User Manual

(For Applicant)

Online Permission of In Flight and Maritime Connectivity **(IFMC)**

Department of Telecommunications

Government of India

28 OCT, 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.
- **UL** : Unified License.
- IFMC : In Flight and Maritime Connectivity.

1.2 About In Flight and Maritime Connectivity(IFMC)

Only licensed service providers get permission to provide telecom services in aircraft and ships as per the rules. The goal of IFMC is to provide telecommunication services to the general public travelling on ships and aircraft.

Applicant can apply for permission for In Flight and Maritime Connectivity services. Saral Sanchar web base portal facilitates to apply for permission 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/Permission

Section-2 Applicant Part

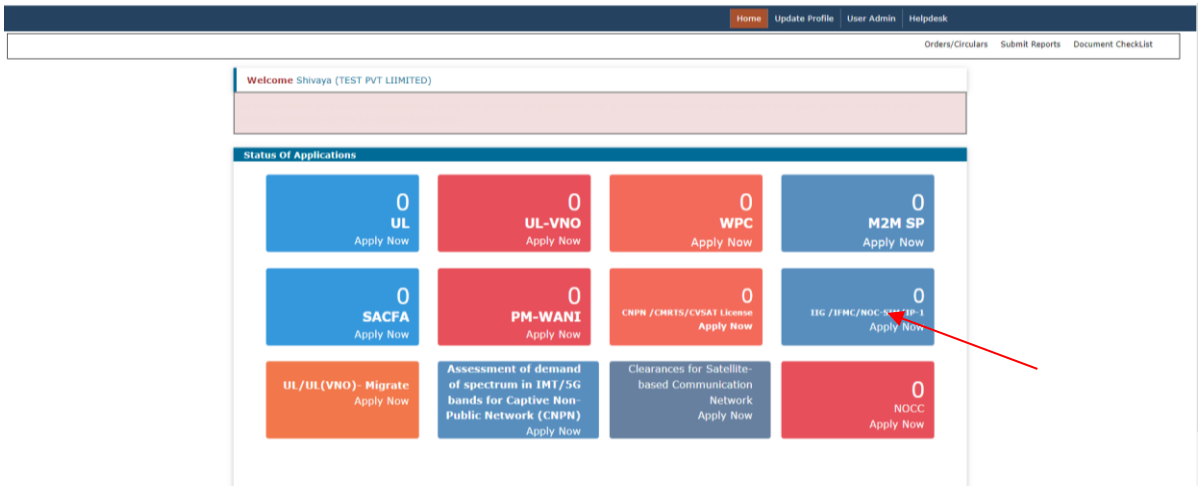
2.1 Login

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**.

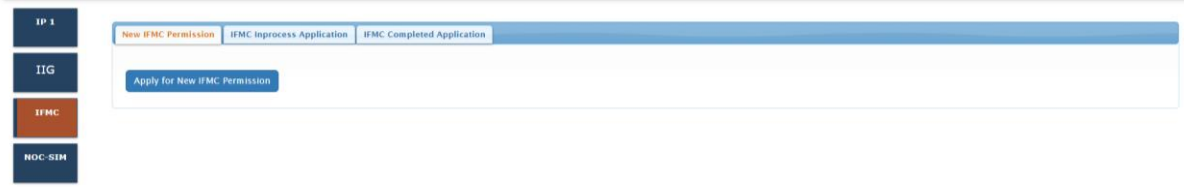
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking Login you will be directed to this page.



Click on IIG/IFMC/NOC-SIM/IP-1 Widget as shown in the above figure.



Dashboard would be populated. Click on 'New Apply for New IFMC Permission' Button. Application form would be populated.

2.2 IFMC Application :

Below is a sample demo for **IFMC application**.
Application form will appear as follows. Form will comprise of 4 steps viz. company info, Payment and Other details, Promoter and Other details and Undertaking.

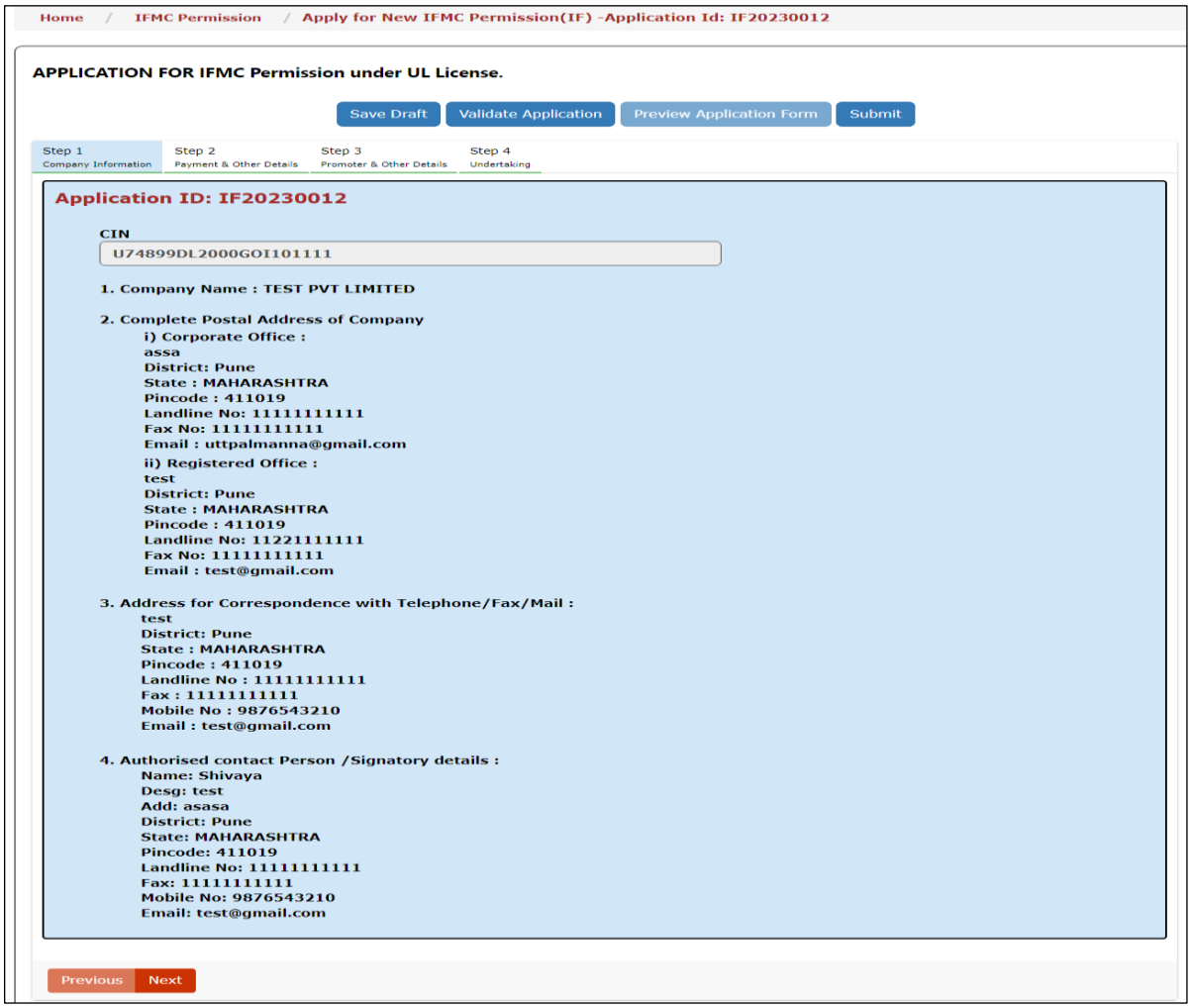
IMPORTANT

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 enter details of license(s) and uploads as shown in the following screenshot. Processing fees of this application is Rs.50000/- . After submission of application ,payment option will be available. For addition of Issued License and NLD/VSAT license details click on + sign available in the respective grid , license details form will be popped up. Fill up the details and click on submit button. For uploading documents click on Choose file , then select file to be uploaded and click on upload button as shown in the below image.

APPLICATION FOR IFMC Permission under UL License.

Save Draft | Validate Application | Preview Application Form | Submit

Step 1 Company Information | Step 2 Payment & Other Details | Step 3 Promoter & Other Details | Step 4 Undertaking

5.Details of payment of processing fee in Rs.

Note:Please refer fee calculator menu for fee calculation.

Application Processing Fee (Rs.): ₹ 50,000

6A. Which service is proposed to be provided? --Select Services to be provided--

6B. Details of the License(s) (CMTS / UASL/ ISP-A) or authorization(s) (AS / ISP-A) under Unified License, held by the applicant or its partnering Licensee(s):

Issued License Details

Name of Licensee	Name of License /Service authori:	Service area	No. of License	Date of License

6C. Details of the License(s) (NLD / V-SAT) or authorization(s) (NLD / V-SAT) under Unified License,held by the applicant or its partnering Licensee(s):

NLD VSAT License Details

Name of Licensee	Name of License /Service authori:	No. of License/Authorisation	Date of License	Satellite system used

6D. Certified copy of Commercial Agreement with the Indian telecom license. mentioned in (ii) and (iii) above , to be enclosed in case if the applicant enters into any such agreement . (To be certified by the Director duly authorised by the company)

Certified copy of Commercial Agreement with the Indian telecom license. mentioned in (ii) and (iii) above , to be enclosed in case if the applicant enters into any such agreement . (To be certified by the Director duly authorised by the company) (In PDF format only)

Choose File | No file chosen — Upload

6E. Location of Satellite Gateway Earth Station:

7. Certified copy of Certificate of Registration along with Memorandum and Articles of Association to be enclosed. (From Registrar of Companies, India, in case of company incorporated under the Companies Act, 2013 or under any previous company law or from corresponding authority of the country where the company is registered, in case of foreign airline / shipping company).
(To be certified by the Company Secretory/Statutory Auditor and countersigned by the Director duly authorised by the company.)

A.Copy of registration (in pdf format only)

Choose File | No file chosen — Upload

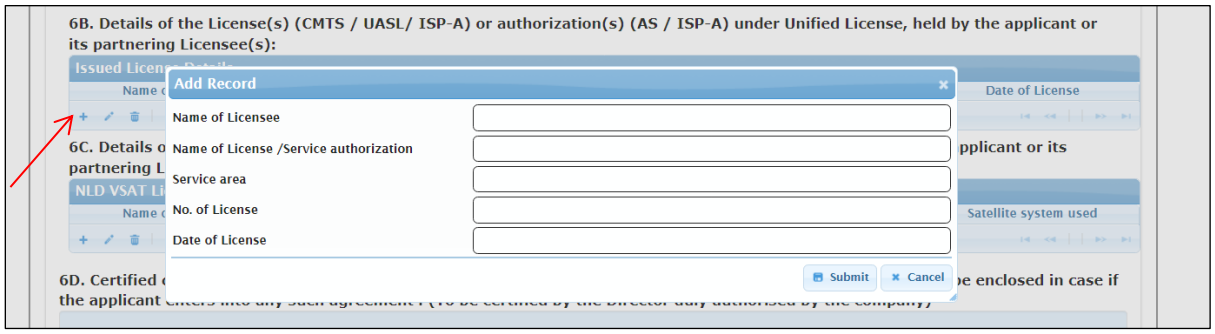
B.Article of Association(in pdf format only)

Choose File | No file chosen — Upload

C.Memorandum of Association (in pdf format only)

Choose File | No file chosen — Upload

Previous | Next



6B As shown in image above on left side there is option of adding, editing and deleting Issued license details. If you click "+" sign separate window will pop up to enter license details. Here you have to enter name of Name of licensee, Name of License/Service authorization, Service Area, No. of license and Date of license.

