User Manual

(For Applicant)

Renewal Of Experimental and Manufacturing & Testing License

Department of Telecommunications

Government of India

10 Aug, 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.

1.2 About License

Any person or company which intends to conduct experiments or research or manufacturing and testing on wireless equipment or must obtain a license from WPC authority.

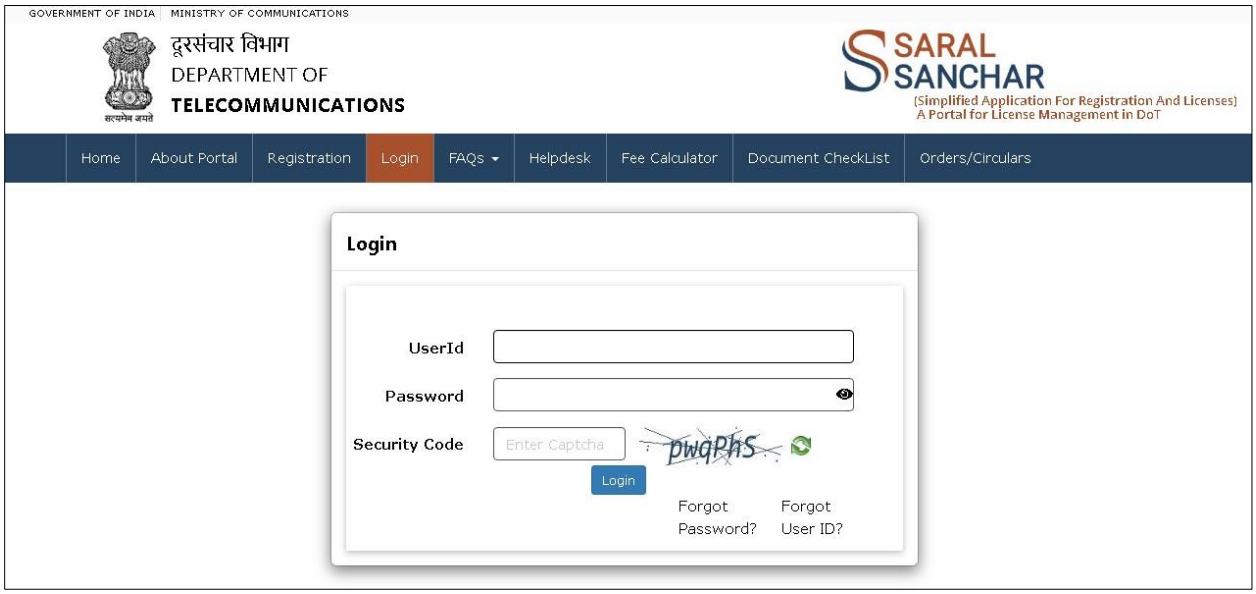
If the license validity is expired licensee can renew the license. Experimental license can be renewed for 1 year one time only and Manufacturing license can be renewed multiple times.

