User Manual

(For Applicant)

Online Registration of Unified License **(UL)**

Department of Telecommunications

Government of India

09 JUN, 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 hasslefree 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.
- **UL-VNO** : Unified License - Virtual Network operator.
- **OSP** : Other service provider
- **LOI** : Letter of Intent

1.2 About Unified Licenses

Applicant can apply for Unified License along with authorisation for any one or more services listed below:

a. Unified License (All Services)

b. Access Service (Service Area-wise)as per details at Annexure- IV

c. Internet Service (Category-A with All India jurisdiction)

d. Internet Service (Category-B with jurisdiction in a Service Area) as per details at Annexure-IV

e. Internet Service (Category-C with jurisdiction in a Secondary Switching Area) as per details at Annexure- III

f. National Long Distance (NLD) Service

g. International Long Distance (ILD) Service

h. Global Mobile Personal Communication by Satellite (GMPCS) Service

i. Public Mobile Radio Trunking Service (PMRTS)Service

j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service

k. INSAT MSS-Reporting (MSS-R) Service.

l. Resale of International Private Leased Circuit (IPLC) Service

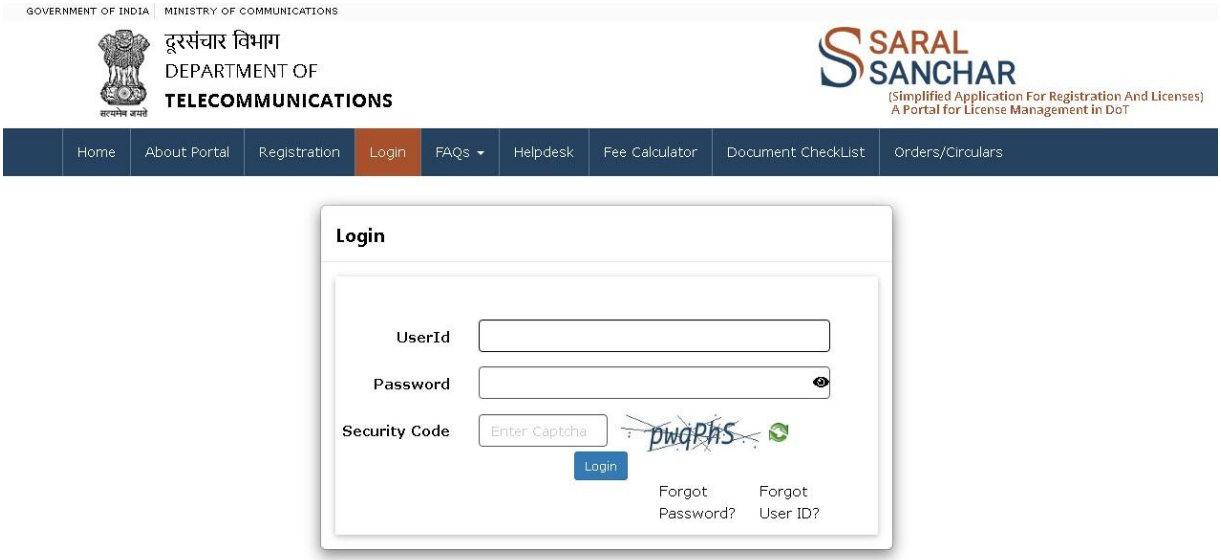
Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/autorization

Section-2 Applicant Part

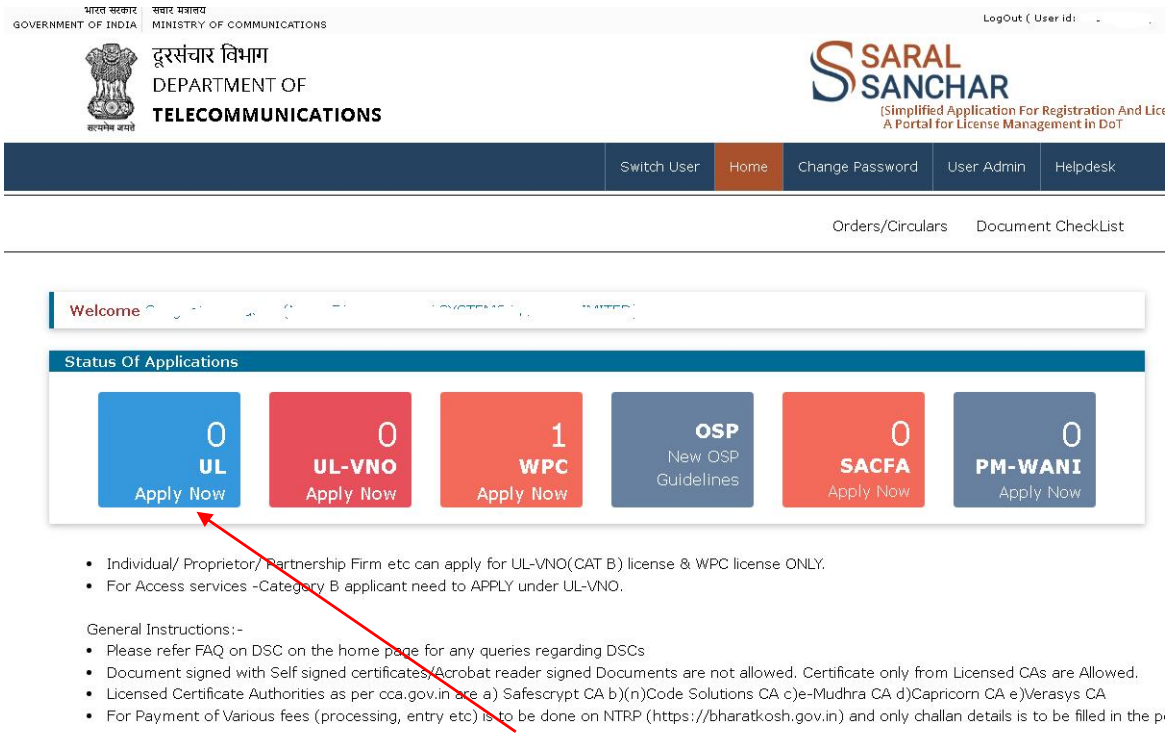
2.1 Login

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.