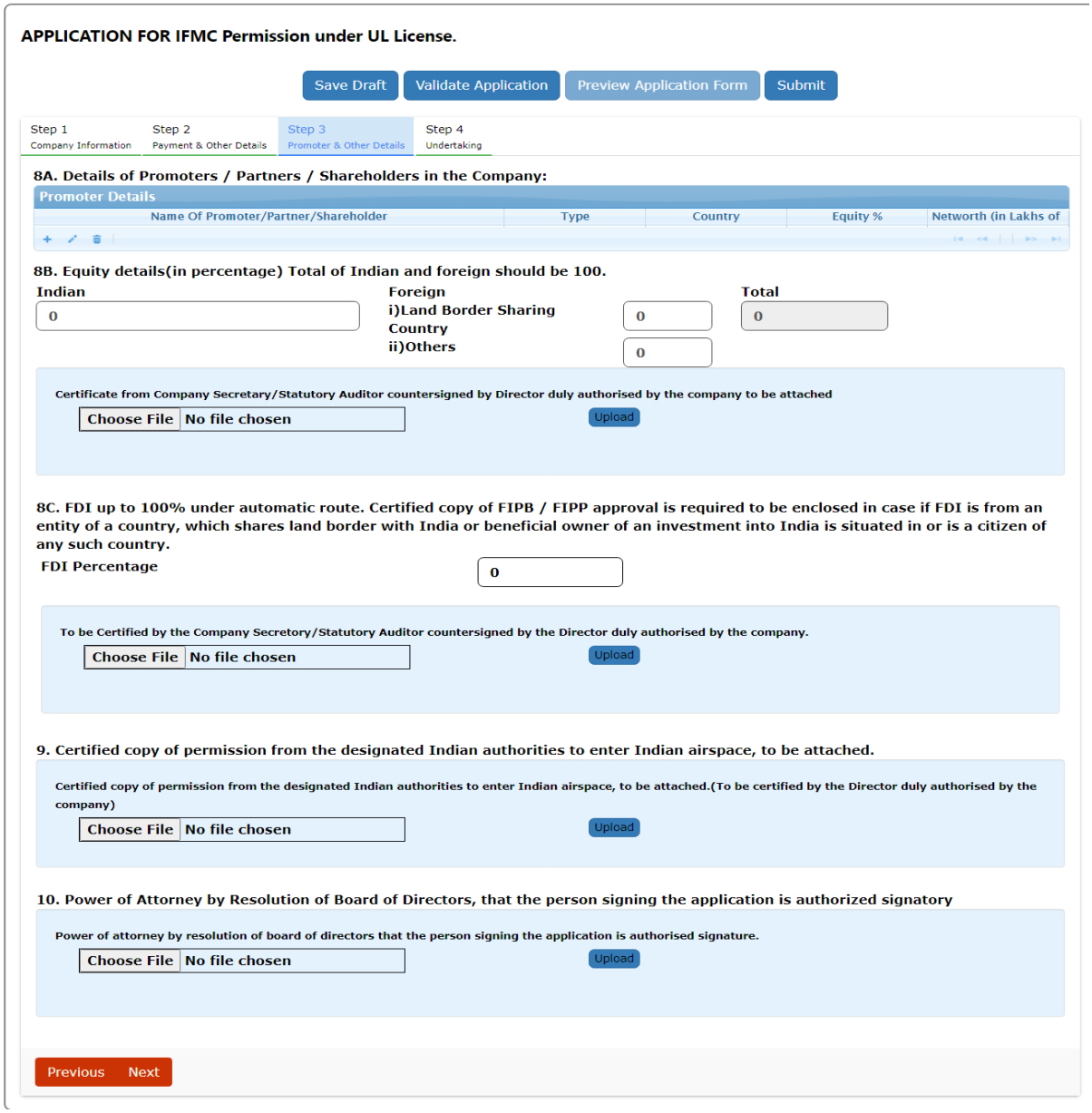
If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

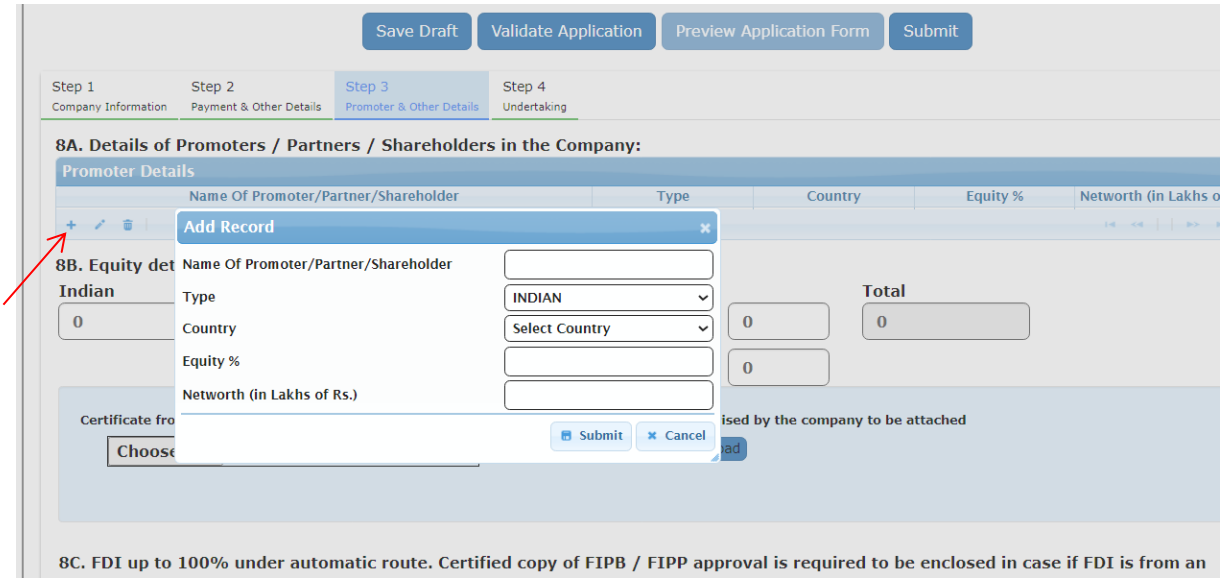
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

2.2.3 Step 3

Promoter and Other Details:

In this step enter details of promoter and Equity and upload documents.



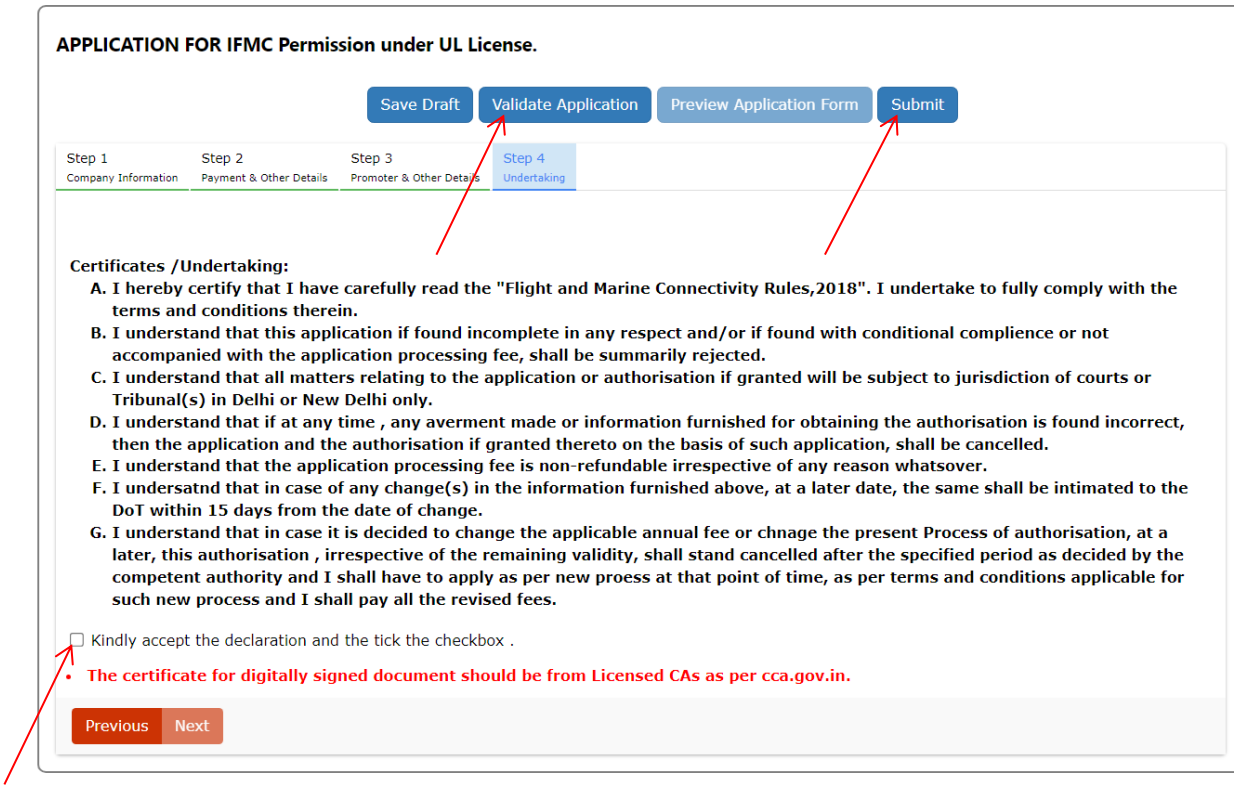


8A. As shown in image above on left side there is option of adding, editing and deleting promoter details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, Country, equity percentage and net worth.

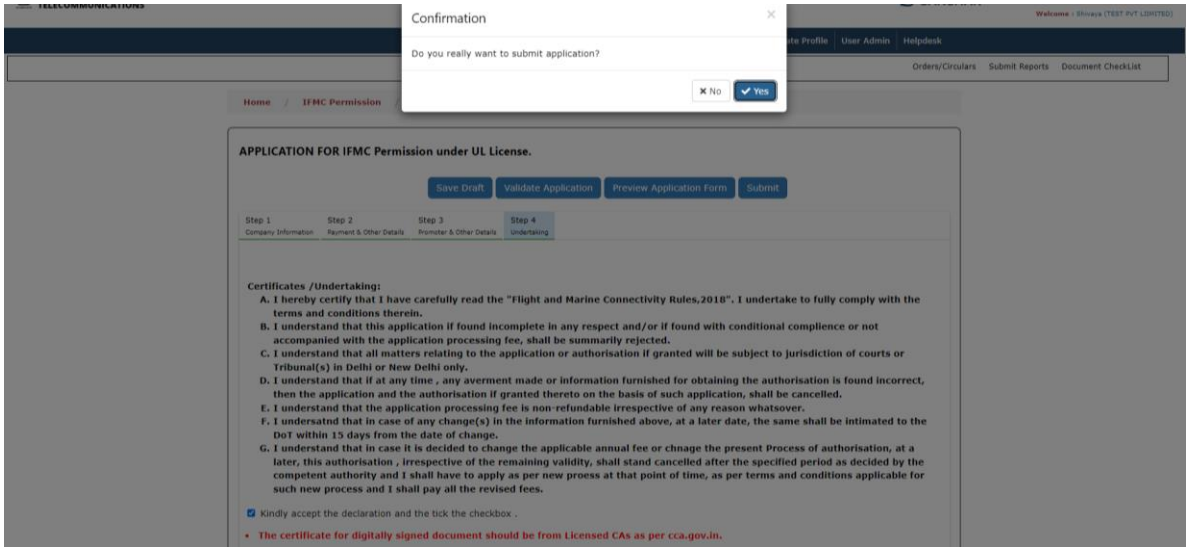
If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

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

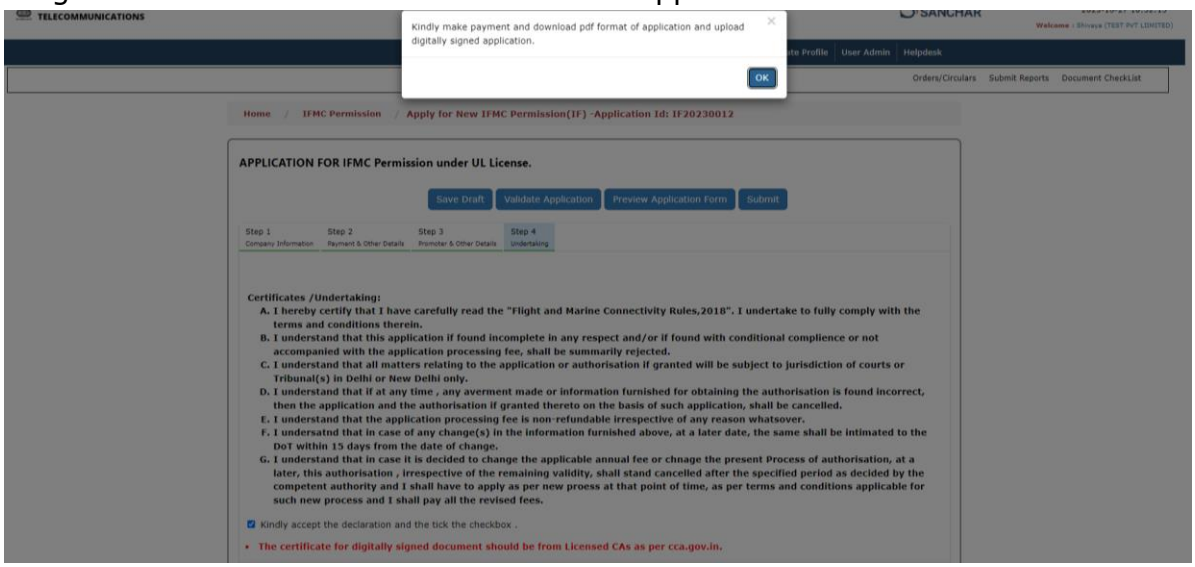
2.2.4 Step 4
Undertaking:



Accept the Undertaking. Click on "Validate Application" button to validate the application. If application is validated, "Preview Application Form" button will be enabled. Download the application and check the application, if all are correct, application may be submitted by "Submit" button.

