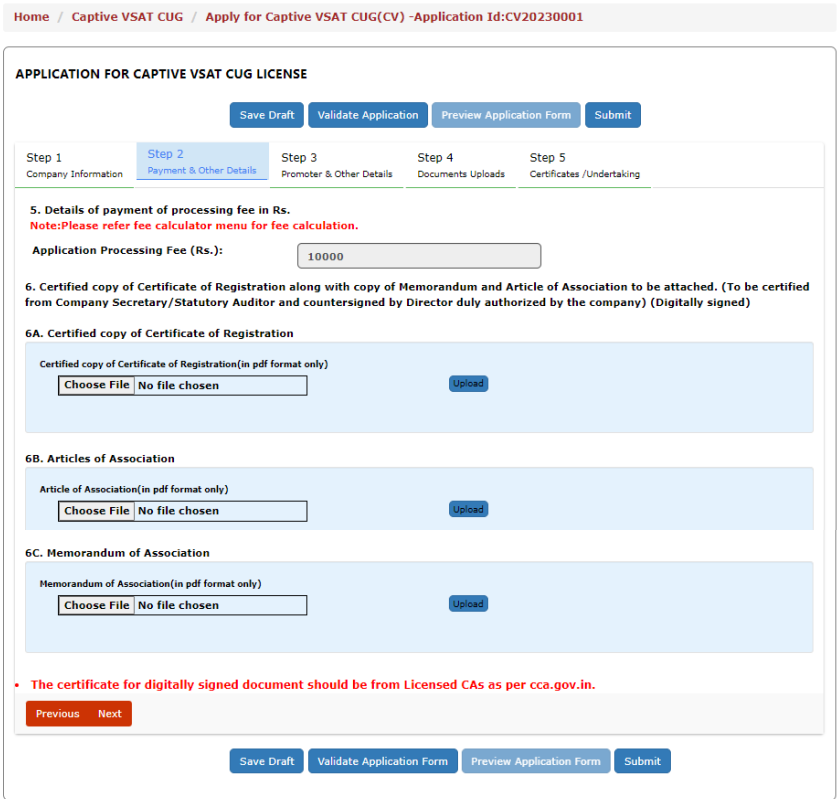
Company Information: In this step the information about company entered while registration will pop up and will be in disabled form.



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.

2.2.2 Step 2

Payment and Other Details: In this step the user has to upload all documents by clicking "**choose File**" button against each document and then selecting **file** and **upload** using "**upload button**".



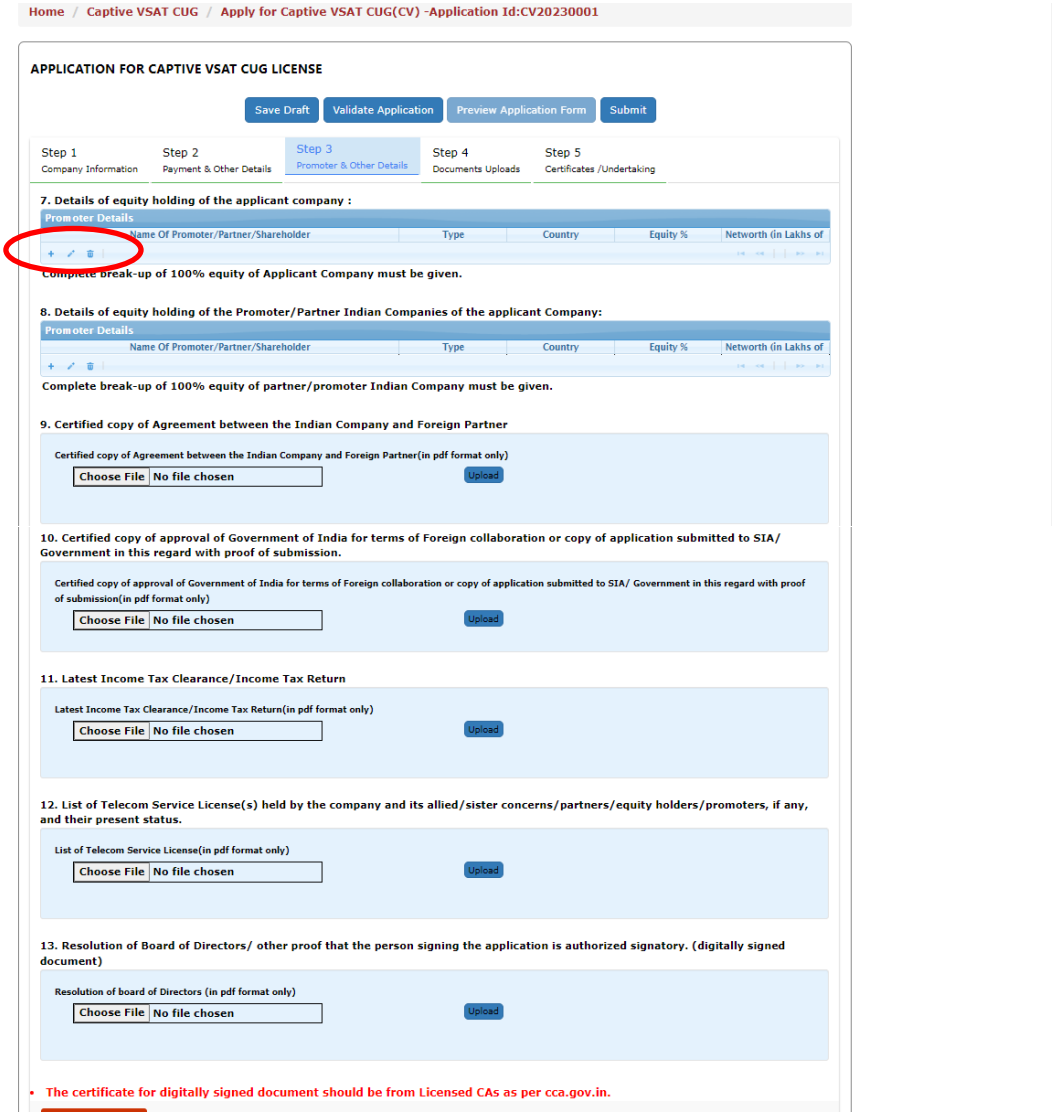
Step-3 Promoter & Other Details

In this step user has to enter equity details , promoter details and upload documents.

(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 details.

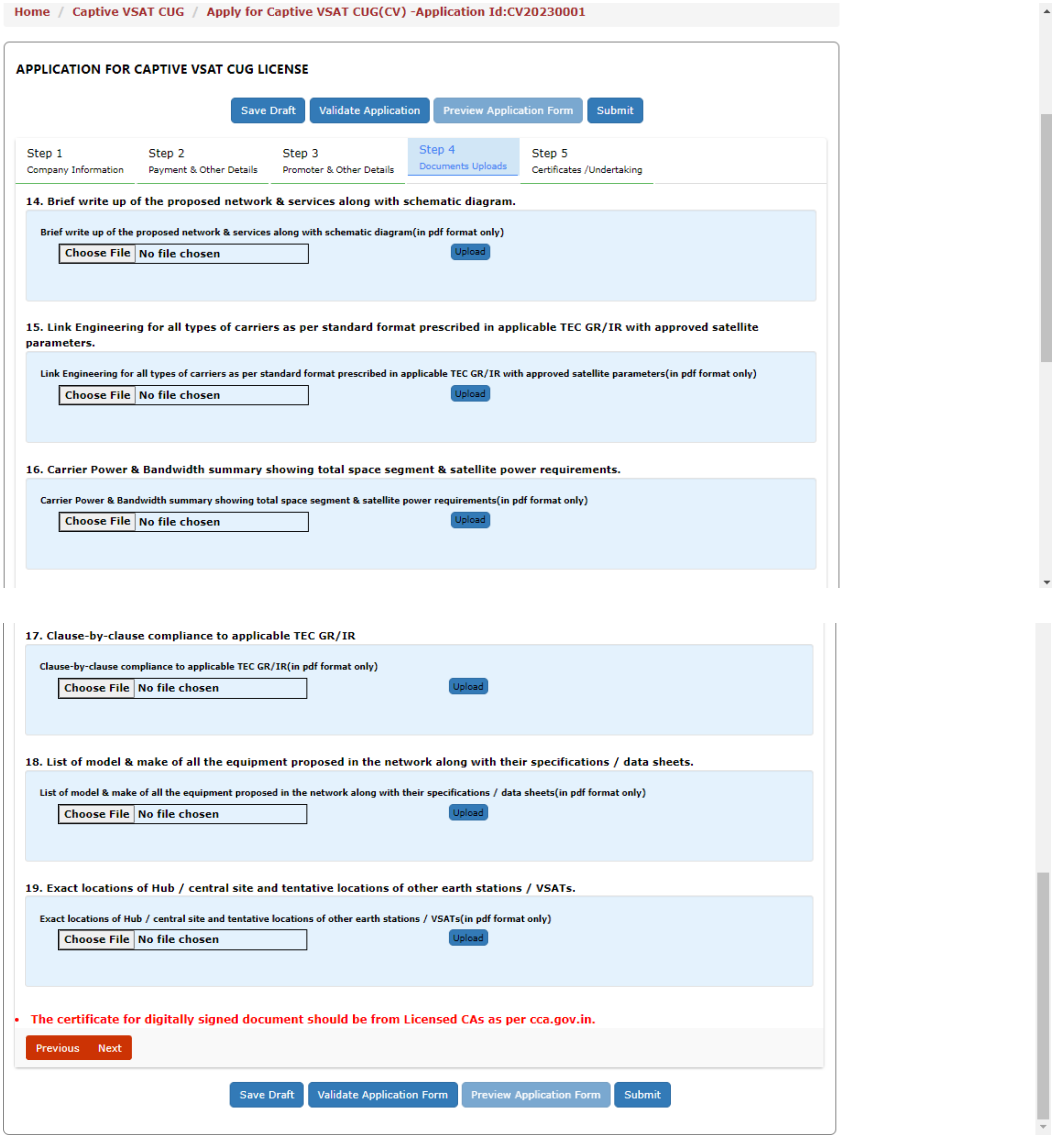
(b) If already details are submitted and user wants to change it then he has to click on " " icon. Separate window will pop up to feed the data. Do necessary changes and submit.

