User Manual

(For Applicant)

Renewal Of Import License

Department of Telecommunications

Government of India

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Sl. No	Contents	Page No.
1	***Section-1***	3
1.1	General Introduction	3
1.2	About Licenses	4
2	***Section-2 Applicant Part***	5
2.1	First Login	5
2.2	Renewal application	7
2.3	Online Payment	8
2.4	Download License Certificate	10

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 import wireless radio equipment, must take Import License from WPC authority.

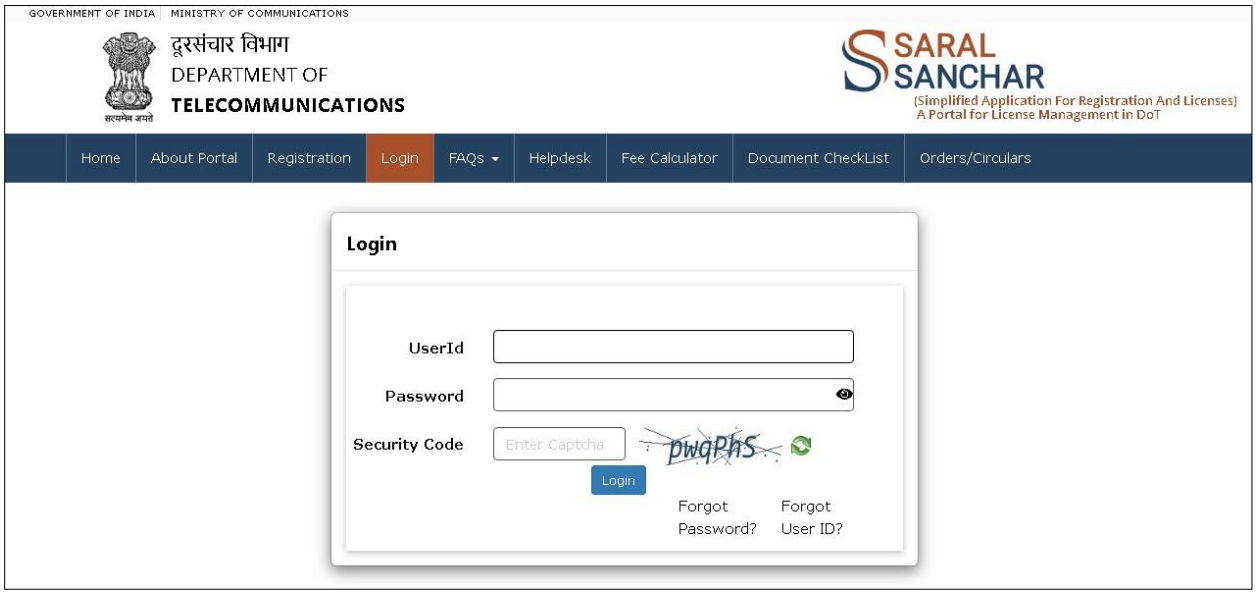
If the license validity is expired licensee can renew the license.