You can apply for any of the above options i.e. **UL** or **UL-VNO** or **OSP**. As you can see above, the status of each UL, UL-VNO, and OSP is ***"0".*** This is because you have not applied for any of the above till now.

2.2 UL Application :

Below is a sample demo for **UL application**.

For this click on the **APPLY NOW** button (***Shown by red arrow***) on the UL tab.

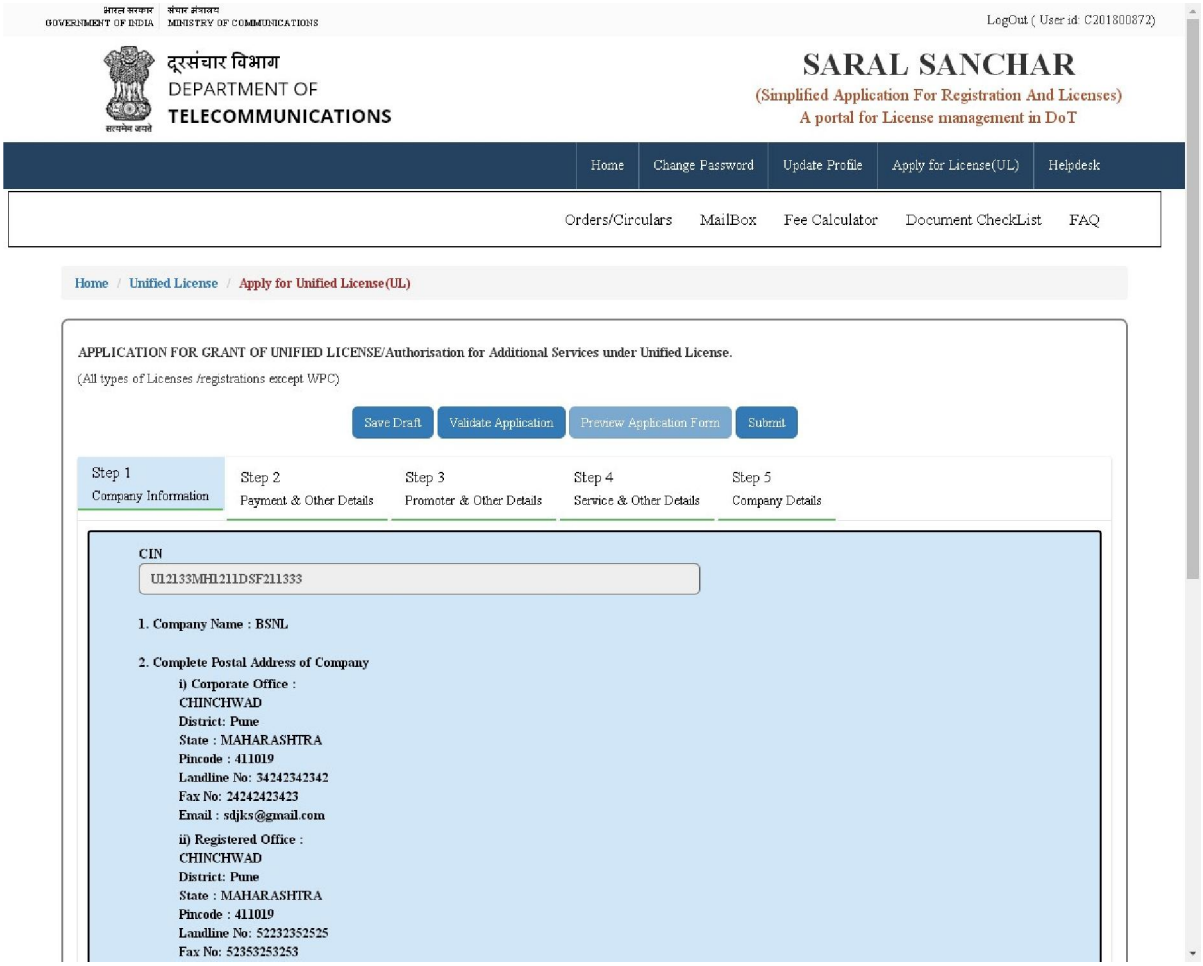
Application form will appear as follows. **CIN Number** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.