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



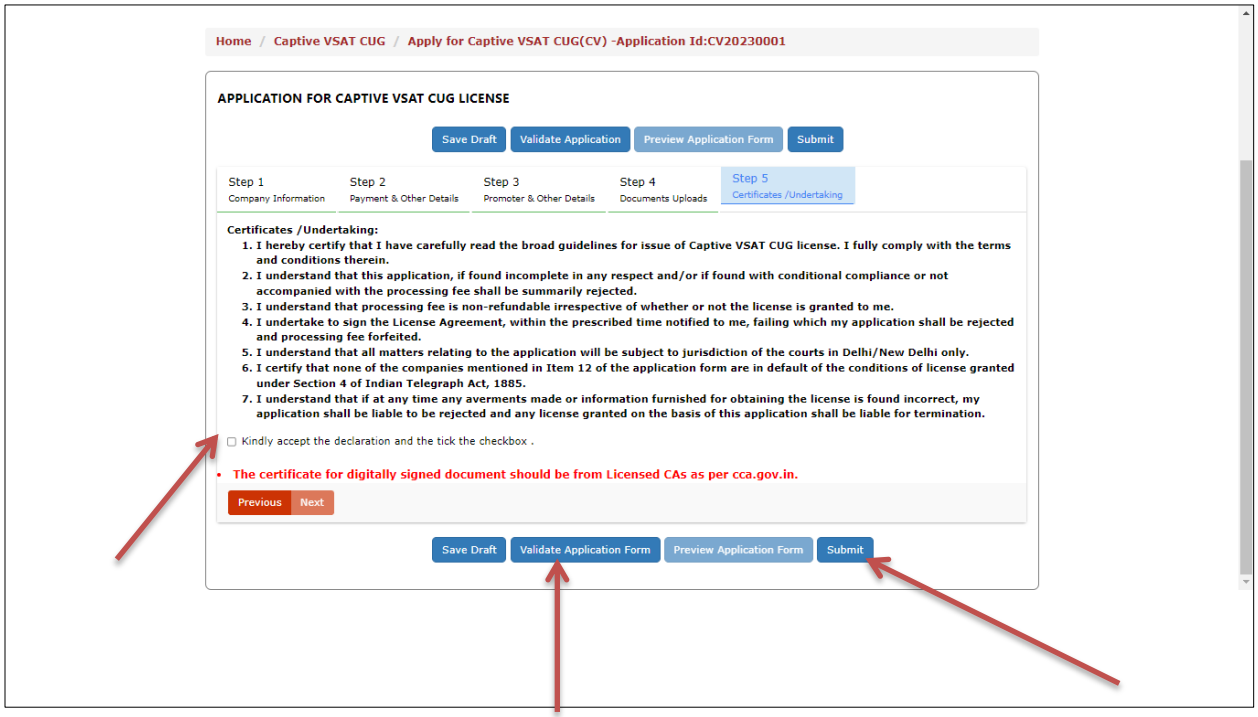
Step-4 Documents Upload

In this step digitally signed copy of documents need to be uploaded

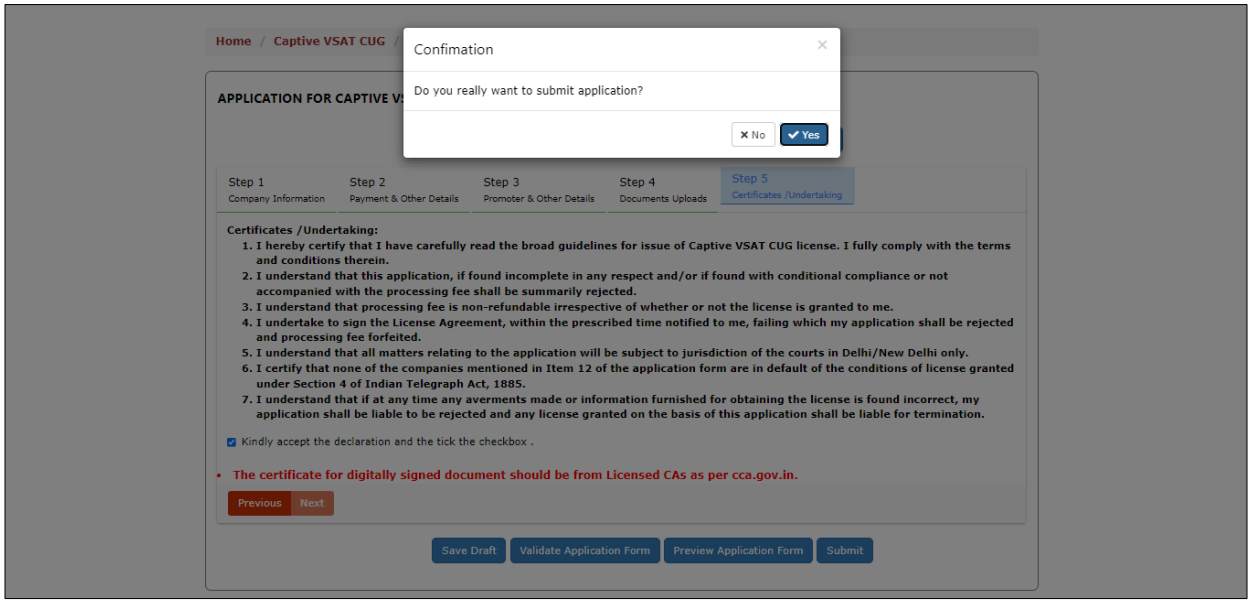


Step-5 Certificates/Undertaking

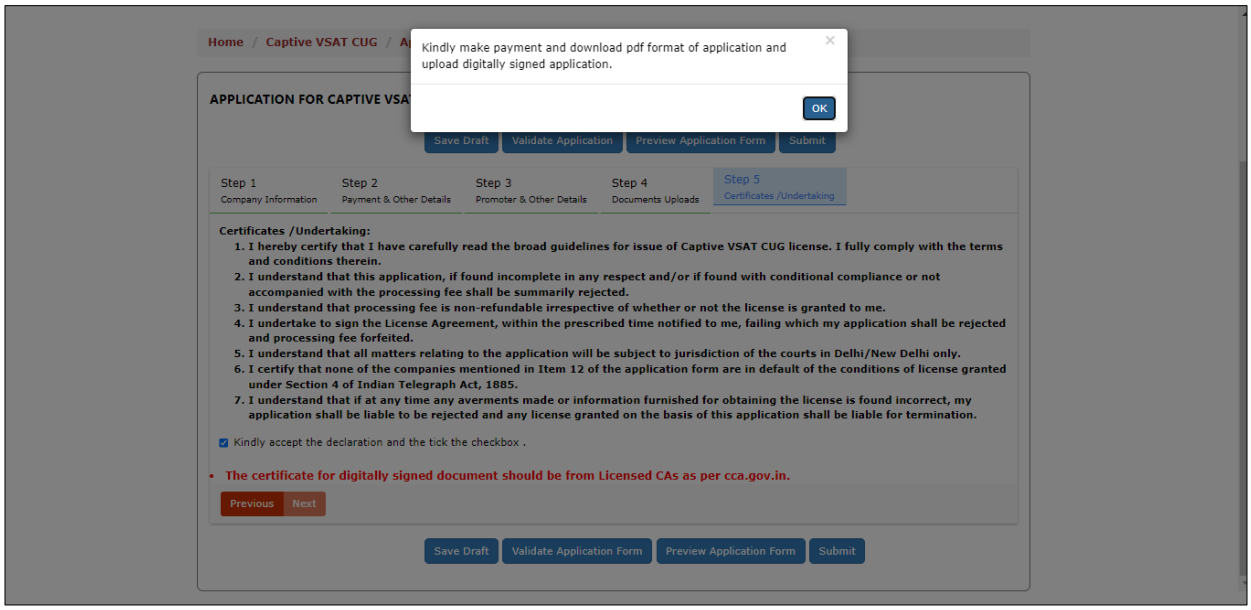
User has to select the check box before submit the application.



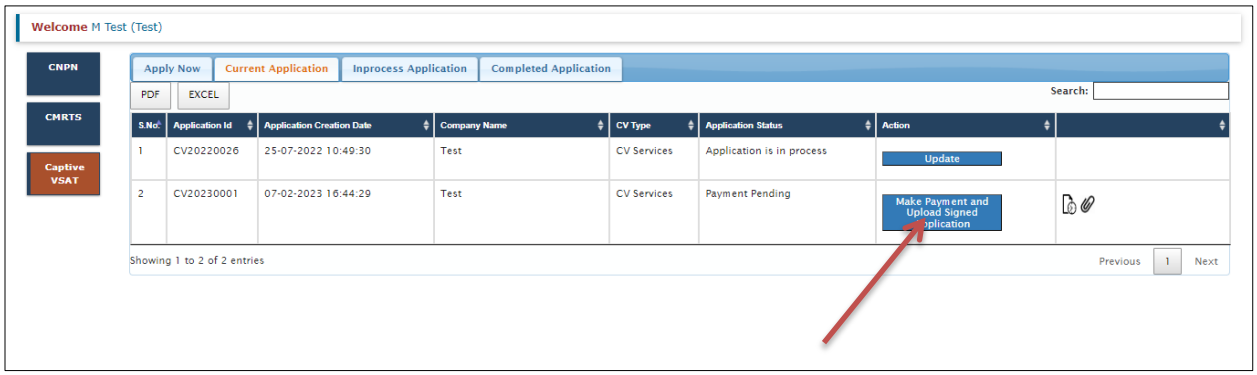
Before submit the application click on “Validate Application Form” button .If validation is successful then click on “Submit” Button”.



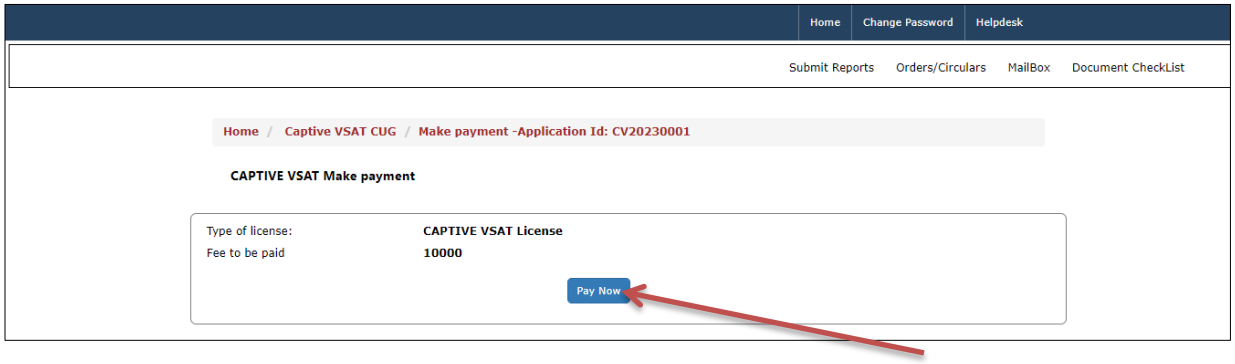
After click on “Submit” button confirmation message will pop up. If accept the confirmation application will be pre submitted and payment option will come.


Home / Captive VSAT CUG /
Kindly make payment and download pdf format of application and upload digitally signed application.
OK
APPLICATION FOR CAPTIVE VSA
Save Draft
Validate Application
Preview Application Form
Submit
Step 1
Company Information
Step 2
Payment & Other Details
Step 3
Promoter & Other Details
Step 4
Documents Uploads
Step 5
Certificates /Undertaking
Certificates /Undertaking:
1. I hereby certify that I have carefully read the broad guidelines for issue of Captive VSAT CUG license. I fully comply with the terms and conditions therein.
2. 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.
3. I understand that processing fee is non-refundable irrespective of whether or not the license is granted to me.
4. I undertake to sign the License Agreement, within the prescribed time notified to me, failing which my application shall be rejected and processing fee forfeited.
5. I understand that all matters relating to the application will be subject to jurisdiction of the courts in Delhi/New Delhi only.
6. I certify that none of the companies mentioned in Item 12 of the application form are in default of the conditions of license granted under Section 4 of Indian Telegraph Act, 1885.
7. I understand that if at any time any averments made or information furnished for obtaining the license is found incorrect, my application shall be liable to be rejected and any license granted on the basis of this application shall be liable for termination.
Kindly accept the declaration and the tick the checkbox .
The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.
Previous
Next
Save Draft
Validate Application Form
Preview Application Form
Submit