Section-2 Applicant Part

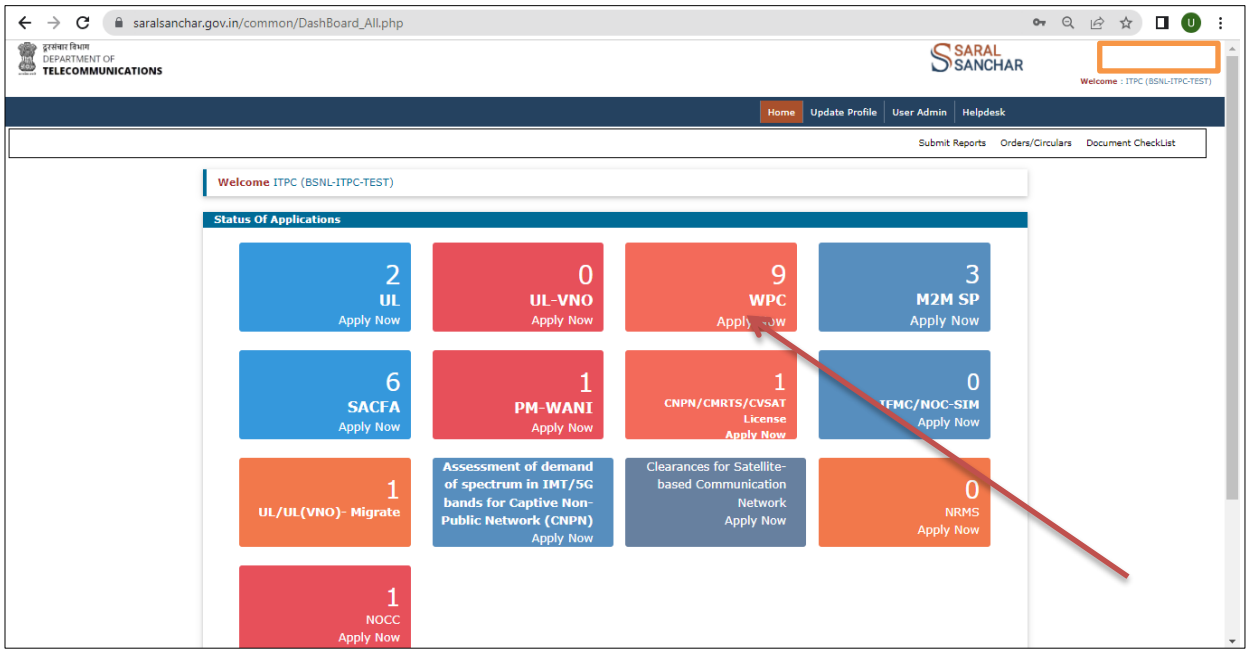
2.1 Login

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**.

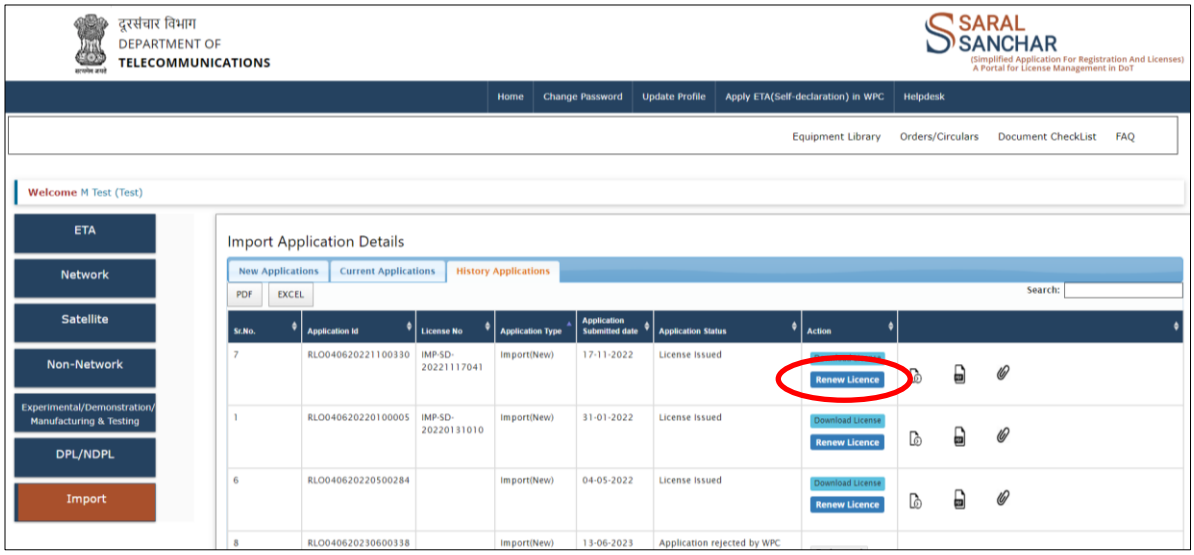
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking Login you will be directed to this page.



