# User Manual
# (Ver 1.2)

For

**Applicant**

**Saralsanchar – IP 1 Registration**

## Department of Telecommunications

**Government of India**

**28 Oct, 2022**

# TABLE OF CONTENTS

## Table of Contents


**USER LOGIN** ..... 1

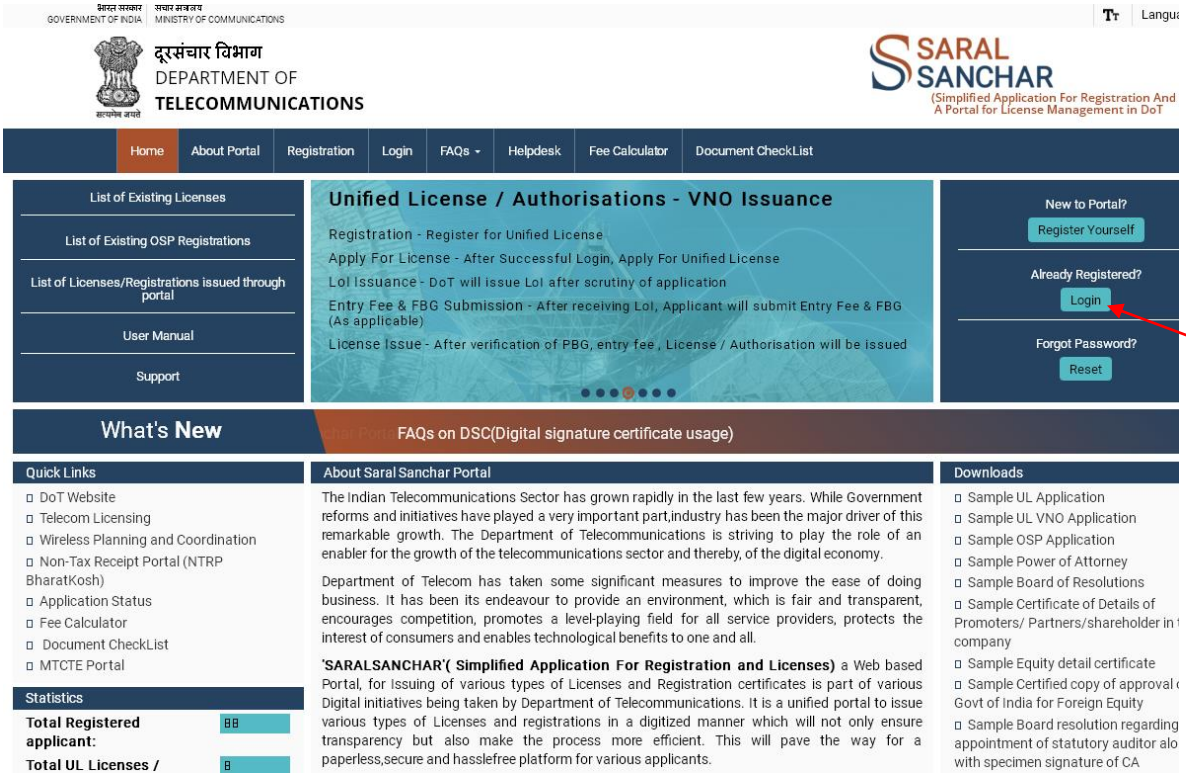
**APPLICANT FORM SUBMISSION** ..... 2

**APPLICATION ACCEPTED AND DOWNLOAD CERTIFICATE** ..... 15

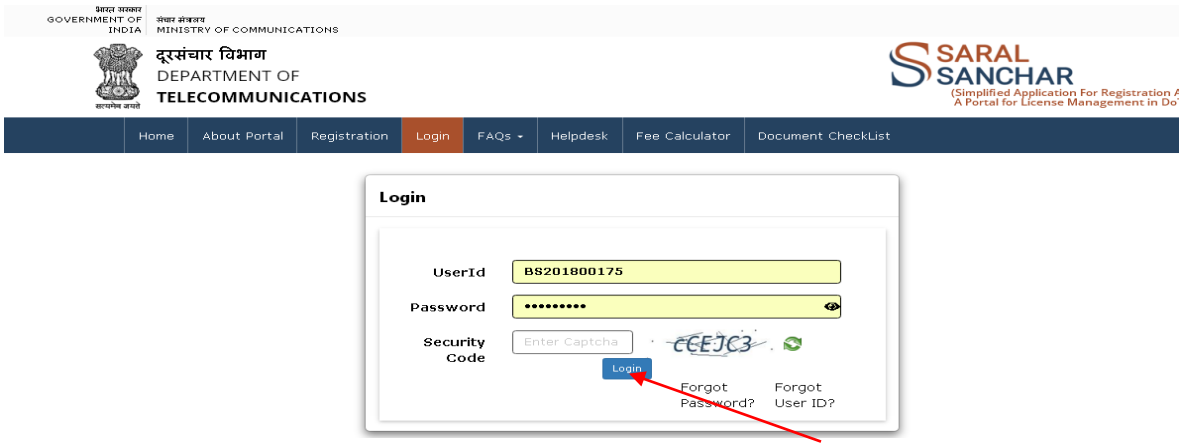
**APPLICATION REVERTED** ..... 16

## USER LOGIN

The URL for testing module is https://itpctrg.bsnl.co.in//index.php

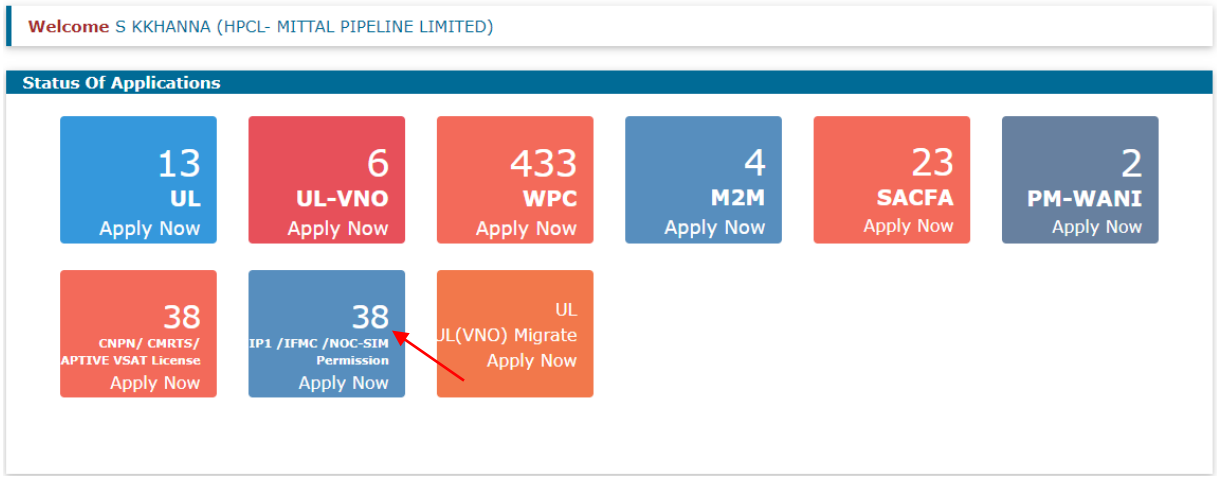



Click on Login button in the home page

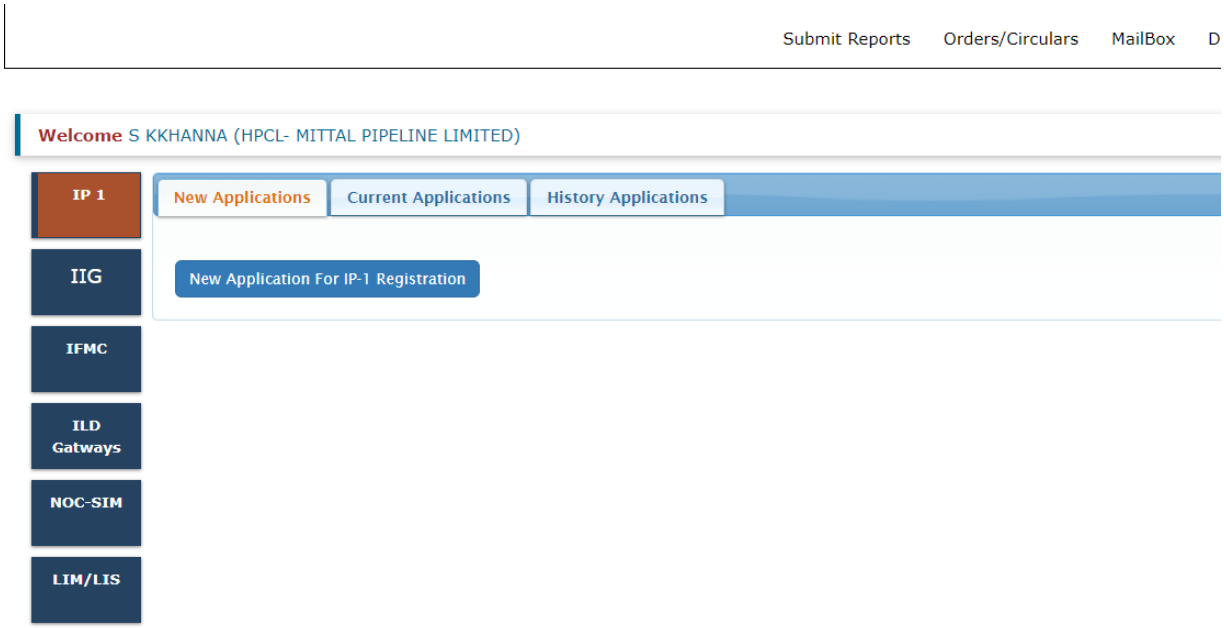



.