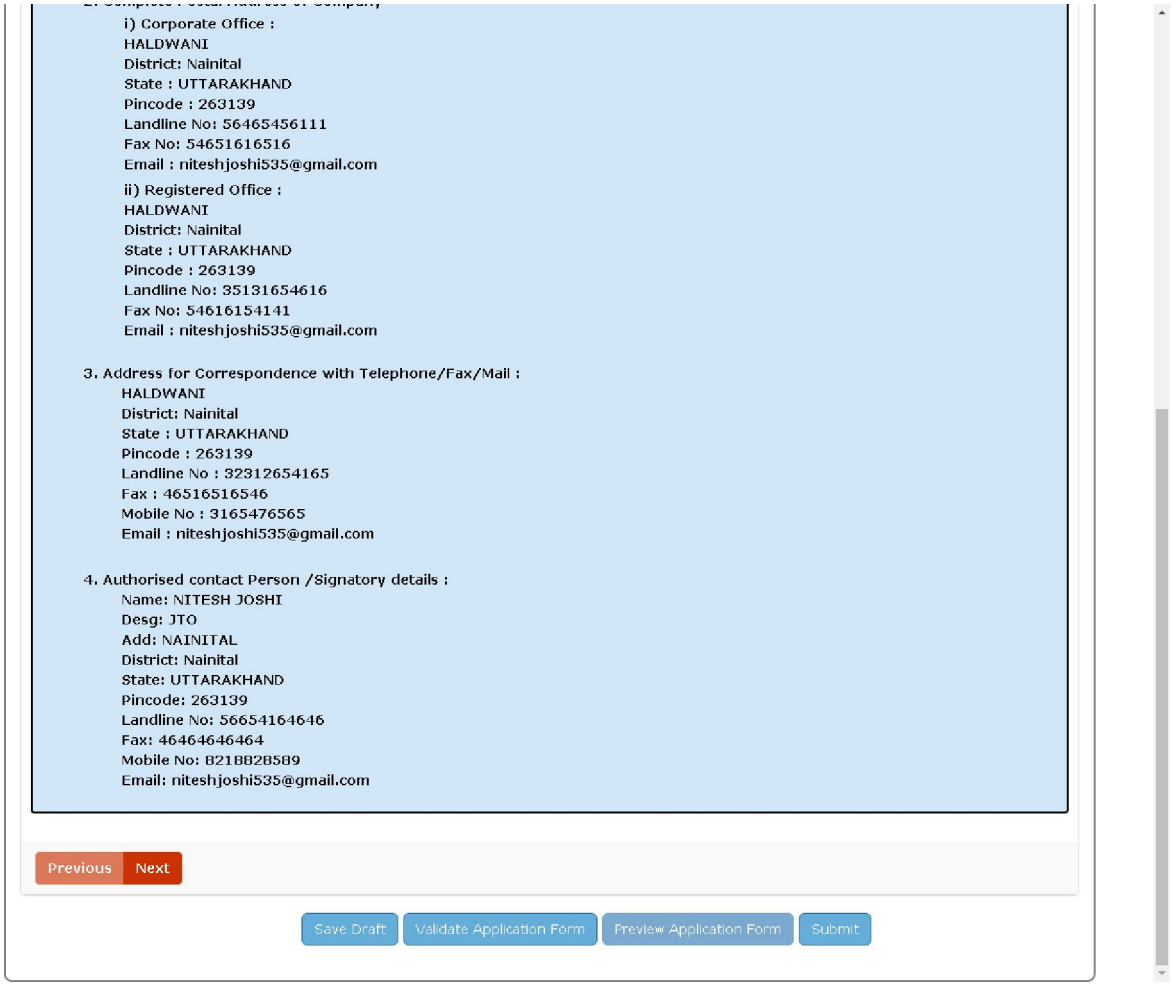
IMPORTANT

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 Step I

Company Information: In this step the information about company entered while registration will pop up and will be in disabled form.



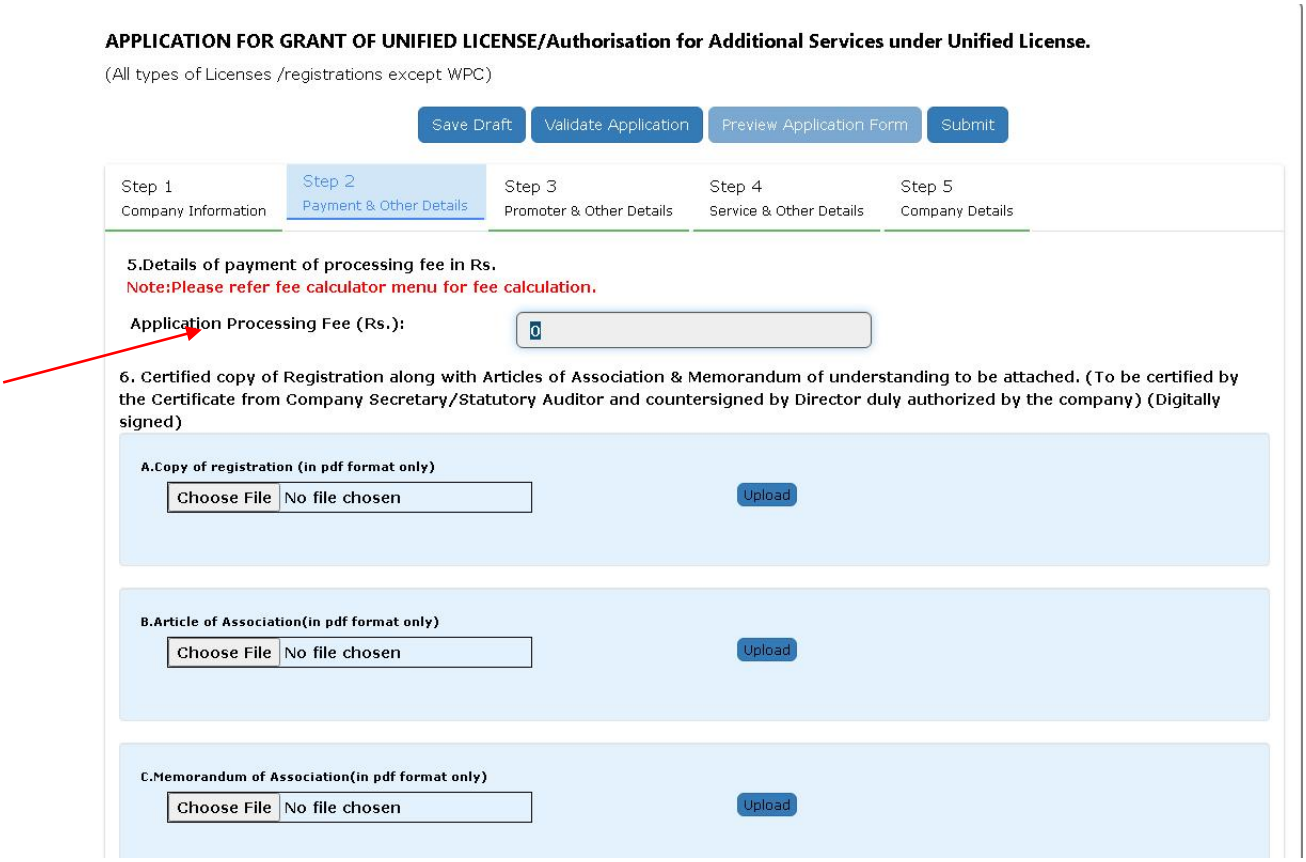


Press "next " button to go to next step.

2.3.2 Step II

Payment details of processing fee

Payment is auto calculated as per the selection of service authorisations selected. This only displays the fee to be paid using online mode in Bharatkosh after the submit of application.