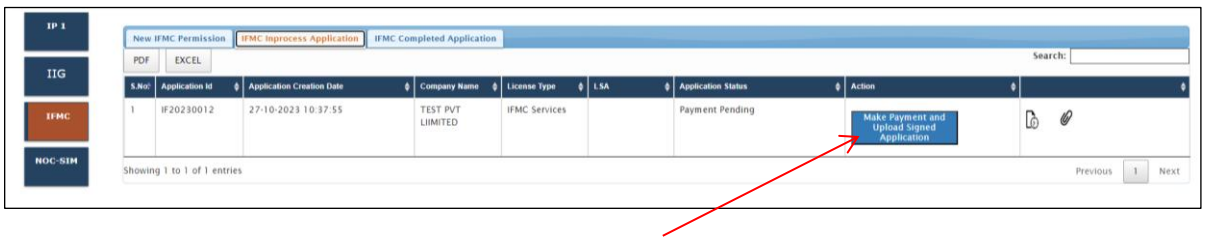


Once submit button is clicked , confirmation pop up will come as shown in the avove image. Click on "Yes" button to submit the application.

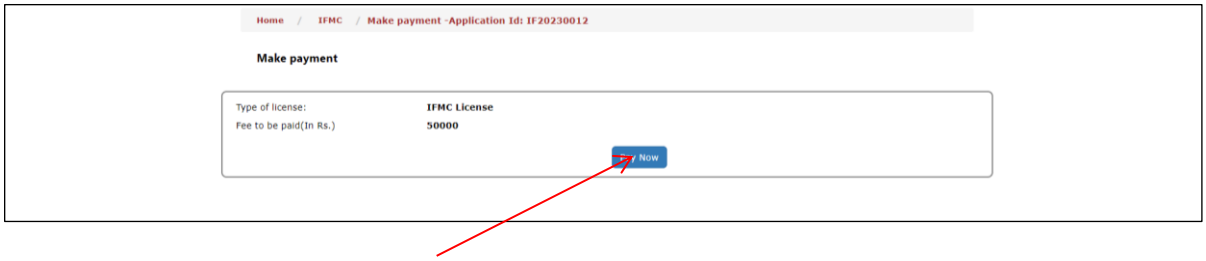


After submission of application, Payment option will be available.

2.3 Online Payment of Processing Fee

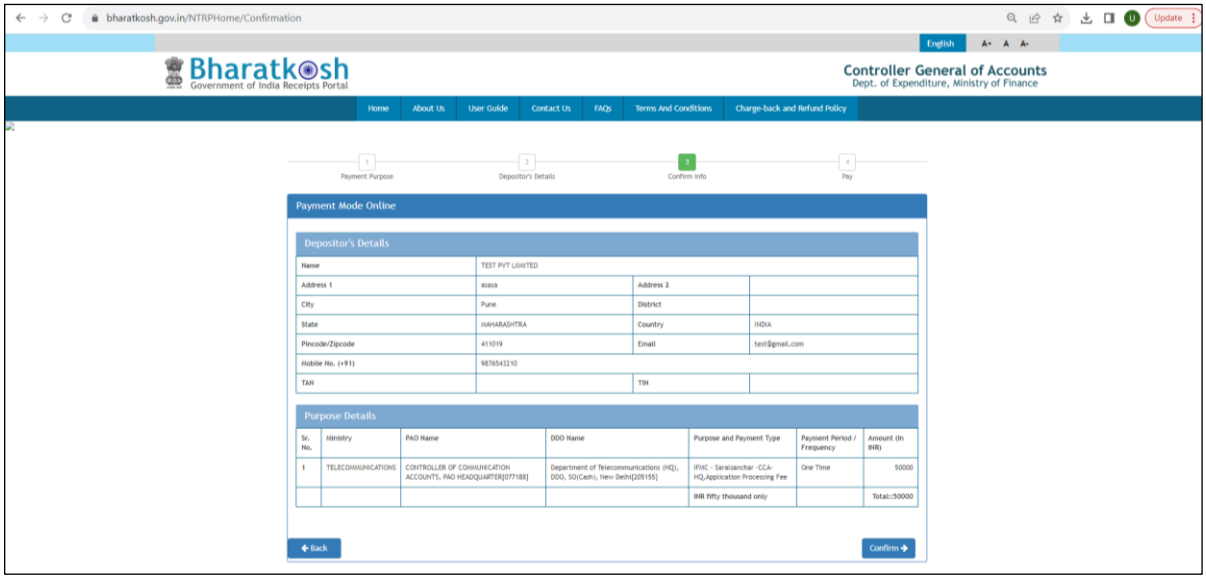


Click on "Make Payment and Upload Signed Application" button , it will redirect to payment page.

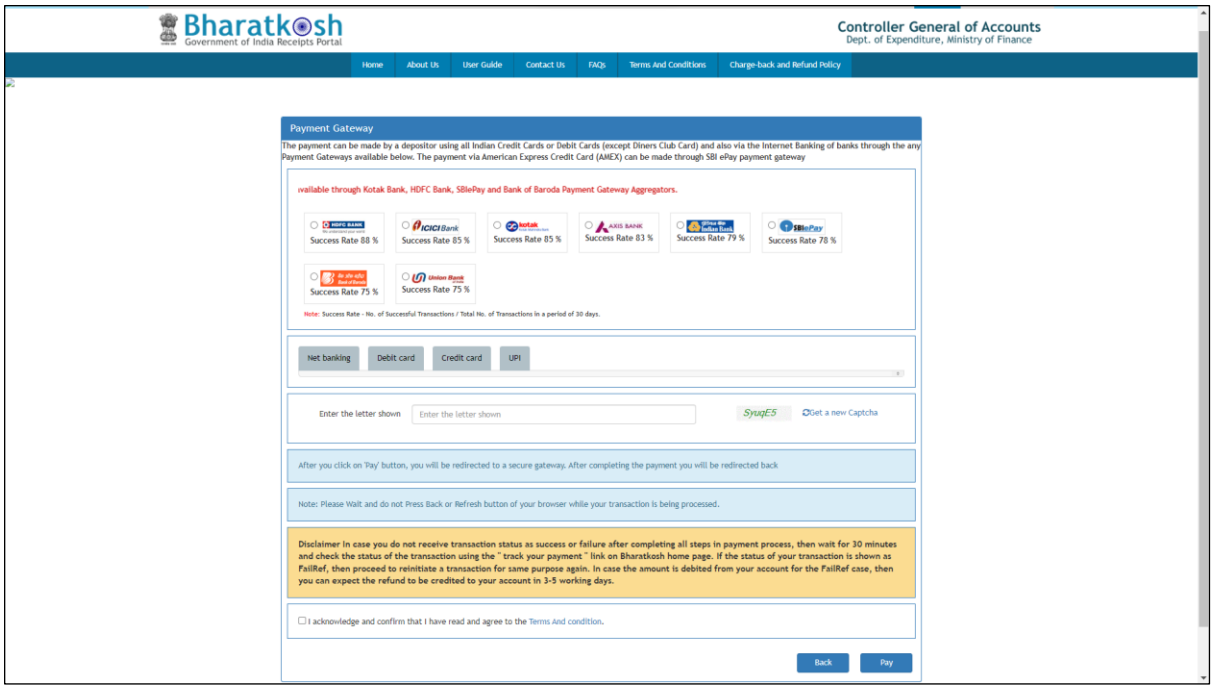


In Payment page, Fees of Rs 50000 will be shown. Click on Pay now Button, it will redirect to payment portal. and after successful payment transaction user has to upload digitally signed application.

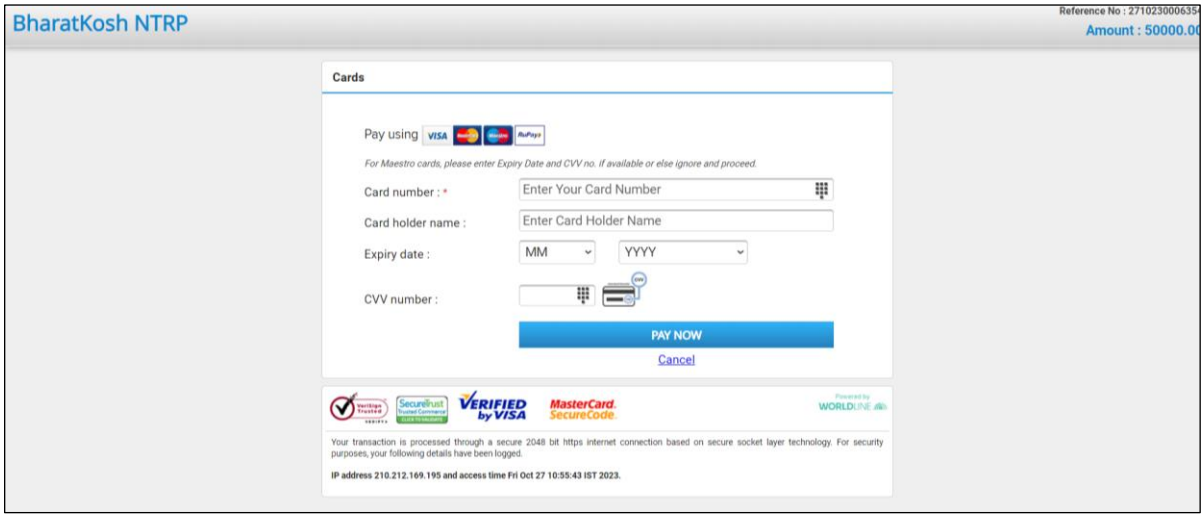
On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway as shown in the below image.



Click on ‘Confirm’ Button at Bottom.



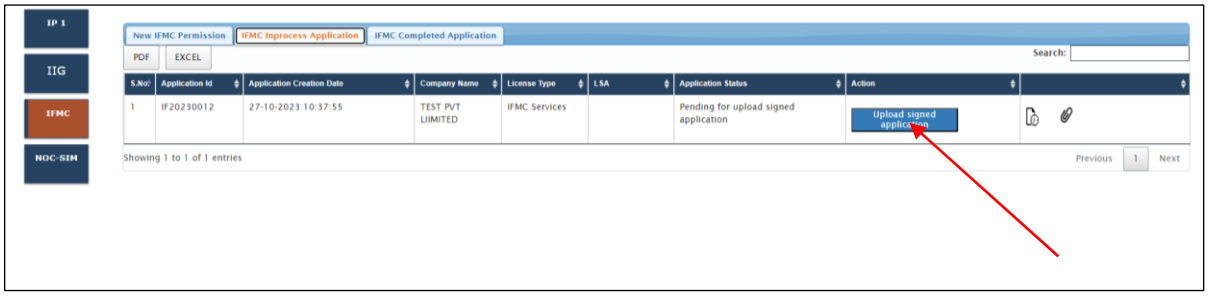
Select Payment Gateway, Enter Captcha, Tick Terms and Conditions and click on 'Pay' Button.



After completion of payment , upload signed application option will be avaiable.