Enter the credentials and CAPTCHA CODE in the login forms as shown above and Click on LOGIN BUTTON

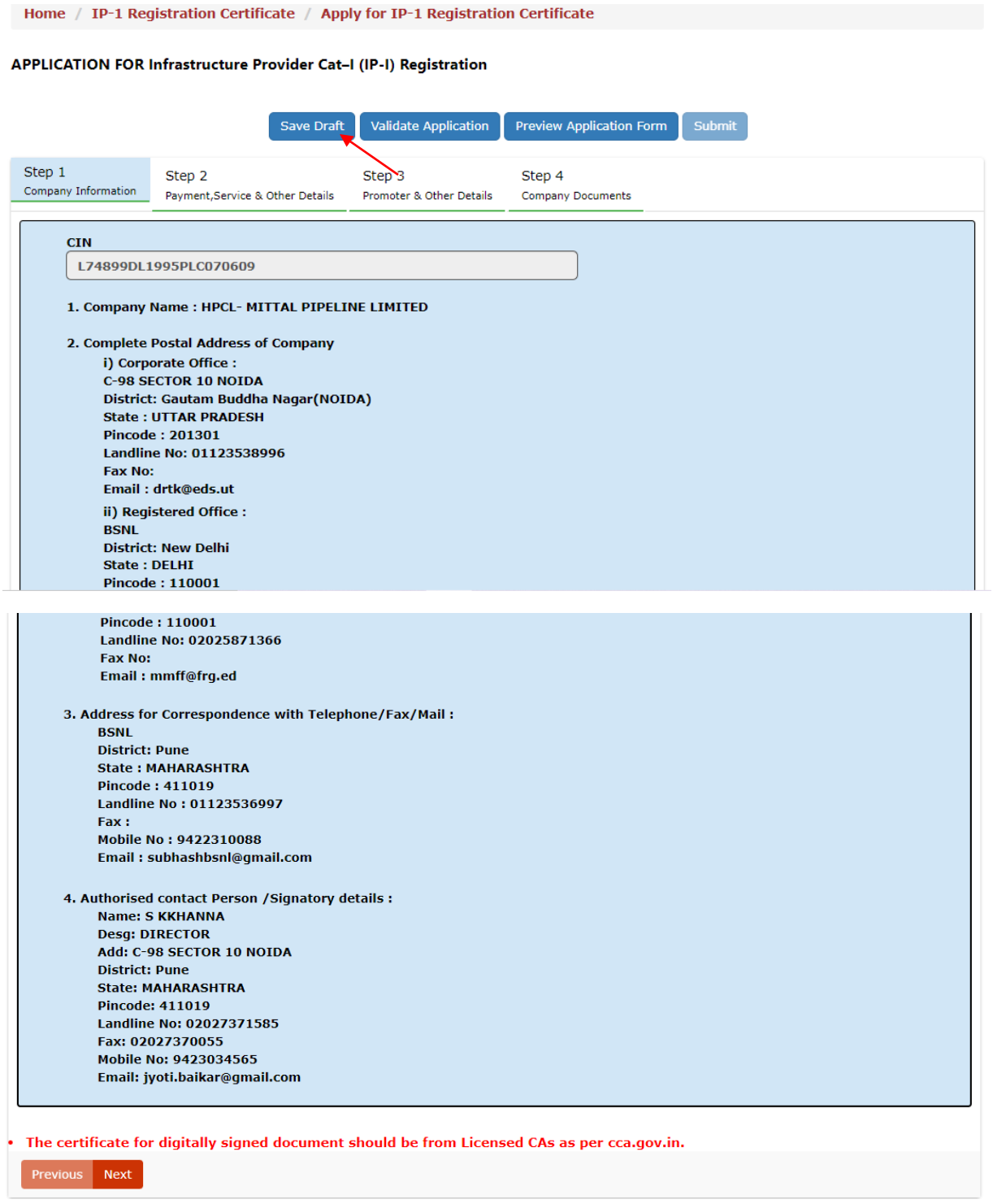



After Login click on Widget.

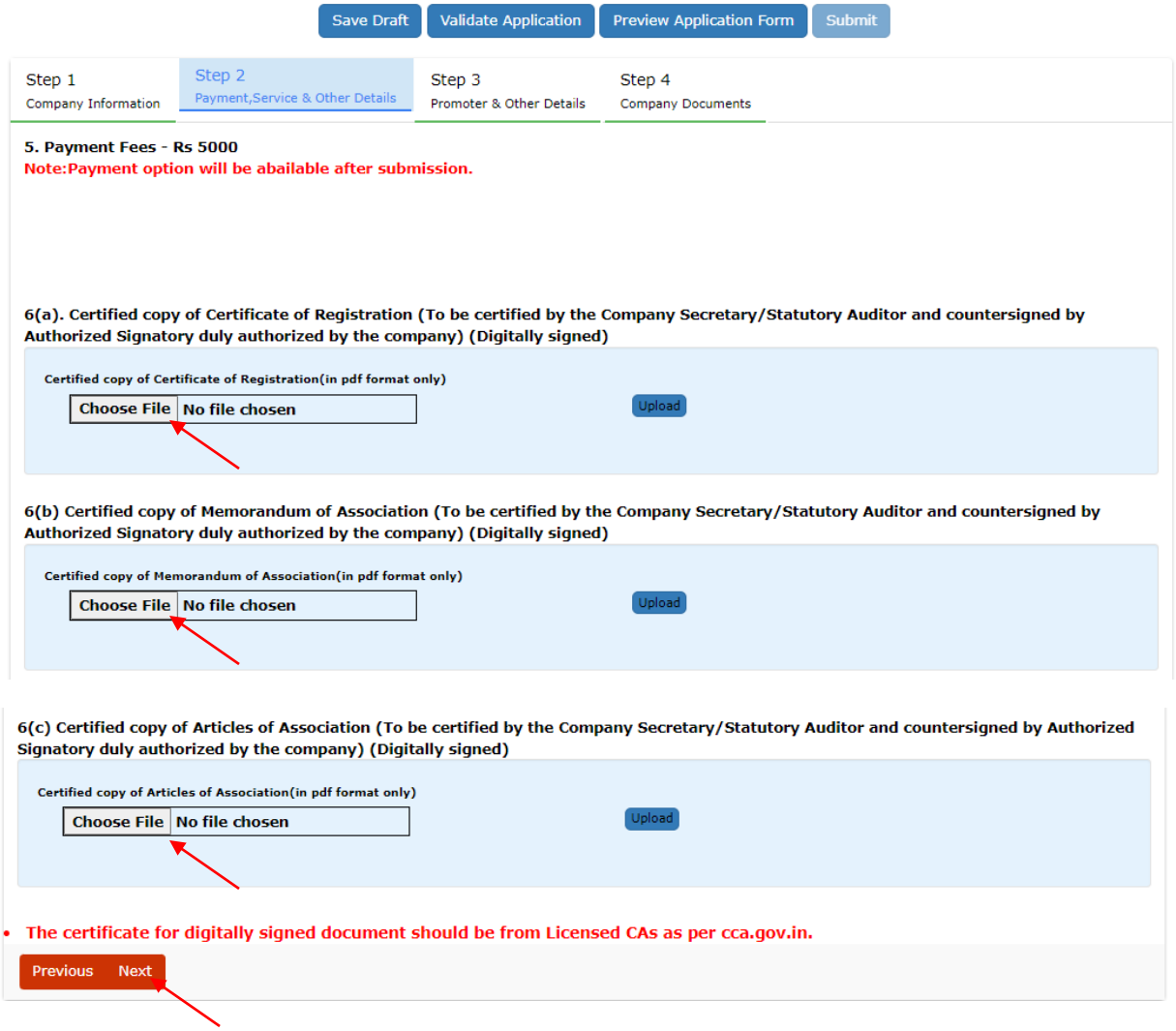



Dashboard would be populated. Click on ‘New Application for IP-1 Registration’ Button.

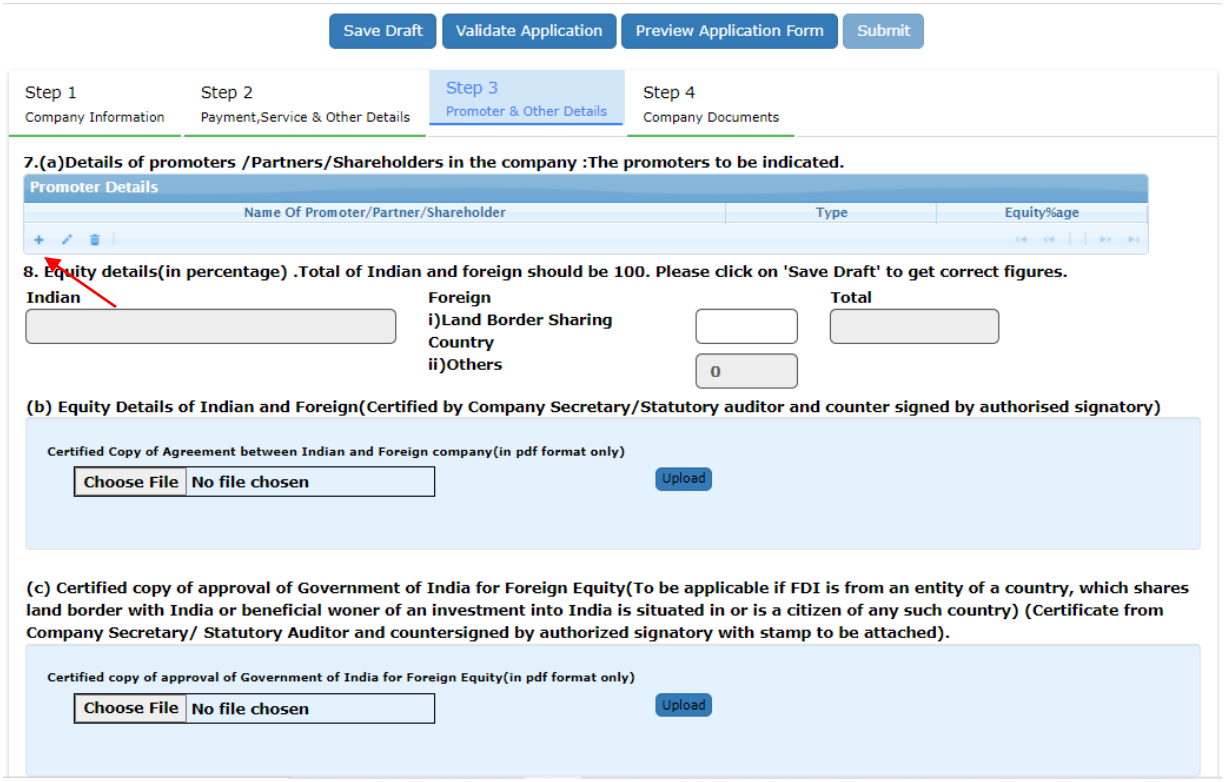
## APPLICANT FORM SUBMISSION



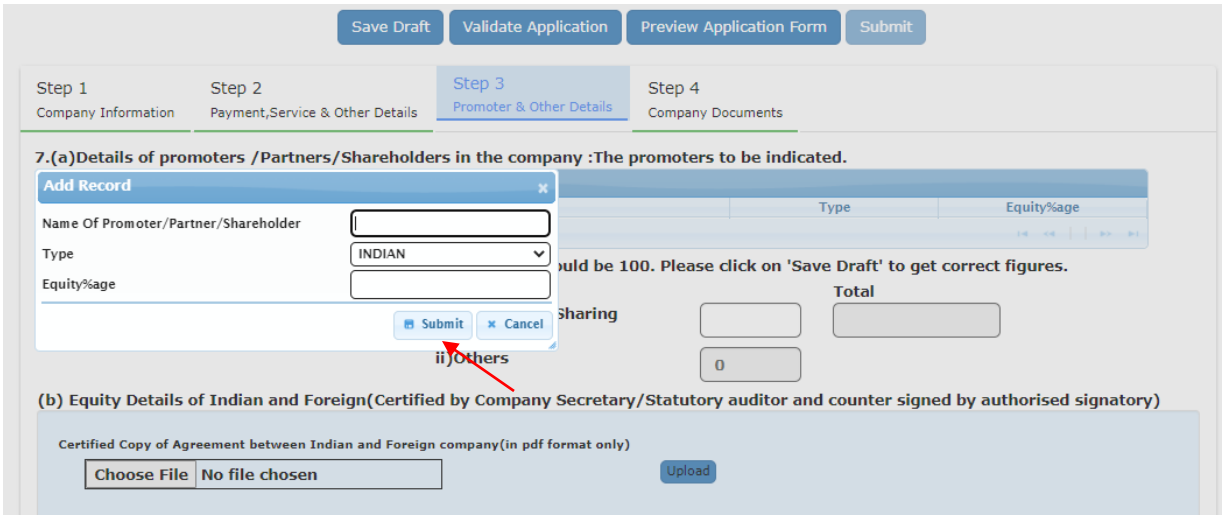

Steps for form filling would be populated. Check Company Information in Step 1. Click on 'Save Draft' button so that Application ID can be generated. After checking, click on Step 2.