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

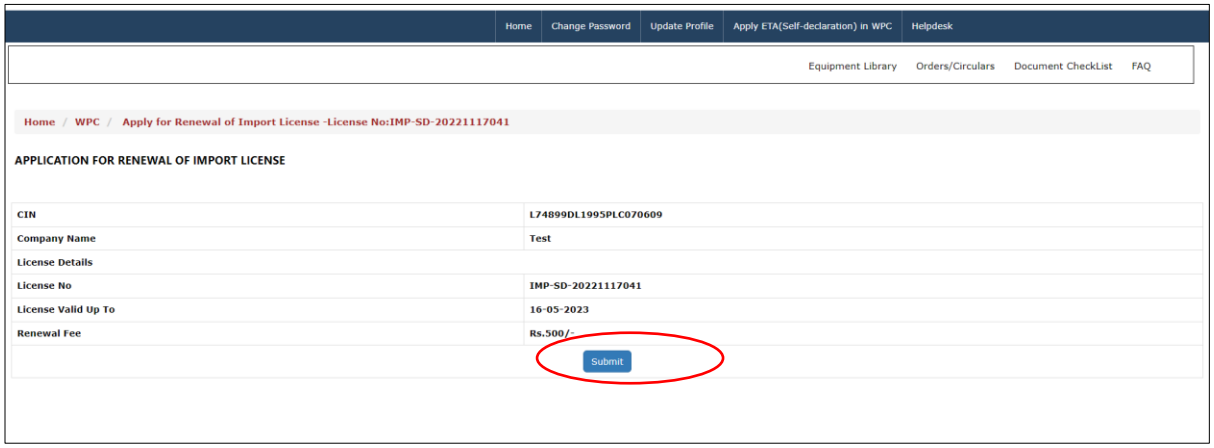


Click on “Renew License” button as shown in the above screenshot to renew the license .

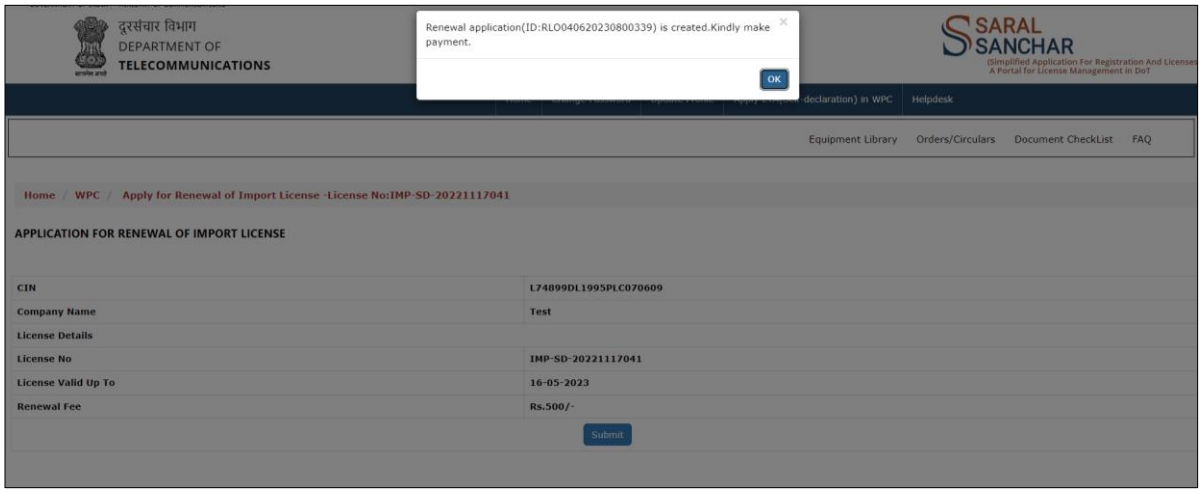
2.2 Renewal Application :

Below is a sample demo for Renewal Application of an Import License. The process of renewal of import license is auto-renewal type.