2.4 Upload Application :

After completion of payment , upload signed application option will be avaiable.

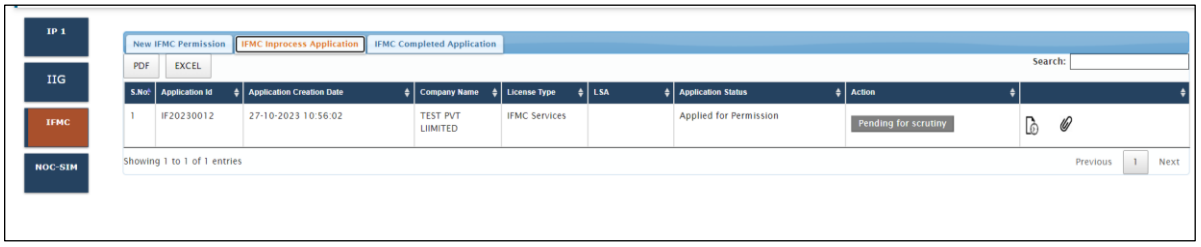


Click on "Upload signed application" button , Upload signed application form will be populated as shown in the below image.



Download the completed application in PDF format by clicking on "**Download Application**" button as shown in the above image. Upload the digitally signed PDF application and click submit of the application.

Application successfully submitted. Application is available to DoT nodal for scrutiny of application. Status of application is available under "IFMC Inprocess Application" tab as shown in the below image.



Scrutiny :

Now the Application has been sent to nodal for Scrutiny. Based on Application, Nodal has 3 options ie

1) Revert Application so that Applicant can do some changes and again Resubmit

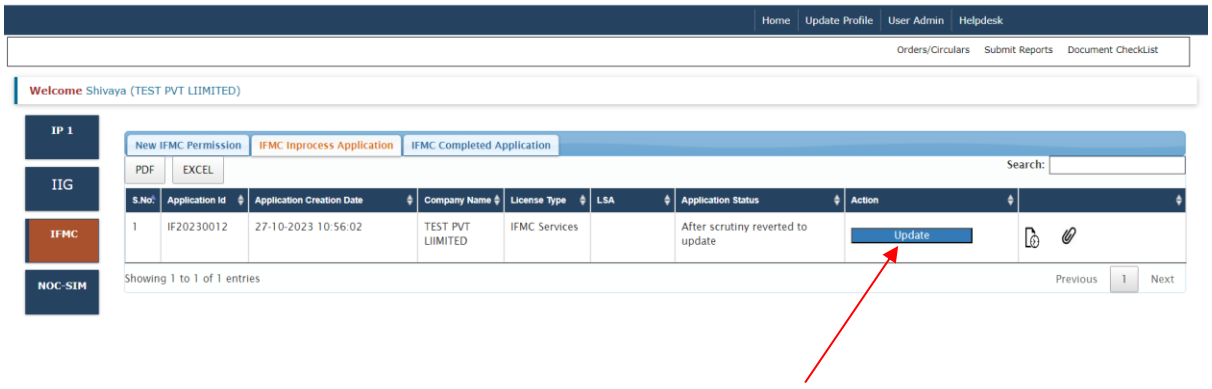
2) Reject Application.

3) Accept Application and Generate Certificate

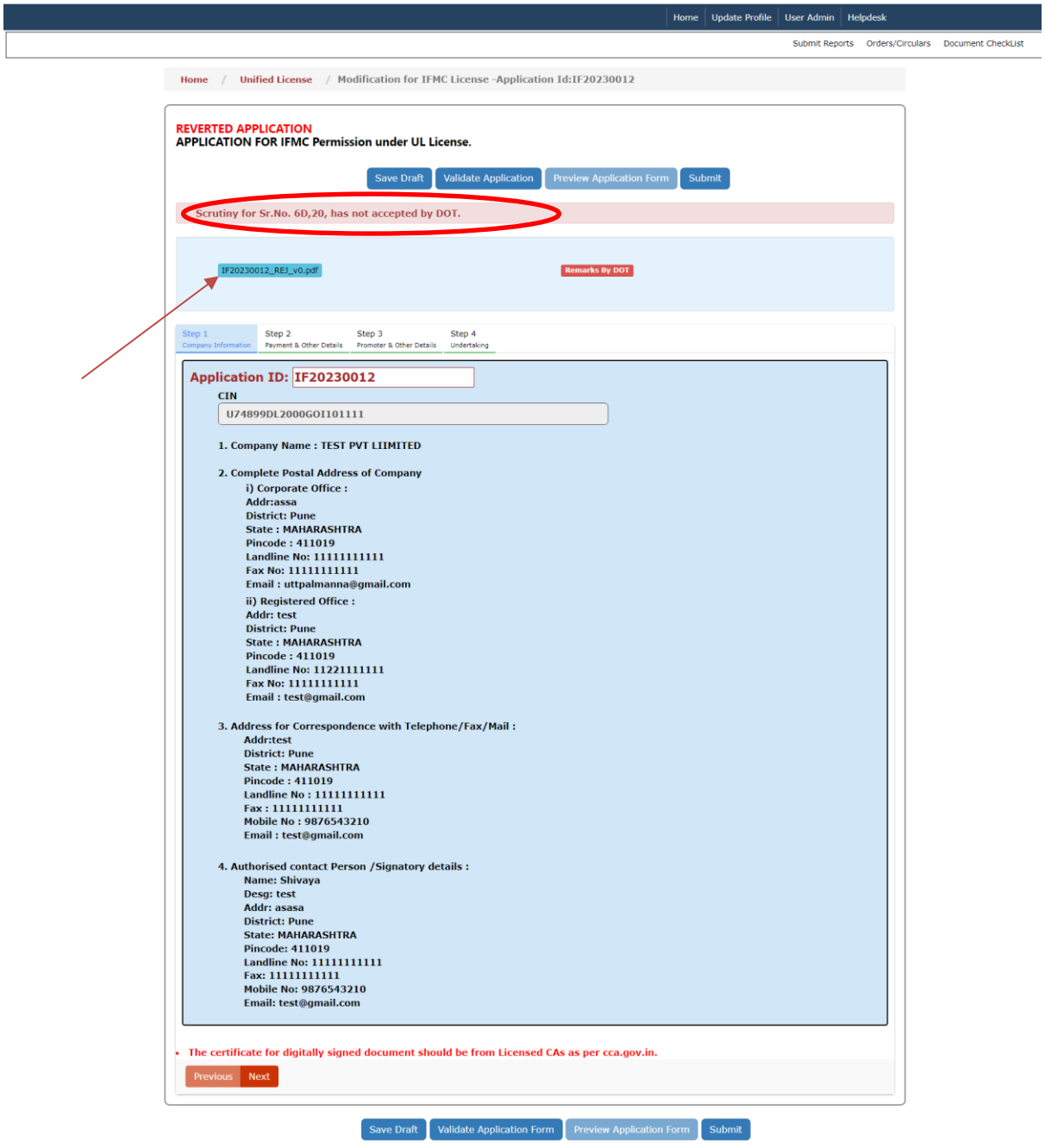
Application Status can be seen in the Dashboard be searching the Application ID.

2.5 Reverted Application :

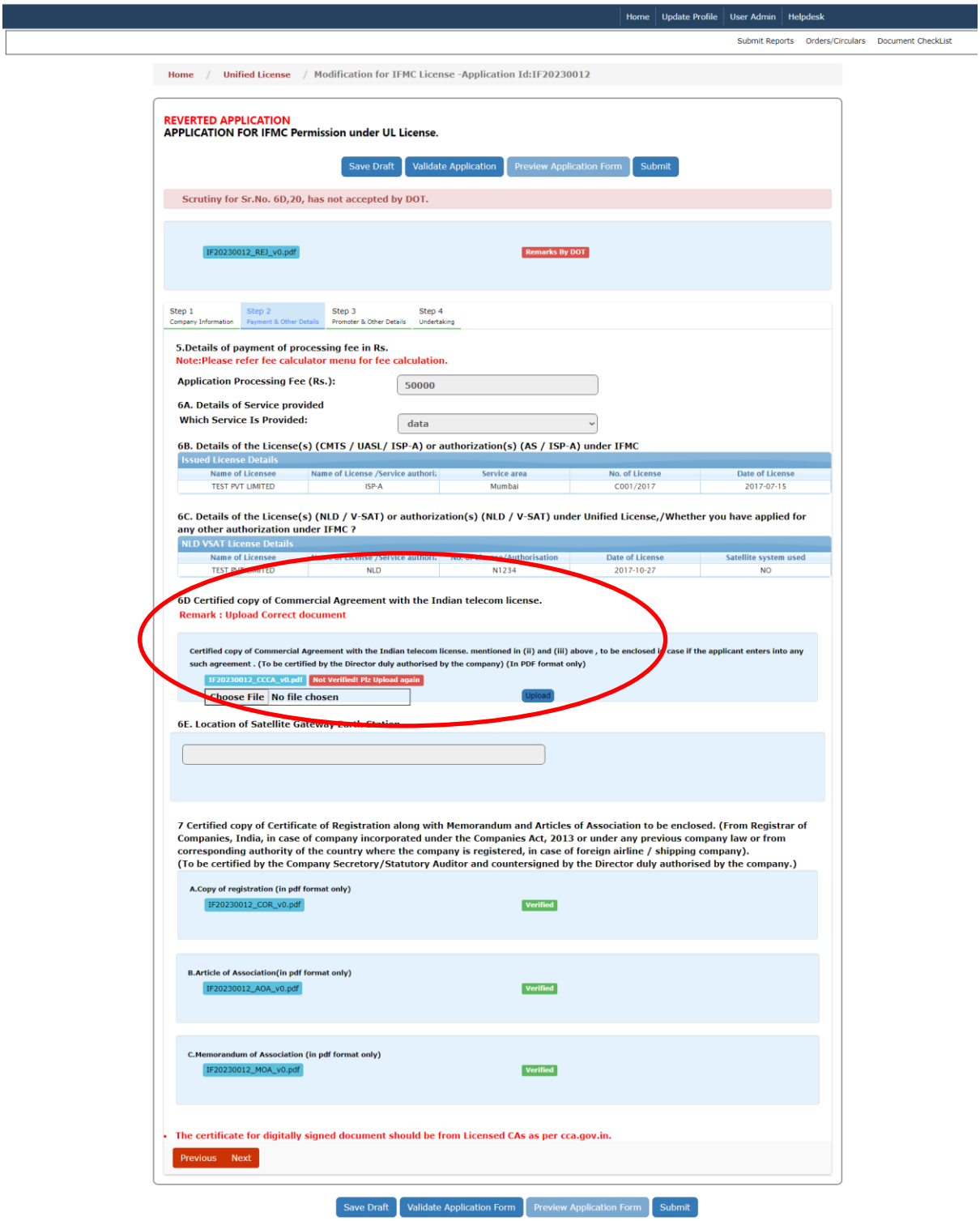
If there are any discrepancies in the application, nodal will revert back the application to applicant for modification of application. Application will be available on the dashboard to update the application as shown in the below image.



Click on “Update” button. Reverted application form will be populated .