Upload documents in Sr No. 6(a), 6(b) and 6(c) in Step 2 and click on ‘Next’ Button or ‘Step 3’.



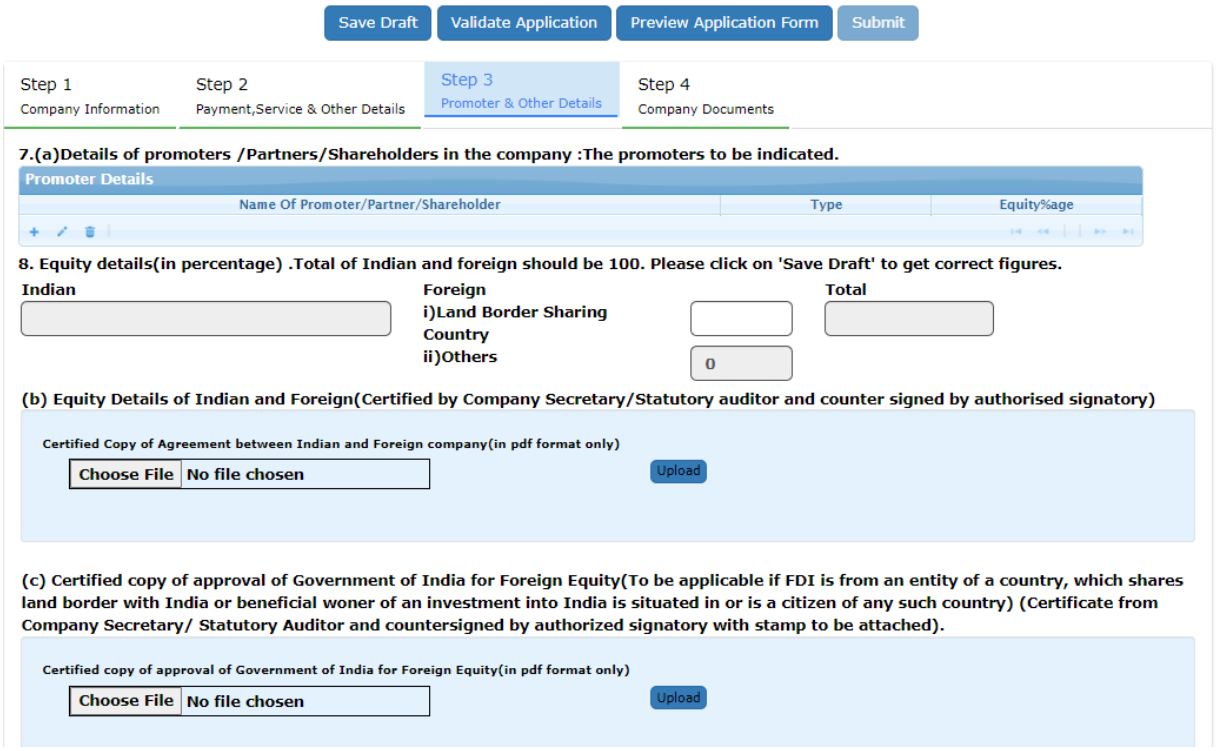

Enter Promoters details in Step 2. Click on '+' Button to open the Grid.




Enter Name of Promoter/Partner/Shareholder, Type(Indian/Foreign), Equity %age . Click on Submit Button.

Similarly more rows can be added in the grid by following the above mentioned procedure.

Total Equity Percentage should be 100 percent otherwise error will get populated on clicking 'Validate Button' in later stage.



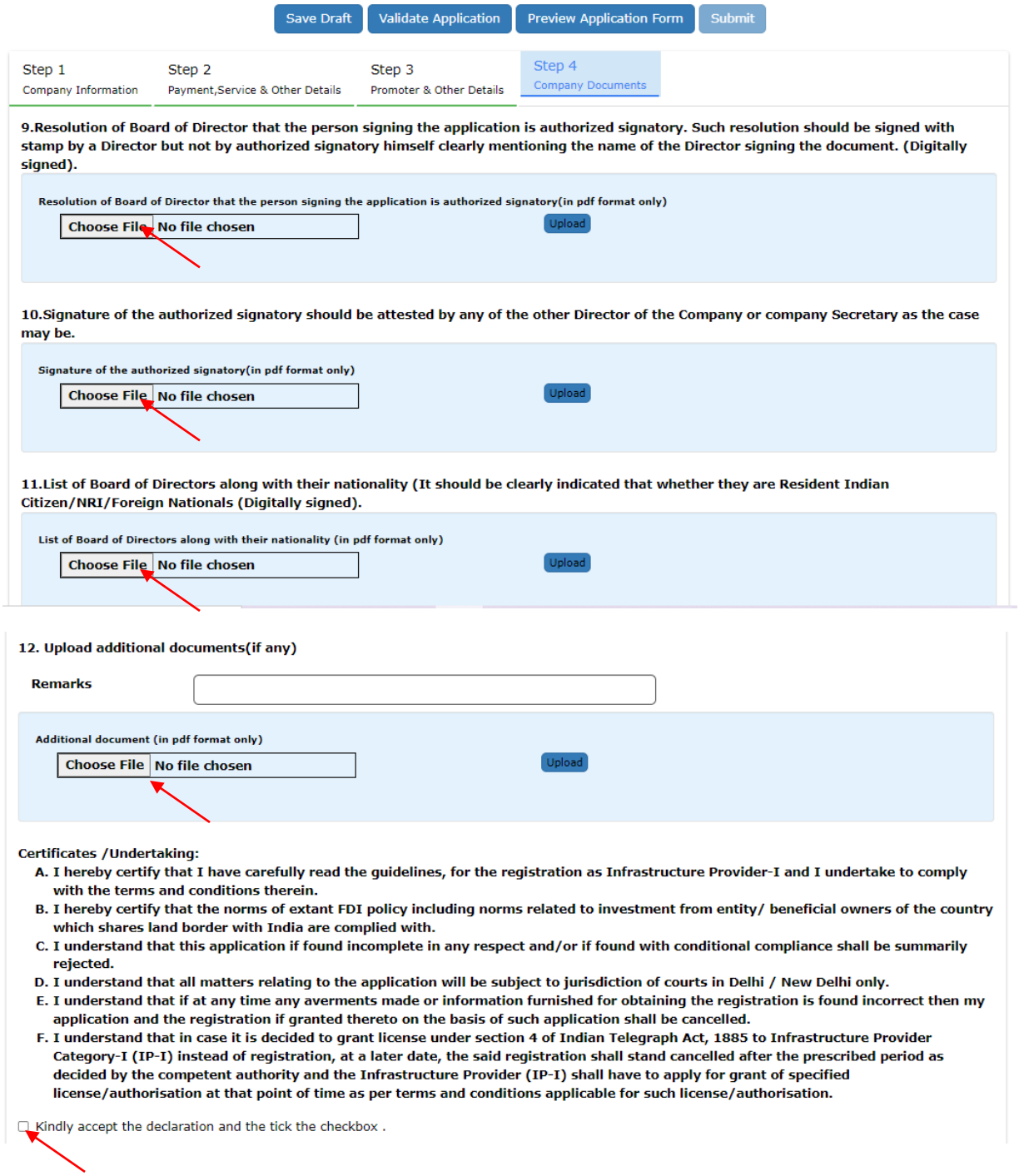

For Equity Details to get reflected in Sr no 8, click on Save Draft Button after entering all Details in Grid.

For Foreign Equity, Enter Equity percentage of Land Border Sharing country and Upload Digitally Signed copies of –

1) Equity Detais of Indian and Foreign(Certified by Company Secretary/Statutory auditor and counter signed by authorised signatory). – 8 (b)
2) Certified Copy of Approval of Government of India for terms for Foreign Equity. -8 (c)

For only Indian Equity , above 2 uploads are not required.If mistakenly uploaded for only Indian Equity, it will give error message on clicking 'Validate Application' Button in later stages and these have to be removed

After Completing Step 3 Click on 'Next' Button or Step 4 Box at top.

