User Manual

(For Applicant)

PROVISION FOR ISSUE/RENEWAL OF NO OBJECTION CERTIFICATE (NOC) FOR SALE/RENT OF INTERNATIONAL ROAMING SIM CARDS / GLOBAL CALLING CARDS(NOC-SIM)

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.
- **NOC_SIM :** No Objection Certificate(NOC) for Sale/Rent Of International Roaming SIM Cards/Global Cards.

1.2 About NOC-SIM

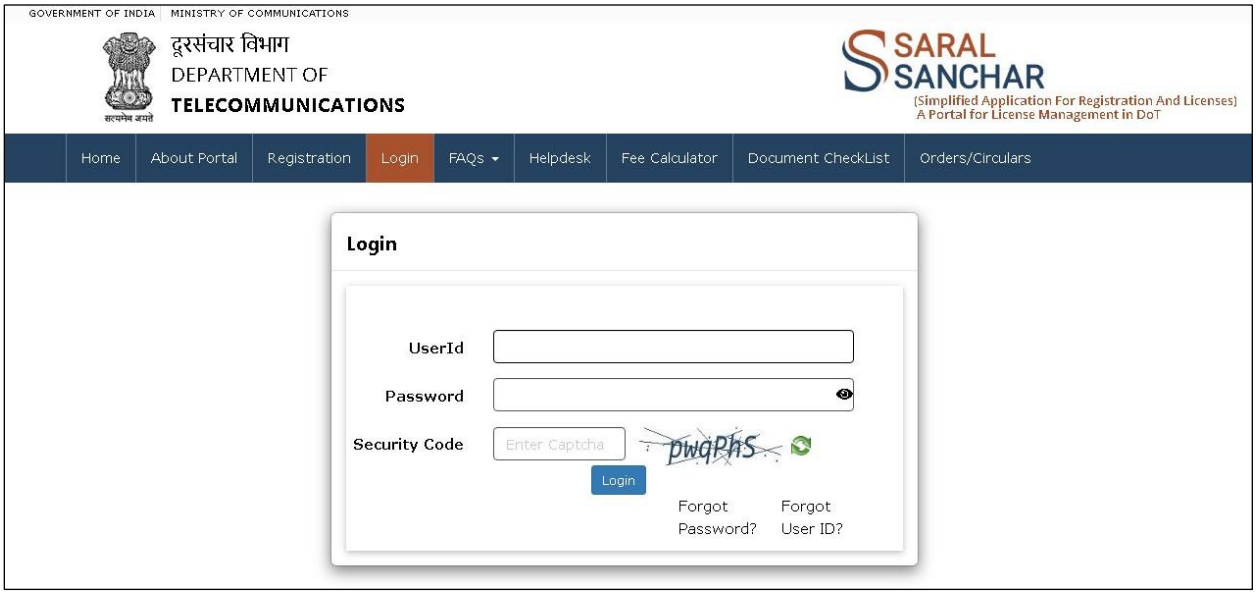
NOC is required for Sale/Rent Of International Roaming SIM Cards/Global Cards.

Section-2 Applicant Part

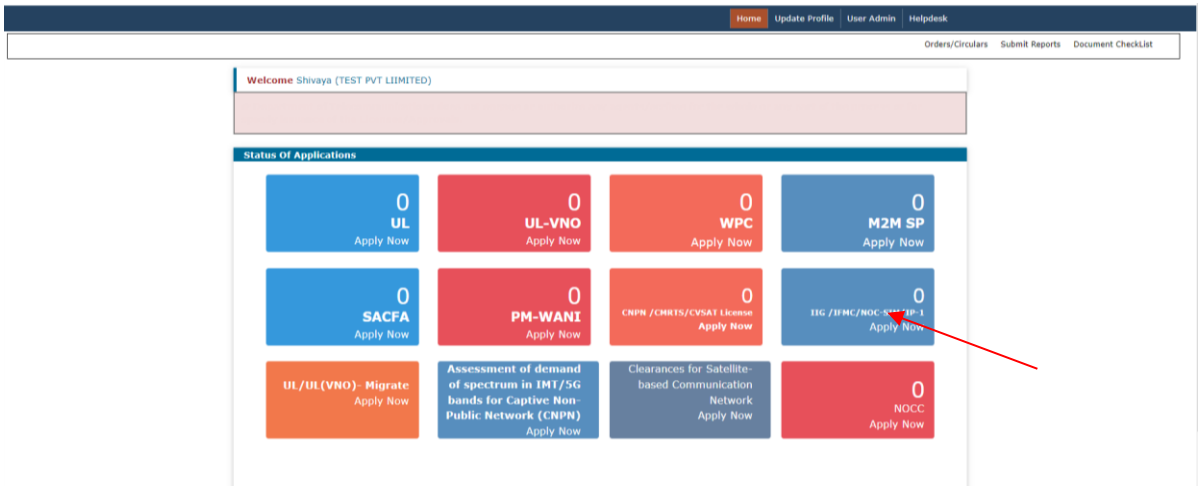
2.1 Login

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**.

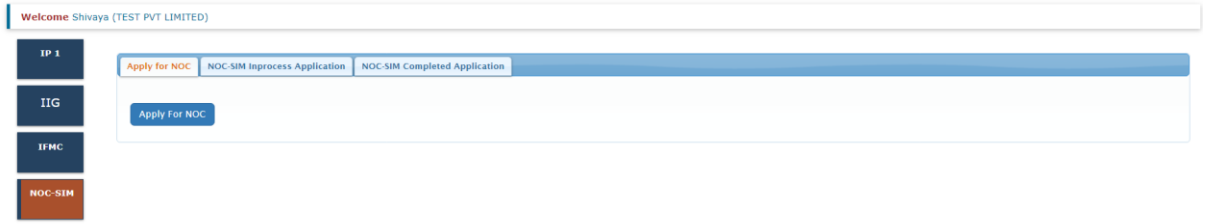
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking Login you will be directed to this page.

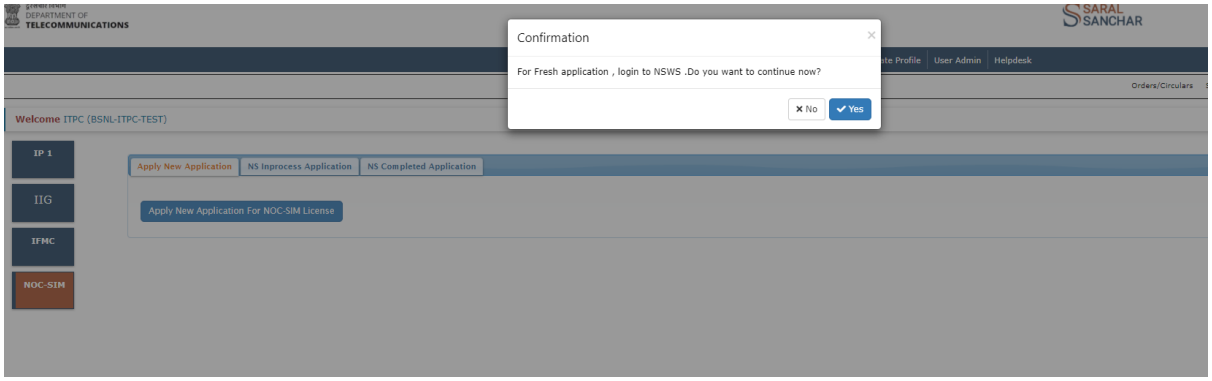


Click on IIG/IFMC/NOC-SIM/IP-1 Widget as shown in the above figure.

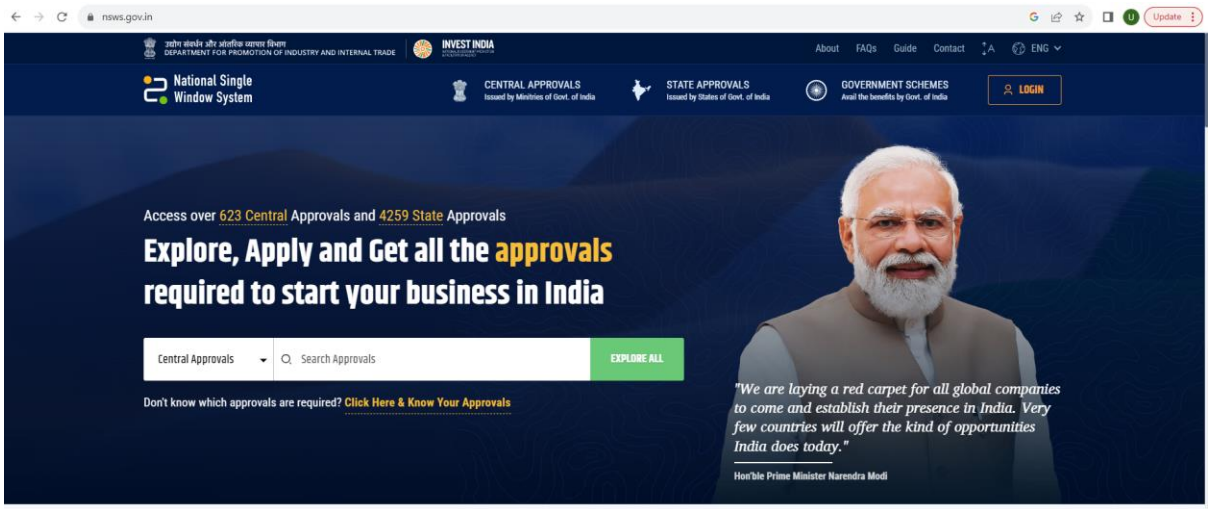


Dashboard would be populated. Click on 'Apply for NOC' Button.

Confirmation pop up will be appeared as shown in the below image.



If "Yes" button is clicked , it will redirect to National Single Window System portal as shown in the below image.



Applicant has to register in National Single Window portal. Login in NSWS portal add approvals. You will get link against this approval. Click on that link, you will be

redirected to the application form in Saralsanchar portal.