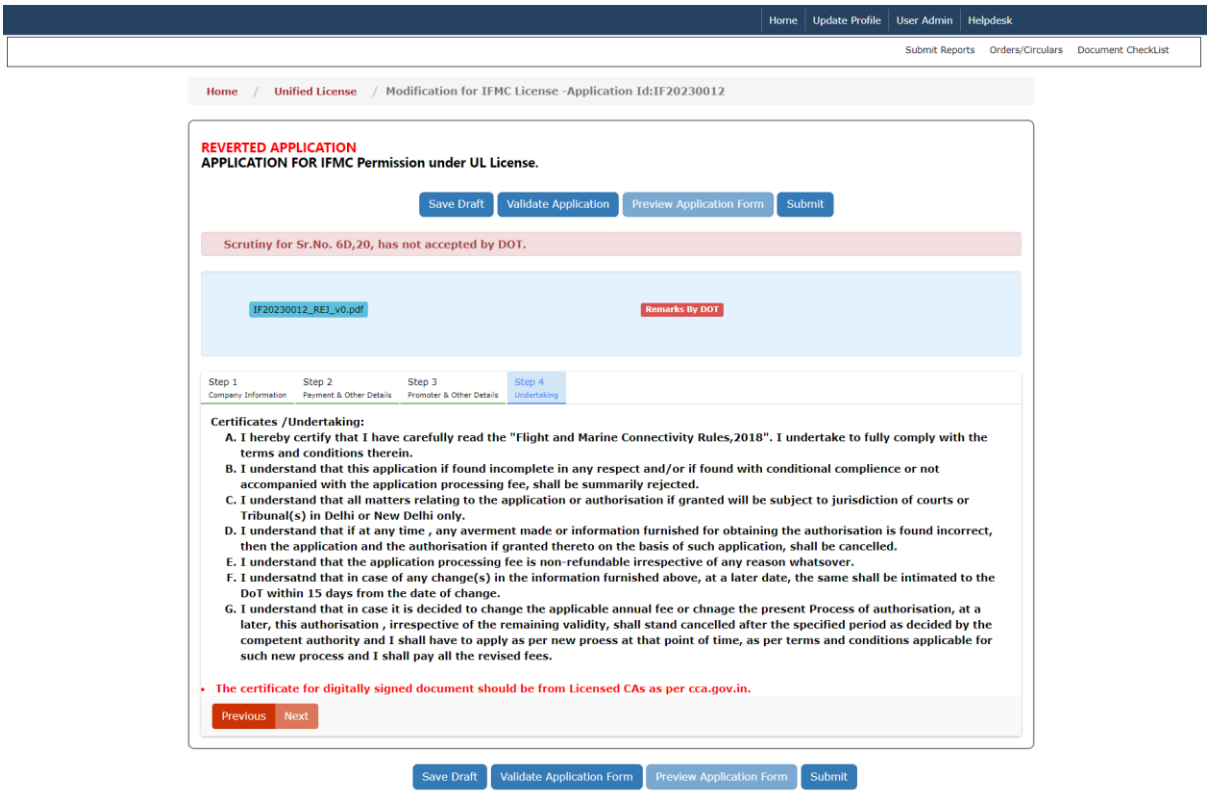


As shown in the above image, scrutiny point 6 D is not accepted by nodal. Download uploaded remarks by DoT as shown in the above image. As per remark modify the application and resubmit the application again.

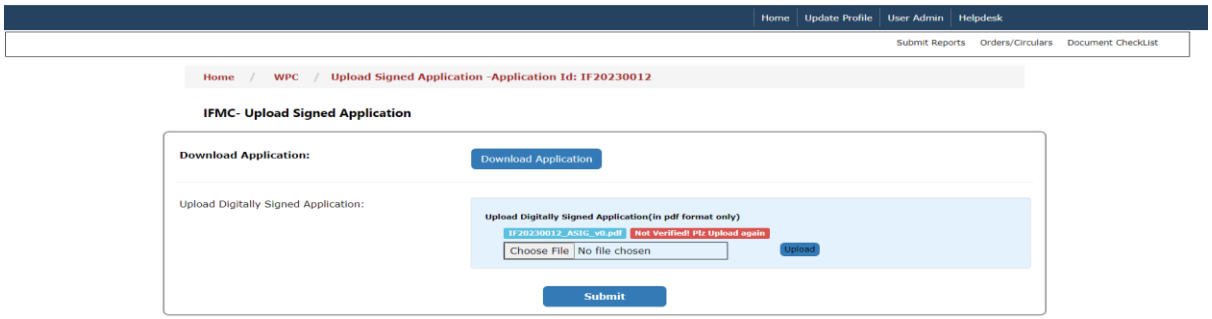


As per DoT remark upload the correct document (in the 6D) as shown in the above

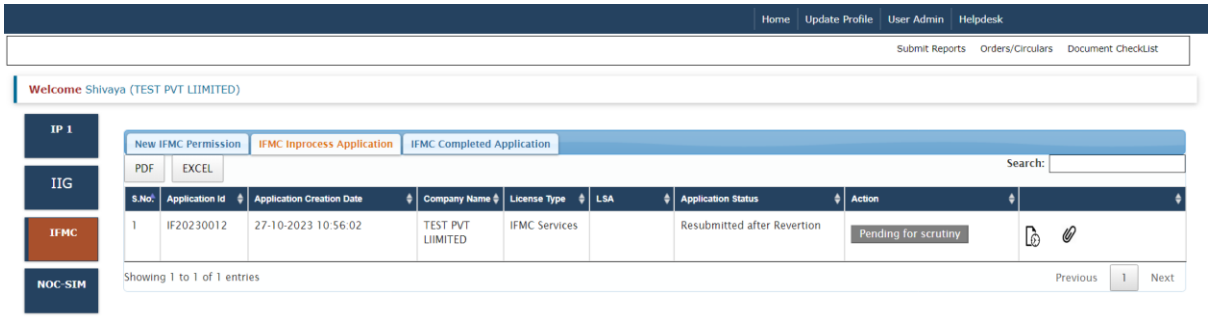
image.



Click on submit button to submit the application.



Download application , signed it digitally and the upload the signed application . Then click on "Submit" button to submit the application. Application is pending for scrutiny.

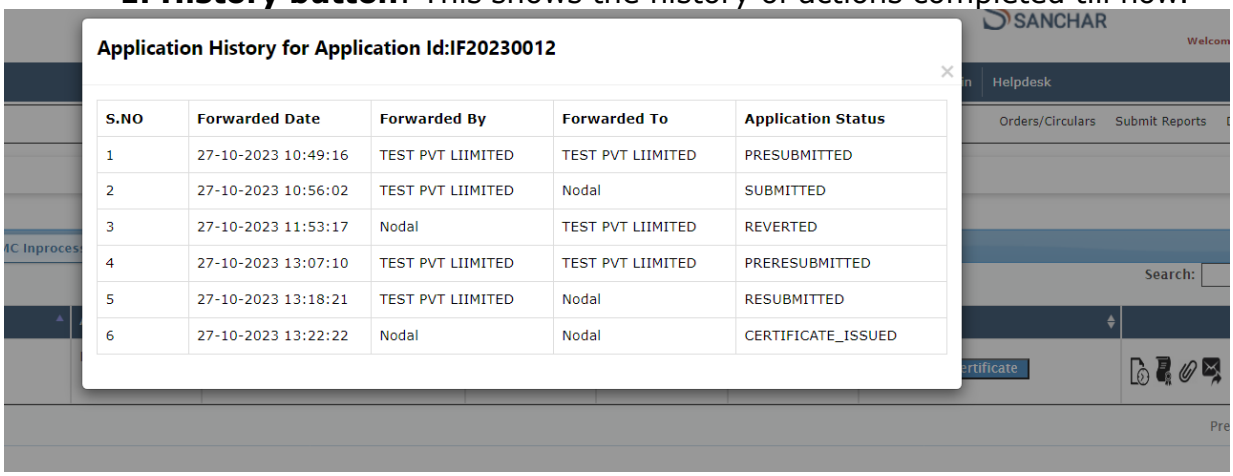

Home
Update Profile
User Admin
Helpdesk
Submit Reports
Orders/Circulars
Document CheckList
Welcome Shivaya (TEST PVT LIIMITED)
IP 1
IIG
IFMC
NOC-SIM
New IFMC Permission
IFMC Inprocess Application
IFMC Completed Application
PDF
EXCEL
Search:
S.No
Application Id
Application Creation Date
Company Name
License Type
LSA
Application Status
Action
1
IF20230012
27-10-2023 10:56:02
TEST PVT LIIMITED
IFMC Services
Resubmitted after Revertion
Pending for scrutiny
Showing 1 to 1 of 1 entries
Previous
1
Next

28

2.6 Dashboard Details:

This dashboard has two buttons

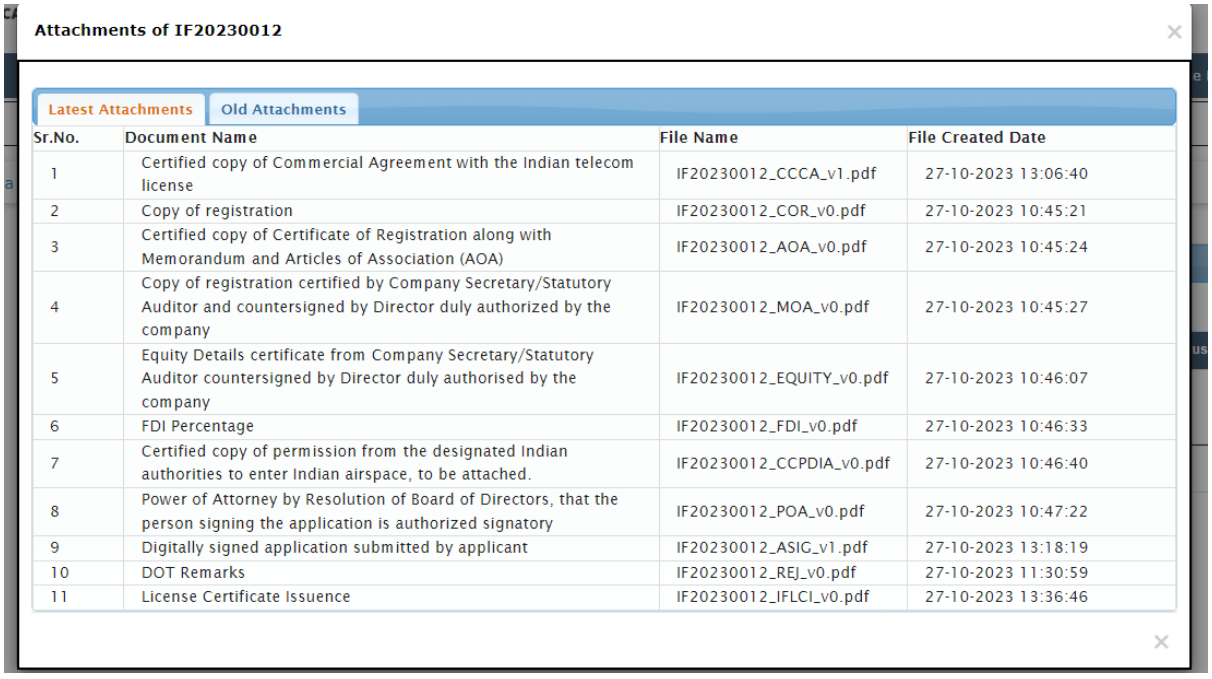
1. **History button**: This shows the history of actions completed till now.



Application History for Application Id:IF20230012

S.NO	Forwarded Date	Forwarded By	Forwarded To	Application Status
1	27-10-2023 10:49:16	TEST PVT LIIMITED	TEST PVT LIIMITED	PRESUBMITTED
2	27-10-2023 10:56:02	TEST PVT LIIMITED	Nodal	SUBMITTED
3	27-10-2023 11:53:17	Nodal	TEST PVT LIIMITED	REVERTED
4	27-10-2023 13:07:10	TEST PVT LIIMITED	TEST PVT LIIMITED	PRERESUBMITTED
5	27-10-2023 13:18:21	TEST PVT LIIMITED	Nodal	RESUBMITTED
6	27-10-2023 13:22:22	Nodal	Nodal	CERTIFICATE_ISSUED