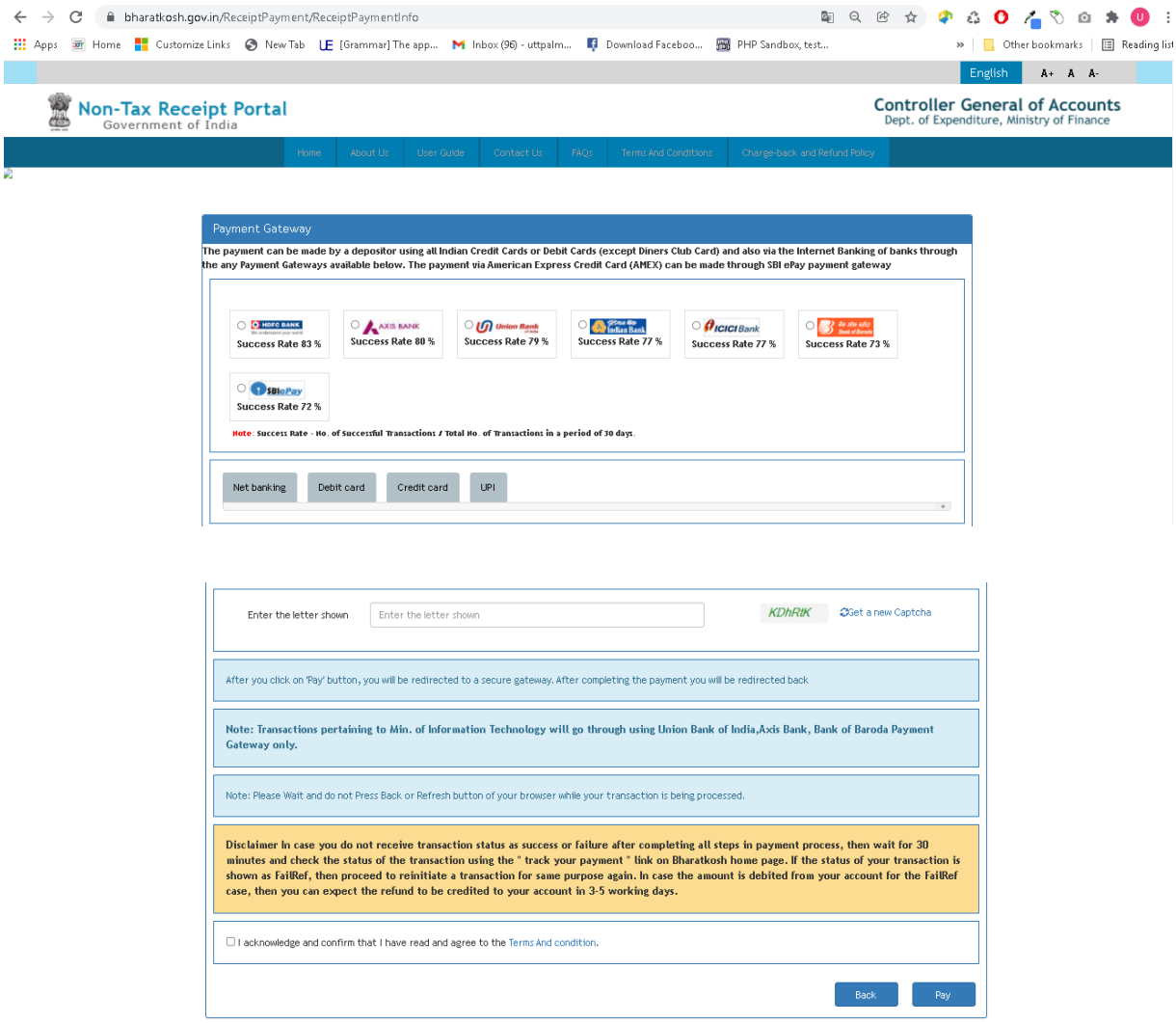
2.3 Online Payment of Processing Fee



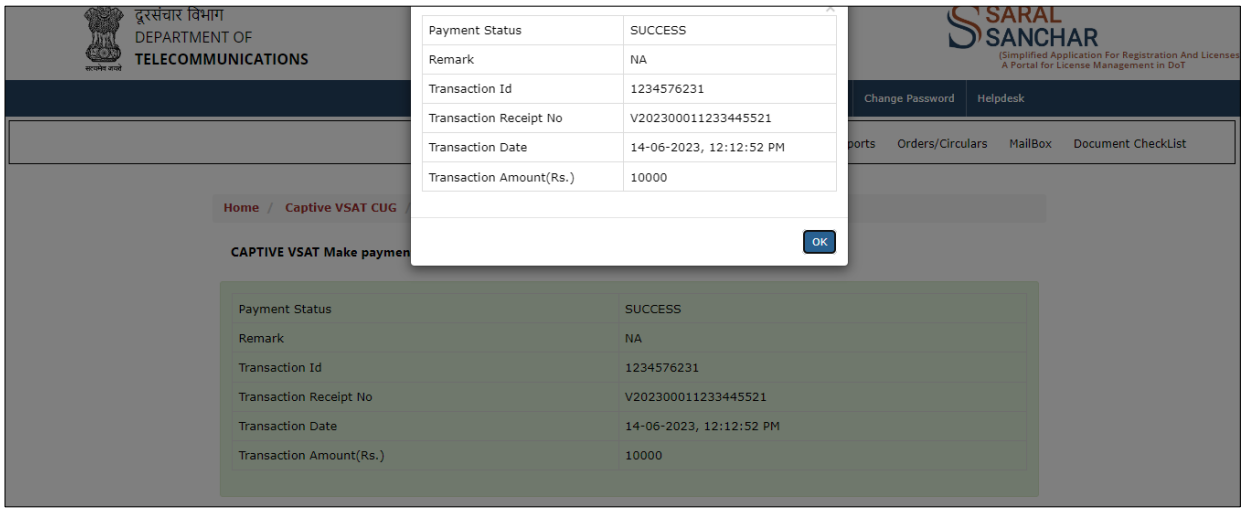
Application will be available on the dashboard for payment.



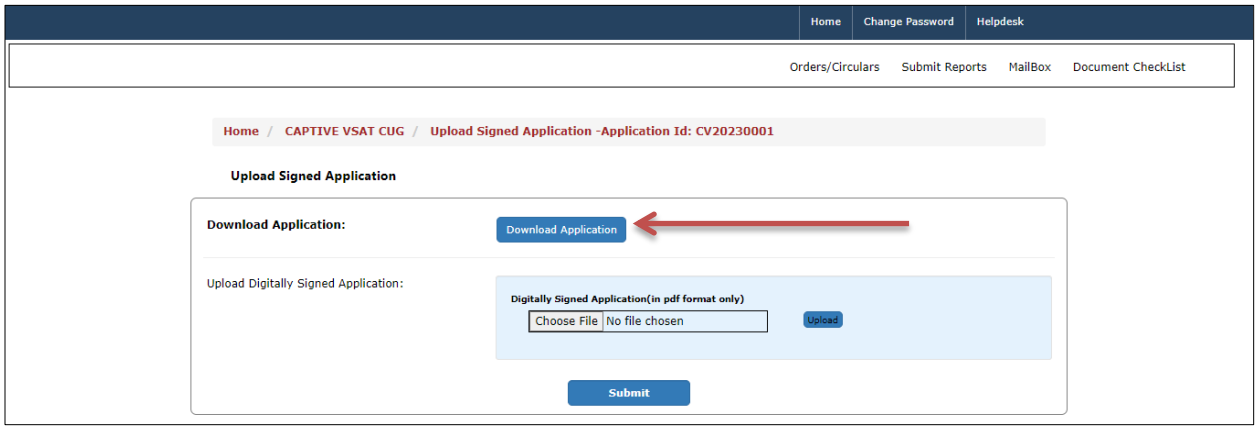
On click of "Pay Now" button, you will be directed to the payment mode selection.



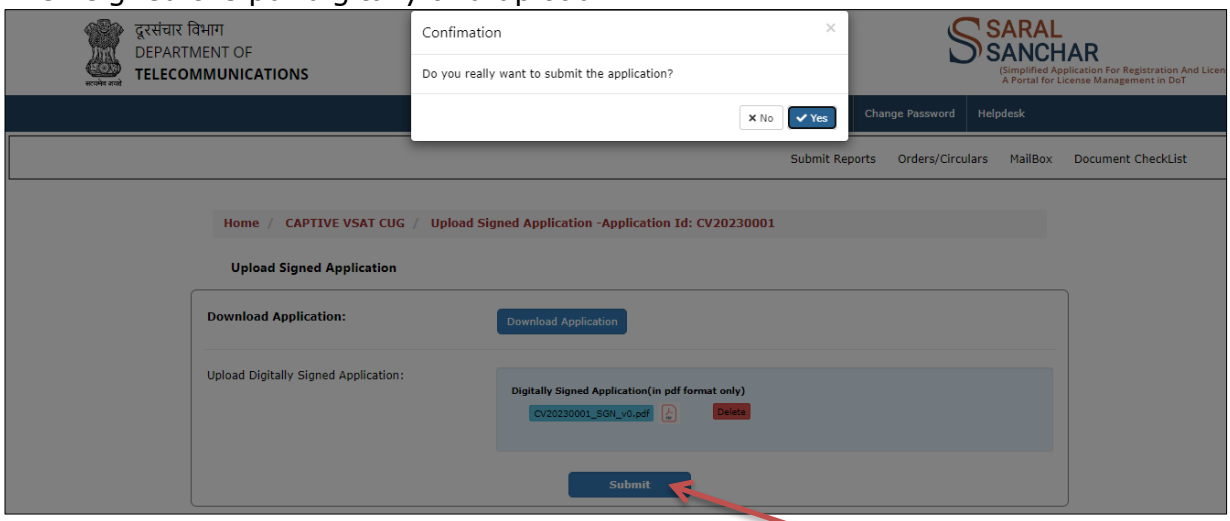
Click pay button to get redirected to enter details of Credit card/bank details. On completion of successful payment, you will be redirected to Saralsanchar portal with the transaction ref no , challan number.



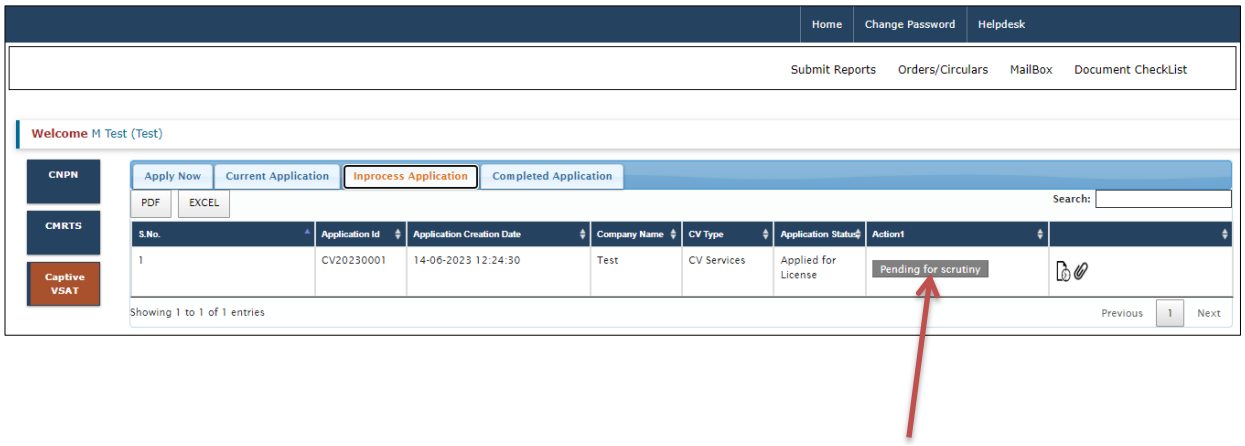
2.4 Upload Signed Application :



Download application pdf by clicking on "Download Application" button.
Then signed the pdf digitally and upload.



Click on submit button and confirm. Application will be submitted and it will be available to nodal for scrutiny.