2.2 NOC-SIM Application :

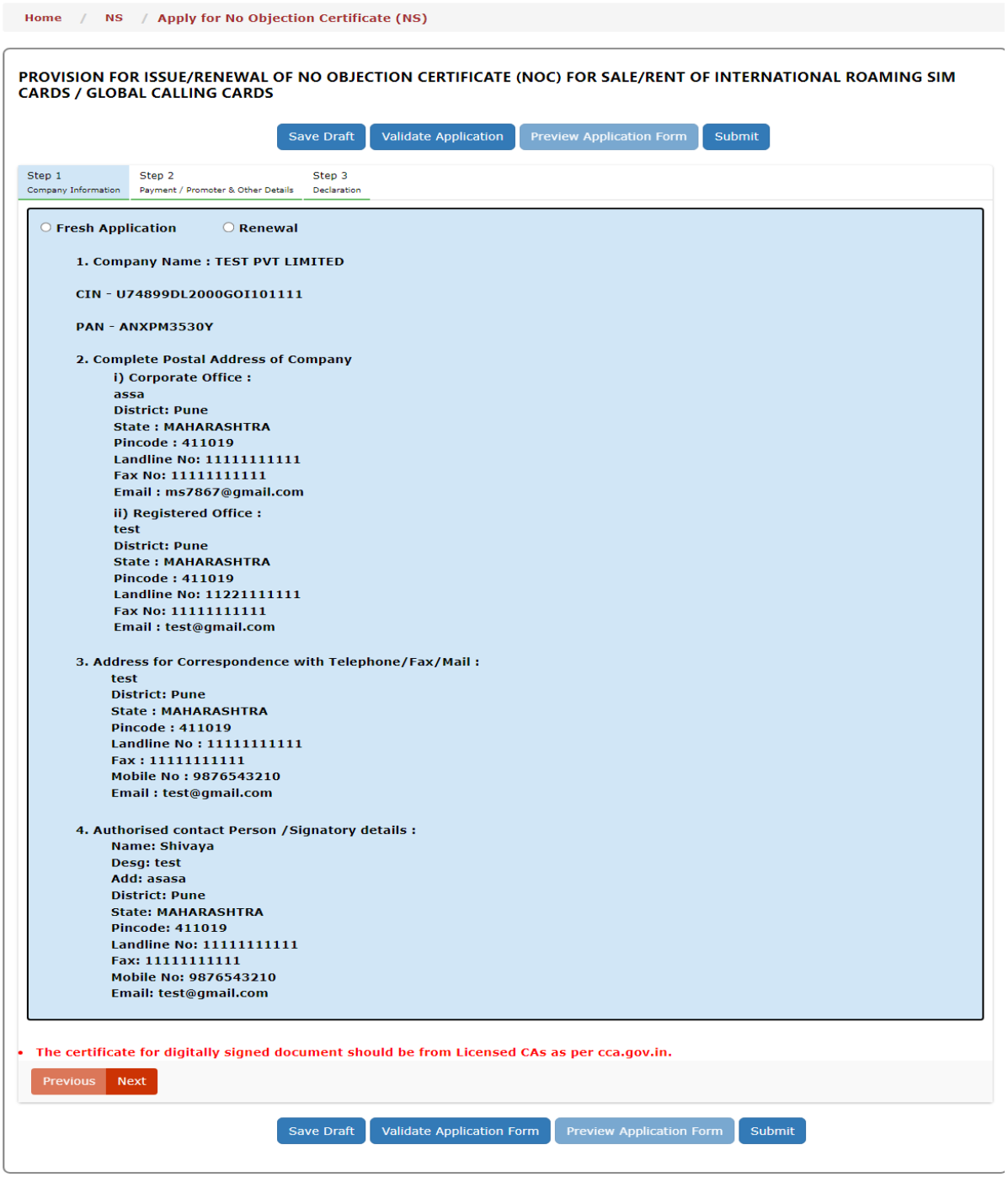
Below is a sample demo for **NOC-SIM application**.
Application form will appear as follows. Form will comprise of 4 steps viz. company info, Payment and Other details, Promoter and Other details and Undertaking.
This application form is for fresh and renewal of NOC.

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.
Two radio buttons i) Fresh Application & ii) Renewal are available. You have to select as per your application. After selecting radio button, click on "Save Draft" button, application id will be created.
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/Promoter 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.5000/- . For uploading documents click on Choose file , then select file to be uploaded and click on upload button as shown in the below image.

Home / NS / Apply for No Objection Certificate (NS) -Application Id: NS20230007

PROVISION FOR ISSUE/RENEWAL OF NO OBJECTION CERTIFICATE (NOC) FOR SALE/RENT OF INTERNATIONAL ROAMING SIM CARDS / GLOBAL CALLING CARDS

Save Draft | Validate Application | Preview Application Form | Submit

Step 1 Company Information | Step 2 Payment / Promoter & Other Details | Step 3 Declaration

5.Details of payment of processing fee in Rs.

Note:Payment to be made online after submission of application.

Application Processing Fee (Rs.): 5000

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

a. Certificate of Registration(in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

b. Memorandum of Association(in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

c. Articles of Association (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

7. (a) Details of Promoters / Partners / Shareholders in the Company:

Promoter Details

Name Of Promoter/Partner/Shareholder	Resident	Country	Equity%age

(Complete break-up of 100% of equity must be given. Equity holding upto 5% of the total equity shared among various shareholders 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		Total
0.00	i)Land Border Sharing Country	0.00	0
	ii)Others	0.00	

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company.

Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

8. Power of Attorney by resolution of Board of Directors that the person signing the application is authorized signatory.

Power of Attorney by resolution of Board of Directors (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

9. Certified copy of the valid agreement between Applicant Company and foreign telecom company for the duration of the NOC duly certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorised by the company

Agreement between Applicant Company and foreign telecom company for the duration of the NOC (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

10. Procedure of making the calls/ data sessions (in case of data cards with no voice calling) from any country including a list of codes being used for making calls/ data sessions (in case of data cards with no voice calling) from various countries duly signed by Director duly authorised by the company

List of codes (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

11. In Case of Renewal of NOC, Compliance against the terms and conditions of clause-8 of part-1, General Conditions of the revised NOC Policy regarding proof of sending complete details to the designated security agencies to be attached.

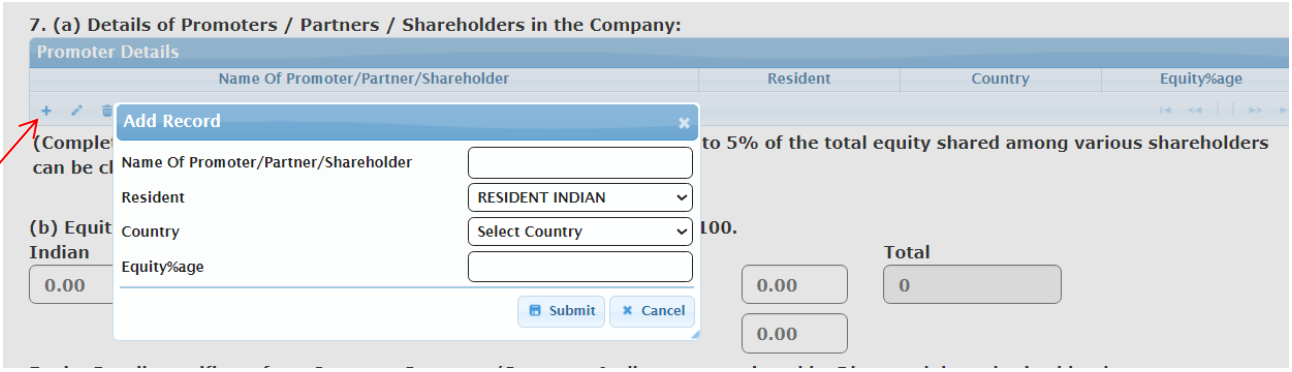
Compliance Proof (in pdf format only) (Max File Size:2 MB)

○Upload ○Digitally Sign & Upload

- 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

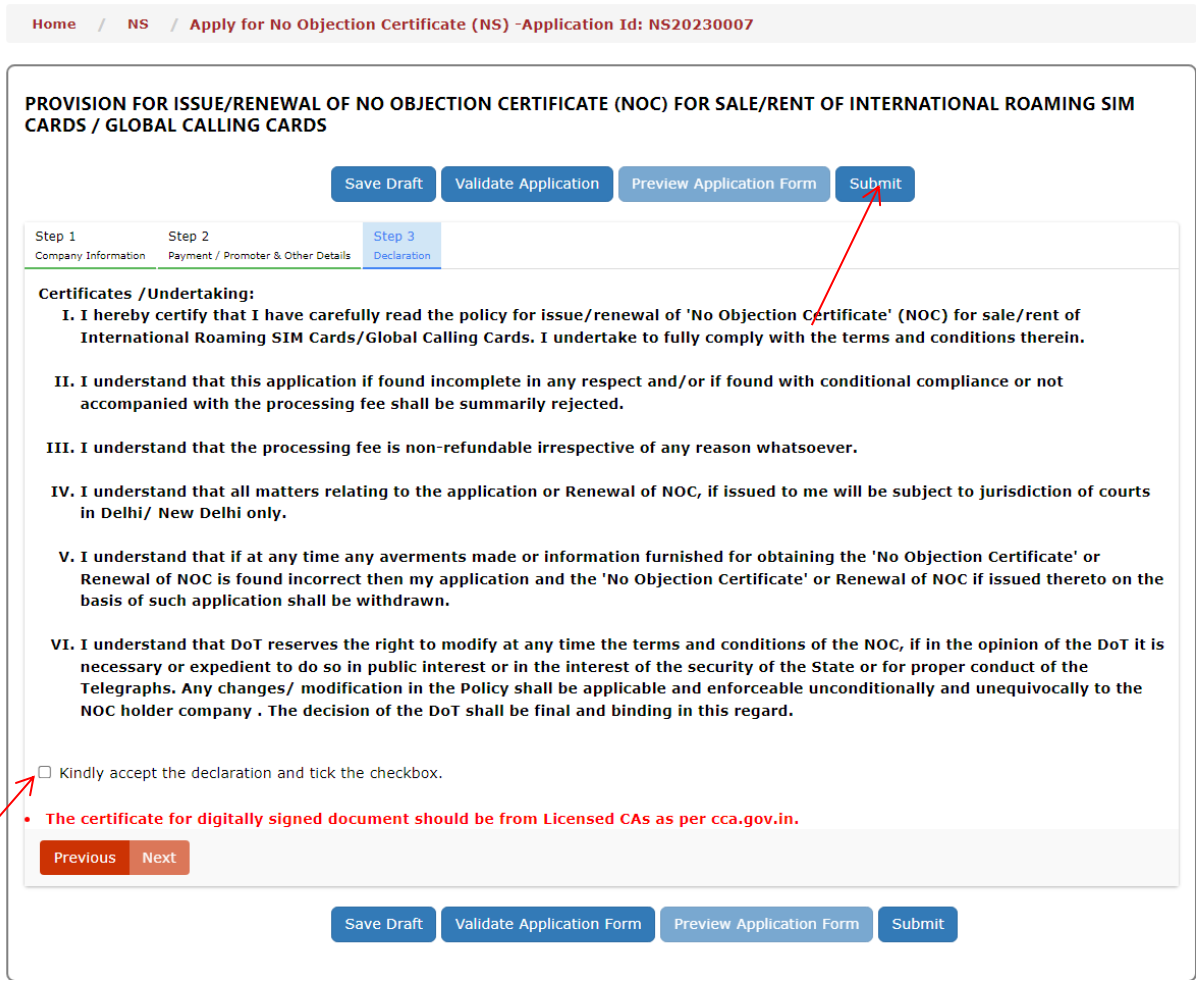


7a As shown in image above on left side there is option of adding, editing and deleting Issued license details. If you click "+" sign separate window will pop up to enter license details. Here you have to enter name of Name of Promoter/partner/Shareholder, Resident, Country and Equity %age.