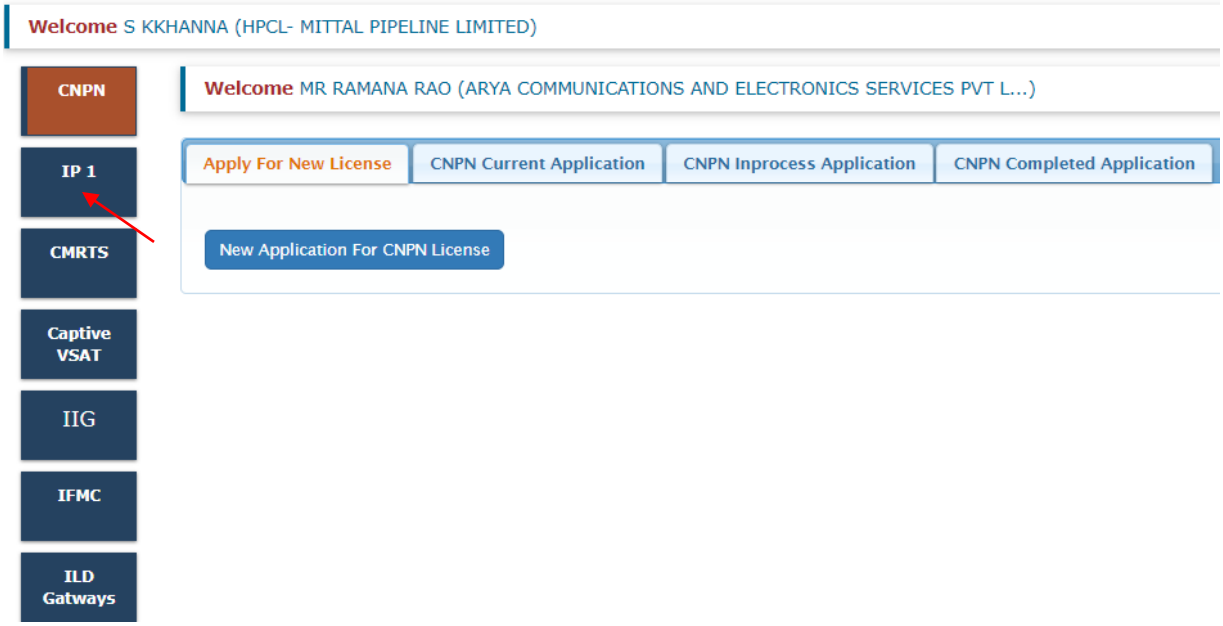


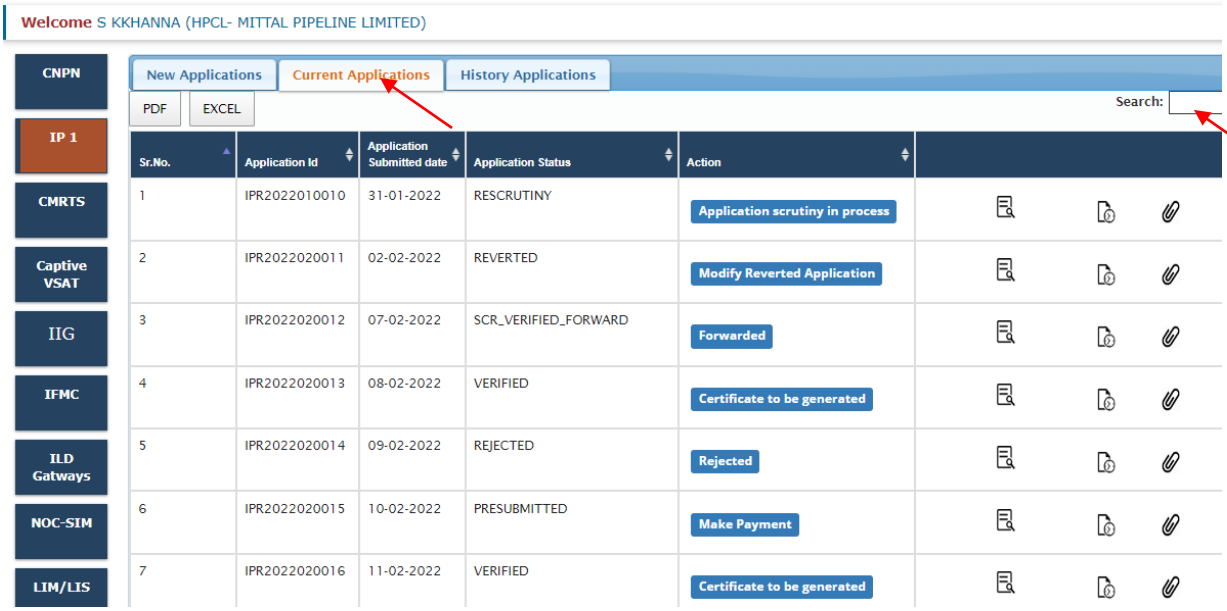
In Step 4 , Upload digitally signed documents Sr No 9,10,11,12. Applicant can also Upload any additional document in Sr No. 12(this is optional). Accept the Undertaking by ticking Check Box at Bottom.

After completing Step 4, First click on ‘Save Draft’, then ‘Validate Application’ Button.

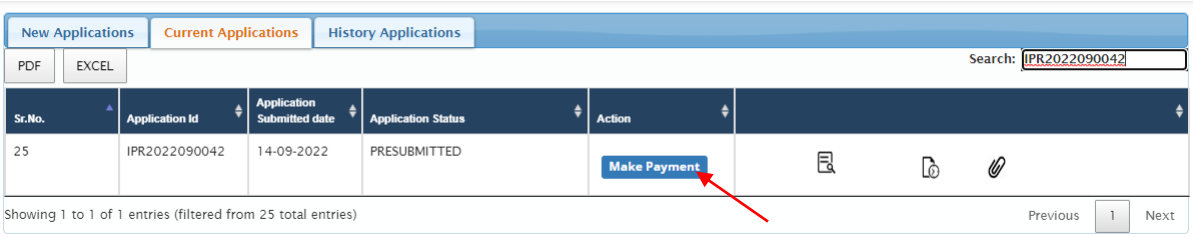
Apllication pdf can be downloaded by clicking on ‘Preview Application Form’ Button.

Accept the Declaration at bottom in Step 4 and click on Submit Button.

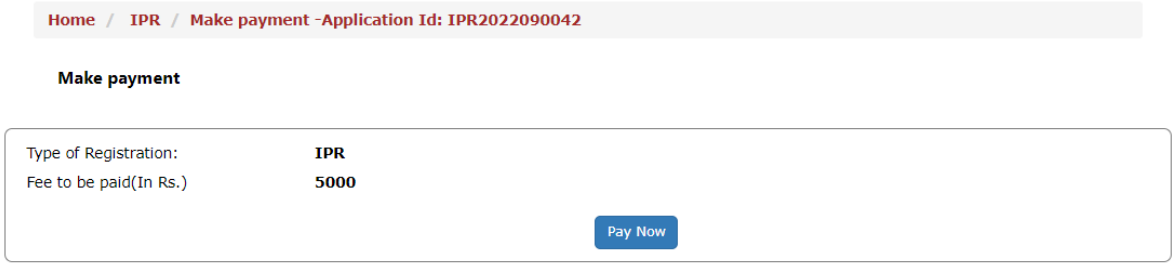




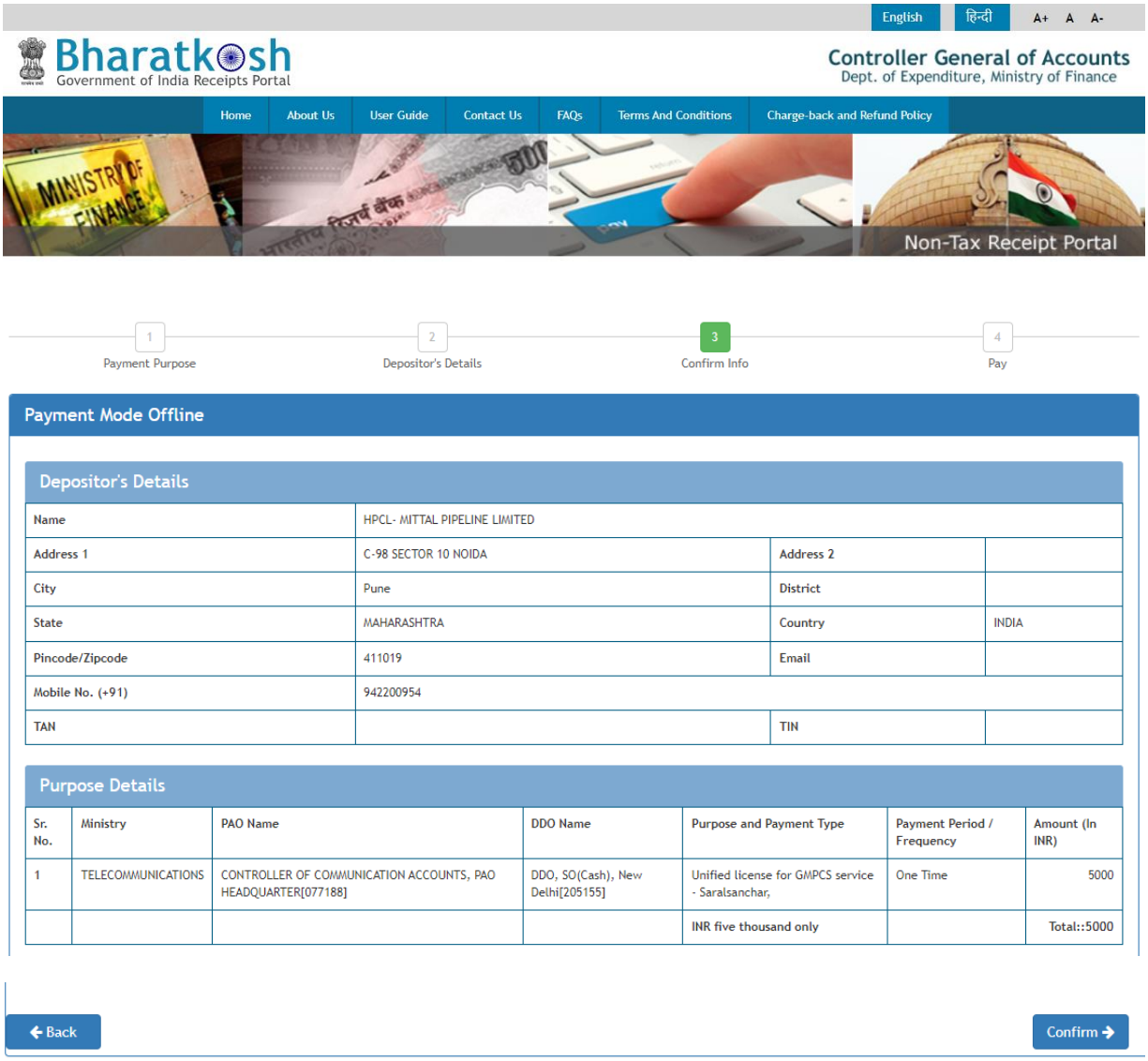

It would be redirected to dashboard. Click on 'Current Applications' Tab and search the Application ID.