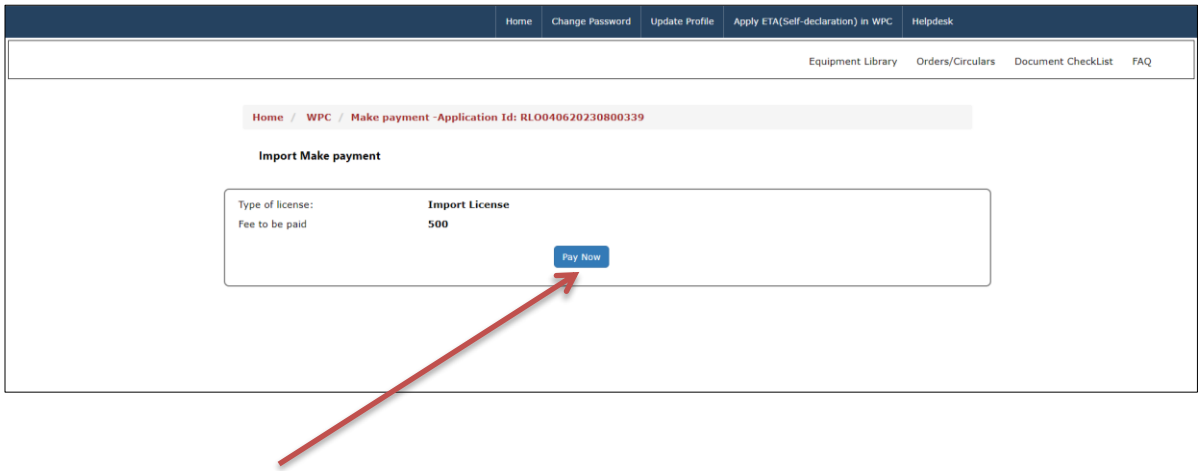
Application form will appear as follows.



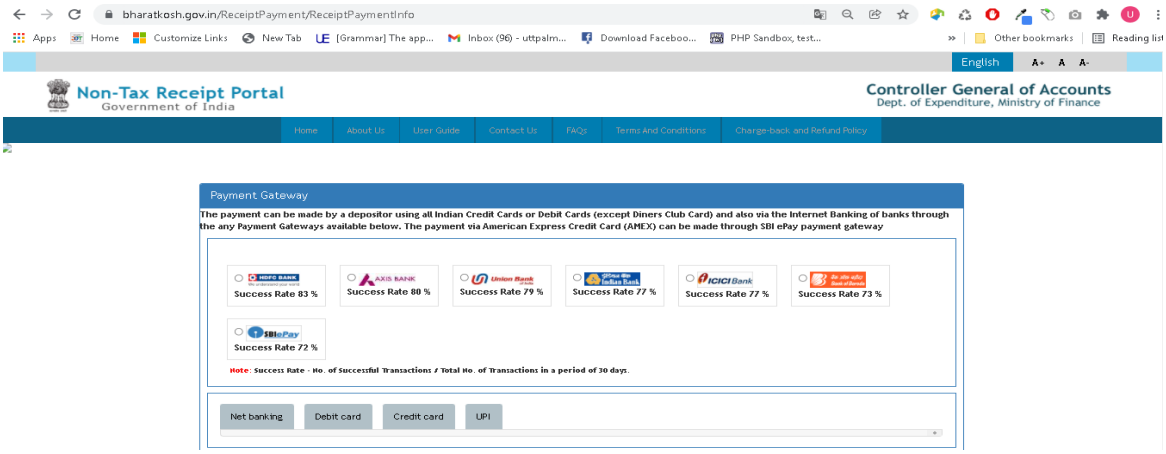
Click on "Submit" button. Application will be submitted and payment option will appear.