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



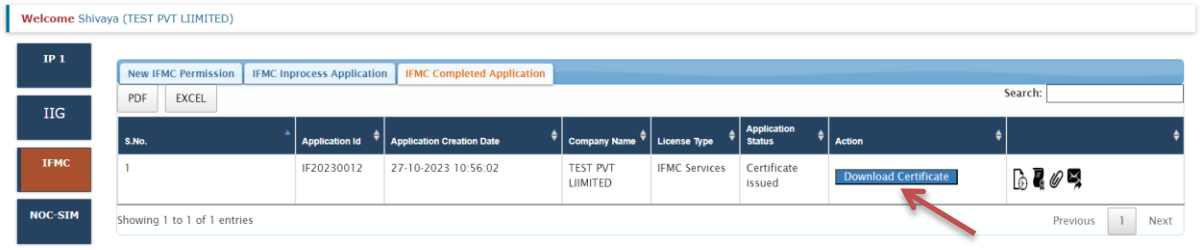
Attachments of IF20230012

Latest Attachments | Old Attachments

Sr.No.	Document Name	File Name	File Created Date
1	Certified copy of Commercial Agreement with the Indian telecom license	IF20230012_CCCA_v1.pdf	27-10-2023 13:06:40
2	Copy of registration	IF20230012_COR_v0.pdf	27-10-2023 10:45:21
3	Certified copy of Certificate of Registration along with Memorandum and Articles of Association (AOA)	IF20230012_AOA_v0.pdf	27-10-2023 10:45:24
4	Copy of registration certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company	IF20230012_MOA_v0.pdf	27-10-2023 10:45:27
5	Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company	IF20230012_EQUITY_v0.pdf	27-10-2023 10:46:07
6	FDI Percentage	IF20230012_FDI_v0.pdf	27-10-2023 10:46:33
7	Certified copy of permission from the designated Indian authorities to enter Indian airspace, to be attached.	IF20230012_CCPDIA_v0.pdf	27-10-2023 10:46:40
8	Power of Attorney by Resolution of Board of Directors, that the person signing the application is authorized signatory	IF20230012_POA_v0.pdf	27-10-2023 10:47:22
9	Digitally signed application submitted by applicant	IF20230012_ASIG_v1.pdf	27-10-2023 13:18:19
10	DOT Remarks	IF20230012_REJ_v0.pdf	27-10-2023 11:30:59
11	License Certificate Issuence	IF20230012_IFLCI_v0.pdf	27-10-2023 13:36:46

2.7 Download Certificate

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



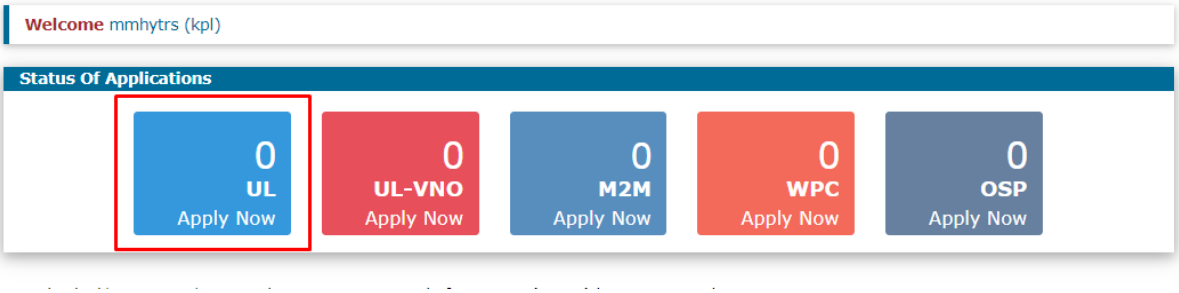
2.8 Profile Update without Scrutiny

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.

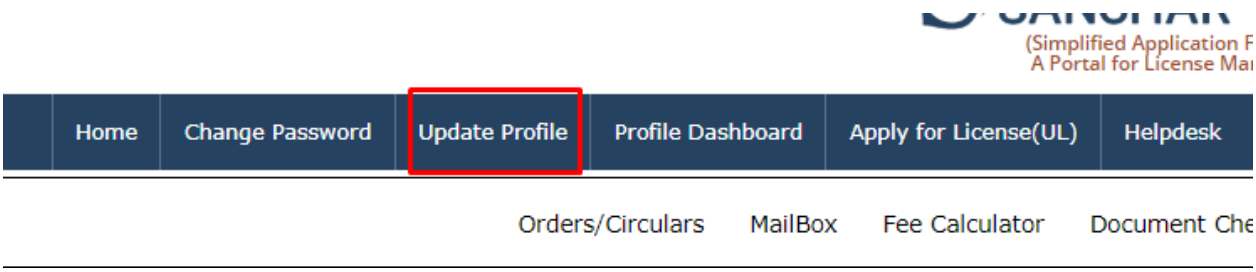
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

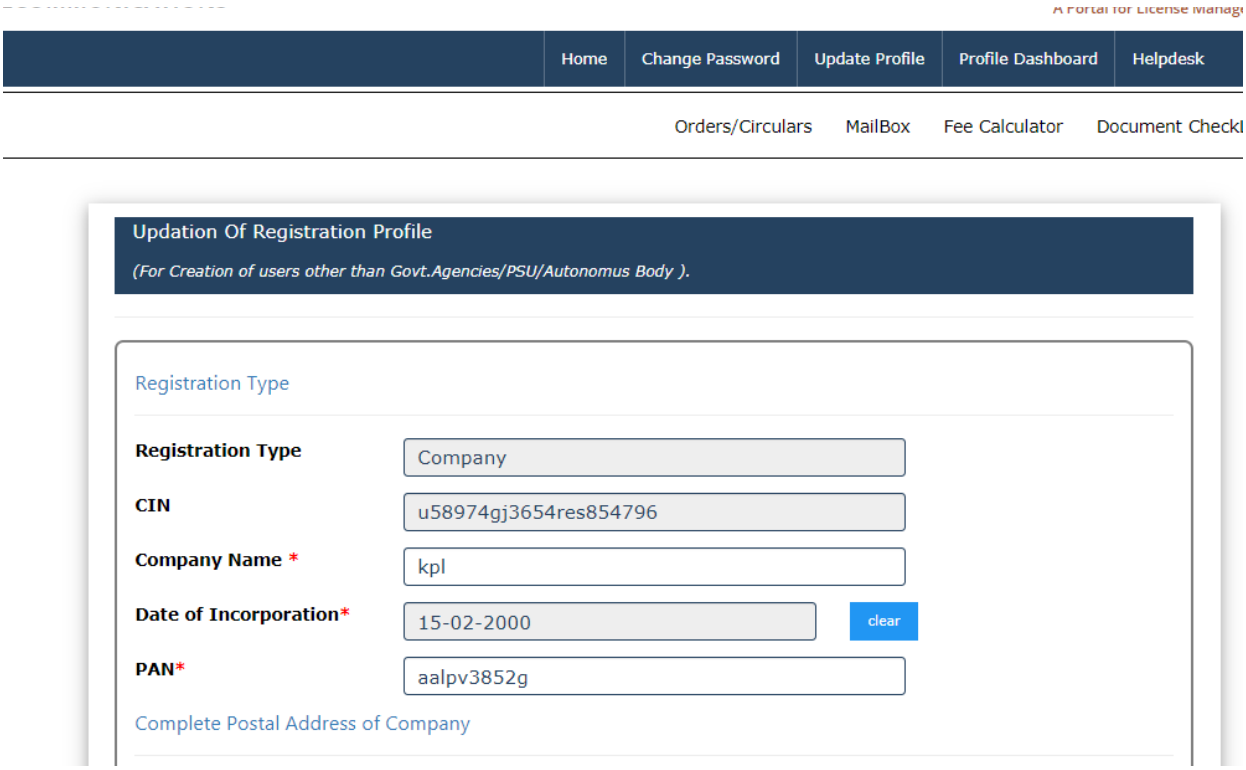
1. After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

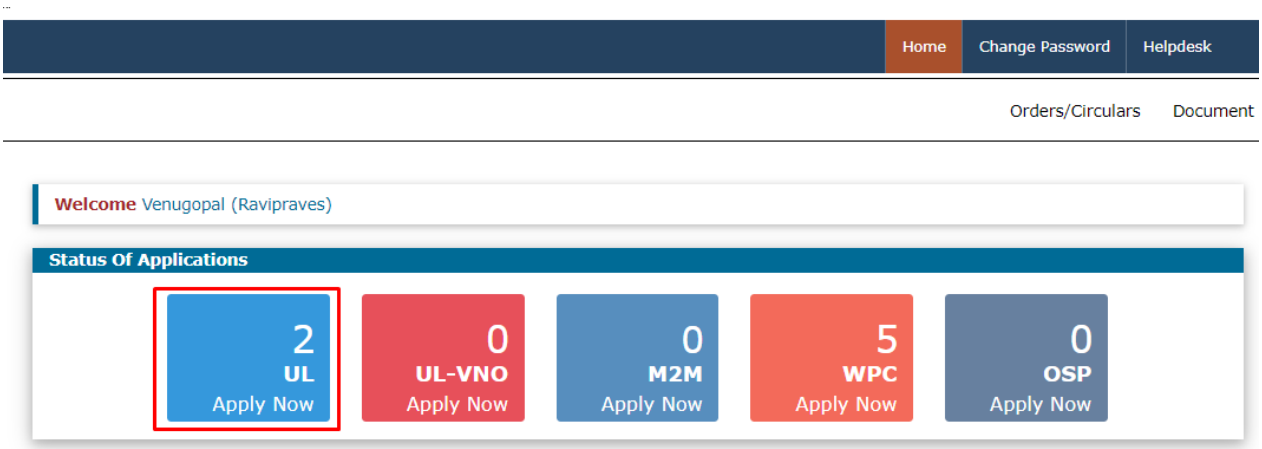


1. User can update profile multiple times until new application is applied and in process

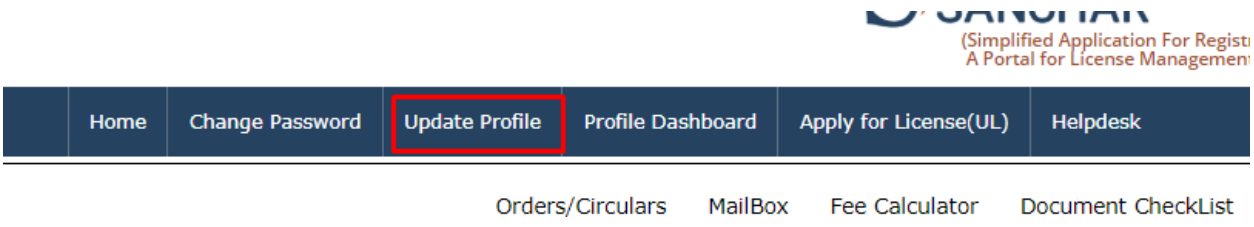
2.9 Profile Update with Scrutiny

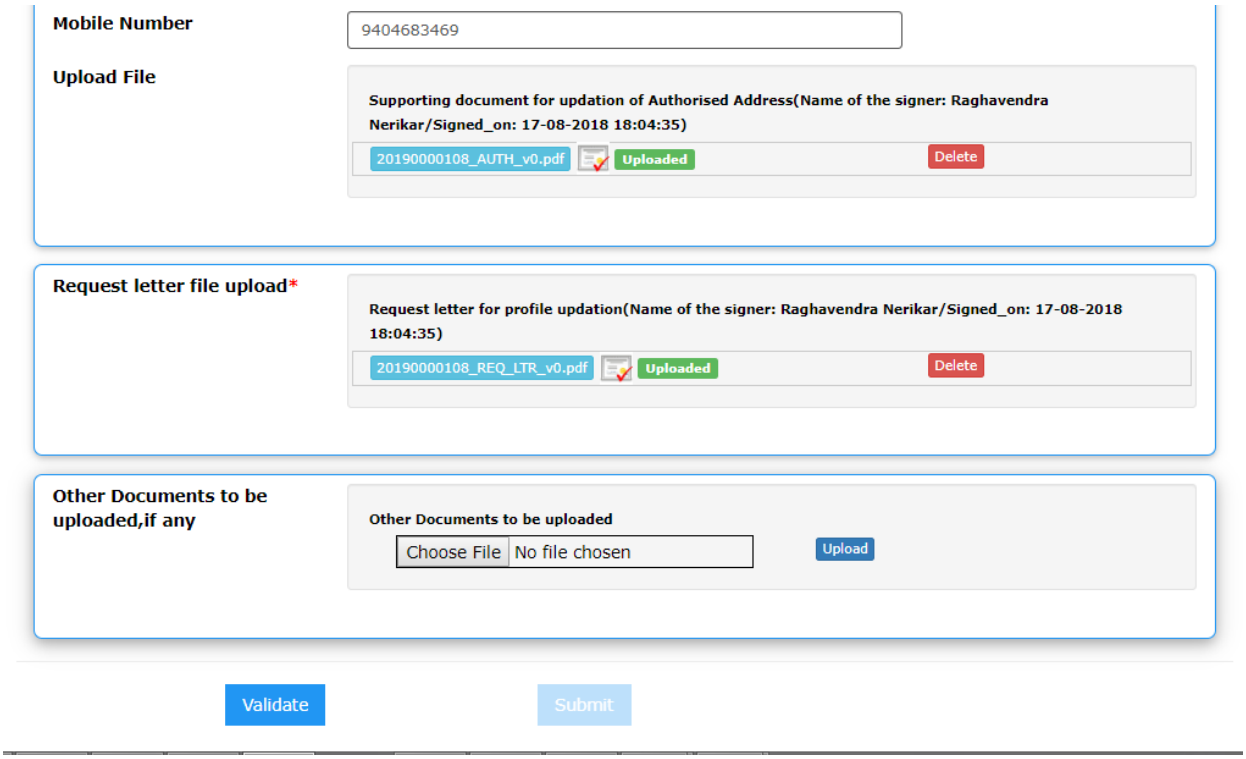
STEPS:

1. After login, click on UL module

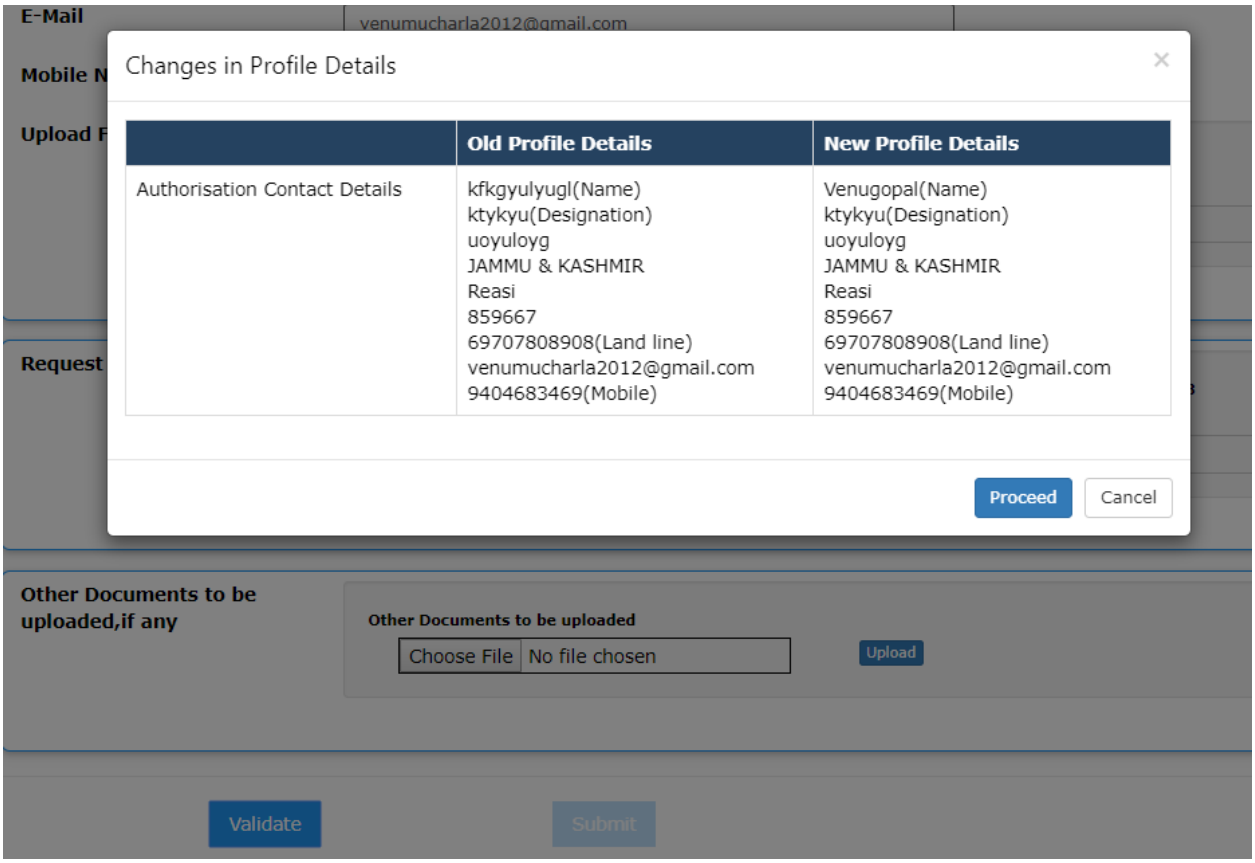


2. Click on Update Profile Menu on top

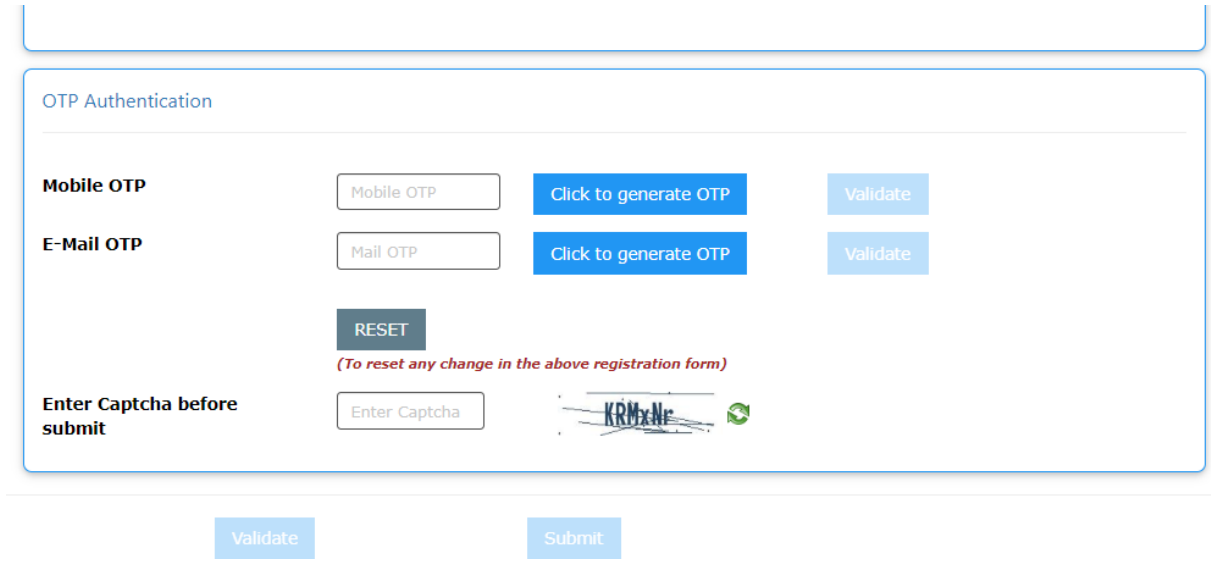


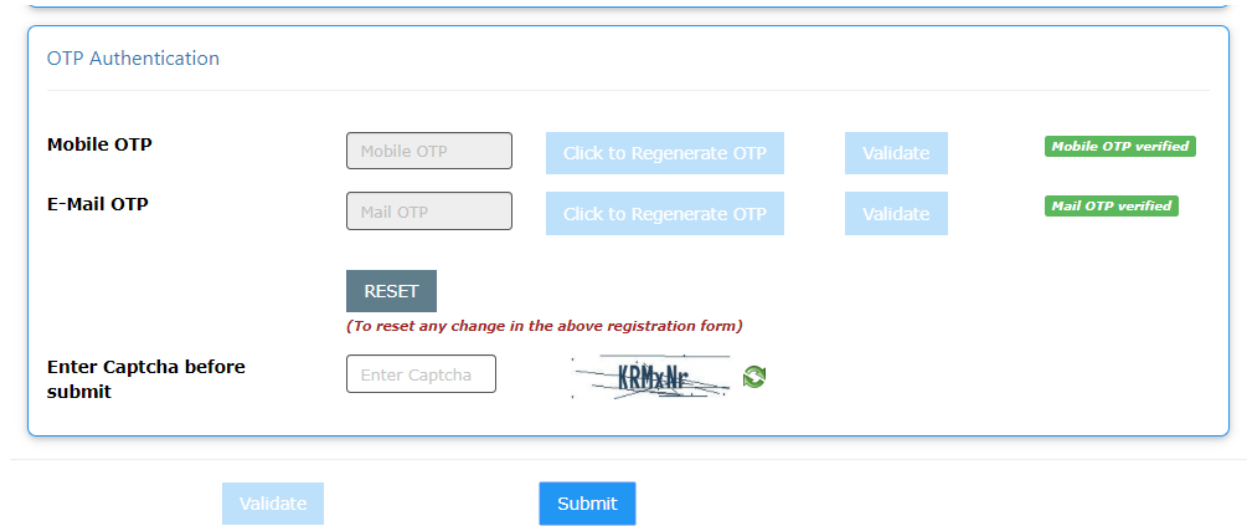


3. After Validate button, Changed field will appear. Proceed accordingly

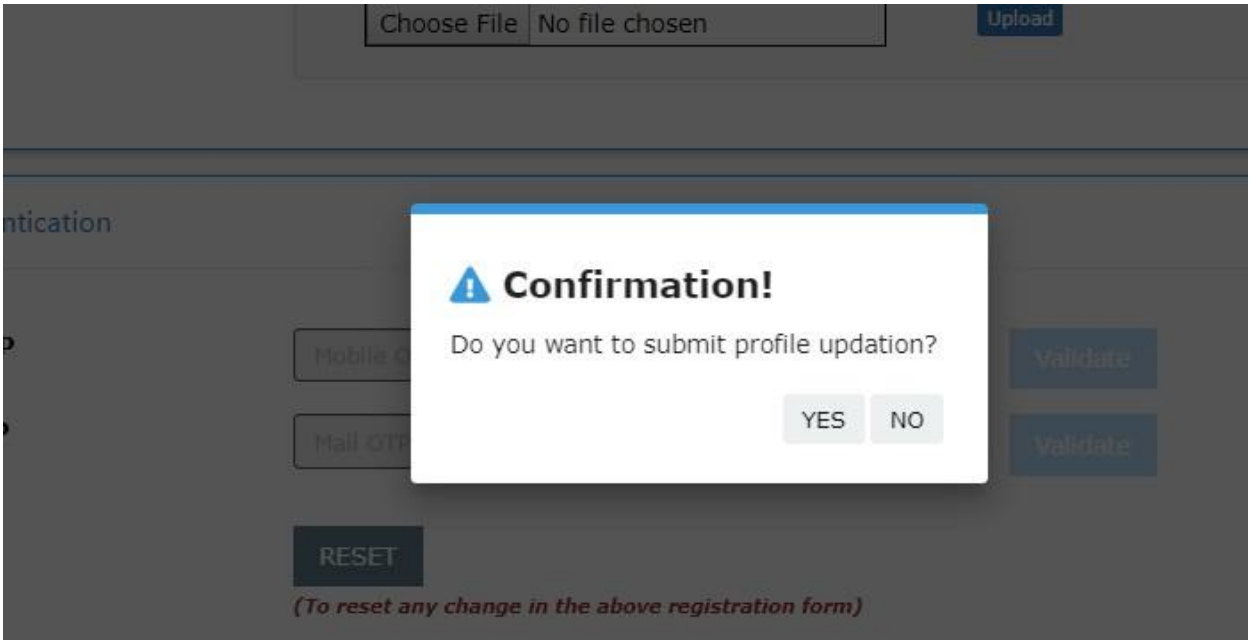


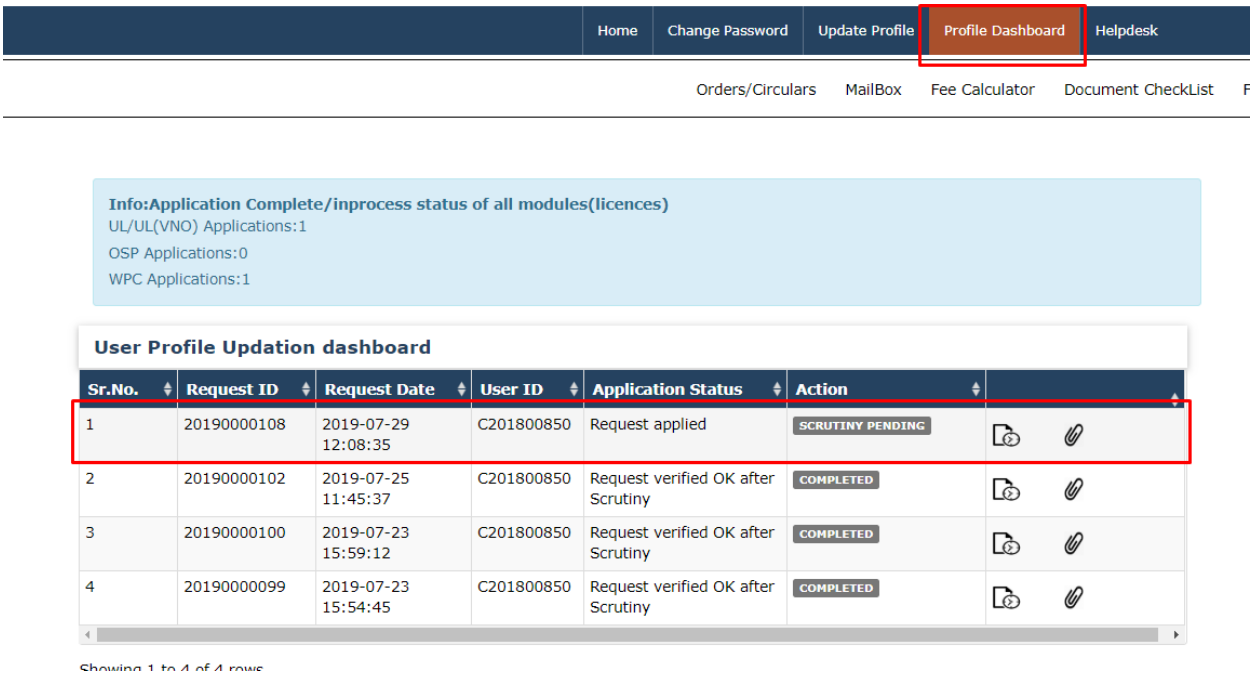
4. After OTP Authentication , submit button will enable.