Section-2 Applicant Part

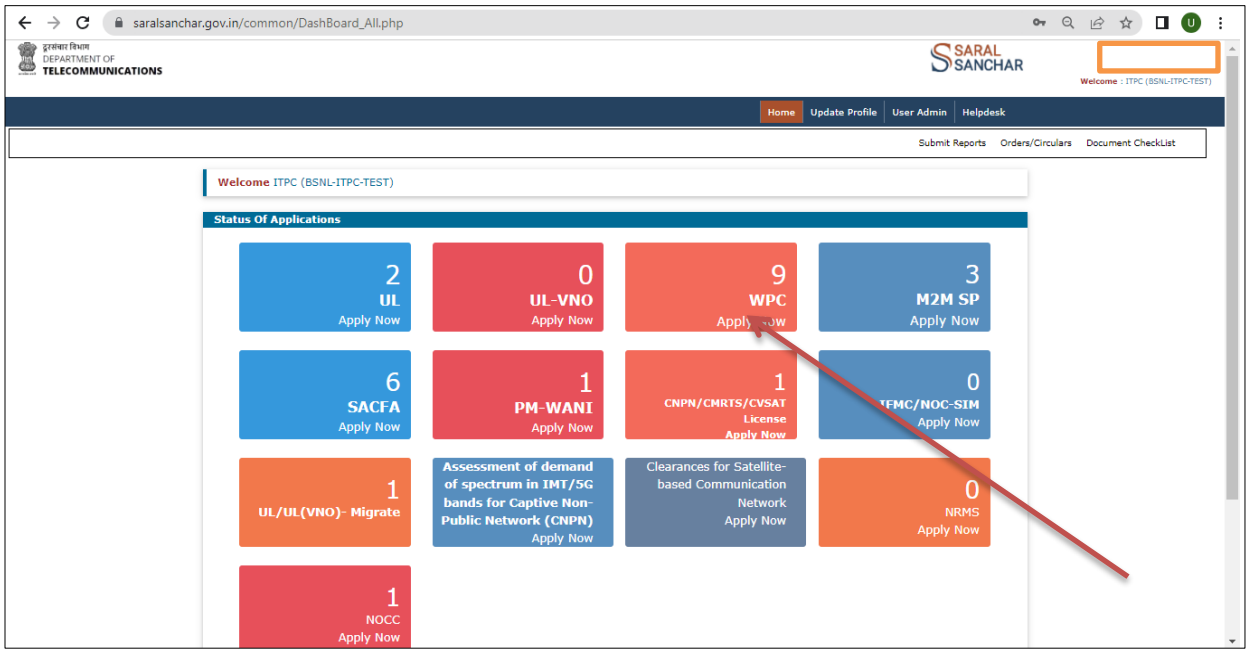
2.1 Login

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**.

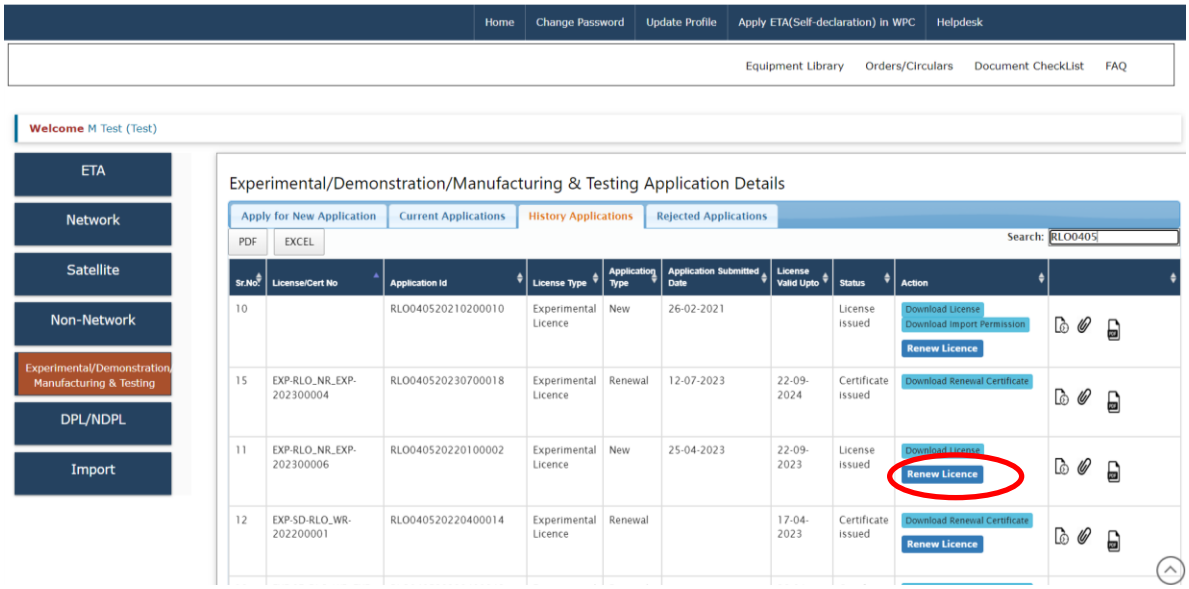
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking Login you will be directed to this page.