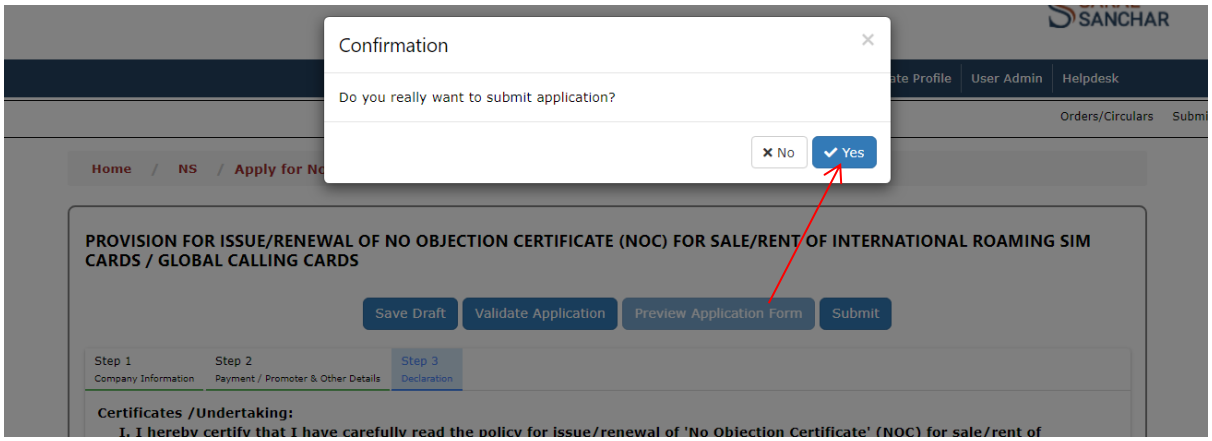
If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

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
Declaration:



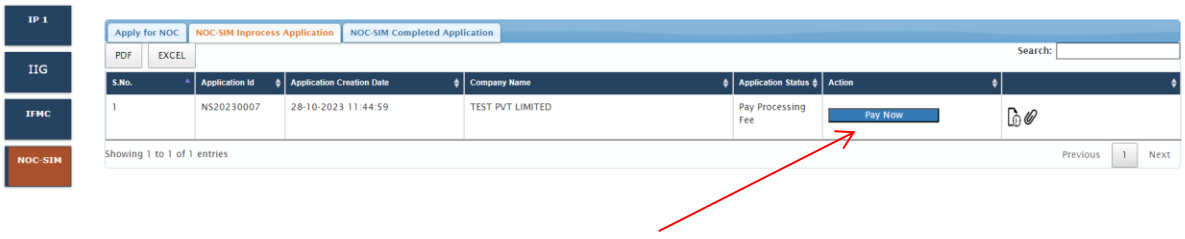
Accept the declaration. Click on "Validate Application" button to validate the application. If application is validated, "Preview Application Form" button will be enabled. Download the application and check the application, if all are correct, application may be submitted by "Submit" button.



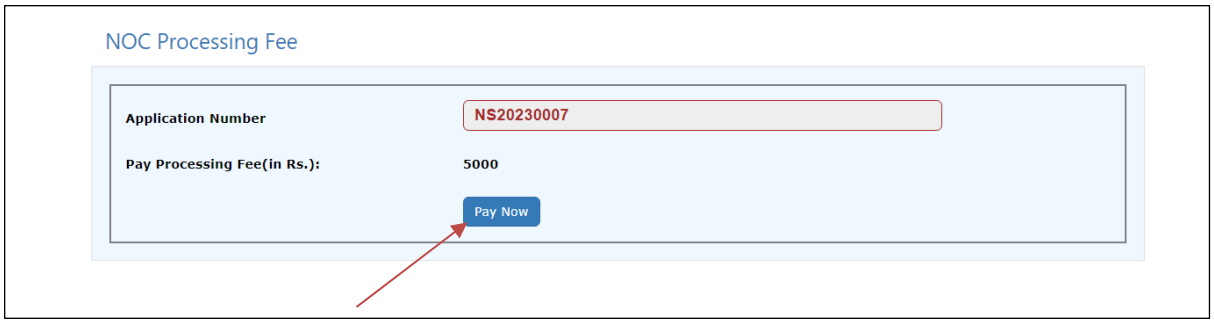
Once submit button is clicked , confirmation pop up will come as shown in the avove image. Click on "Yes" button to submit the application.

After submission of application, Payment option will be available.

2.3 Online Payment of Processing Fee

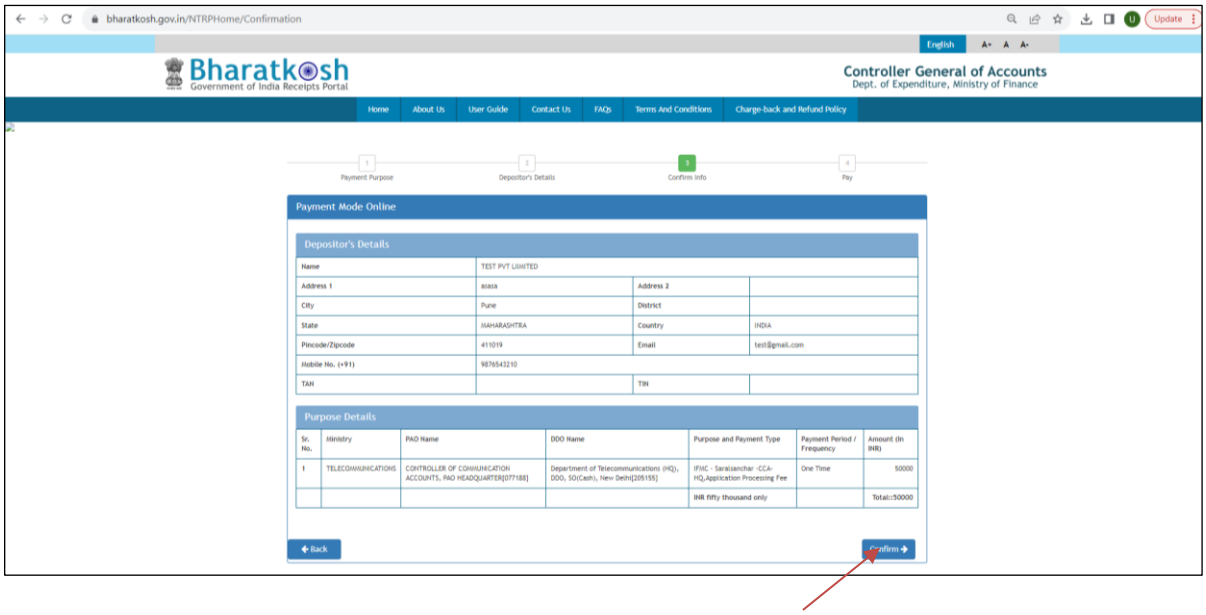


Click on "Pay Now" button, it will redirect to payment page.

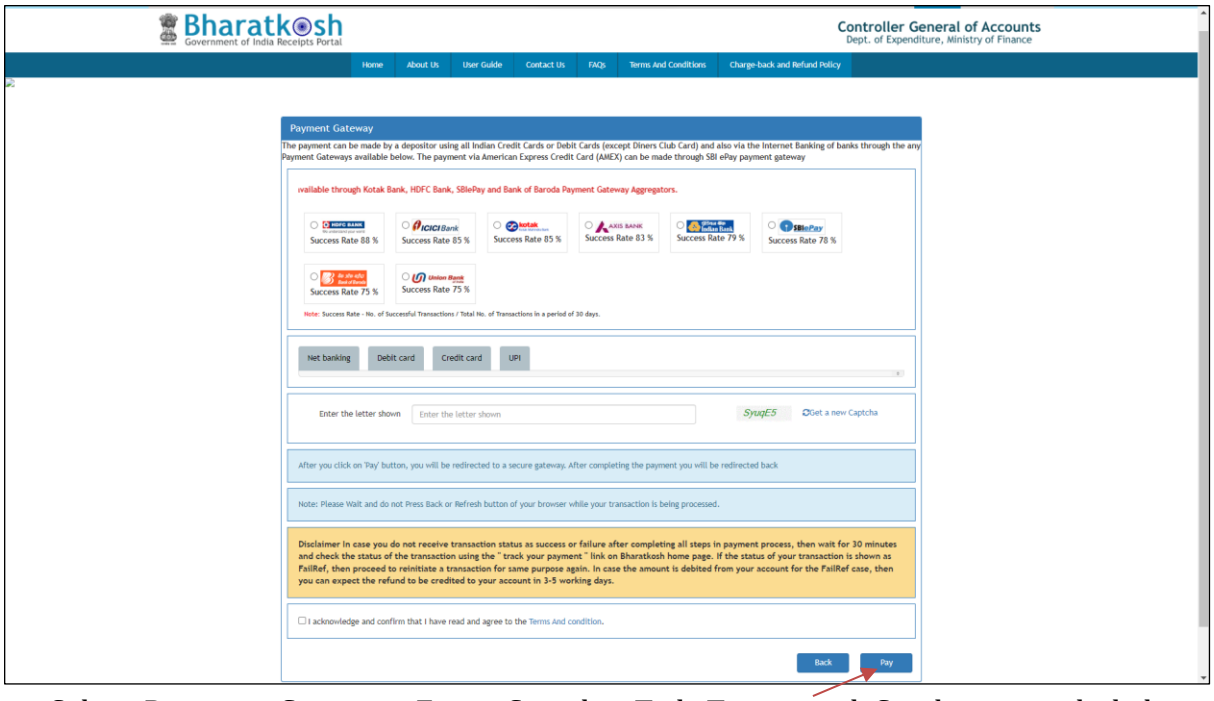


In Payment page, Fees of Rs 5000 will be shown. Click on Pay now Button, it will redirect to payment portal. and after successful payment transaction user has to upload digitally signed application.

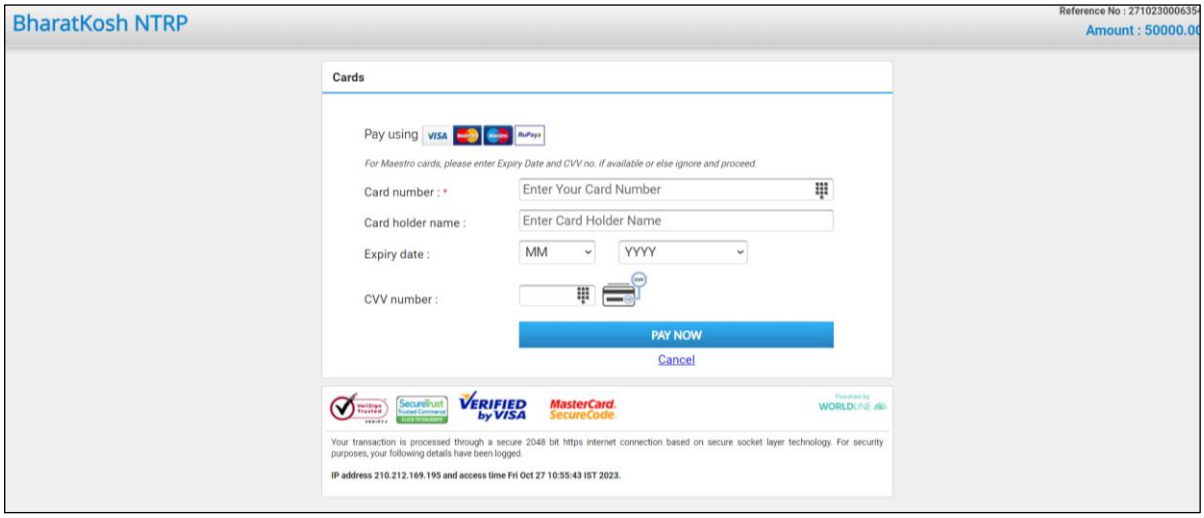
On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway as shown in the below image.



Click on 'Confirm' Button at Bottom.