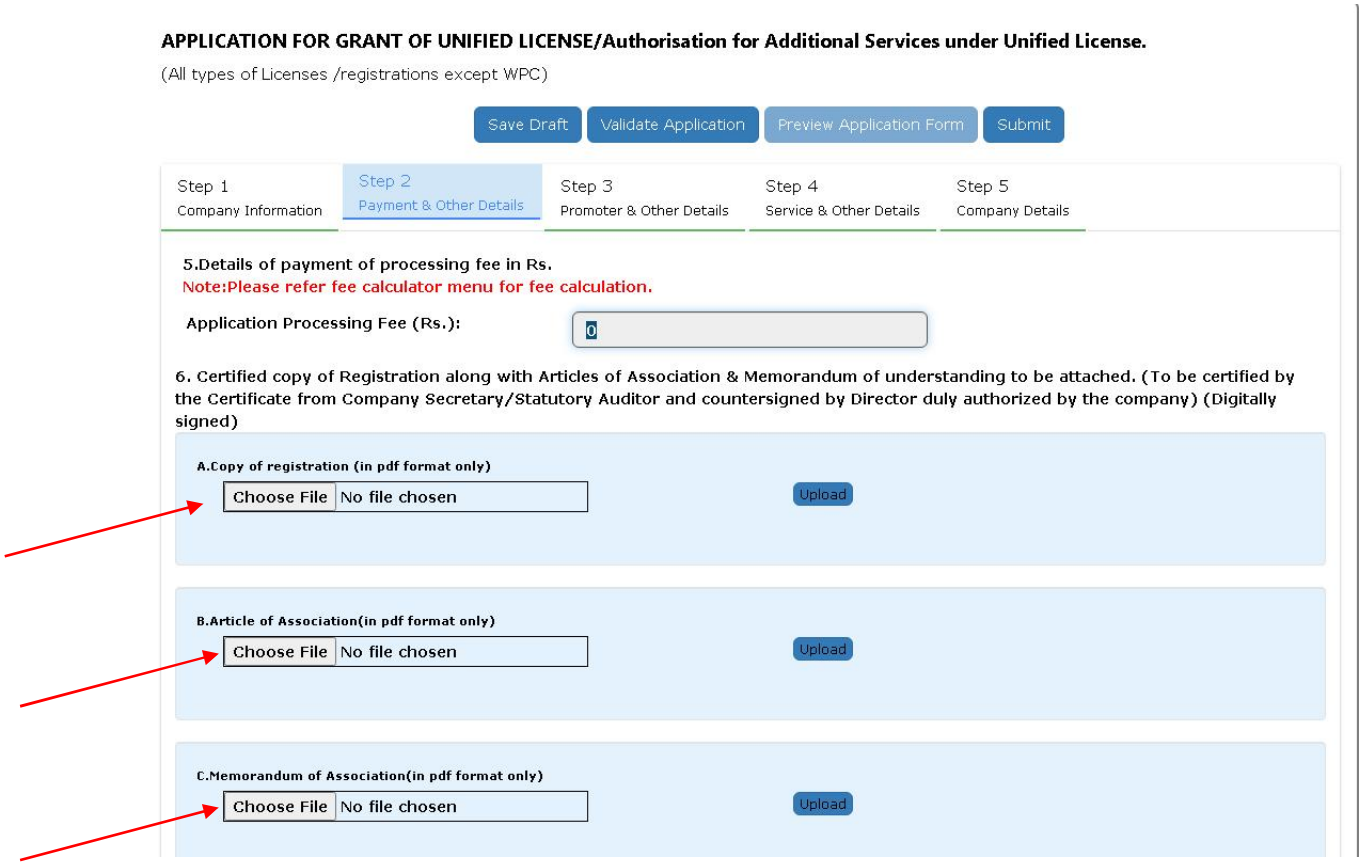


In this page, user has to upload "**certificate of Registration**" by clicking "**choose File**" button of ***6.1*** and then selecting **file** and **upload** using "**upload button**".

IMPORTANT

Digitally Signed Document : All the document to be uploaded must be in **"pdf format"** and **"digitally Signed"** . The portal will automatically reject any

document which is not **digitally signed** or in **pdf format**.



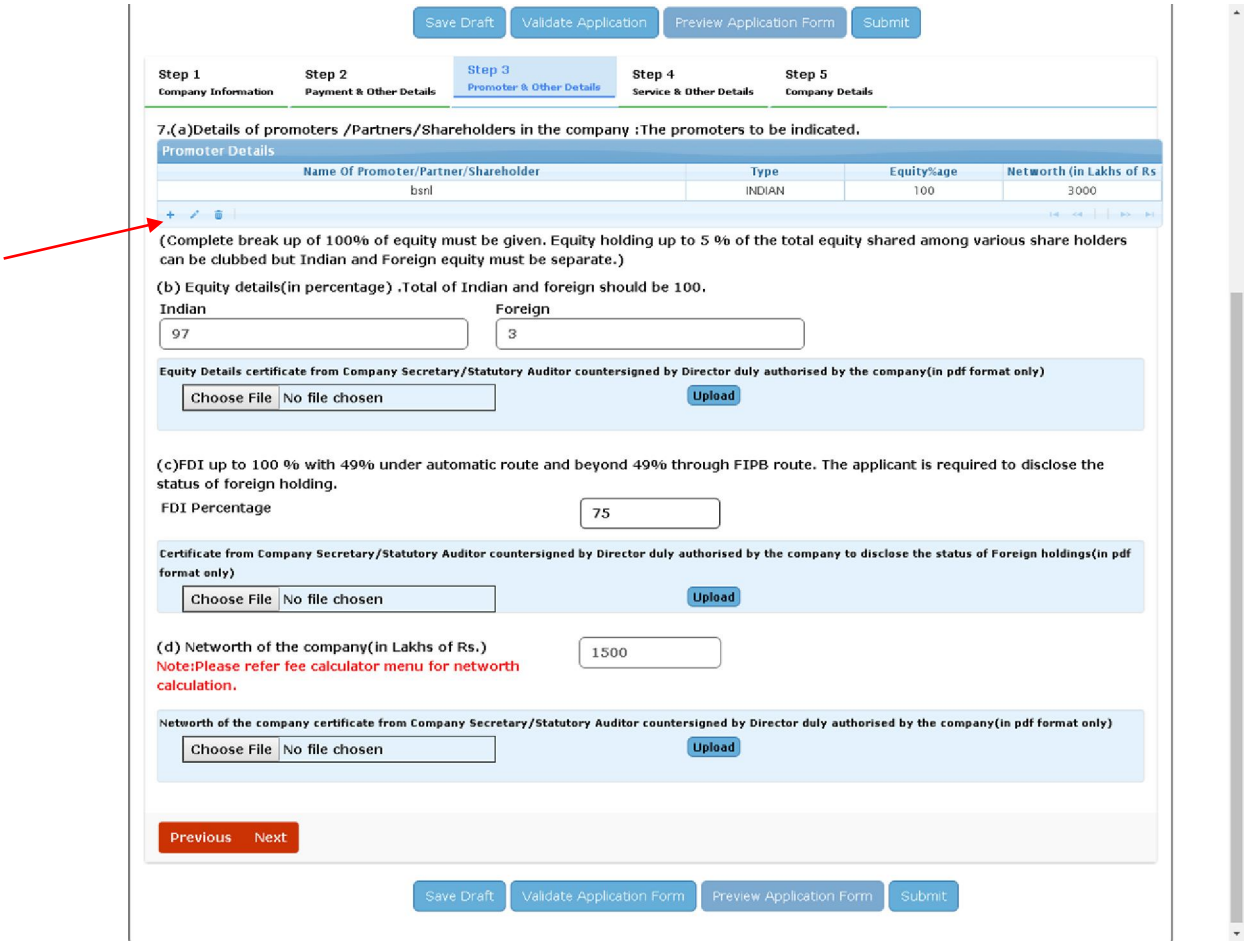
User also has to upload "Articles of Association" by clicking "choose File" button of 6.2 and then selecting file and upload using "upload button". user also has to upload "MoU" by clicking "choose File" button of 6.3 and then selecting file and upload using "upload button".