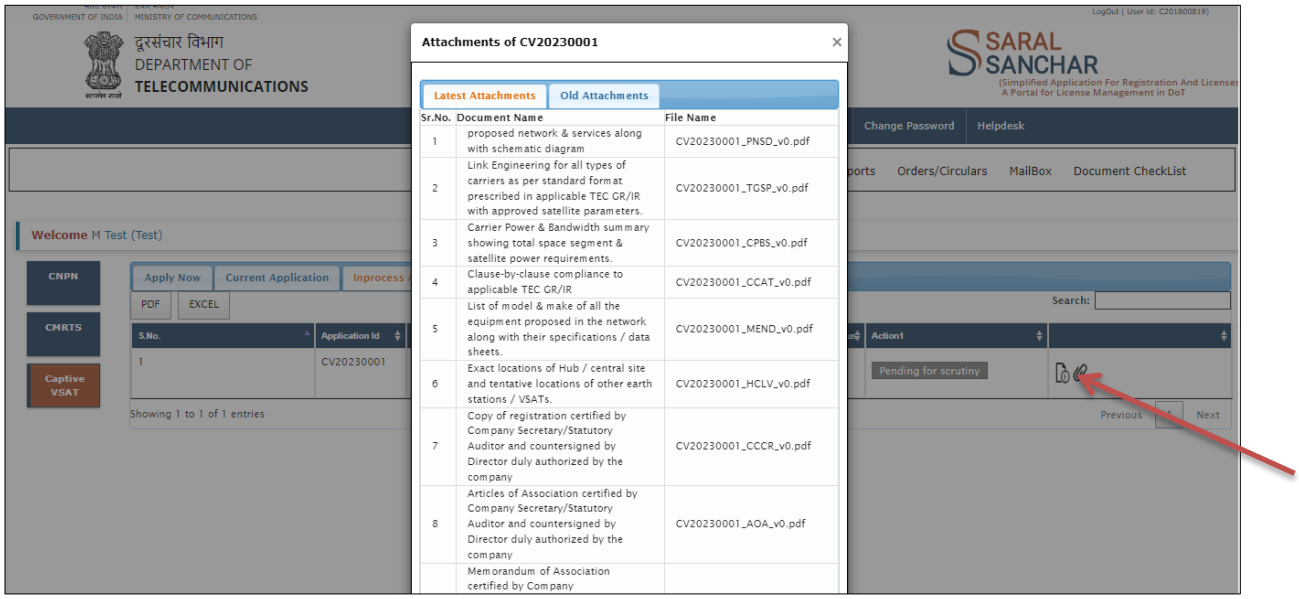
Scrutiny :

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 have to re-upload or correct the data as per nodal remark and resubmit the applications again .

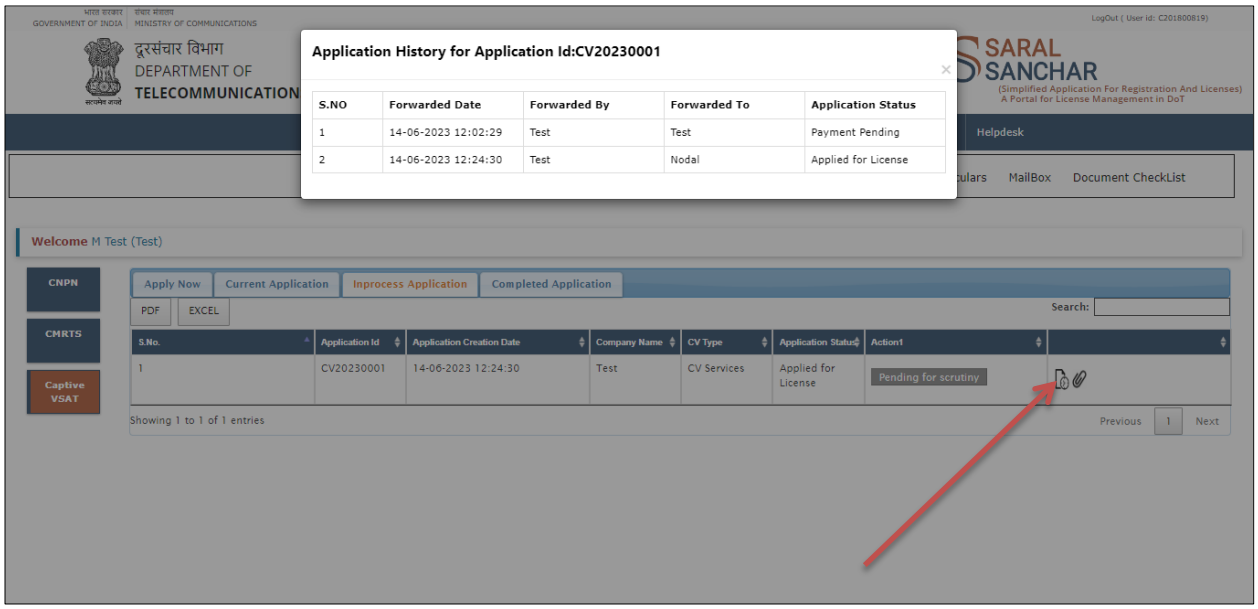
2.5 Dashboard Details

This dashboard has four buttons

1. **Attachment**: This shows the history of actions completed till now.

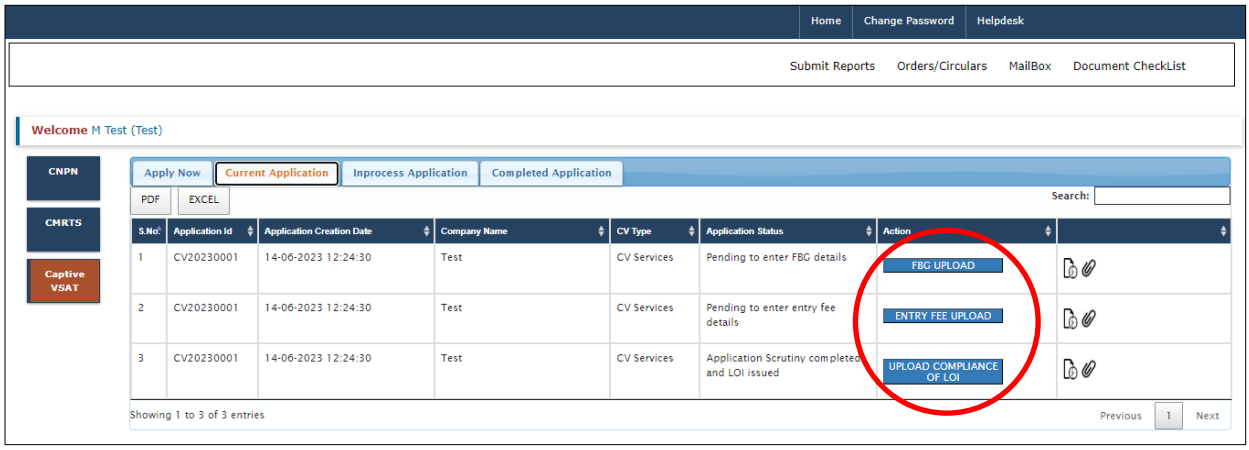


2. **History button**: This shows the history of actions completed till now.



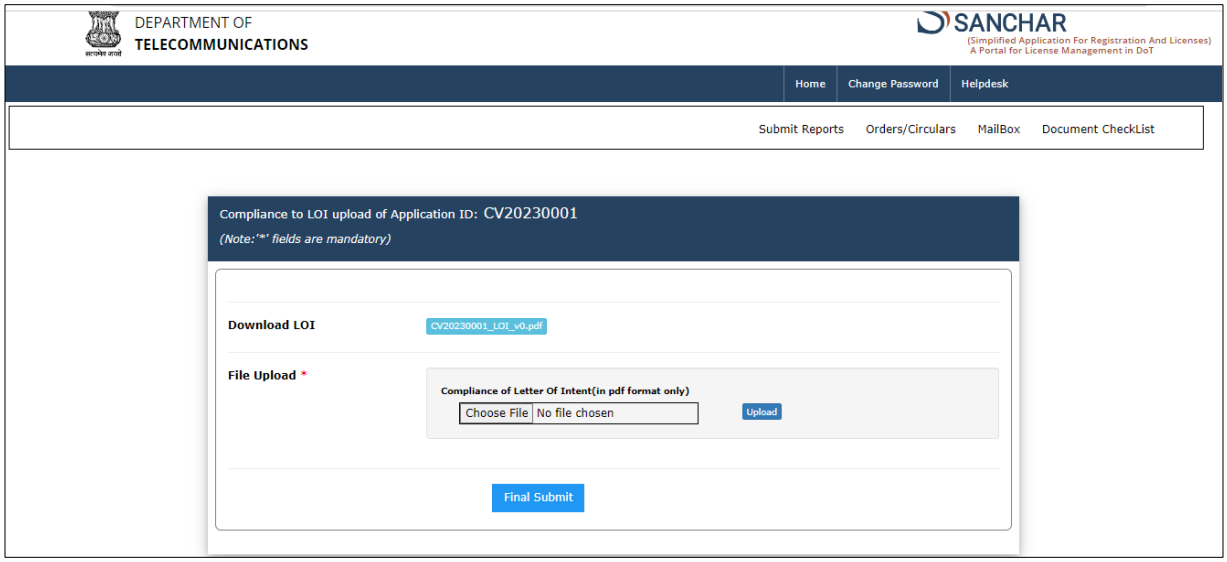
2.6 Upload Signed LOI , BG Upload and Online Payment Of Entry Fee

If application is accepted by nodal, nodal will issue LOI . Then three buttons (shown under red circle) will be available in the applicant dashboard for LOI compliance , FBG(Financial Bank Guarantee) and payment of Entry fee.



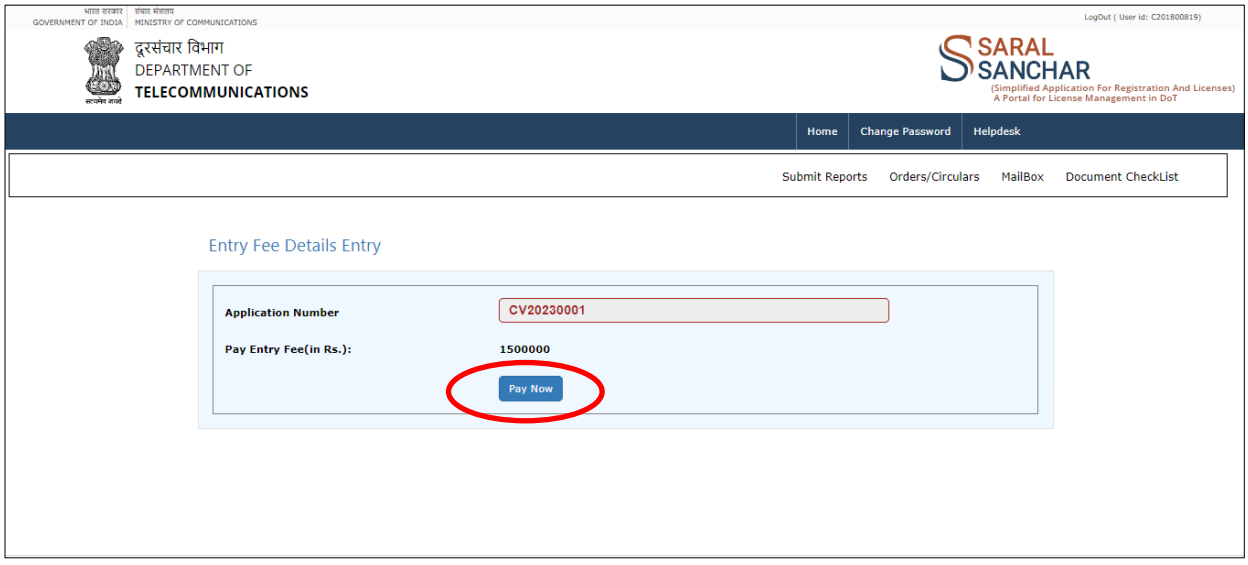
2.6.1 LOI compliance

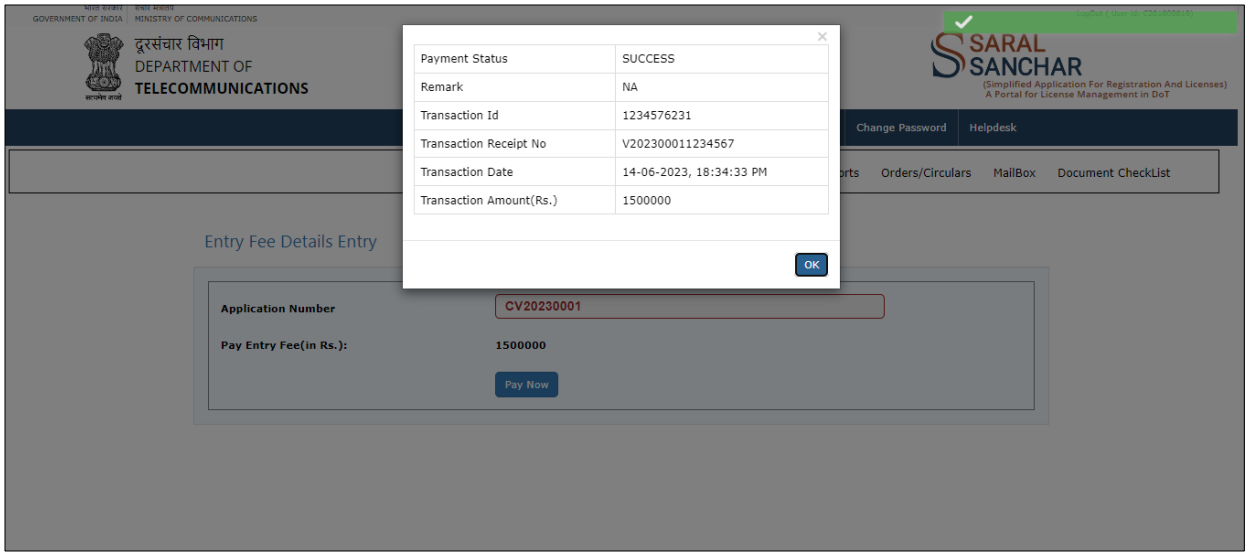
Upload digitally signed copy of Letter of Intent