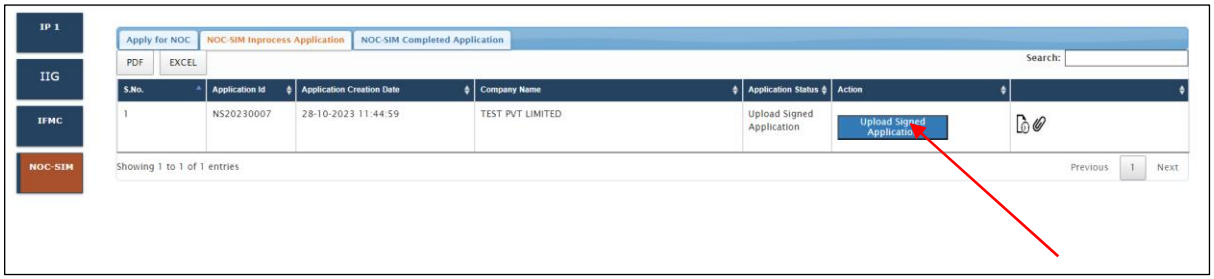
Select Payment Gateway, Enter Captcha, Tick Terms and Conditions and click on 'Pay' Button.



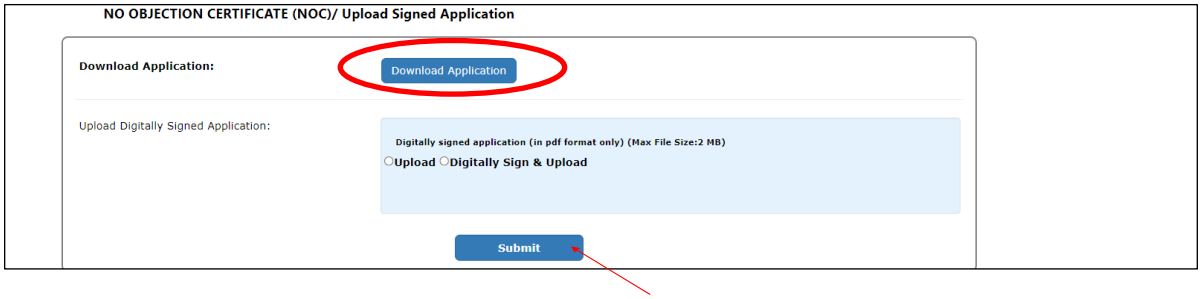
After completion of payment , upload signed application option will be avaiable.

2.4 Upload Application :

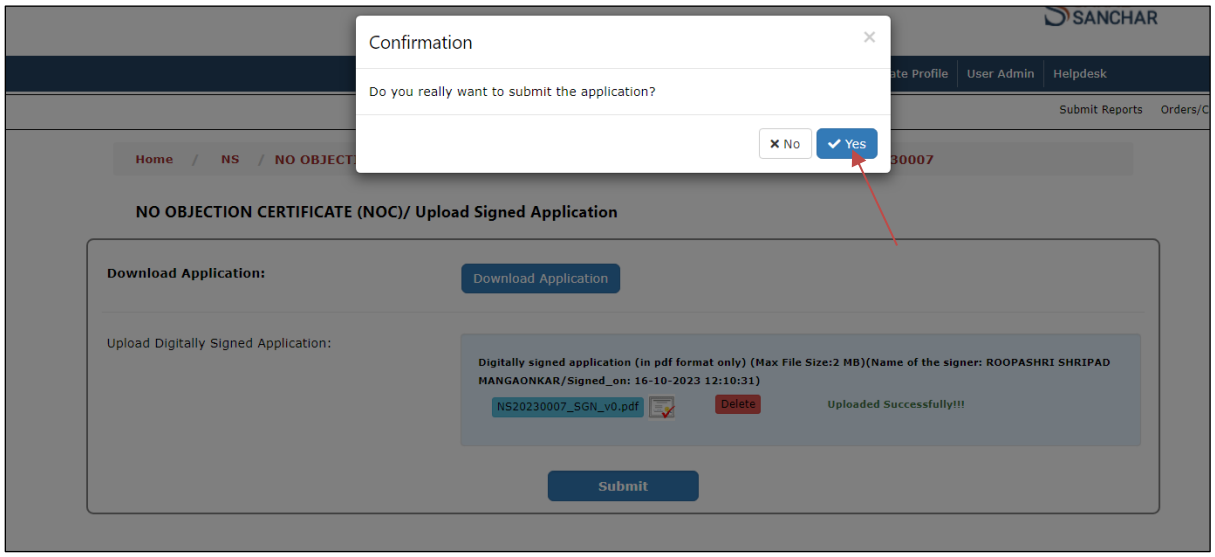
After completion of payment , upload signed application option will be avaiable.



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 "NOC-SIM 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

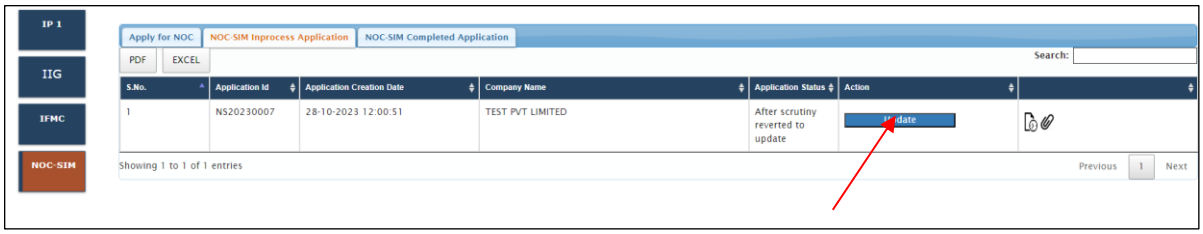
2) Reject Application.

3) Accept Application and Generate Certificate

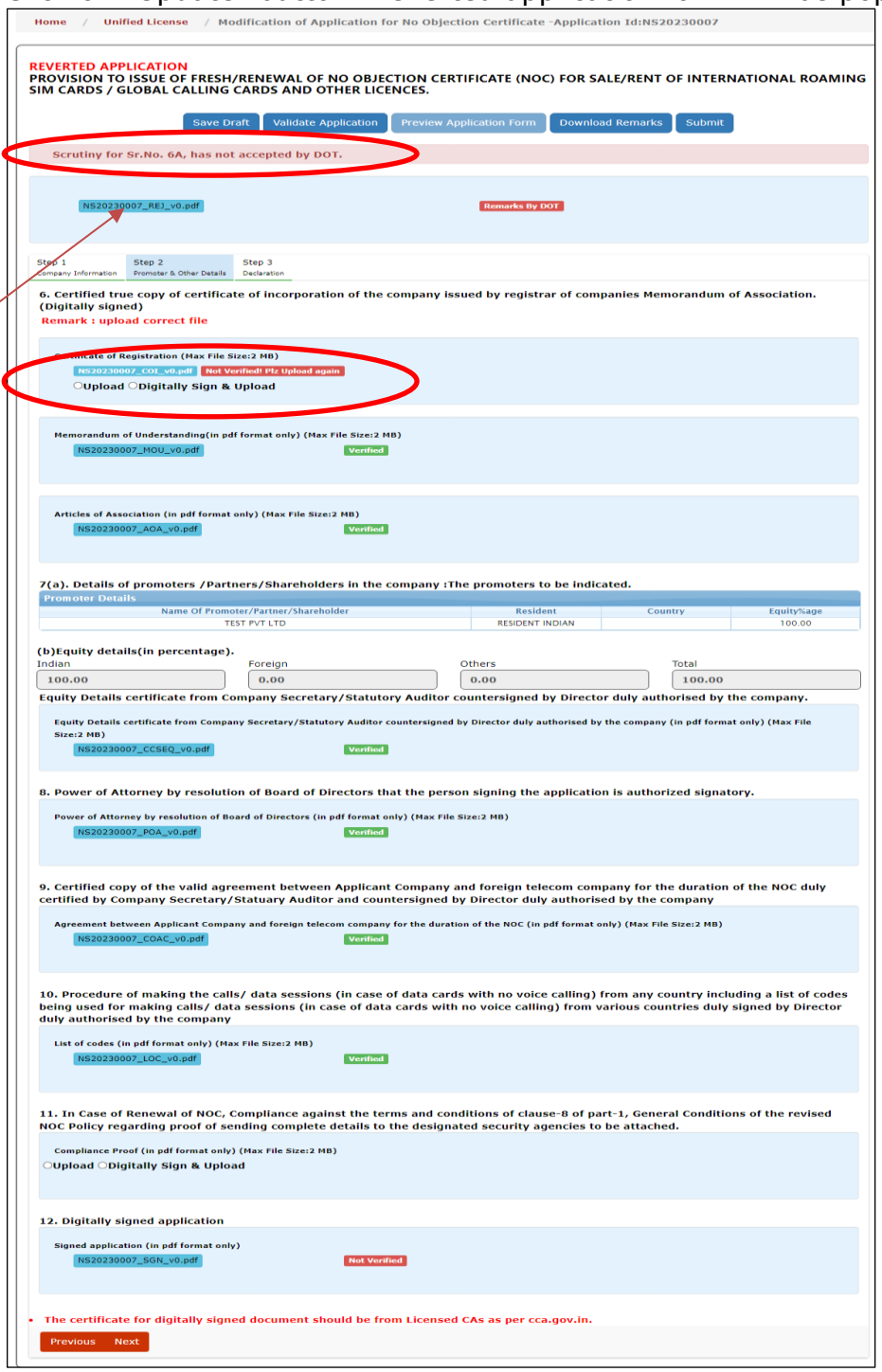
Application Status can be seen in the Dashboard be searching the Application ID.

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.

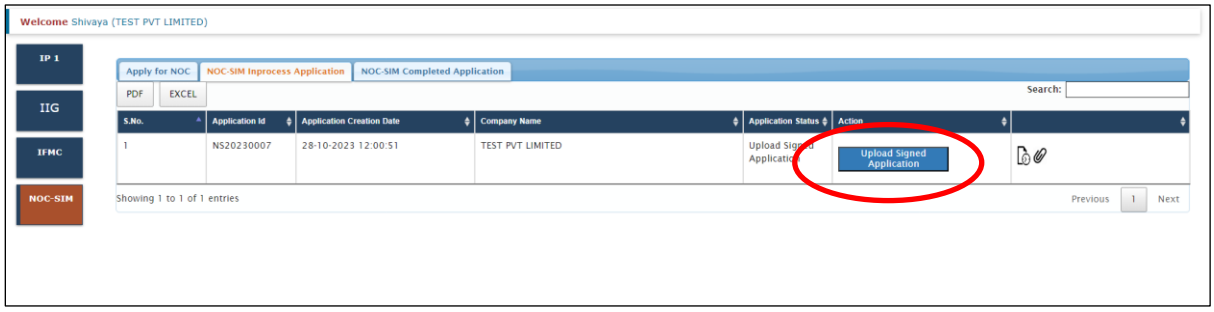


Click on "Update" button. Reverted application form will be populated.