Click on the WPC block as shown in arrow following page will be displayed.

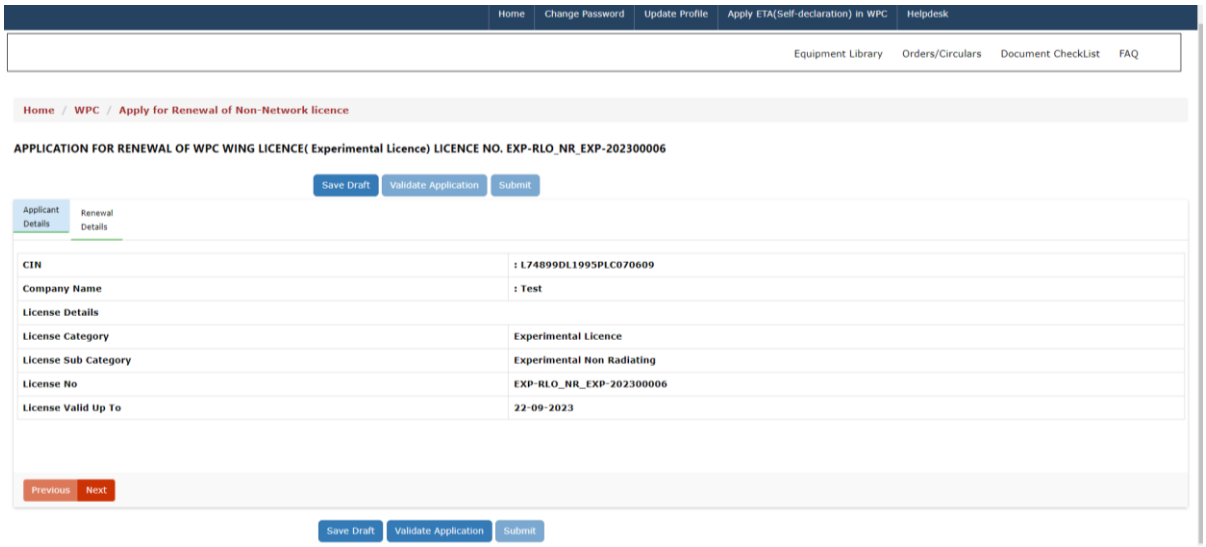


Click on “Renew License” button as shown in the above screenshot to renew the license .

2.2 Renewal Application :

Below is a sample demo for Renewal Application of an Experimental License. The process of renewal of Experimental Non-Radiating and Manufacturing license are same. For Renewal of experimental radiating license payment option will come after scrutiny of application by DoT nodal.

Application form will appear as follows. Form comprises of 2 steps viz. Applicant Details & Renewal details.