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.

2.2.3 Step III

Promoter Details

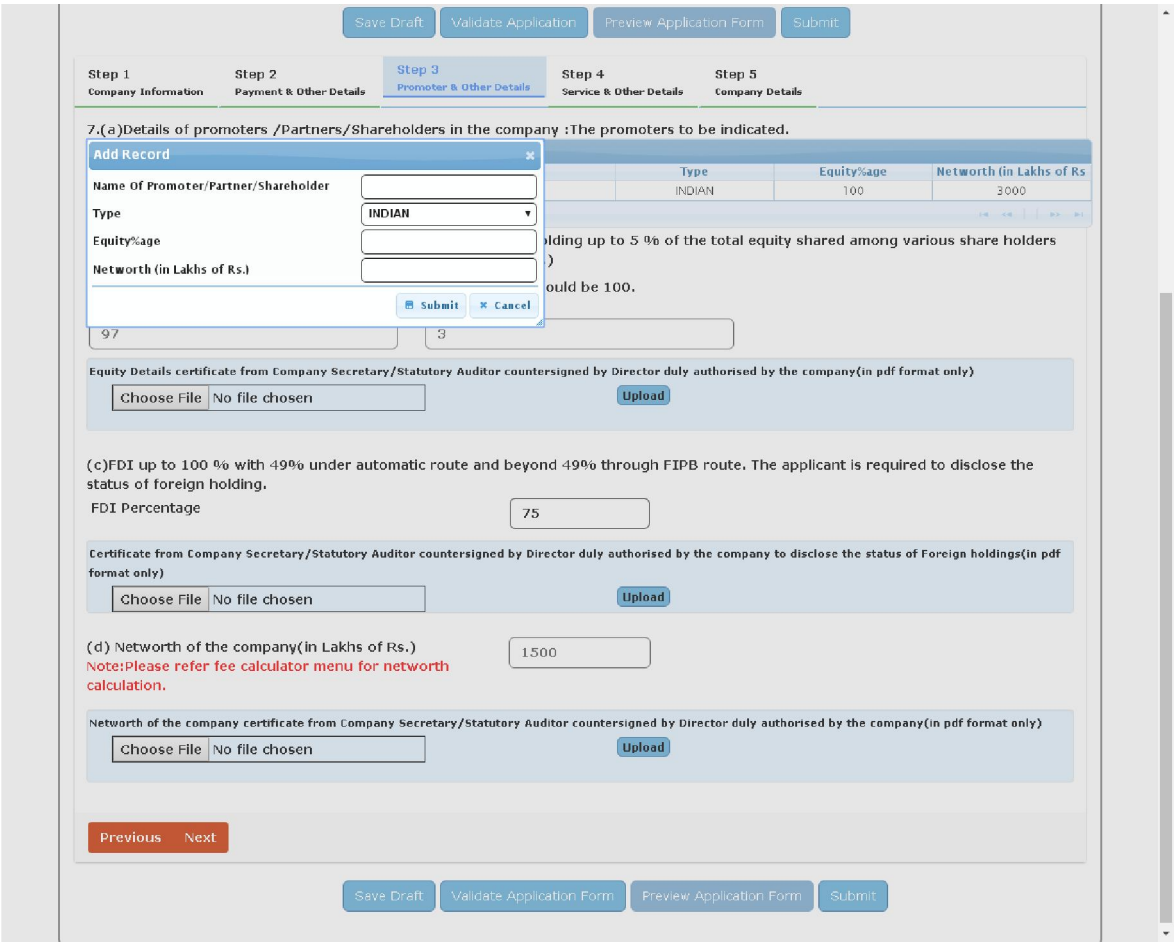
The next step is entering "promoter Details".