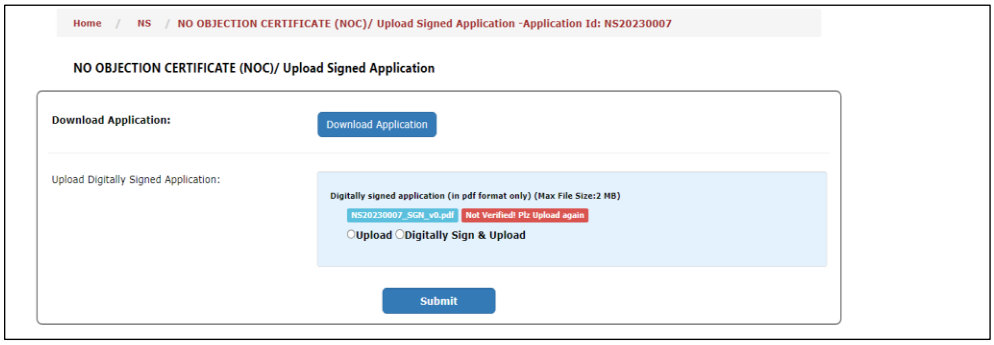


As shown in the above image, scrutiny point 6A is not accepted by nodal. Download uploaded remarks by DoT as shown in the above image. As per remark modify the application and resubmit the application again.

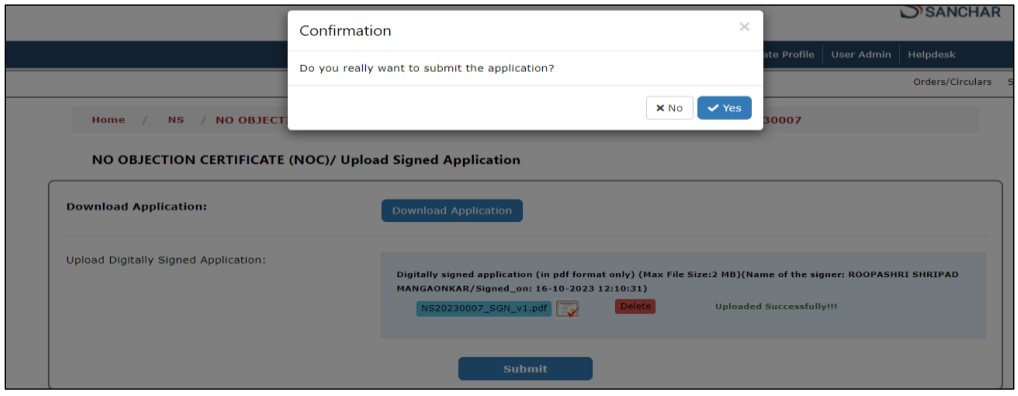
Click on submit button to submit the application.



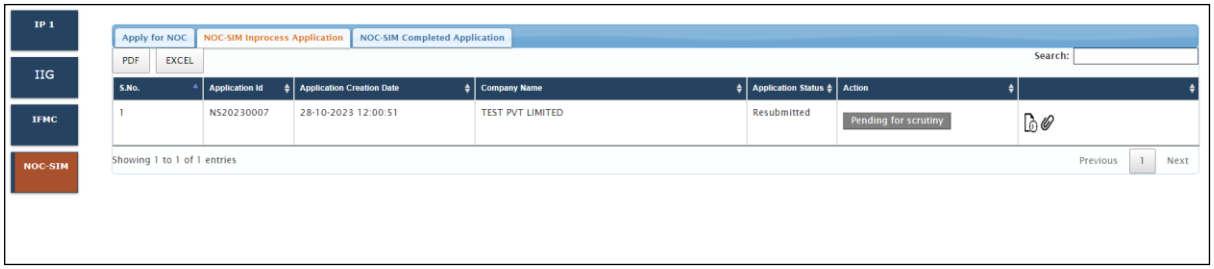
Click on "Upload Signed Application" to download latest application and upload digitally signed application pdf .



Download latest application by clicking on "Download Application" button. Signed it digitally and the upload the signed application. Click on "Submit" button to submit the application, confirmation message will pop up. Confirm by clicking on "Yes", Application will be submitted.



Application is pending for scrutiny.

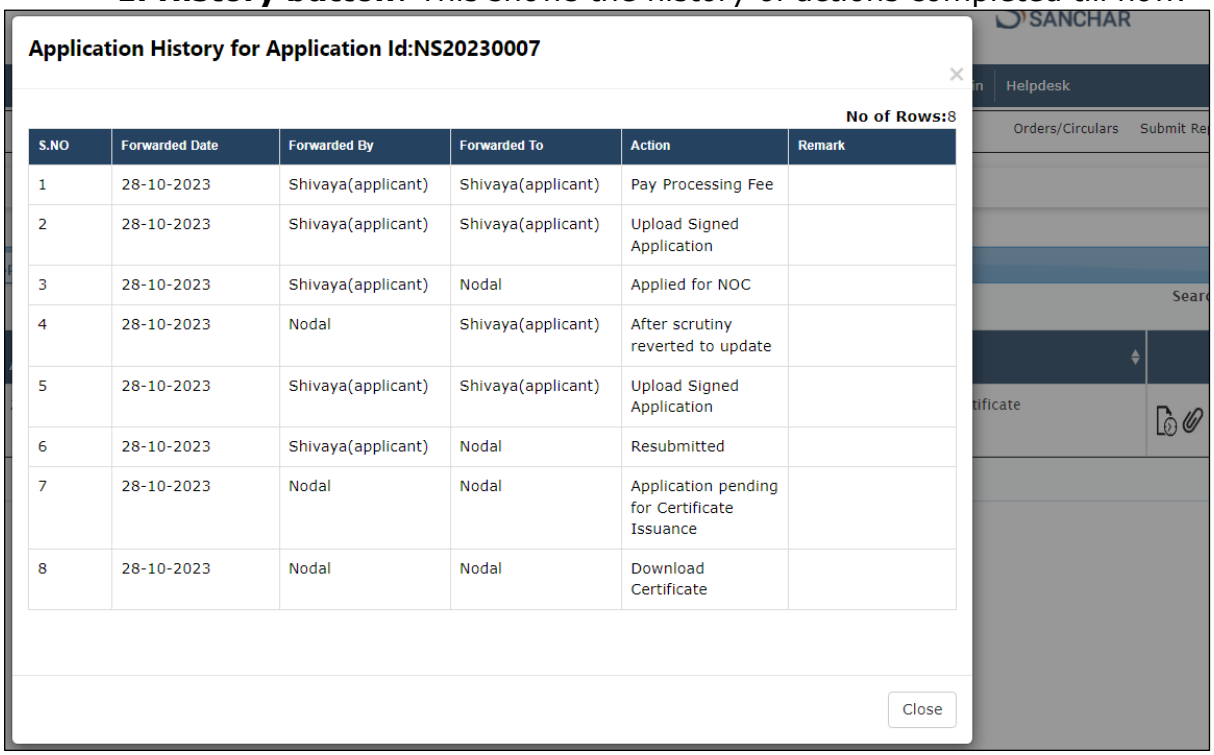


28

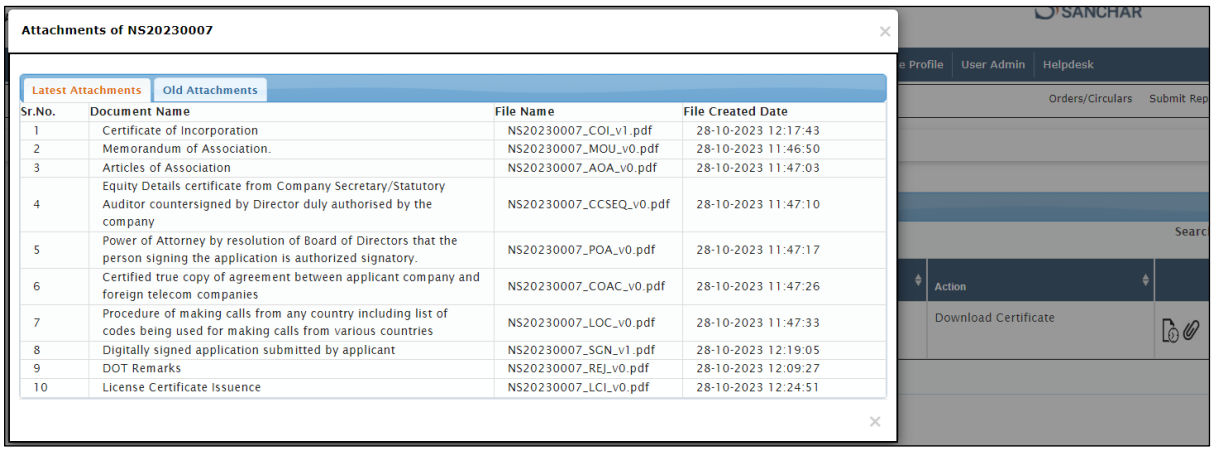
2.6 Dashboard Details:

This dashboard has two buttons

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

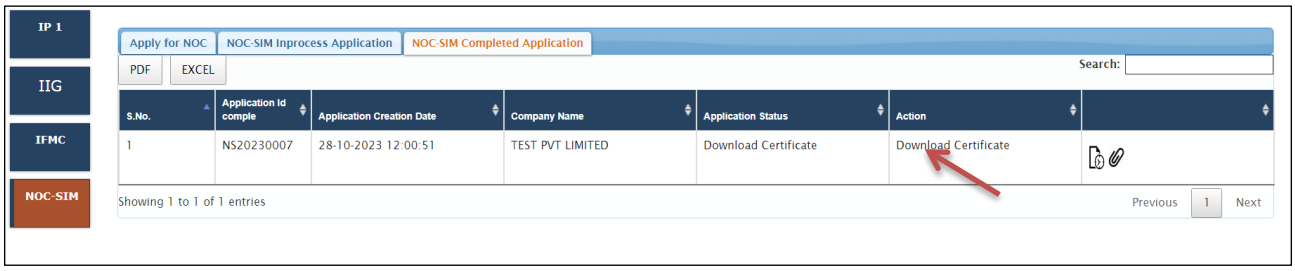


2. Attachment button: This shows the list and links of the documents you have uploaded till now.



2.7 Download Certificate

You can download your **NOC Certificate** from your dashboard by clicking the **Download Certificate** button as shown in the below image.



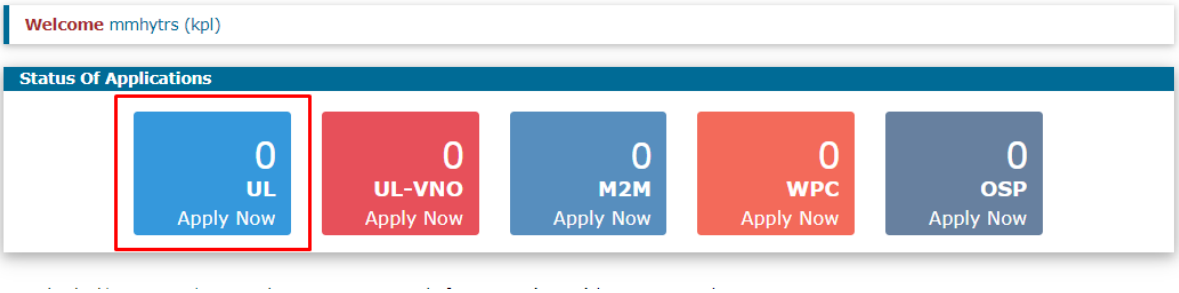
2.8 Profile Update without Scrutiny

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.