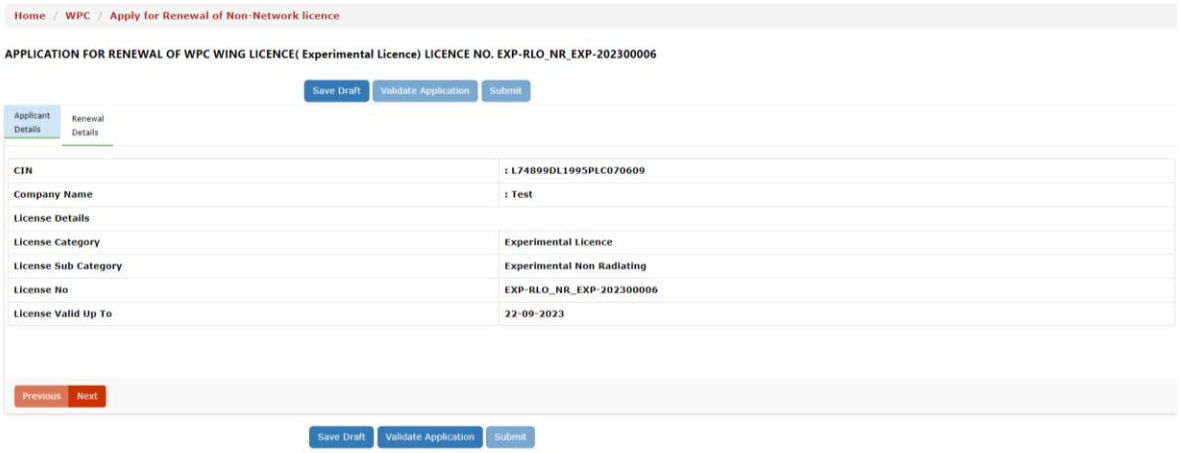


IMPORTANT

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 Applicant Details

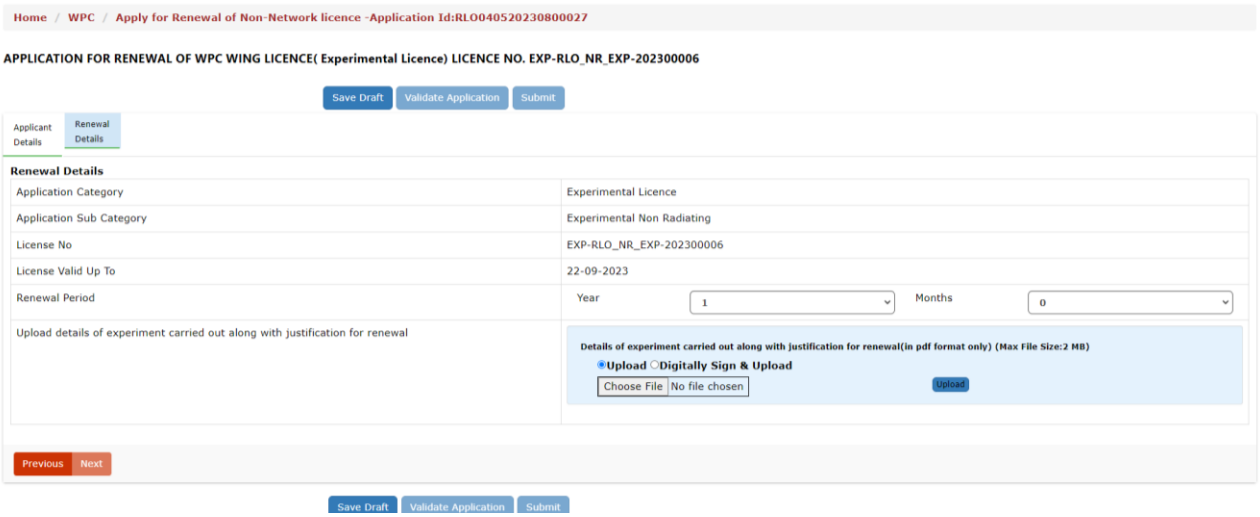
Applicant Details: In this step the information about Applicant.