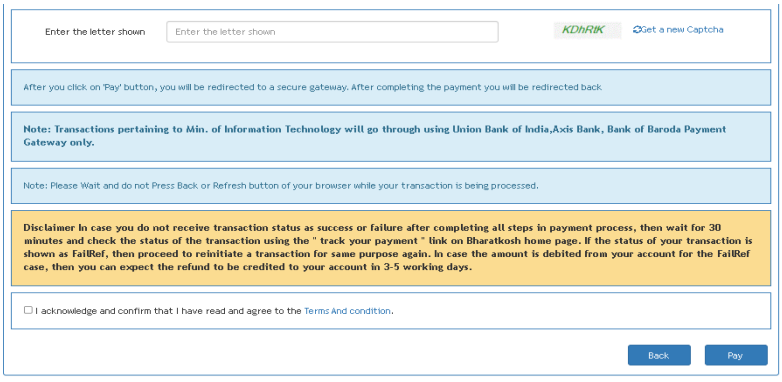


2.3 Online Payment of Renewal Fee

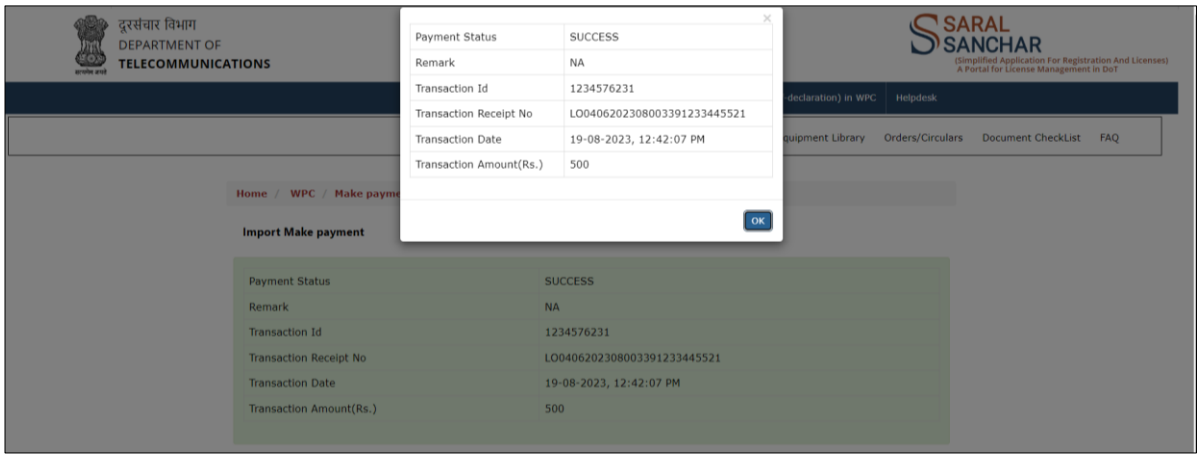


On click of "Pay Now" button, you will be directed to the payment mode selection.

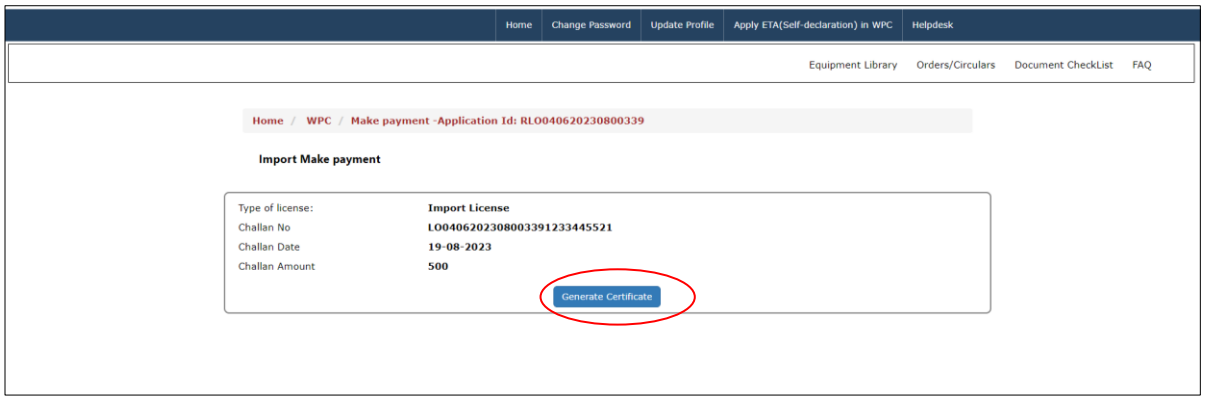




Click pay button to get redirected to enter details of Credit card/bank details. On completion of successful payment, you will be redirected to Saralsanchar portal with the transaction ref no , challan number.



After payment certificate generate option will appear as shown in the below screenshot.



Click on "Generate Certificate" button, certificate will be generated. Certificate will be available on dashboard.

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.