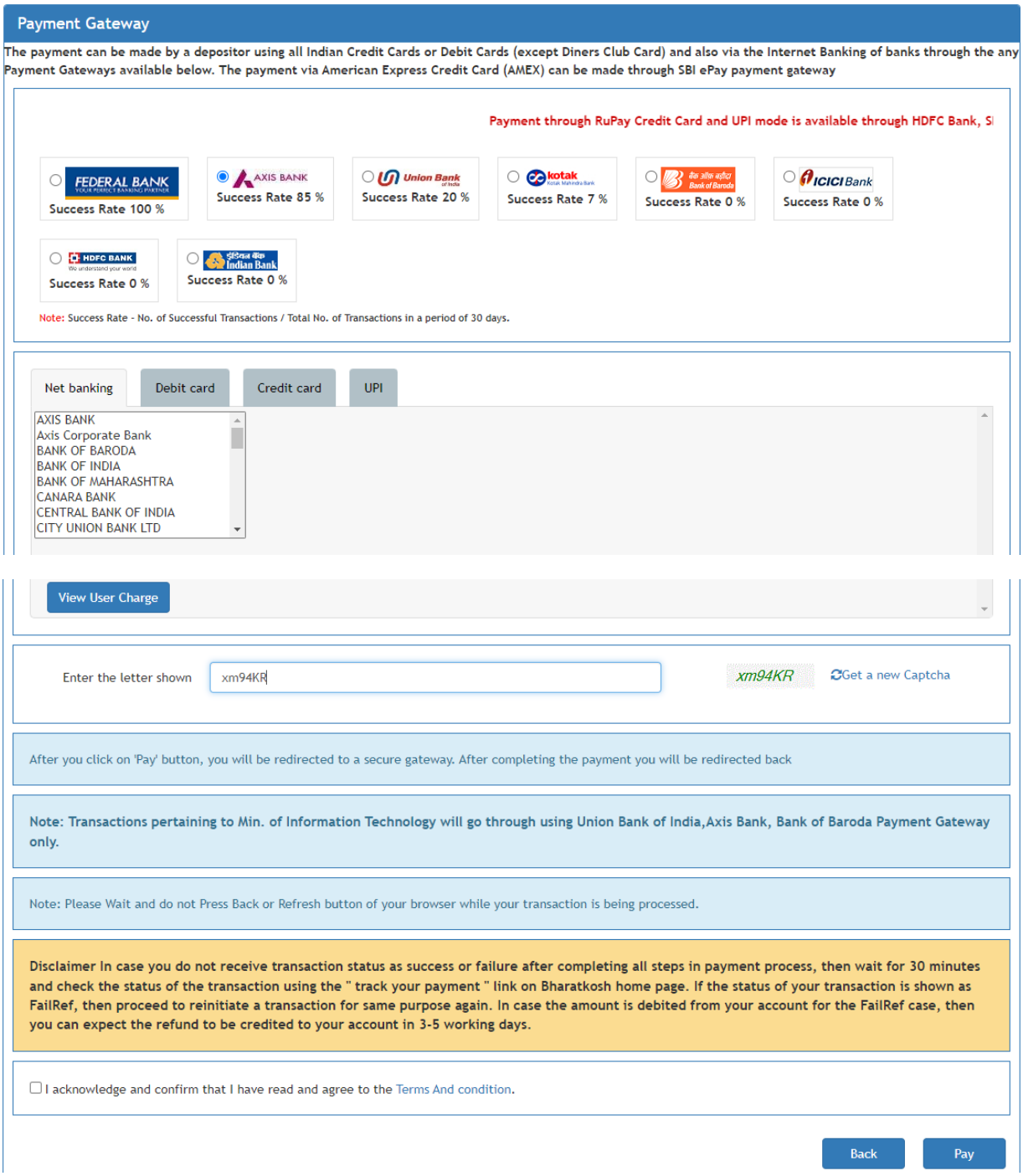

Click on 'Make Payment' Button.



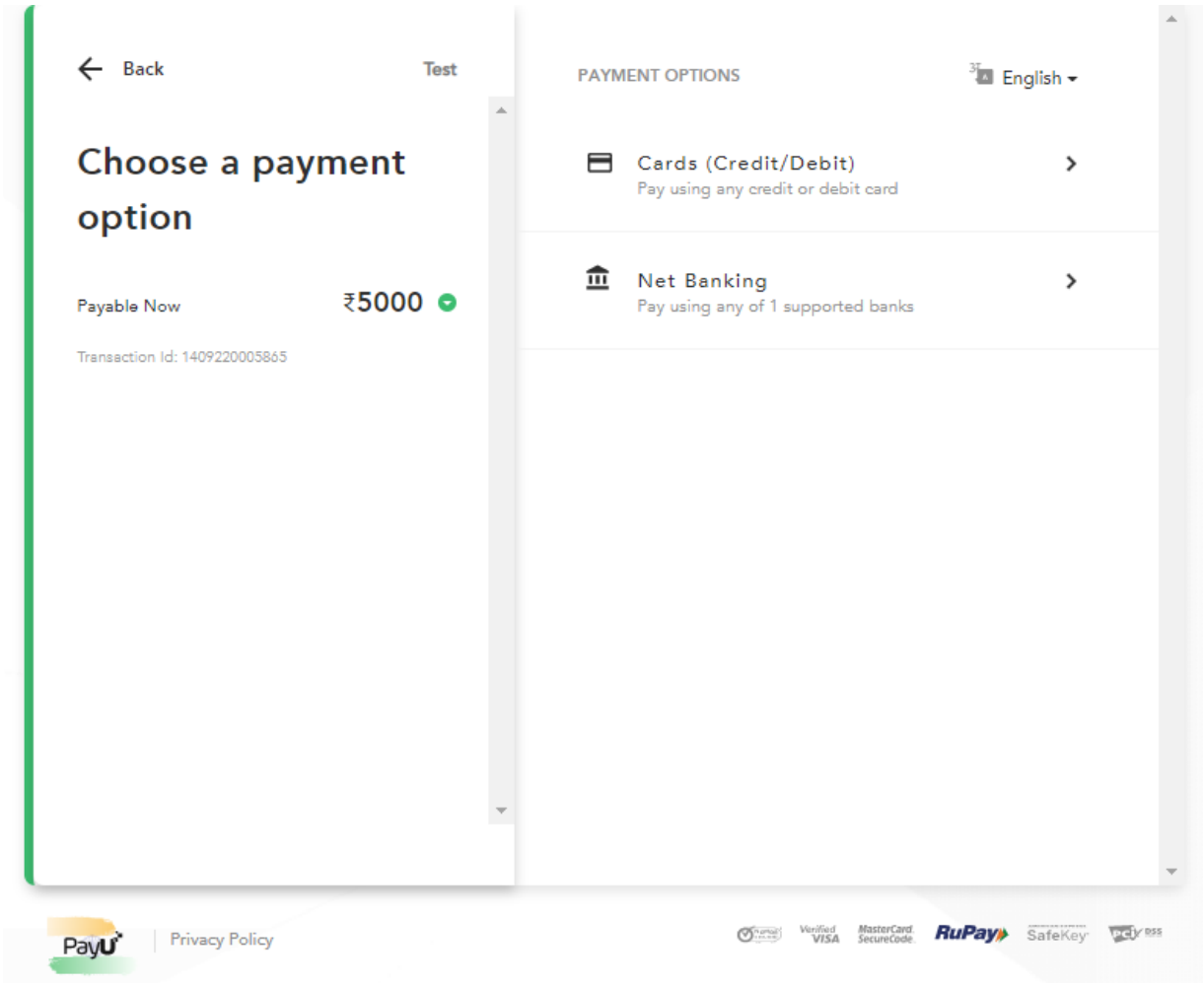
In Payment page, Fees of Rs 5000 will be shown. Click on Pay now Button, it will redirect to payment portal. and after successful payment transaction user has to upload digitally signed application.



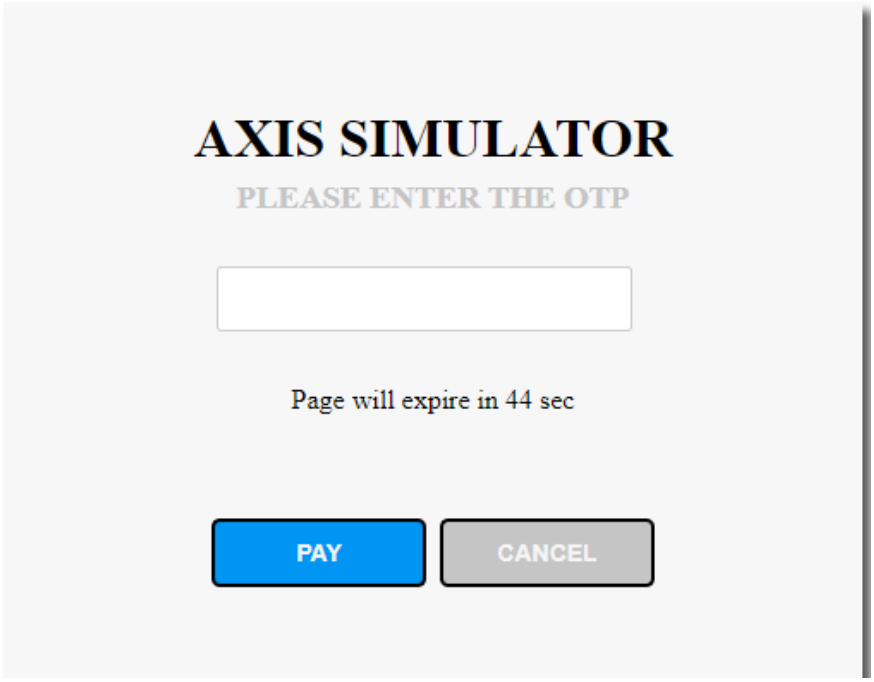

Click on ‘Confirm’ Button at Bottom.



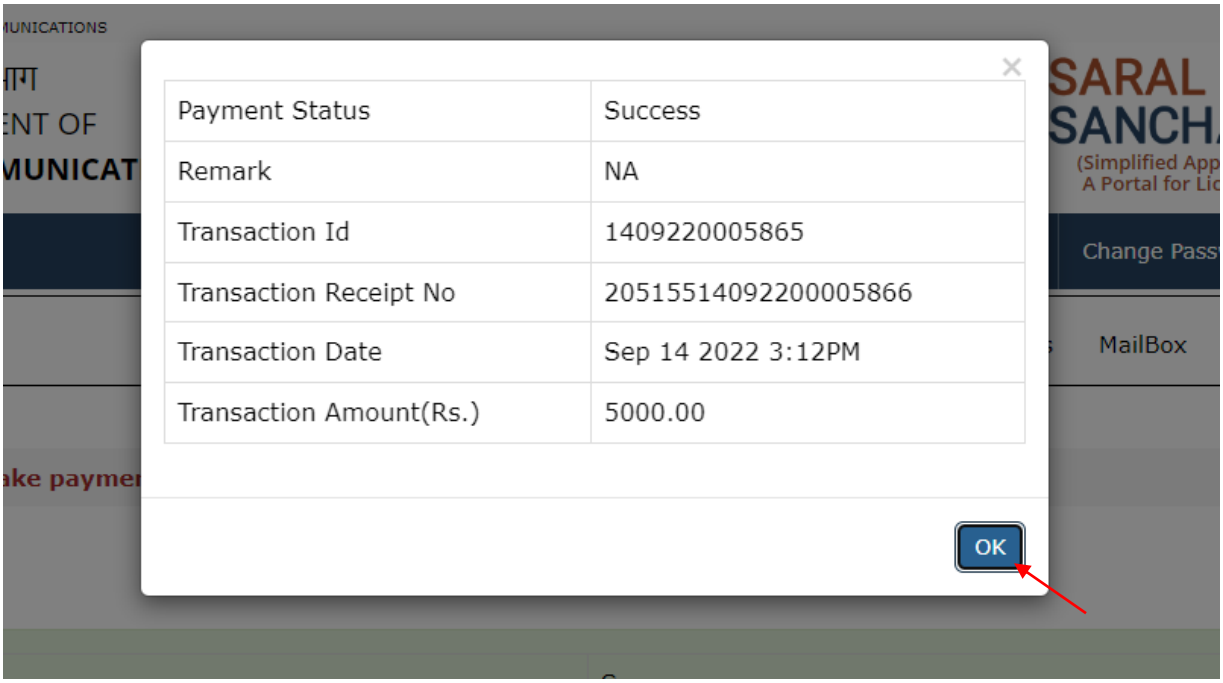

Select Payment Gateway, Enter Captcha, Tick Terms and Conditions and click on ‘Pay’ Button.