2.6.2 Payment Of Entry Fee

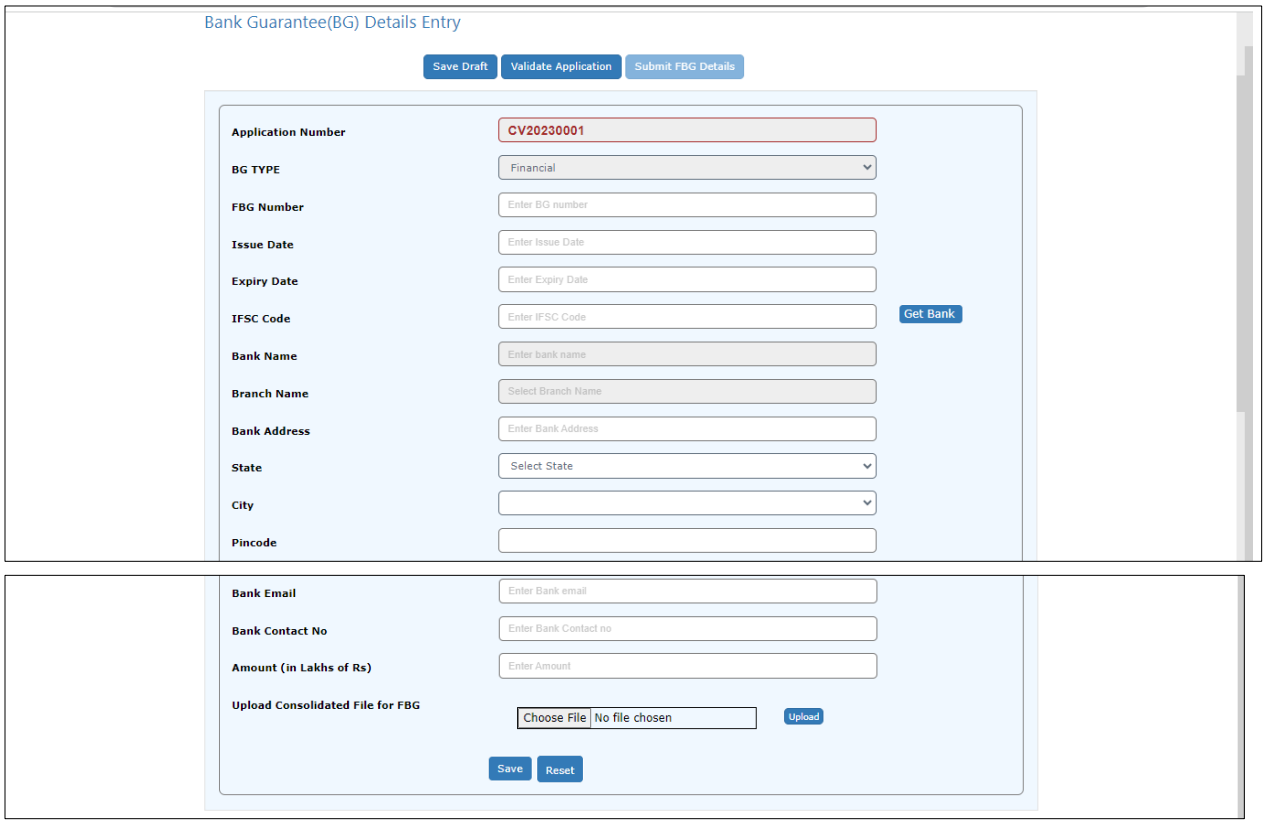
Make payment entry fee by clicking on "Pay Now" button . After clicking on Pay now button you will be redirected to payment gateway. Then complete the payment



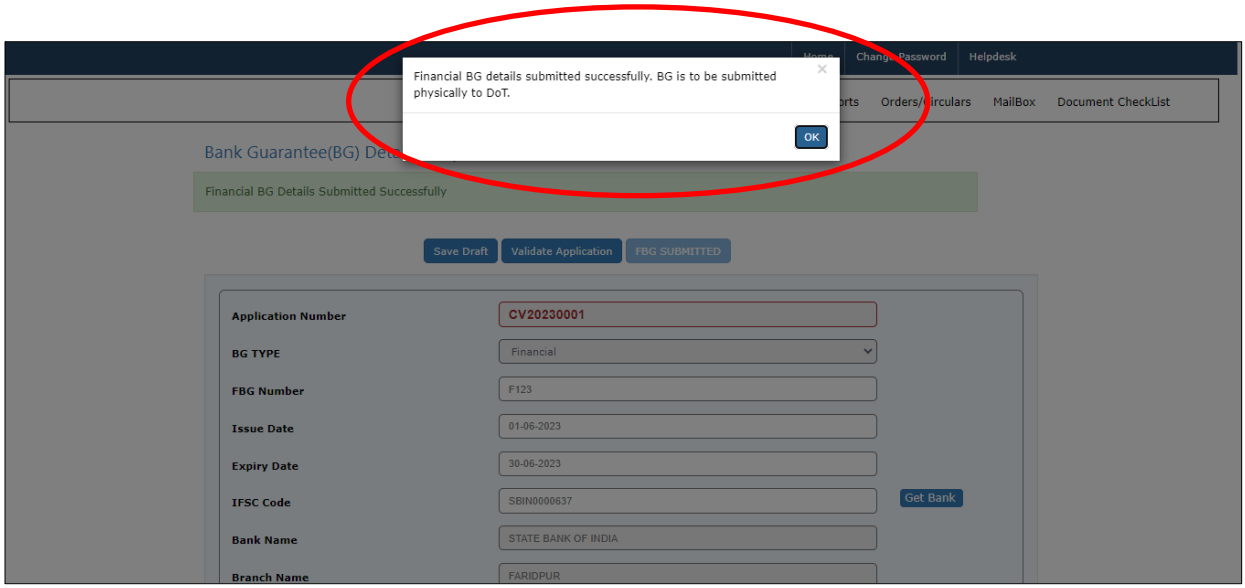


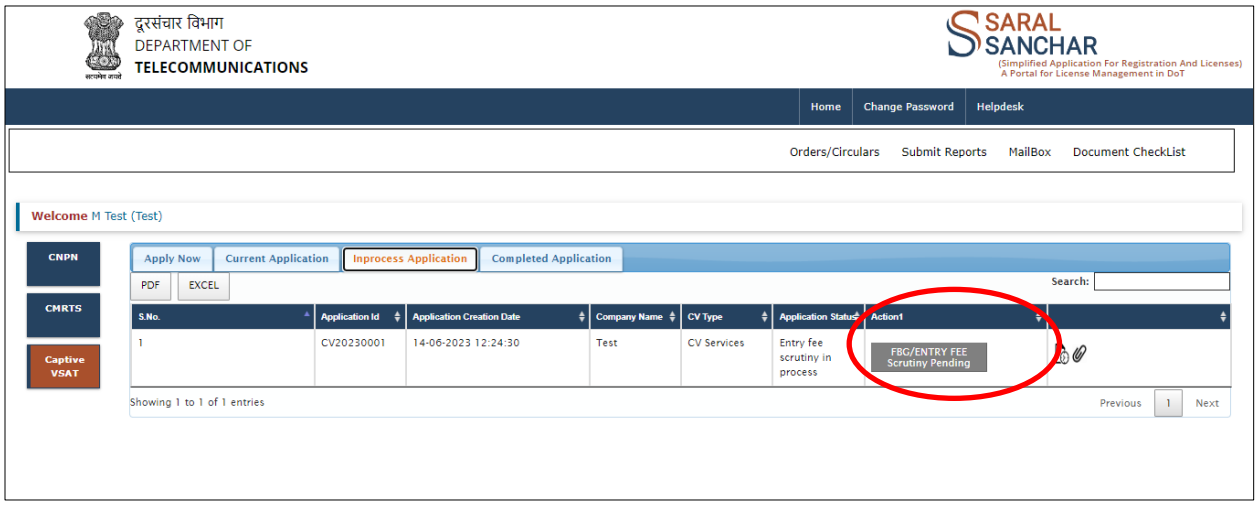
2.6.3 FBG(Financial Bank Guarantee)

Enter FBG details and click on save draft. Details will be saved. After that validate FBG entry by clicking on "Validate Application". Once validation is successful "Submit FBG Details" button will be enabled.



After successfully submit of FBG details ,applicant has to submit BG details physically to DoT.

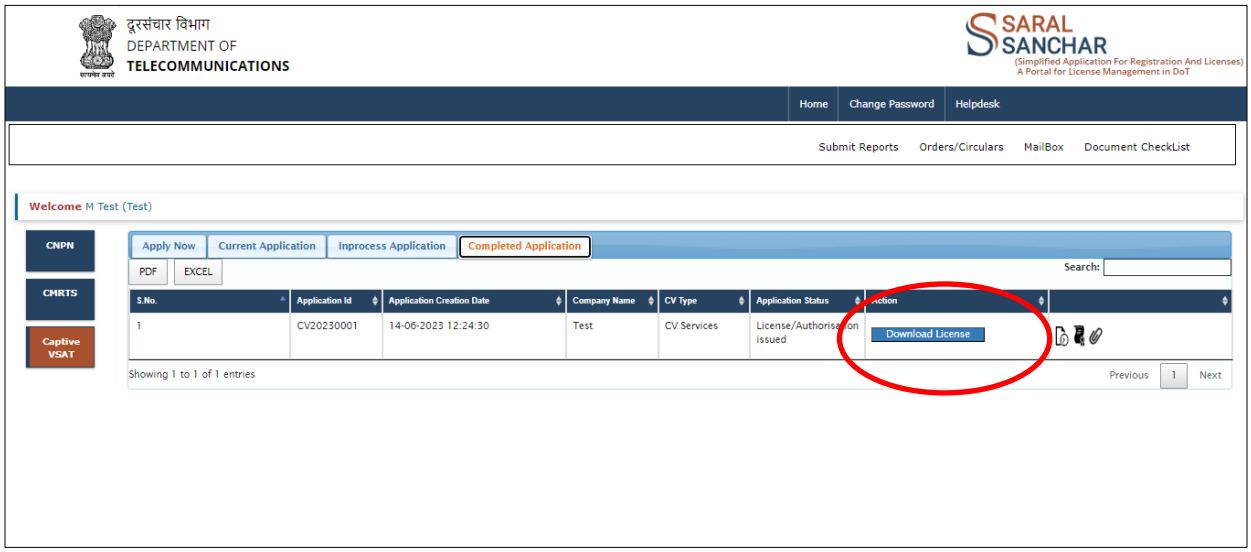




DoT nodal will scrutinize all three forms LOI compliance, FBG(Financial Bank Guarantee) details and Entry fee details. For any shortfall or discrepancy nodal can revert back these applications for correction . Applicant has to correct these as per DoT remark and resubmit the application. Once these applications will be accepted by nodal, nodal will issue the license. After issuance of license , "Download License" button will be available to applicant in the dashboard.