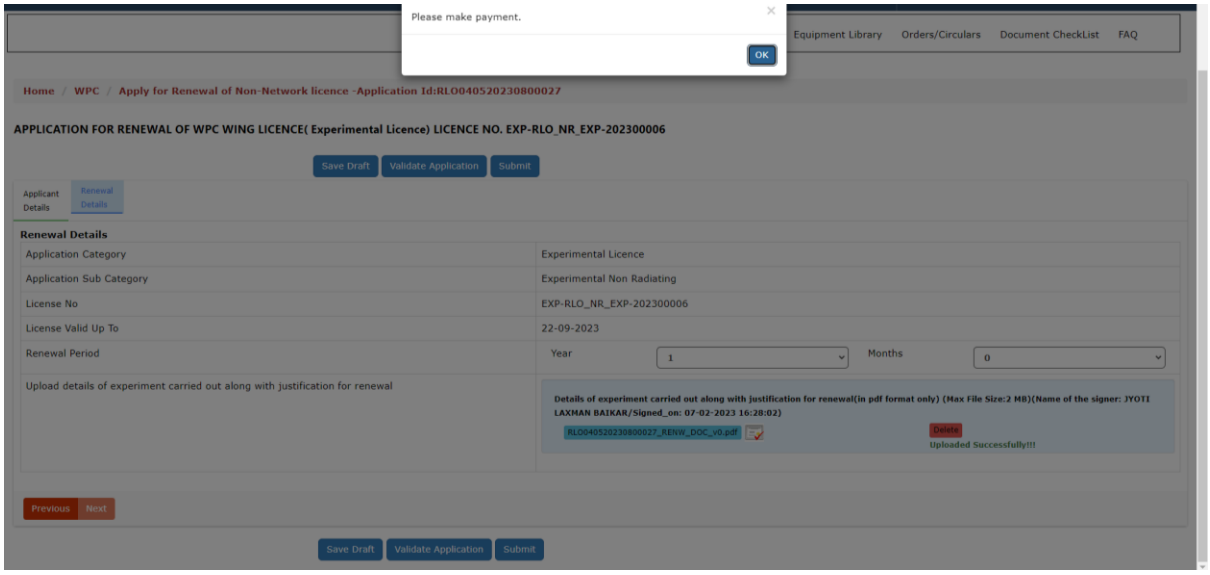
The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

2.2.2 Renewal Details

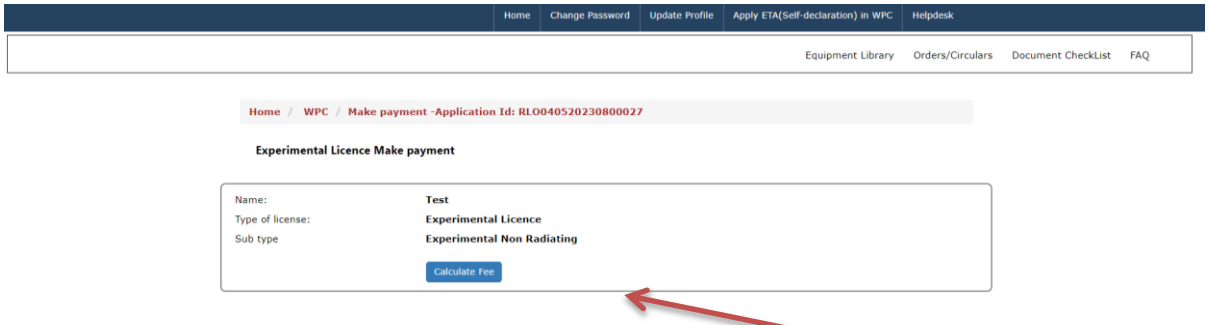
Renewal Details: In this step the user has to select renewal period and upload a documents by clicking "**choose File**" button against document and then selecting **file** and **upload** using "**upload button**".