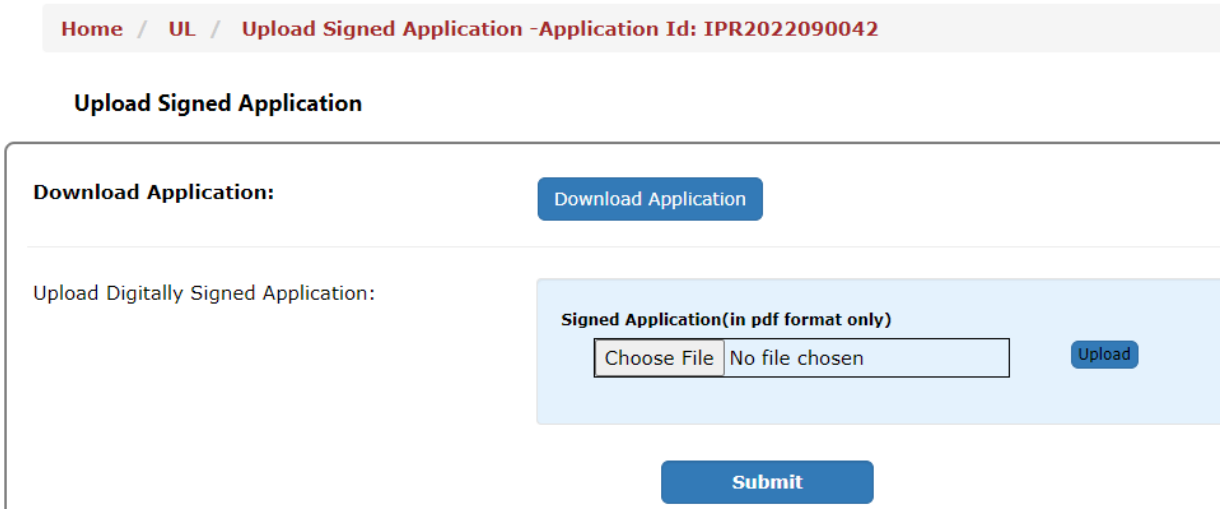

Select mode and enter details



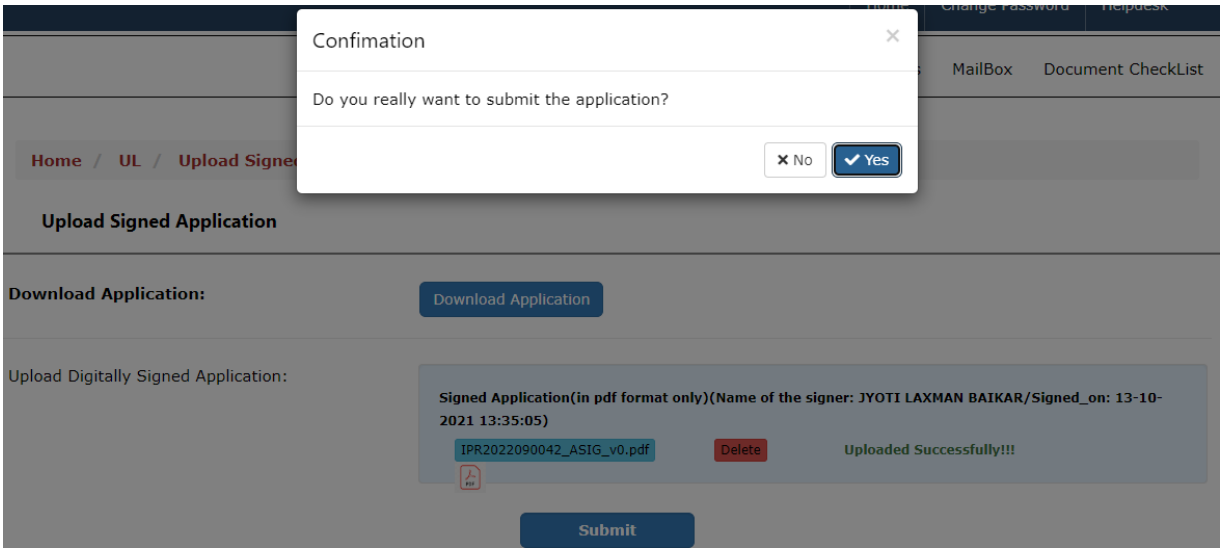

Enter OTp and click on ‘PAY’ Button.



A Pop up showing Transaction Details will come, Click on 'OK' Button. It will redirect to 'Upload Signed Application' page.




Download Application by clicking on 'Download Application' button, get it digitally signed, upload it and click on 'Submit' Button.




A Pop up showing 'Do you really want to submit the application?' will come. Click on 'Yes' Button. It would redirect to Dashboard.

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

1) Accept Application and Generate Certificate

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

3) Reject Application.

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

### APPLICATION ACCEPTED AND DOWNLOAD CERTIFICATE

| | | | | | |
|---|---|---|---|---|---|
| 24 | IPR2022050034 | 09-05-2022 | CERT_ISSUED | Download Certificate | |
| 25 | IPR2022090042 | 14-09-2022 | CERT_ISSUED | Download Certificate | |

In the dashboard, Search for Application Id and click on 'Download Certificate' Button.

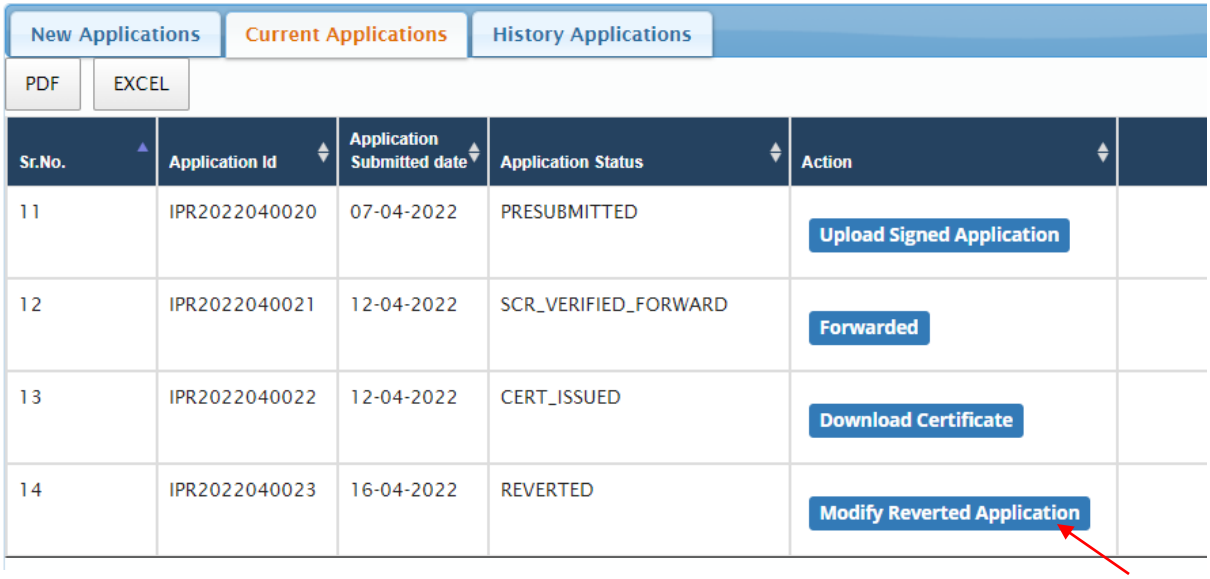
**Certificate Generation for Infrastructure Provider Cat–I (IP-I) Registration**

**Details for Certificate Generation (Application ID: IPR2022090042 )**

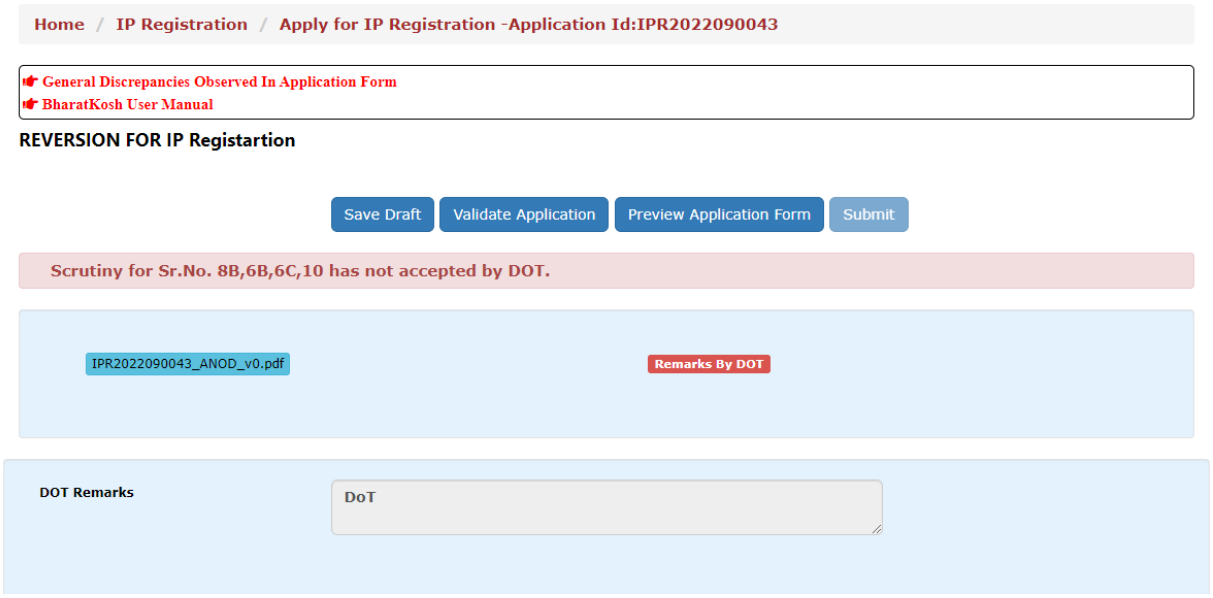
**Download Certificate :** IPR2022090042_CERT_v0.pdf