2.7 Download License Certificate

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



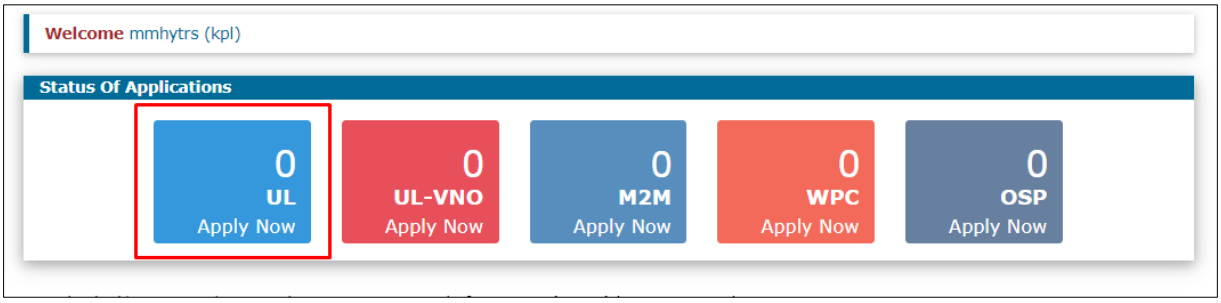
2.8 Profile Update without Scrutiny

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.

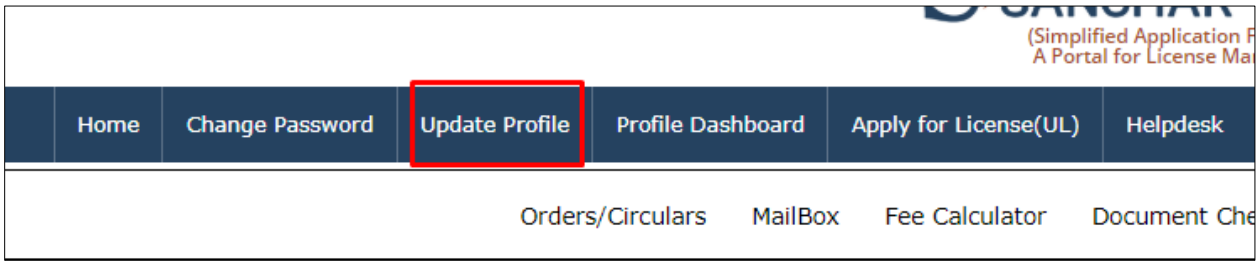
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

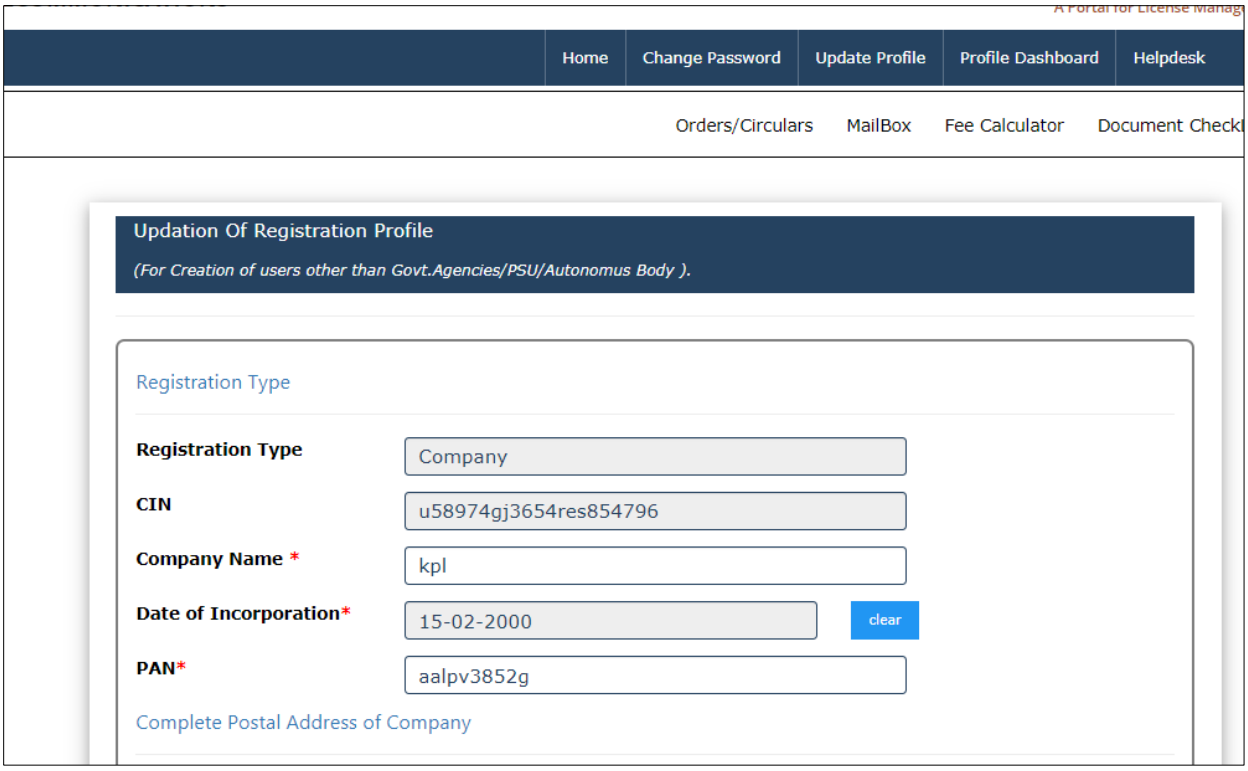
1. After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

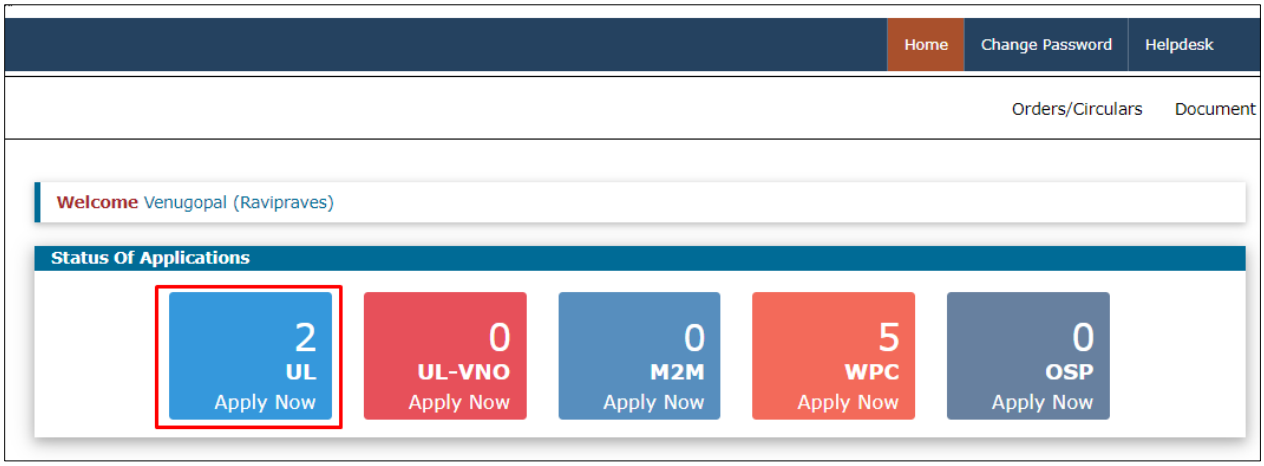


1. User can update profile multiple times until new application is applied and in process

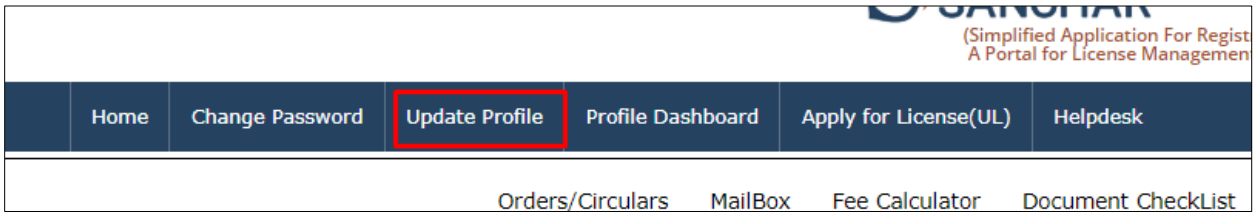
2.9 Profile Update with Scrutiny

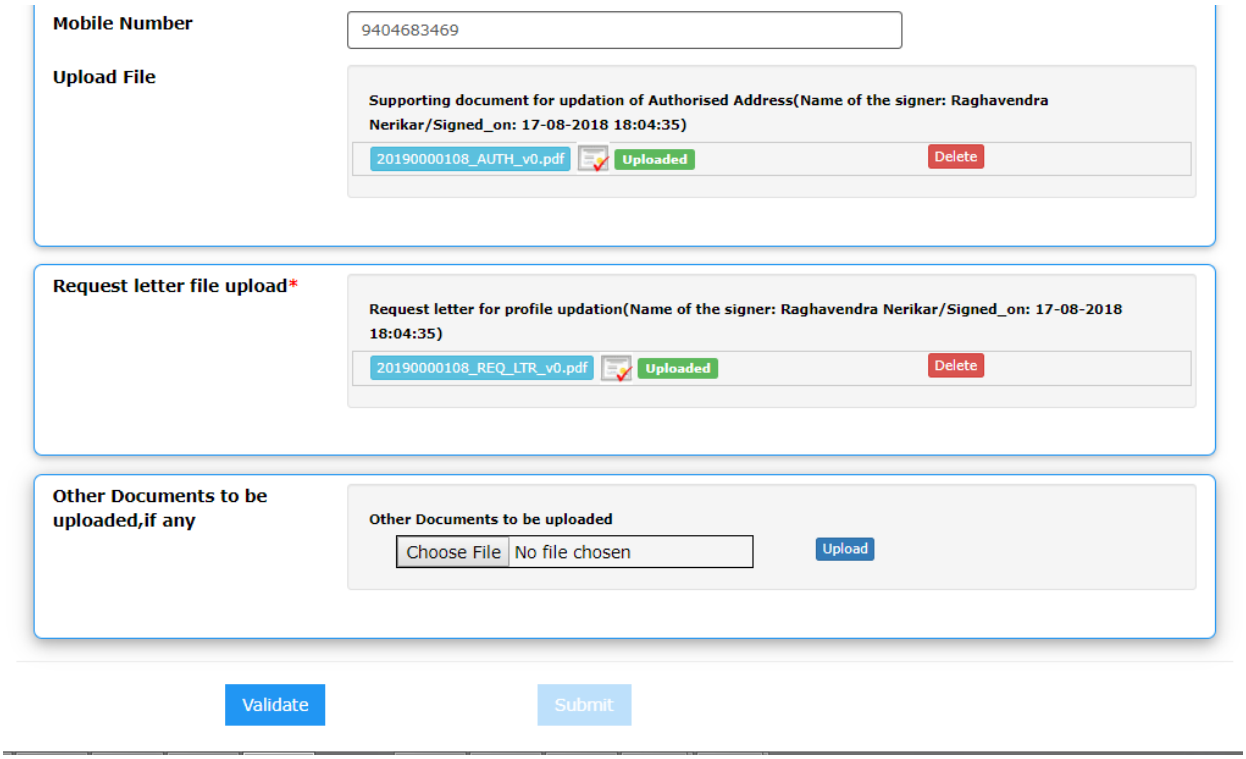
STEPS:

1. After login, click on UL module

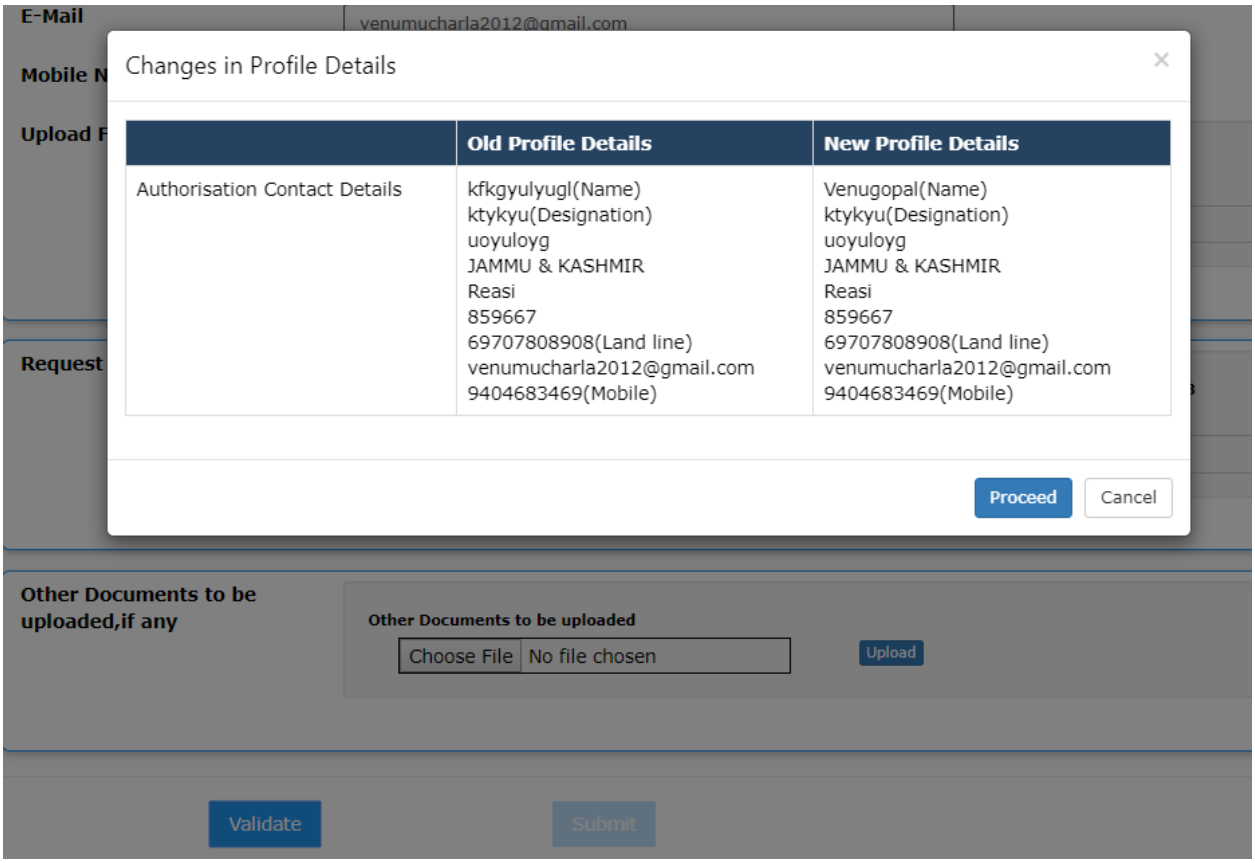


2. Click on Update Profile Menu on top

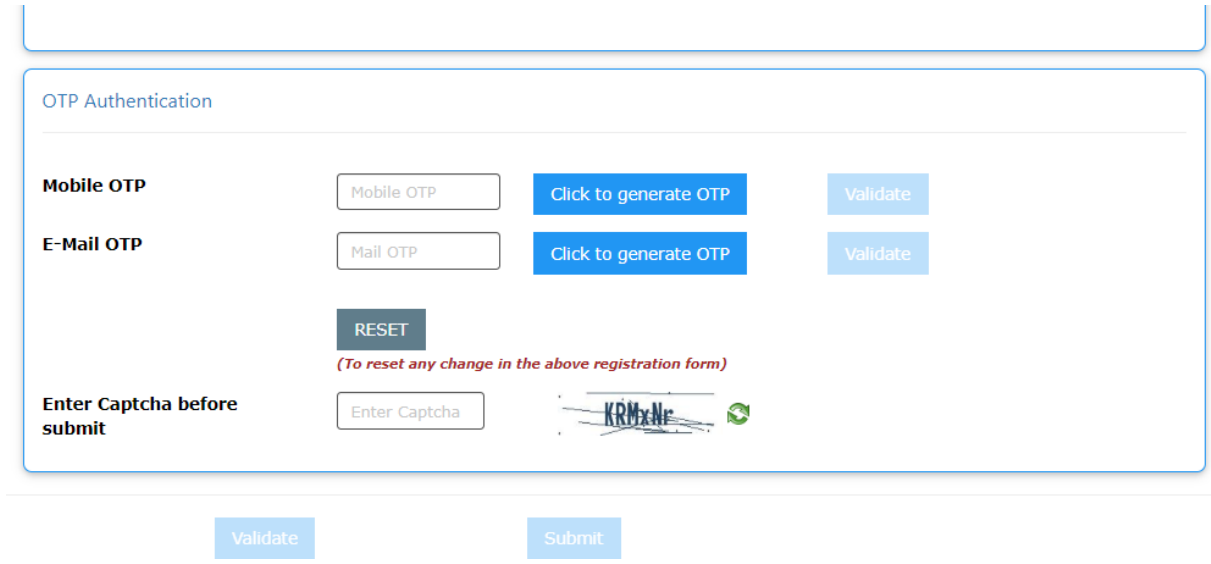


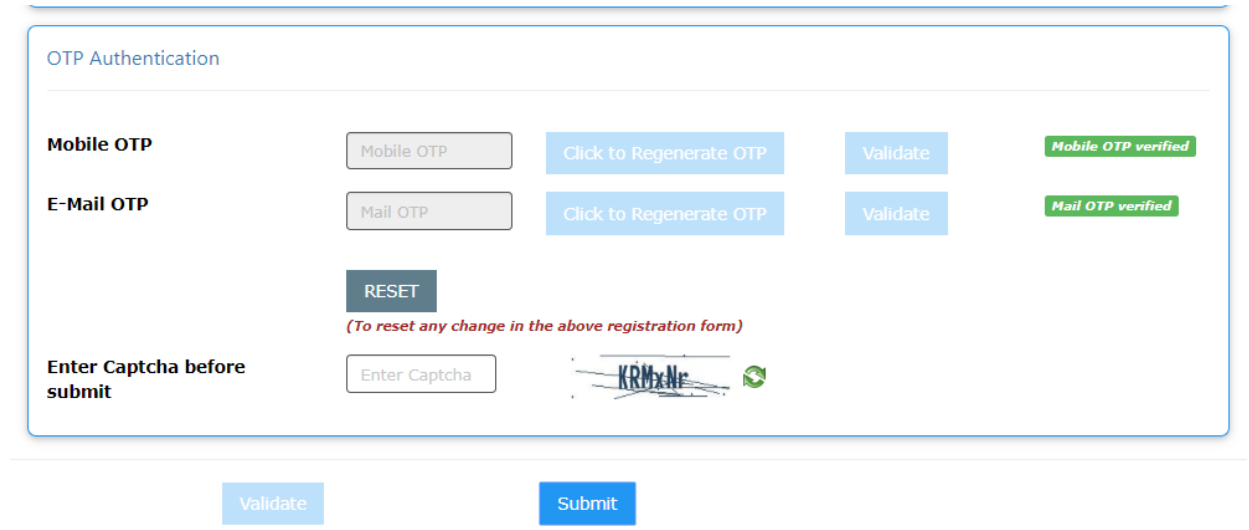


3. After Validate button, Changed field will appear. Proceed accordingly

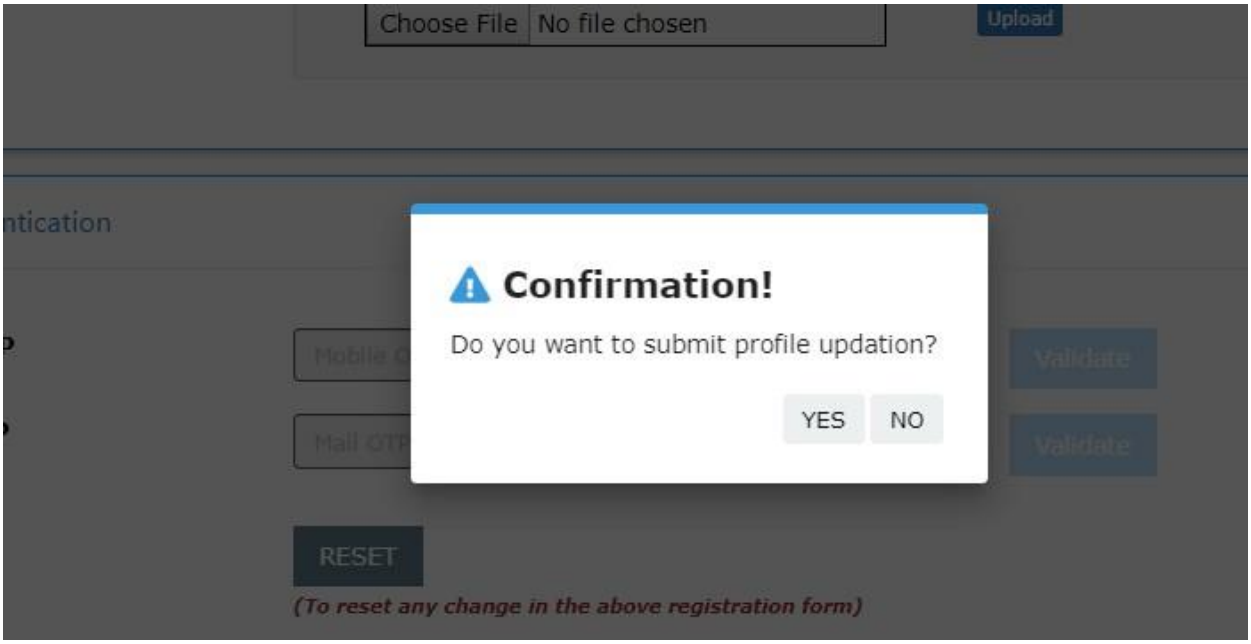


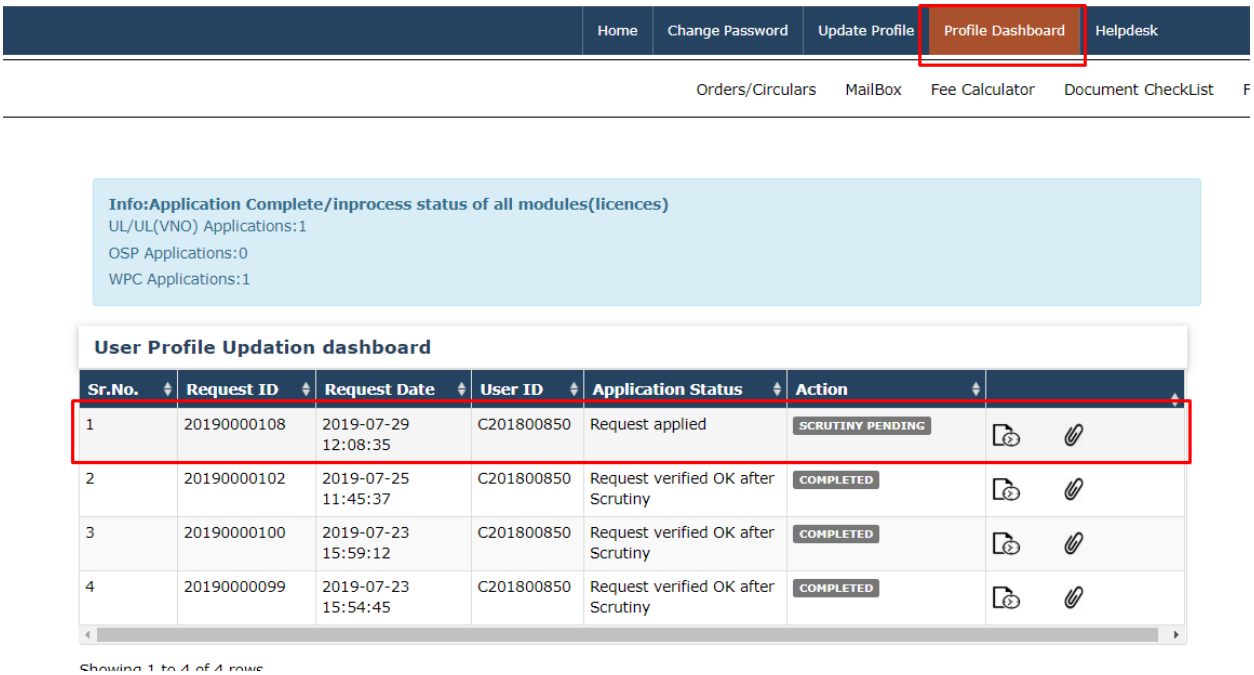
4. After OTP Authentication , submit button will enable.