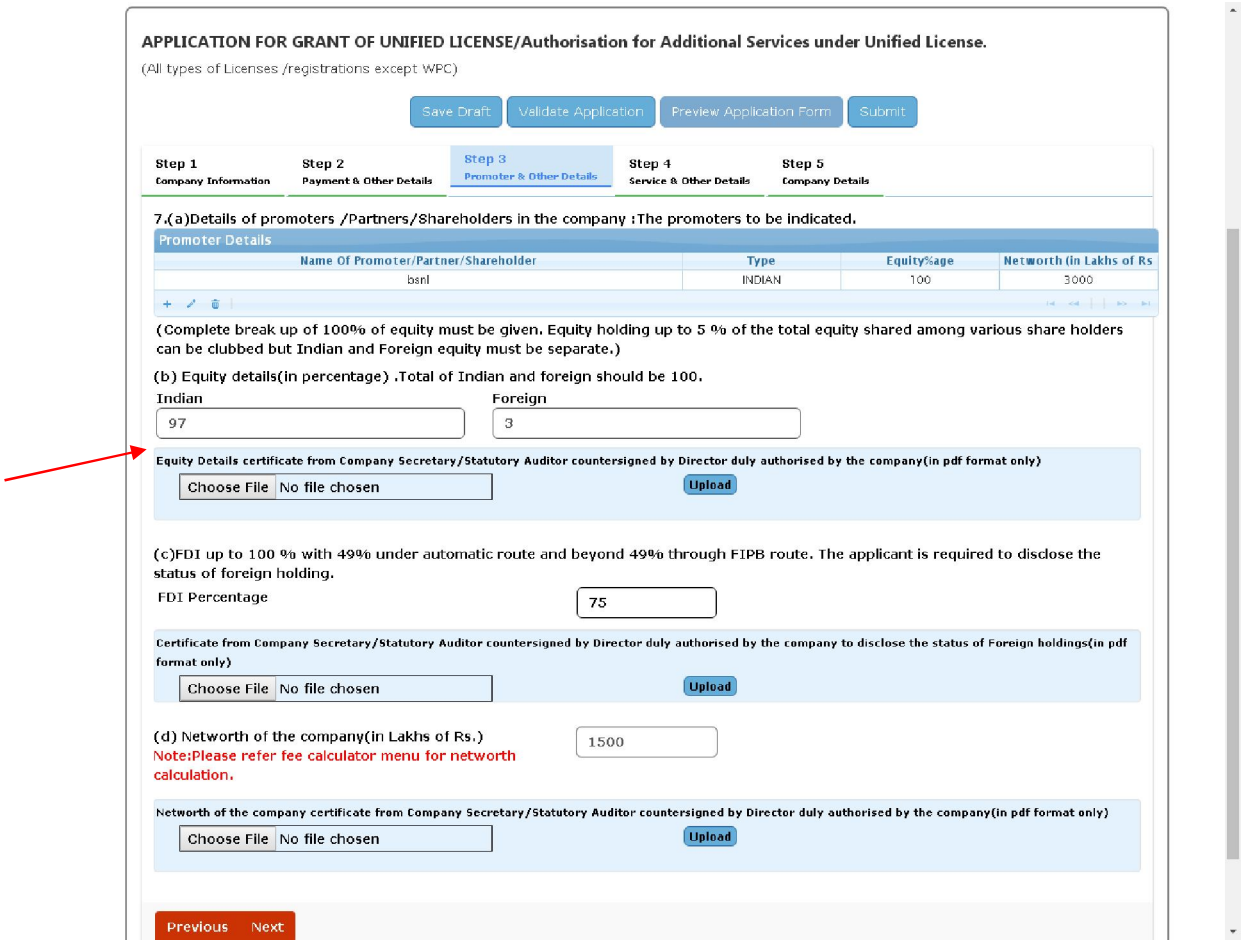
(a) As shown in image below on left side there is option of adding, editing and deleting promoter details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

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.

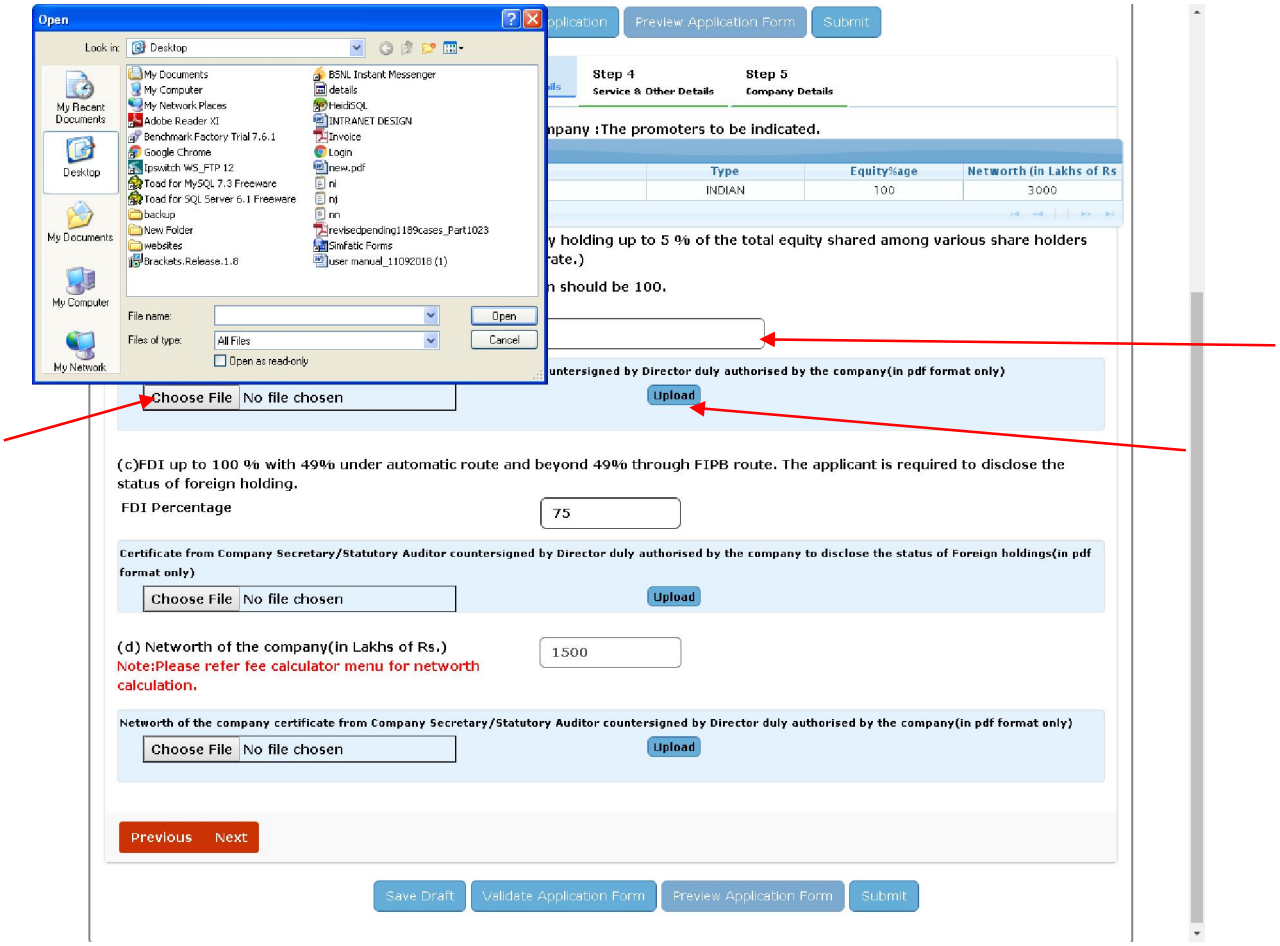
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