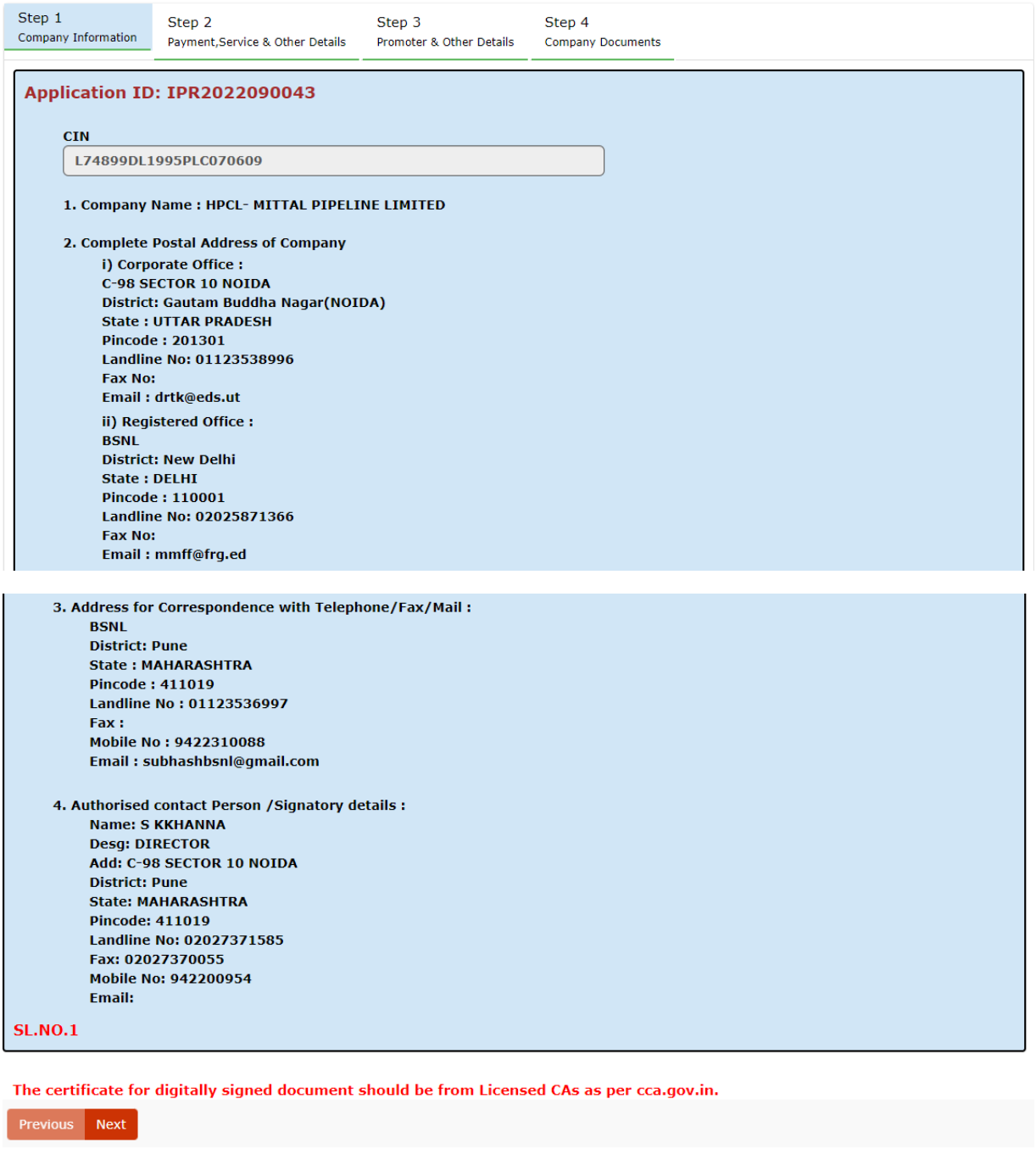
Now the Certificate can be downloaded by clicking on blue link.

## APPLICATION REVERTED

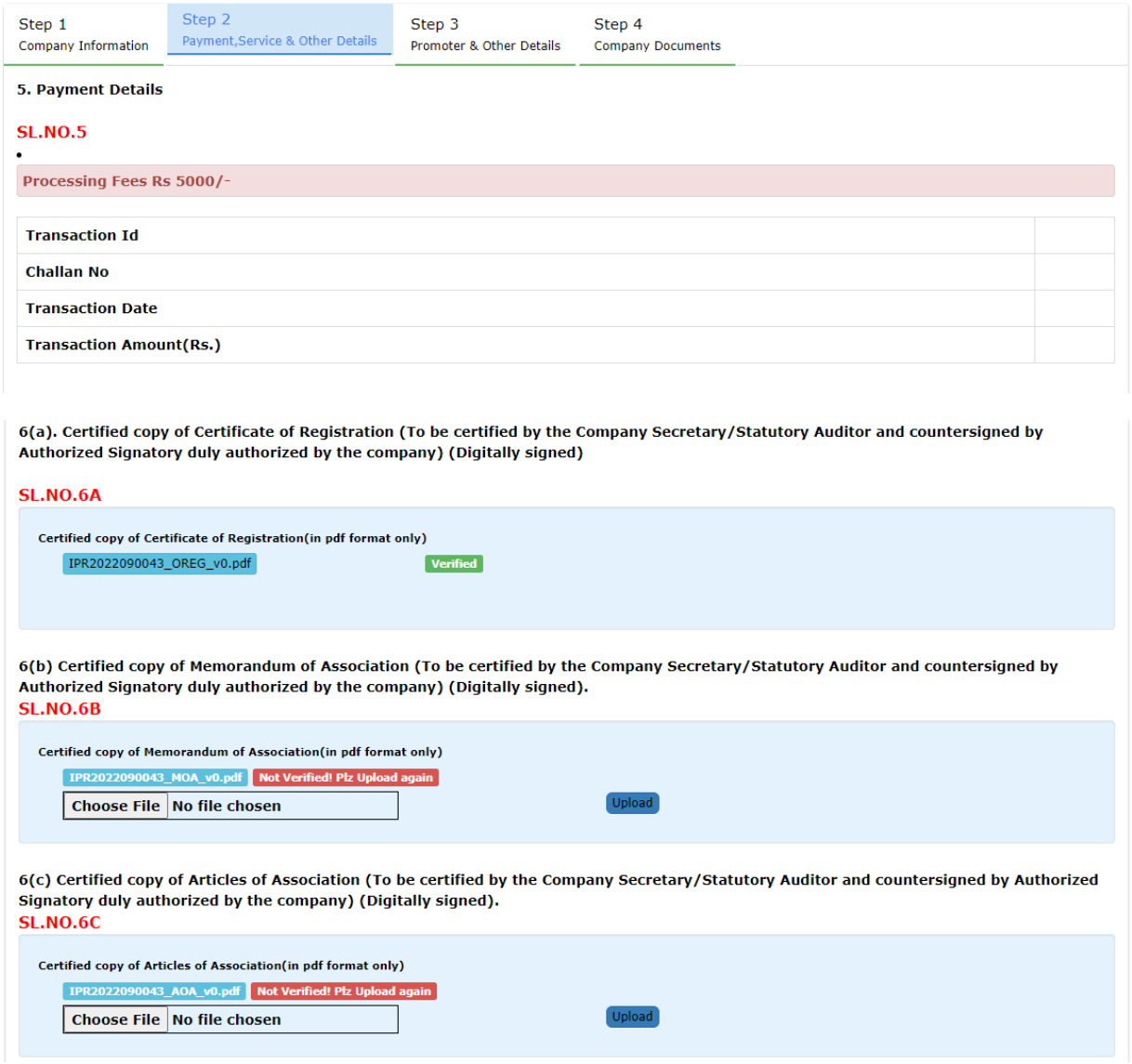



Search Application Id in the Dashboard and click on 'Modify Reverted Application' Button.