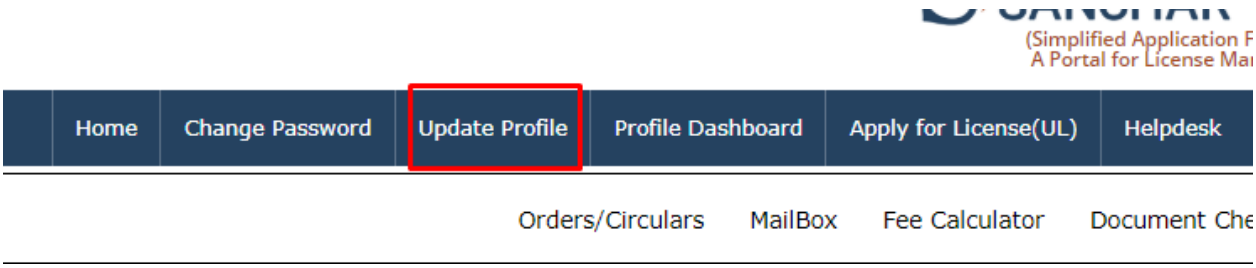
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

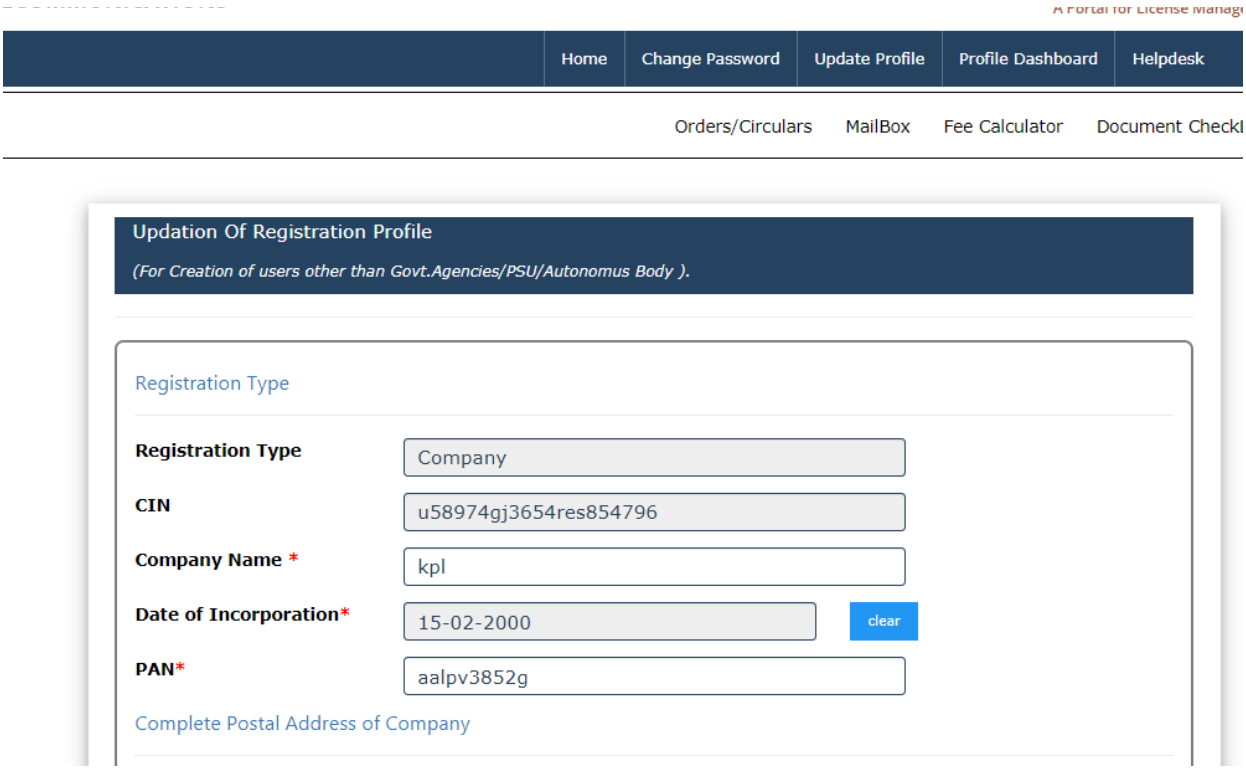
1. After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

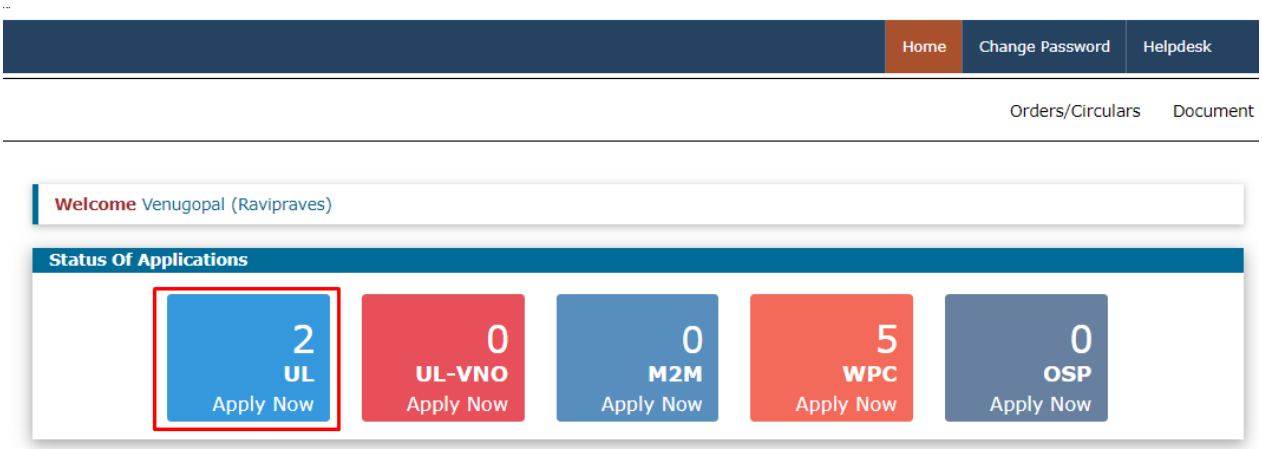


1. User can update profile multiple times until new application is applied and in process

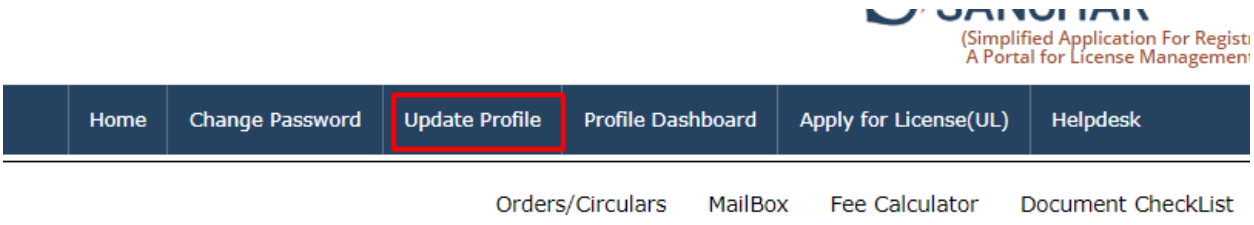
2.9 Profile Update with Scrutiny

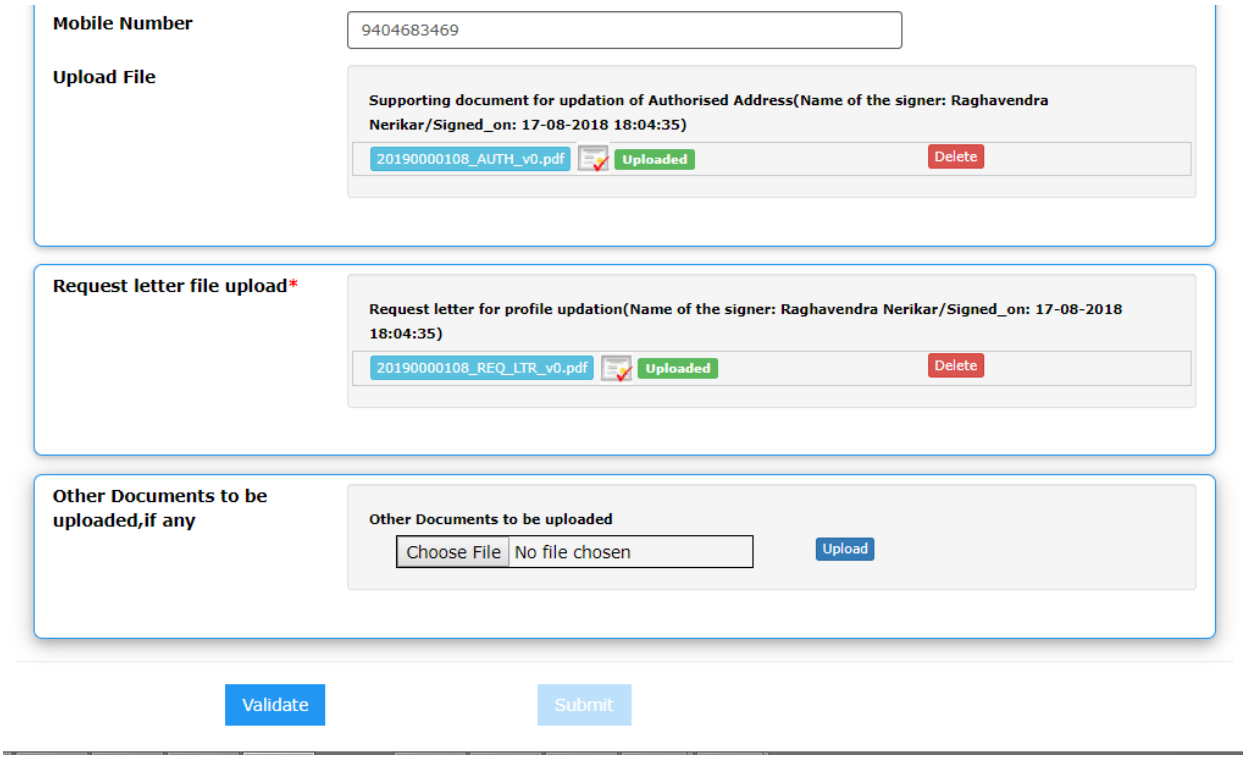
STEPS:

1. After login, click on UL module

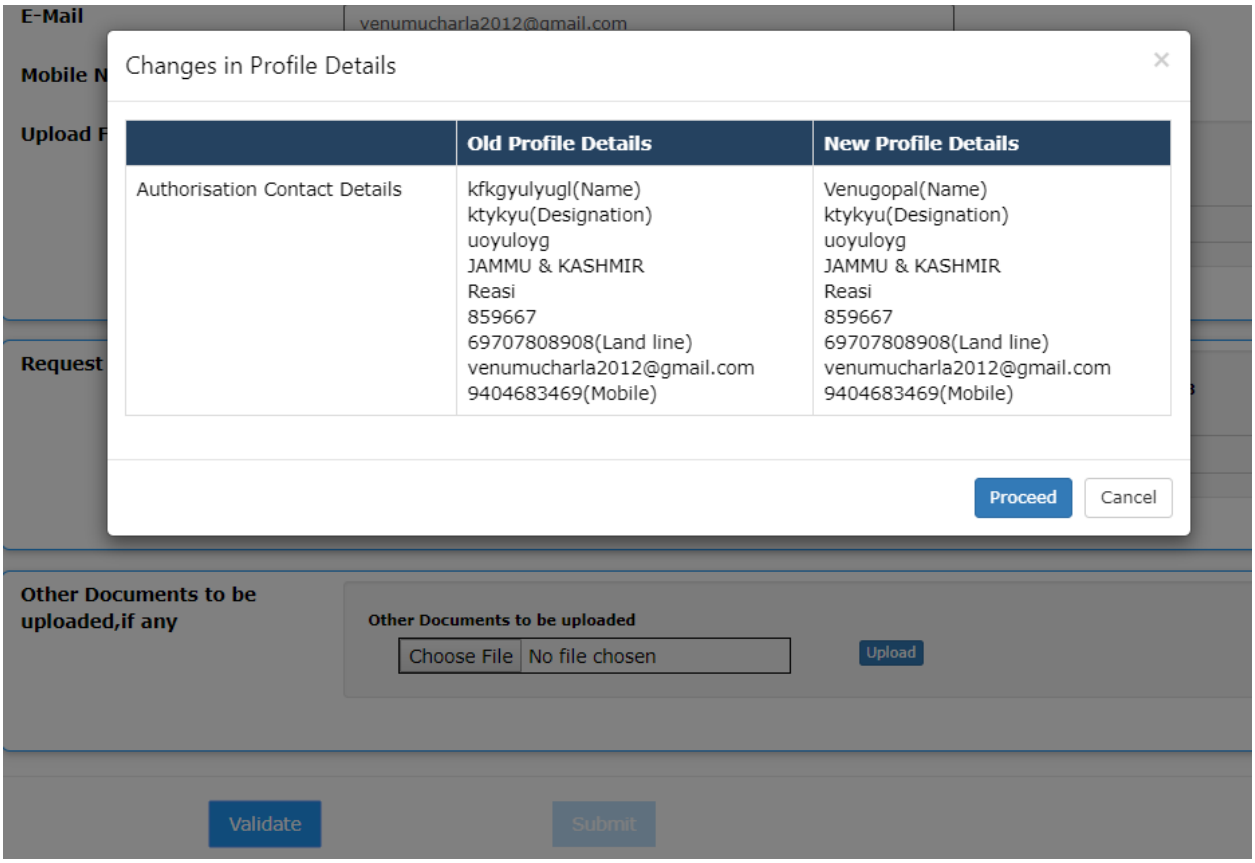


2. Click on Update Profile Menu on top

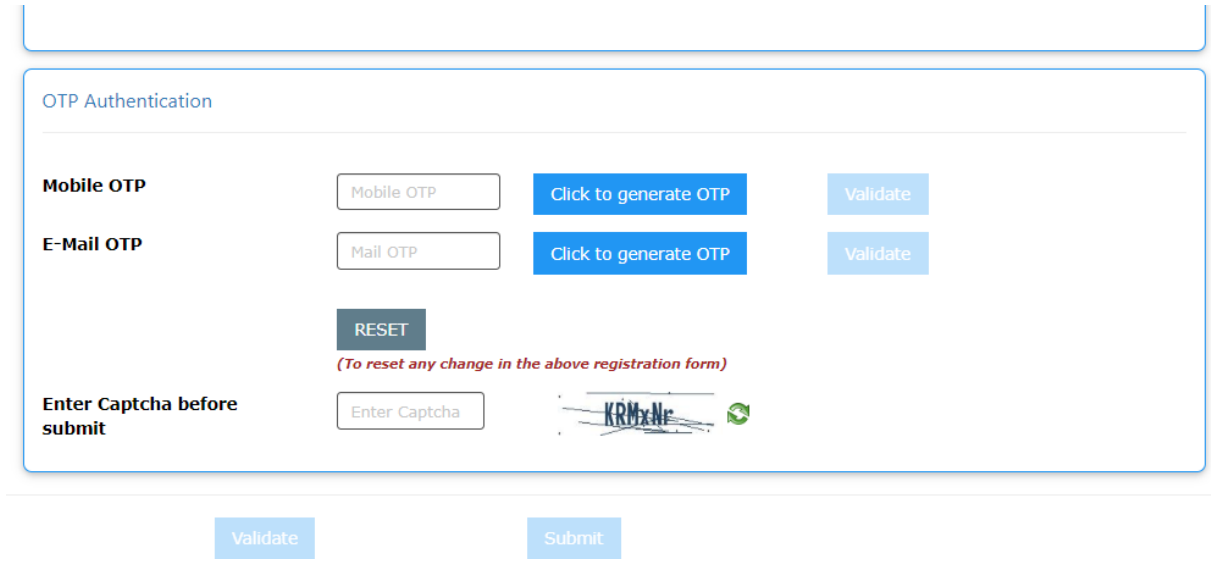


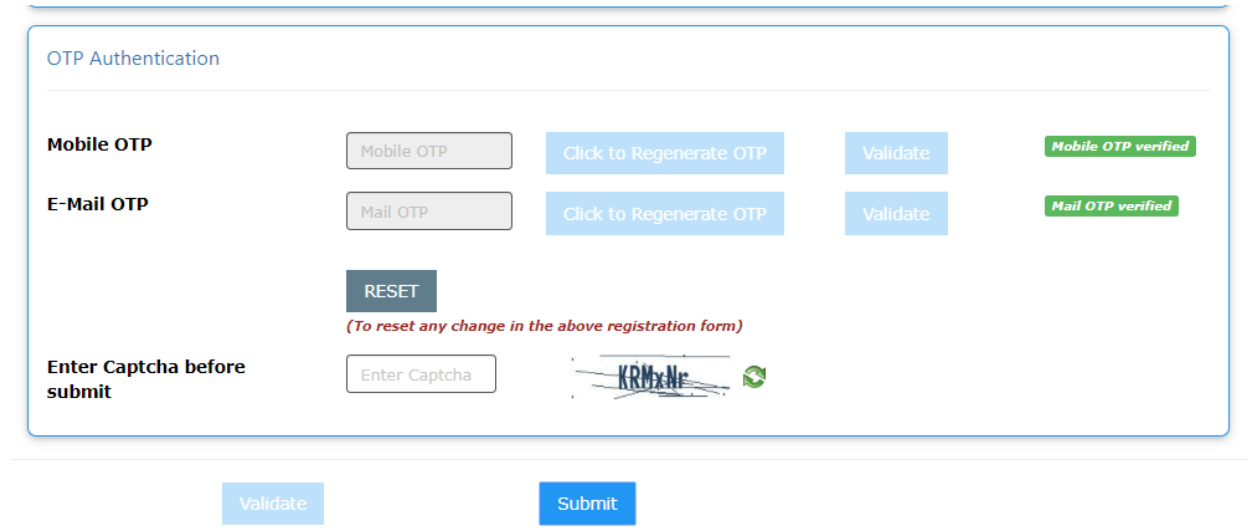


3. After Validate button, Changed field will appear. Proceed accordingly

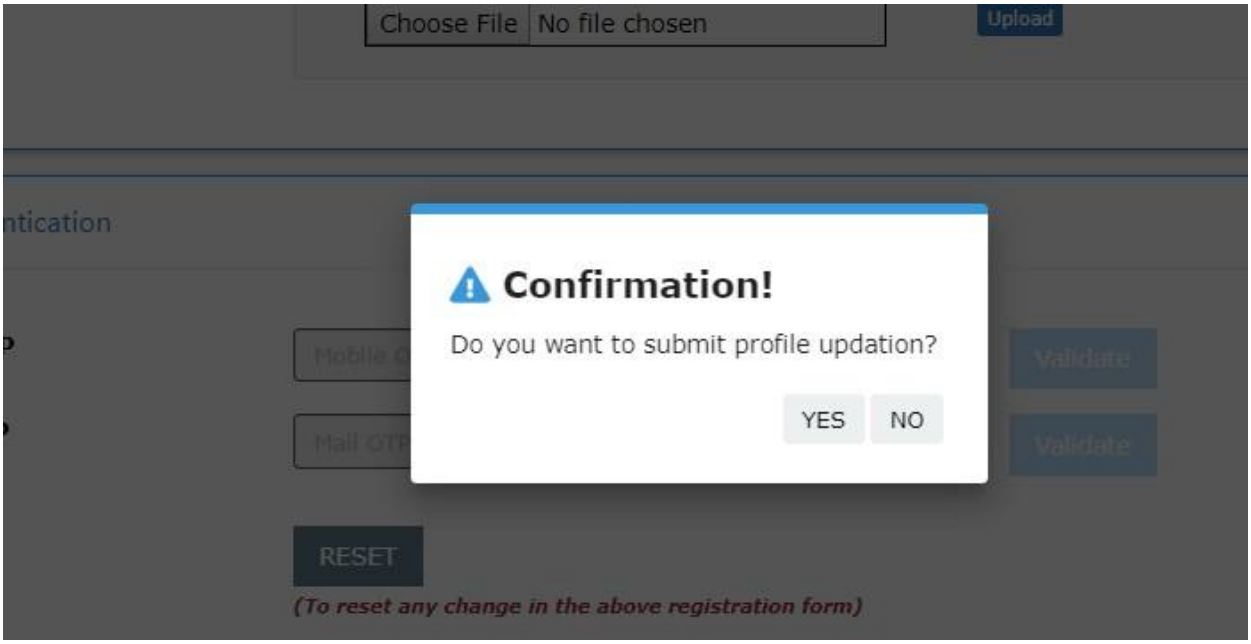


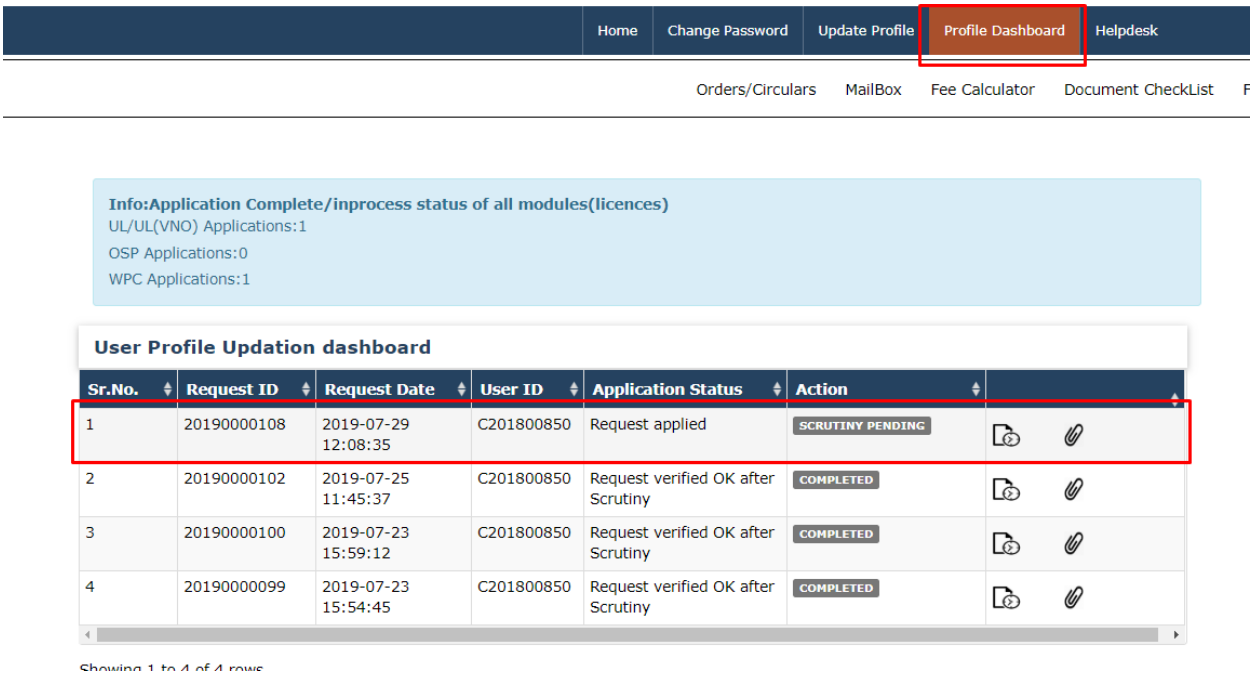
4. After OTP Authentication , submit button will enable.