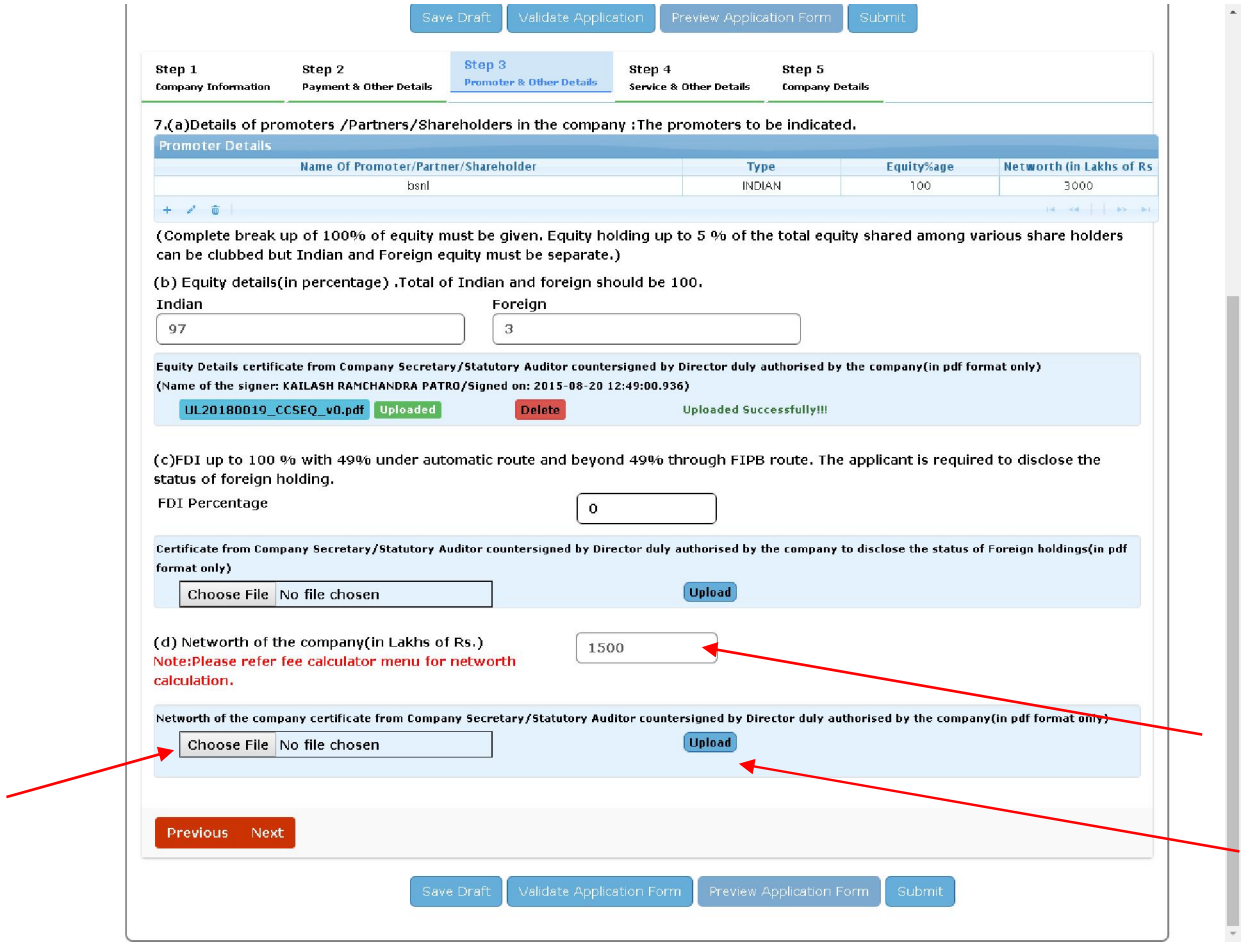
(b) In this step, equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage.



(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.