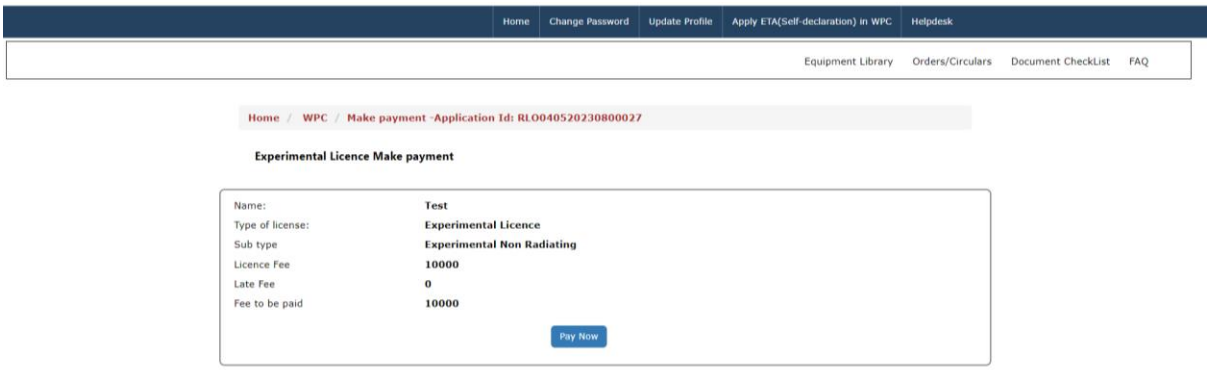
After filling up all details, click on save draft then "Validate Application" button will be enabled. Then validate application, once application is validated "Submit" button will be enabled. Click on "Submit" button to submit the application. Once application is successfully submitted, the payment option will come.



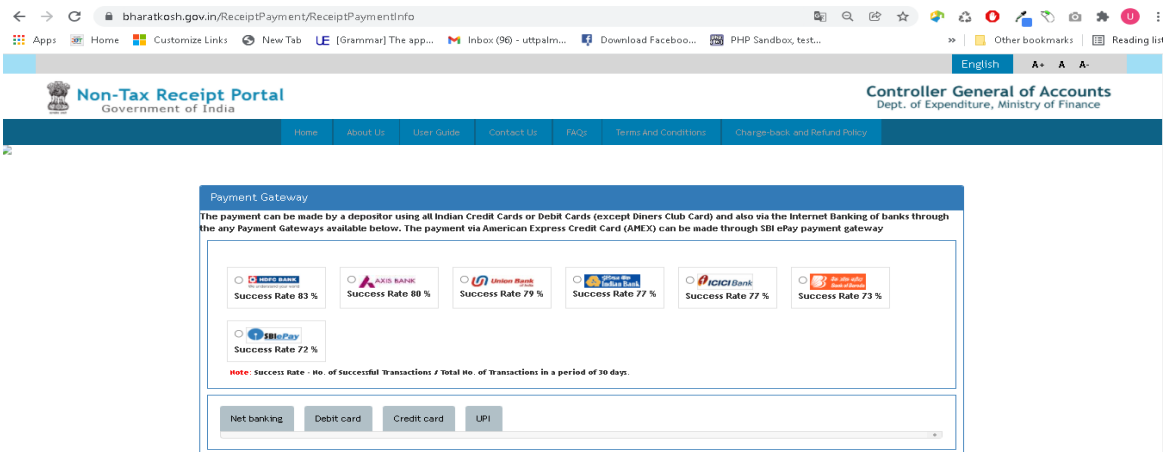
2.3 Online Payment of Renewal Fee

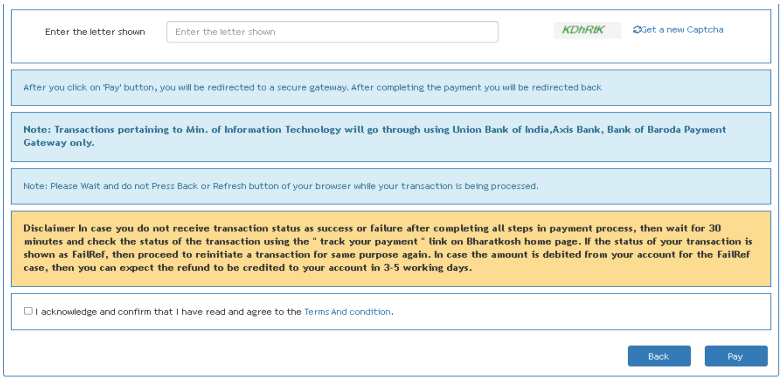


Click on "Calculate Fee" button to calculate the fee. And following page will appear.