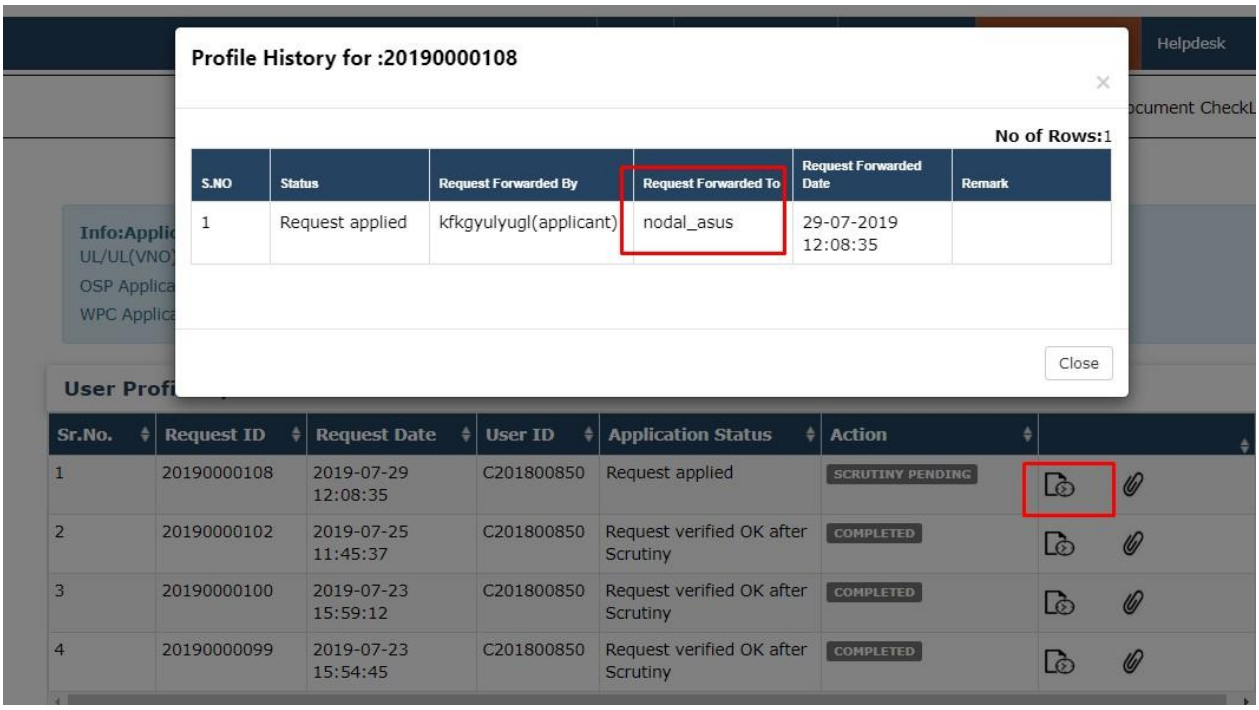


5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

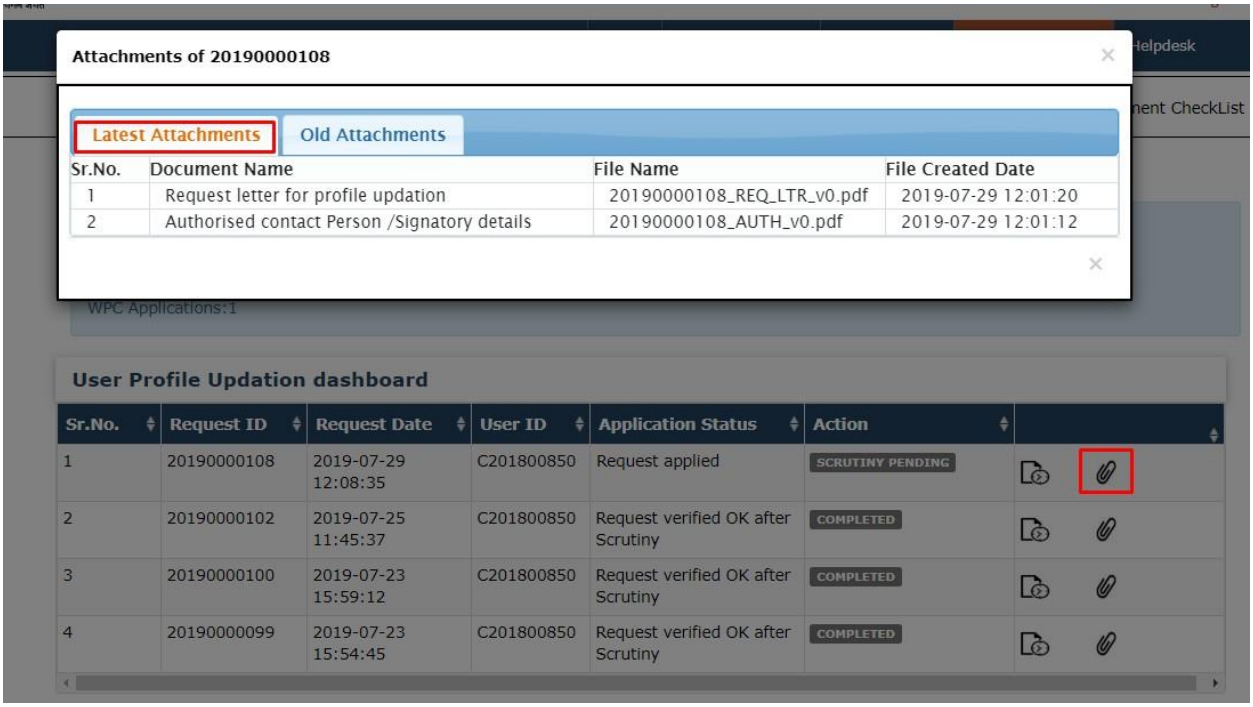




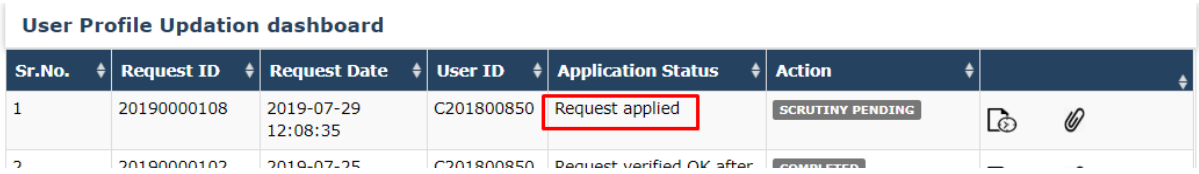
6. Can check the to whom the scrutiny assigned through



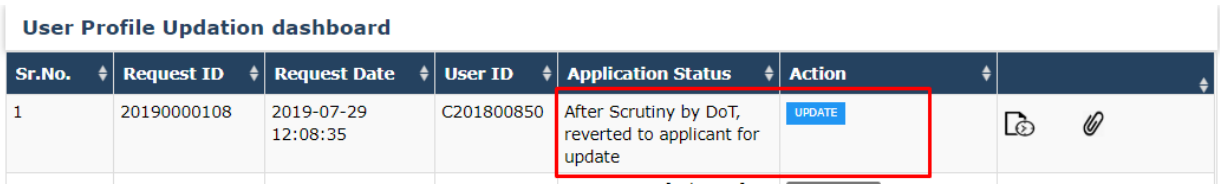
7. Check the uploads through

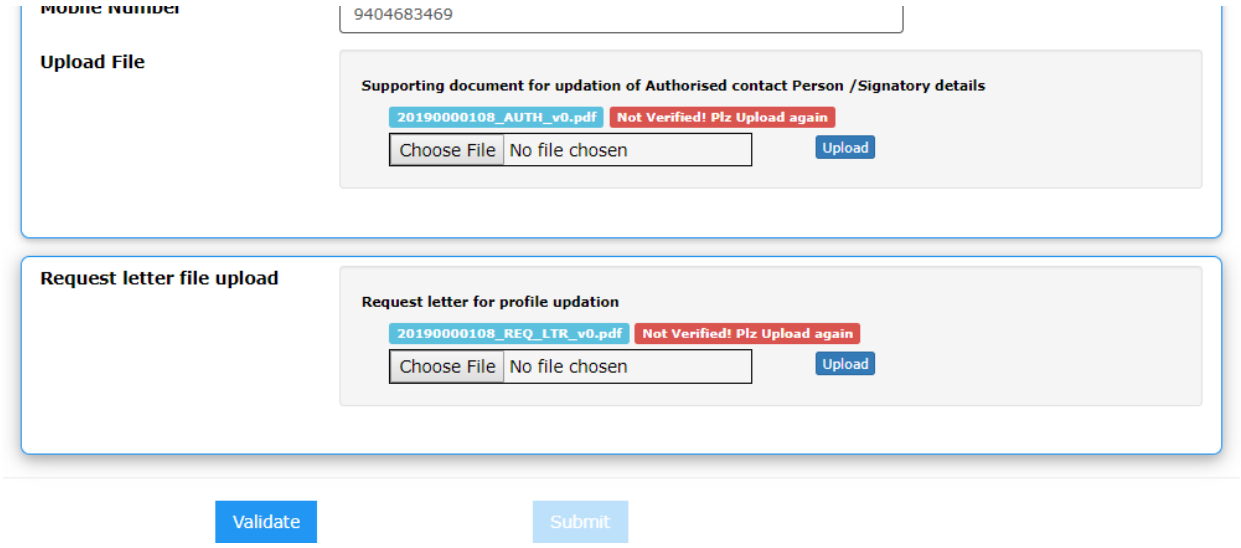


8. After submit of profile update, the request status is REQUEST APPLIED

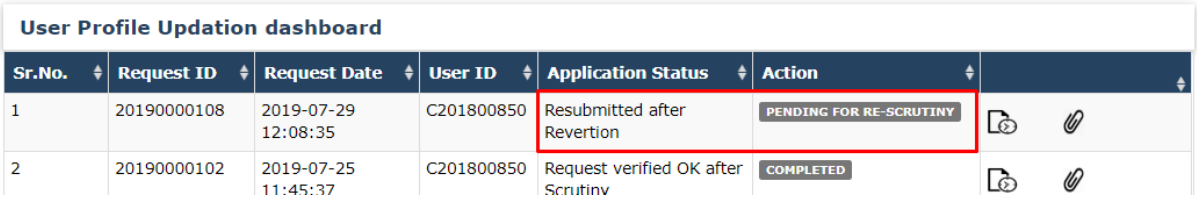


9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.





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



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