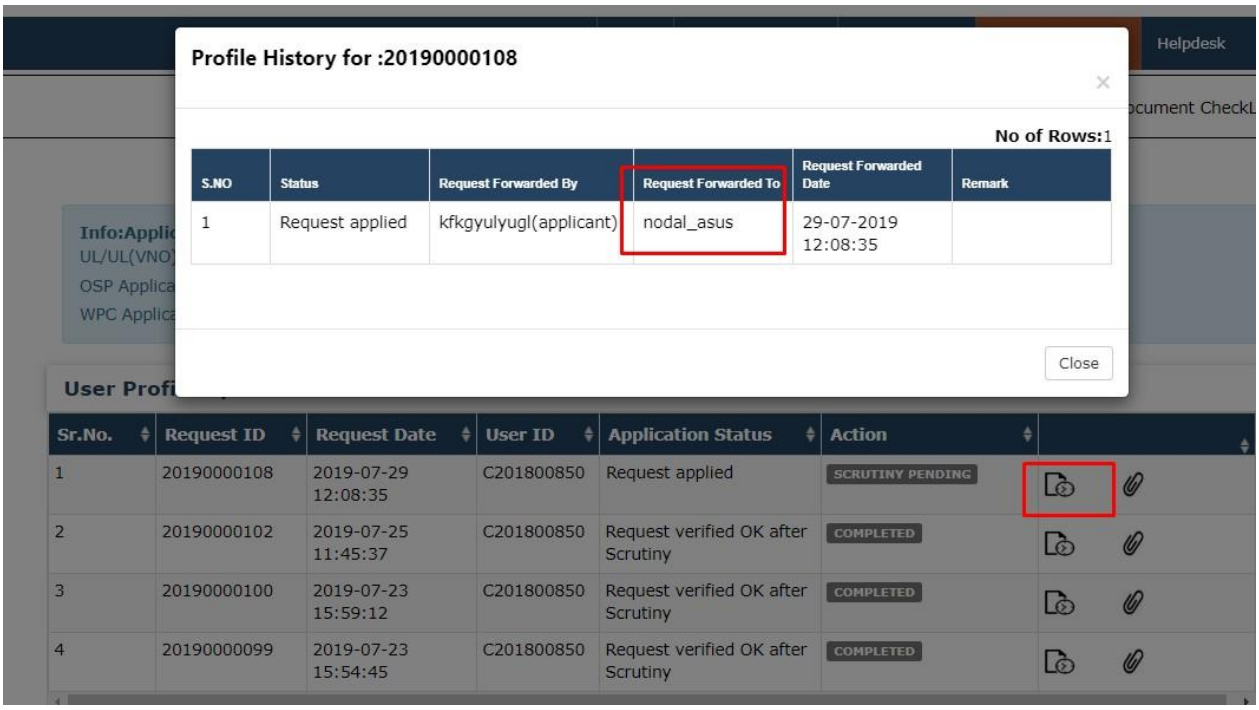


5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

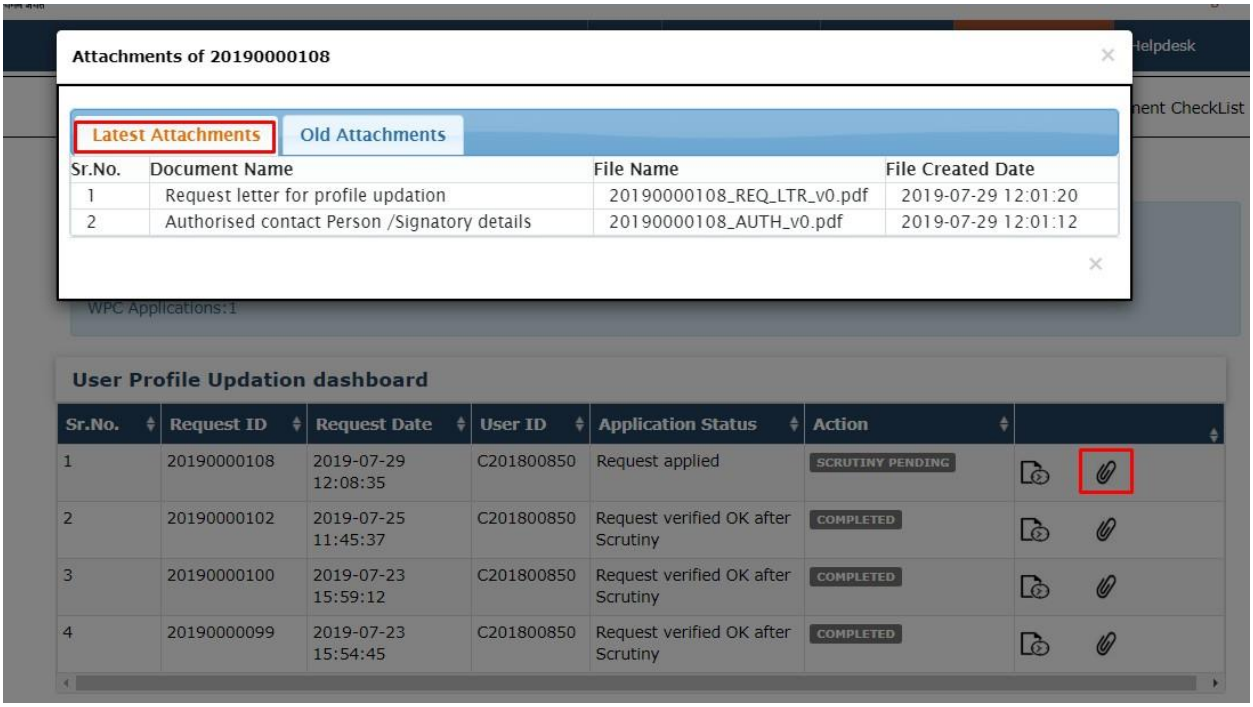




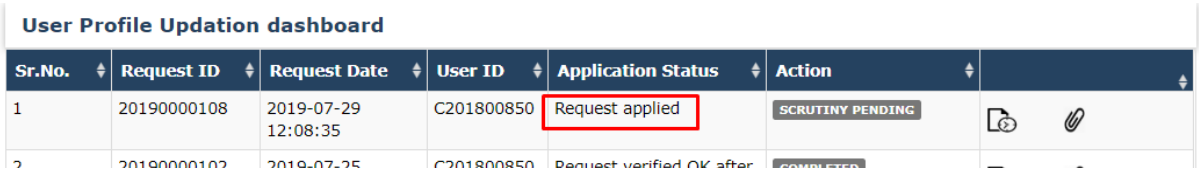
6. Can check the to whom the scrutiny assigned through



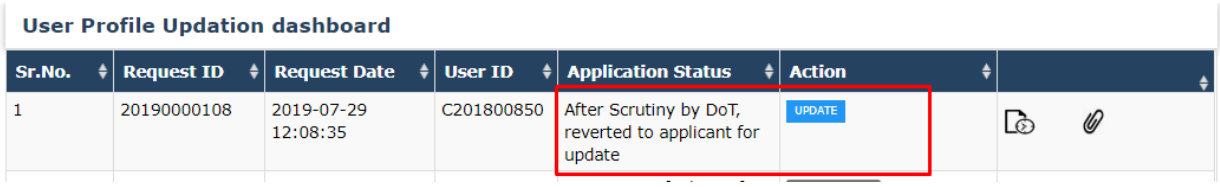
7. Check the uploads through

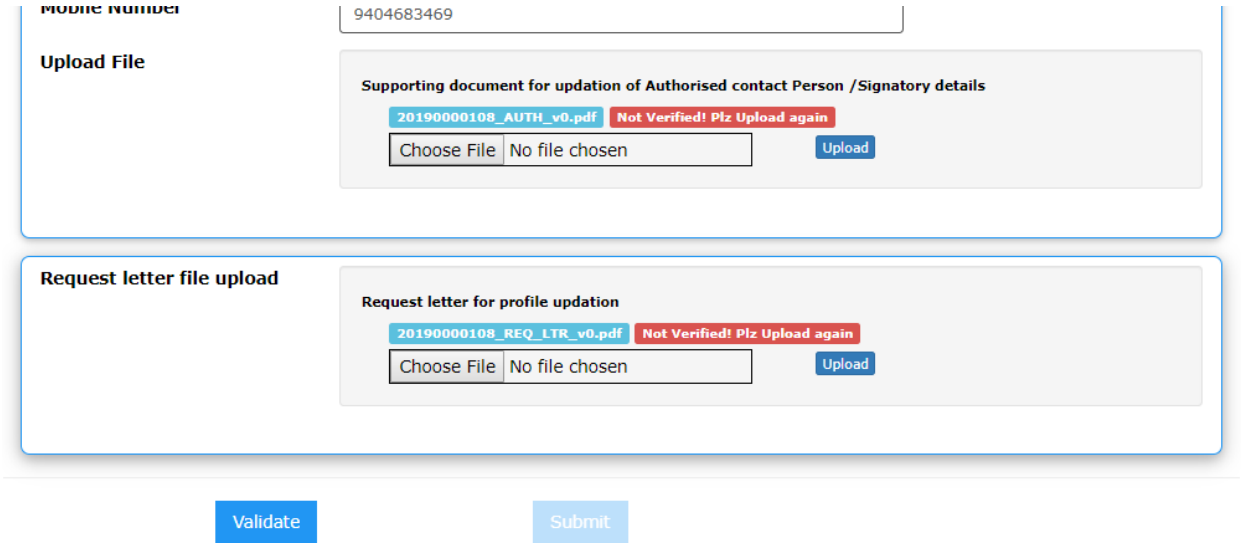


8. After submit of profile update, the request status is REQUEST APPLIED

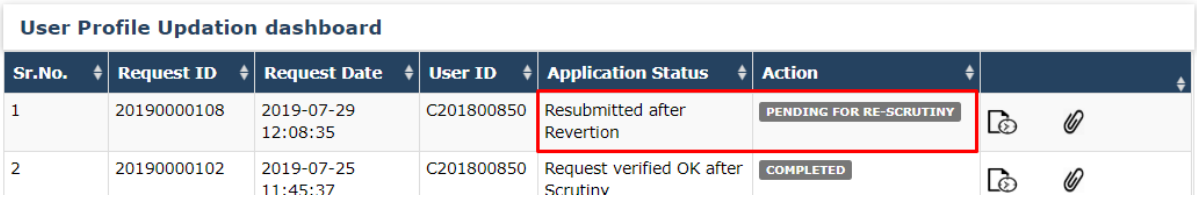


9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.





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