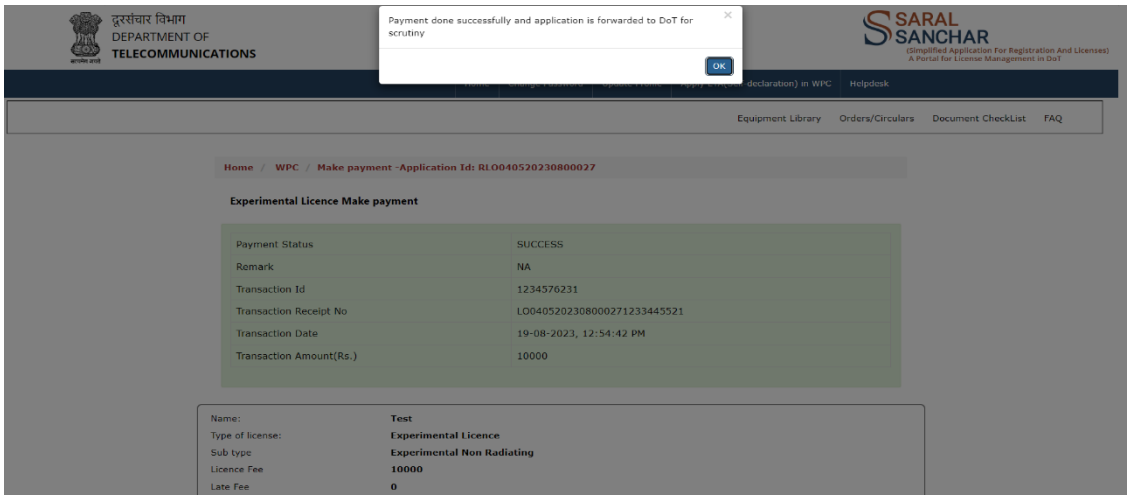


On click of "Pay Now" button, you will be directed to the payment mode selection.

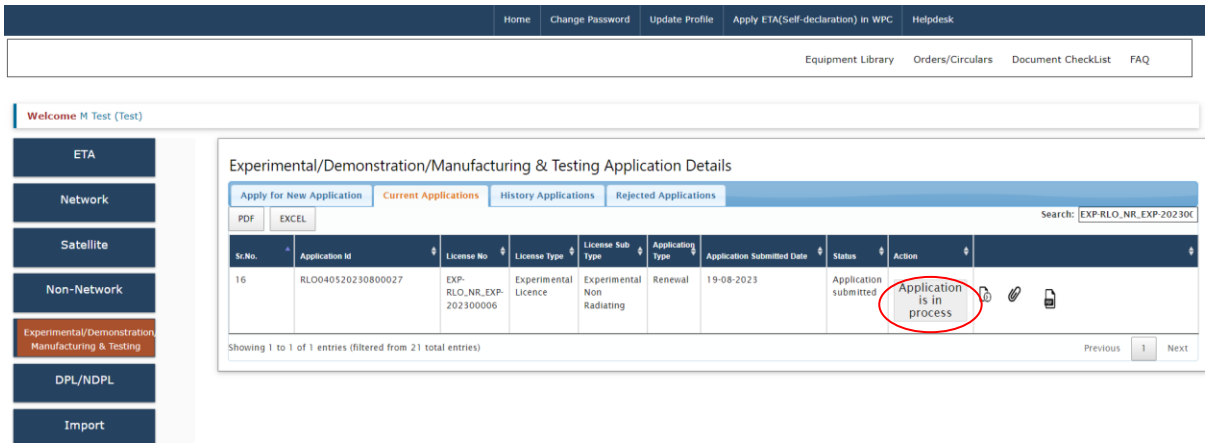




Click pay button to get redirected to enter details of Credit card/bank details. On completion of successful payment, you will be redirected to Saralsanchar portal with the transaction ref no , challan number.



After payment application will be forwarded to DoT for scrutiny and it's status will also be available on the dashboard as shown in the below screenshot.



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 .

2.4 Download Renewal Certificate

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