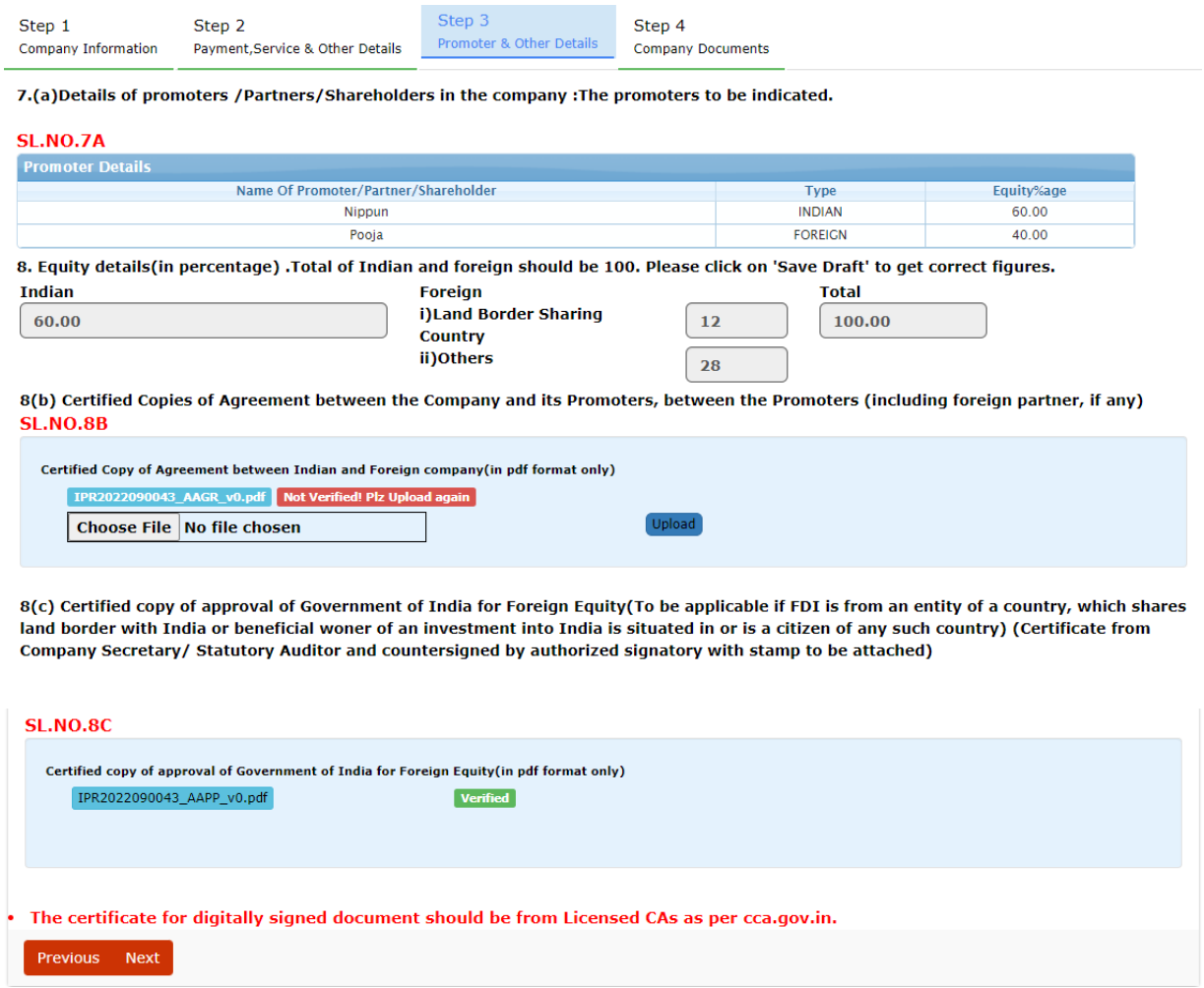


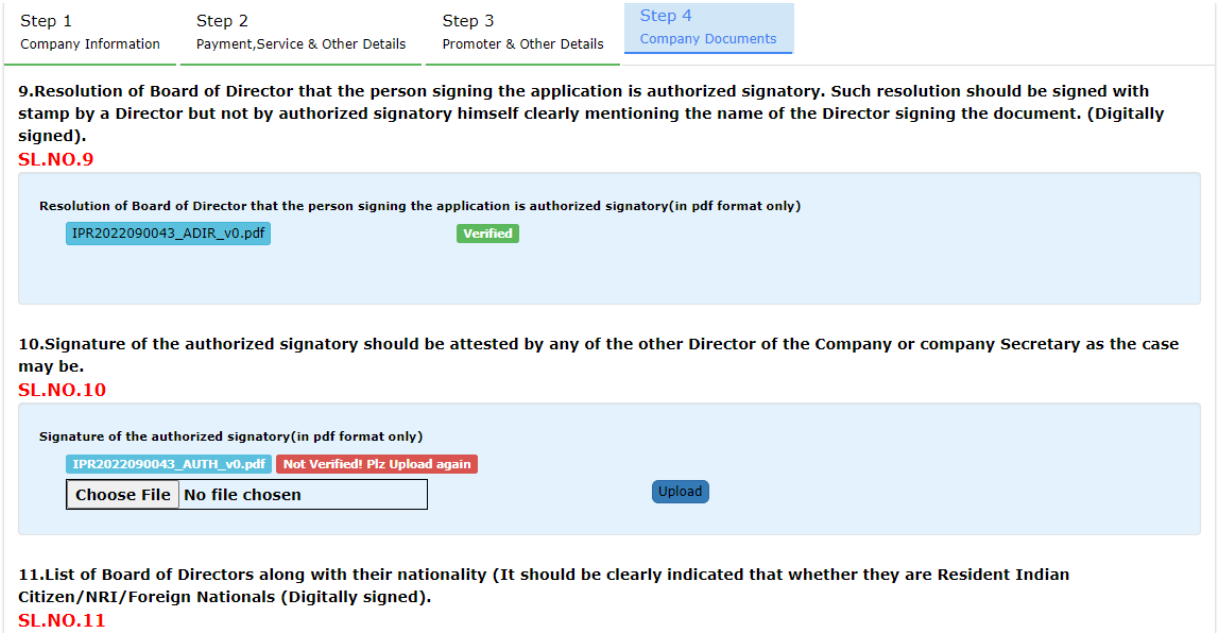


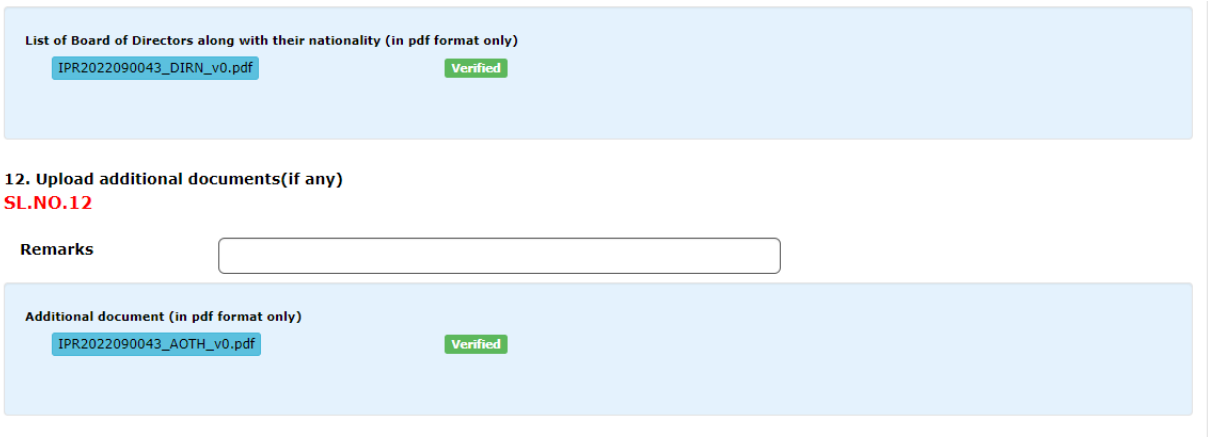

Sr. Nos not accepted by DoT would get displayed at top bar in red color. Applicant has to modify those Serial Nos. Also DoT remarks can be downloaded by clicking on blue link and it can be seen in grey box also.

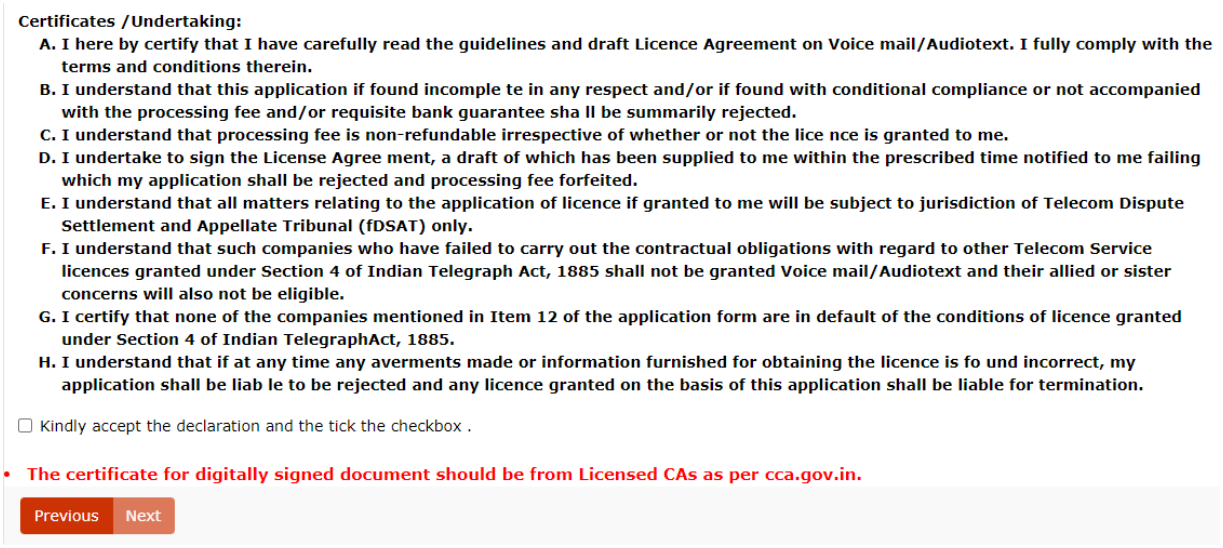



Do modifications in Sr. Nos which are not accepted by DoT.

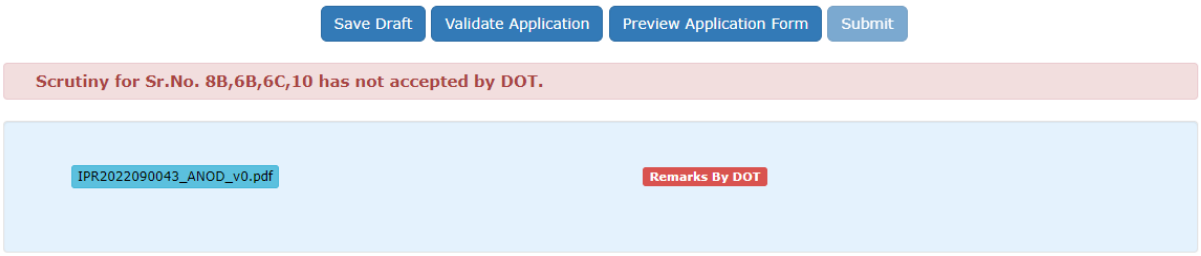

Step 1
Company Information
Step 2
Payment,Service & Other Details
Step 3
Promoter & Other Details
Step 4
Company Documents
7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.
SL.NO.7A
Promoter Details
Name Of Promoter/Partner/Shareholder
Type
Equity%age
Nippun
INDIAN
60.00
Pooja
FOREIGN
40.00
8. Equity details(in percentage) .Total of Indian and foreign should be 100. Please click on 'Save Draft' to get correct figures.
Indian
60.00
Foreign
i)Land Border Sharing Country
12
ii)Others
28
Total
100.00
8(b) Certified Copies of Agreement between the Company and its Promoters, between the Promoters (including foreign partner, if any)
SL.NO.8B
Certified Copy of Agreement between Indian and Foreign company(in pdf format only)
IPR2022090043_AAGR_v0.pdf
Not Verified! Plz Upload again
Choose File
No file chosen
Upload
8(c) Certified copy of approval of Government of India for Foreign Equity(To be applicable if FDI is from an entity of a country, which shares land border with India or beneficial woner of an investment into India is situated in or is a citizen of any such country) (Certificate from Company Secretary/ Statutory Auditor and countersigned by authorized signatory with stamp to be attached)
SL.NO.8C
Certified copy of approval of Government of India for Foreign Equity(in pdf format only)
IPR2022090043_AAPP_v0.pdf
Verified
The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.
Previous
Next


Step 1
Company Information
Step 2
Payment,Service & Other Details
Step 3
Promoter & Other Details
Step 4
Company Documents
9.Resolution of Board of Director that the person signing the application is authorized signatory. Such resolution should be signed with stamp by a Director but not by authorized signatory himself clearly mentioning the name of the Director signing the document. (Digitally signed).
SL.NO.9
Resolution of Board of Director that the person signing the application is authorized signatory(in pdf format only)
IPR2022090043_ADIR_v0.pdf
Verified
10.Signature of the authorized signatory should be attested by any of the other Director of the Company or company Secretary as the case may be.
SL.NO.10
Signature of the authorized signatory(in pdf format only)
IPR2022090043_AUTH_v0.pdf
Not Verified! Plz Upload again
Choose File
No file chosen
Upload
11.List of Board of Directors along with their nationality (It should be clearly indicated that whether they are Resident Indian Citizen/NRI/Foreign Nationals (Digitally signed).
SL.NO.11


List of Board of Directors along with their nationality (in pdf format only)
IPR2022090043_DIRN_v0.pdf
Verified
12. Upload additional documents(if any)
SL.NO.12
Remarks
Additional document (in pdf format only)
IPR2022090043_AOTH_v0.pdf
Verified




Accept declaration




Go to top of page, click on 'Save Draft', then 'Validate Application' and then 'Submit' Button.

Now the application has been Resubmitted. Applicant has to upload digitally signed application and follow the same procedure as mentioned above in the document.

*---- End of Document ----*