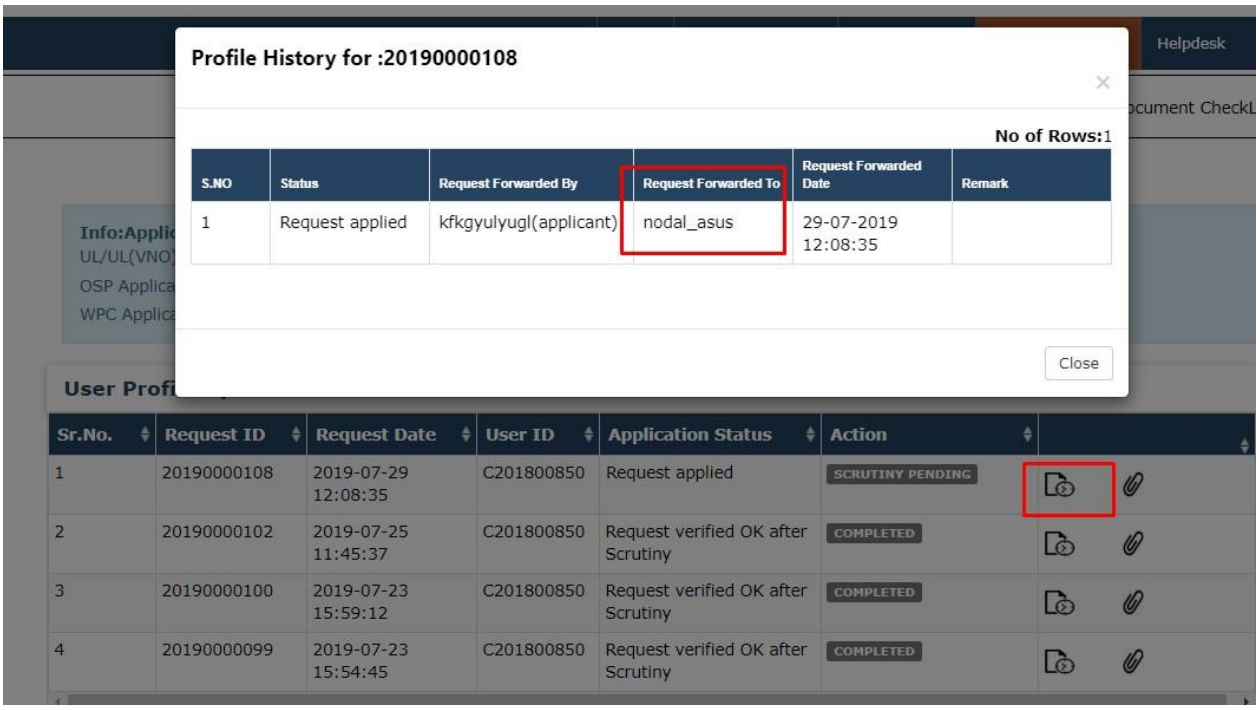


5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

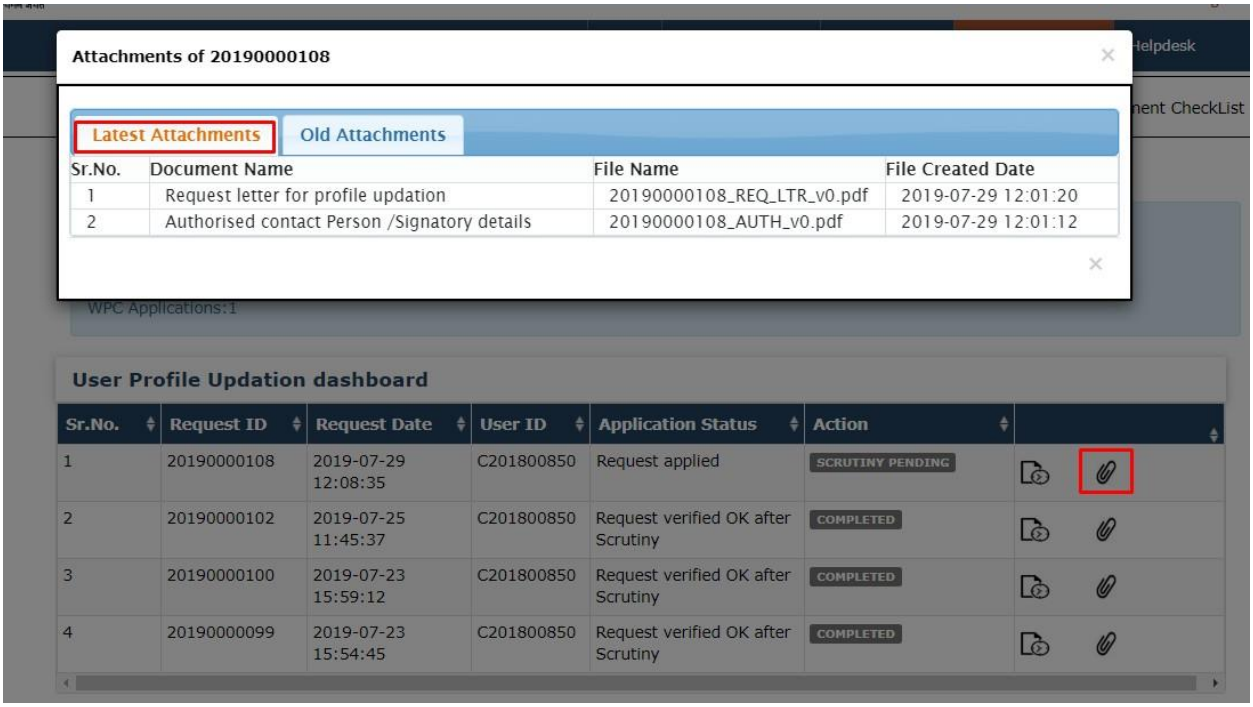




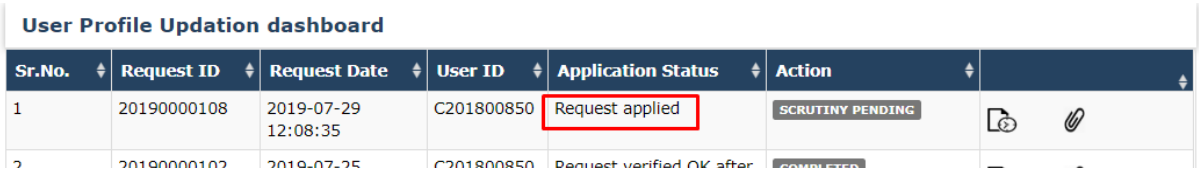
6. Can check the to whom the scrutiny assigned through



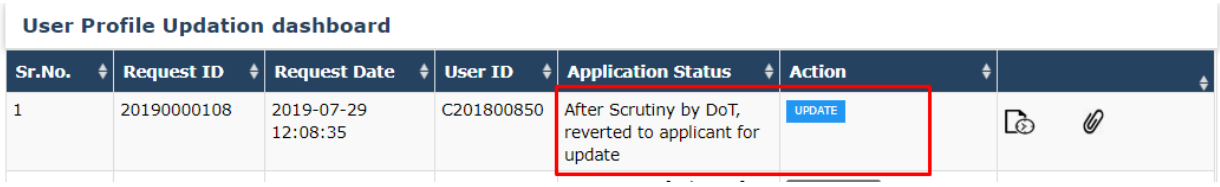
7. Check the uploads through

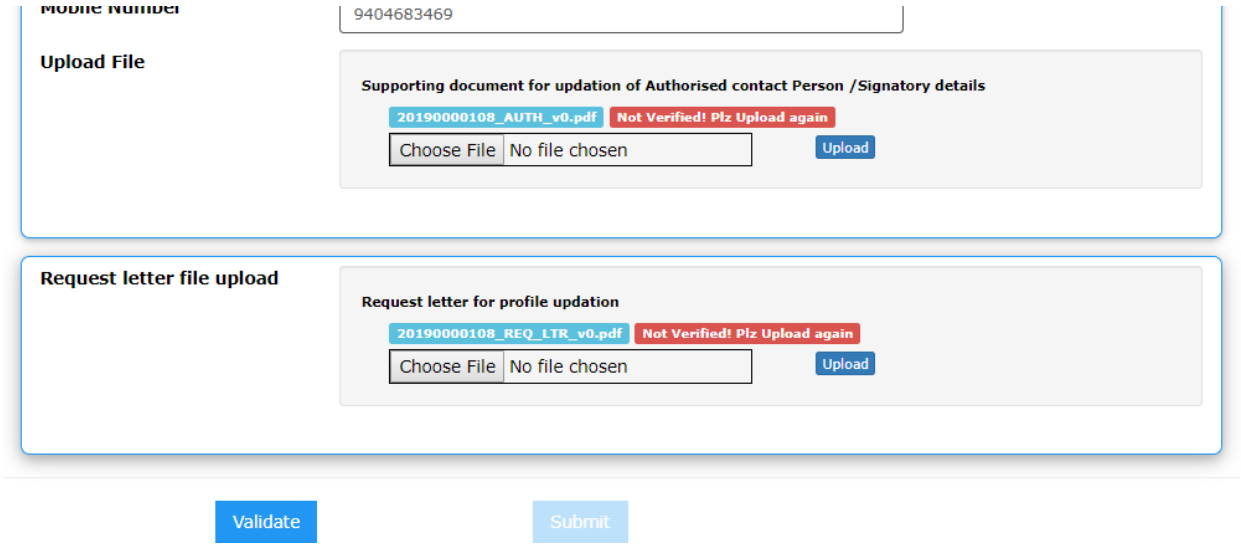


8. After submit of profile update, the request status is REQUEST APPLIED

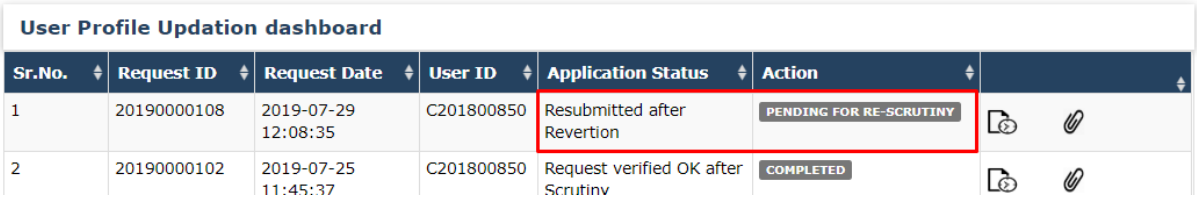


9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.





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