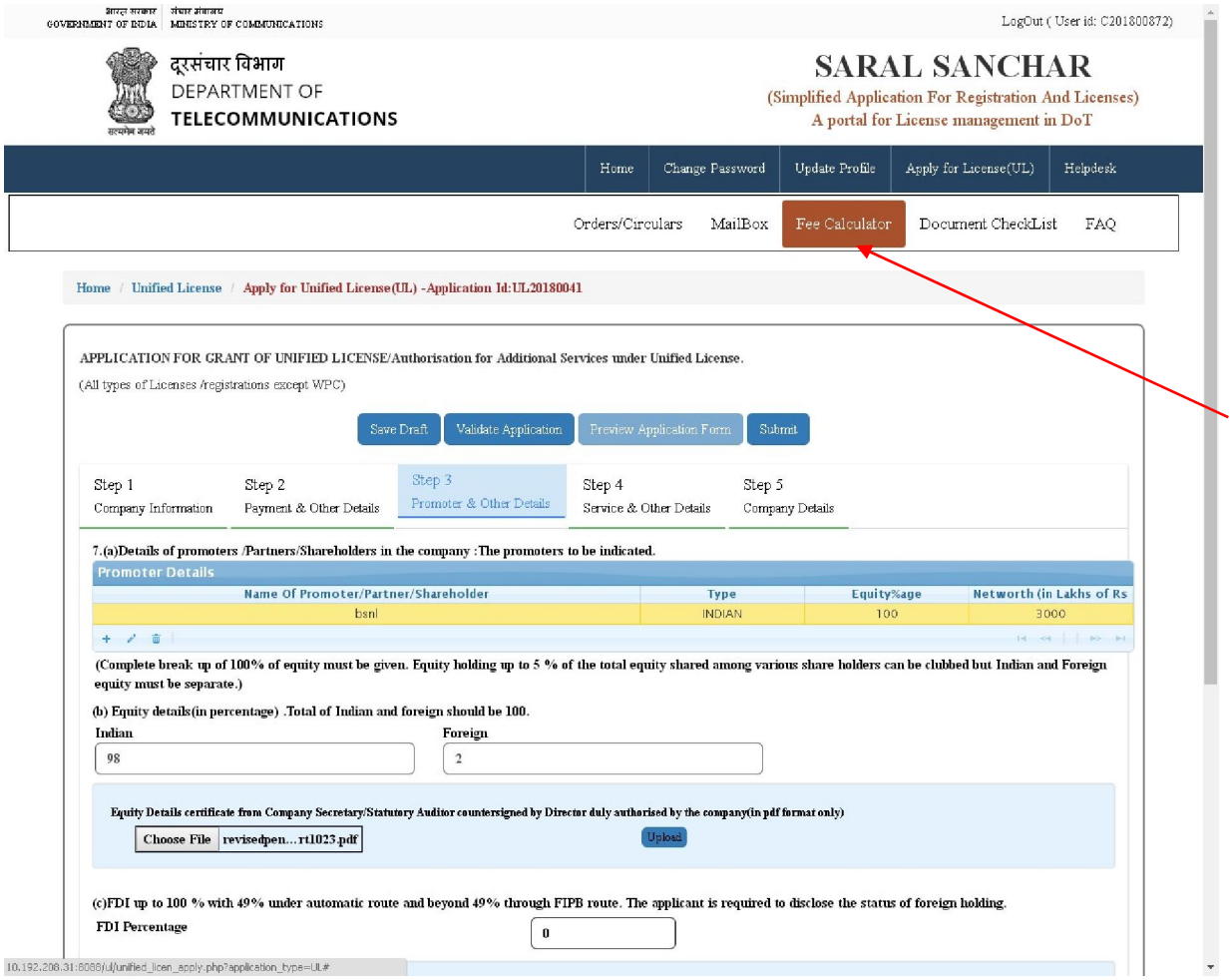
(d) In this section, enter the net worth of the company in lakhs in textbox as shown in below image. Also upload certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.



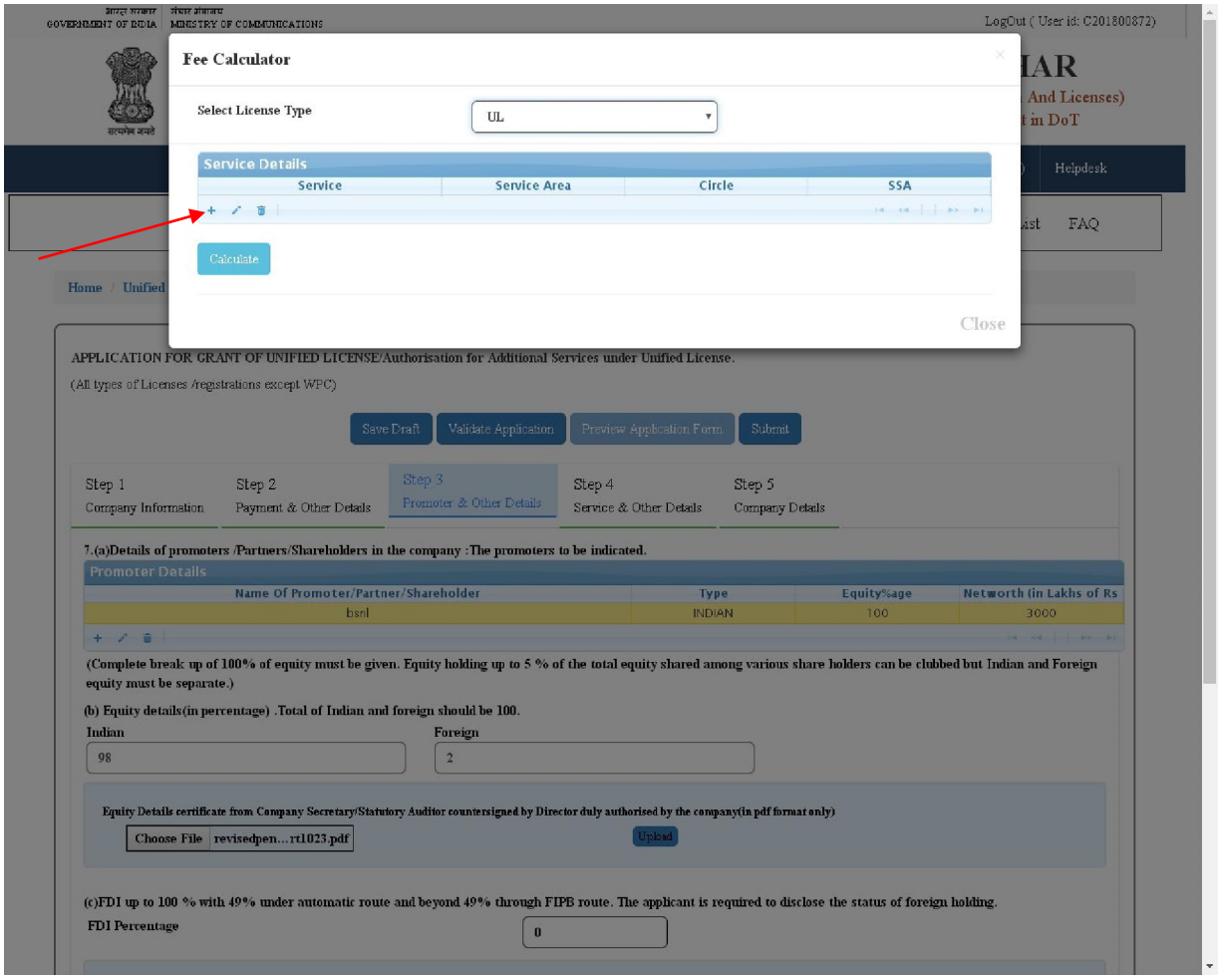
The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

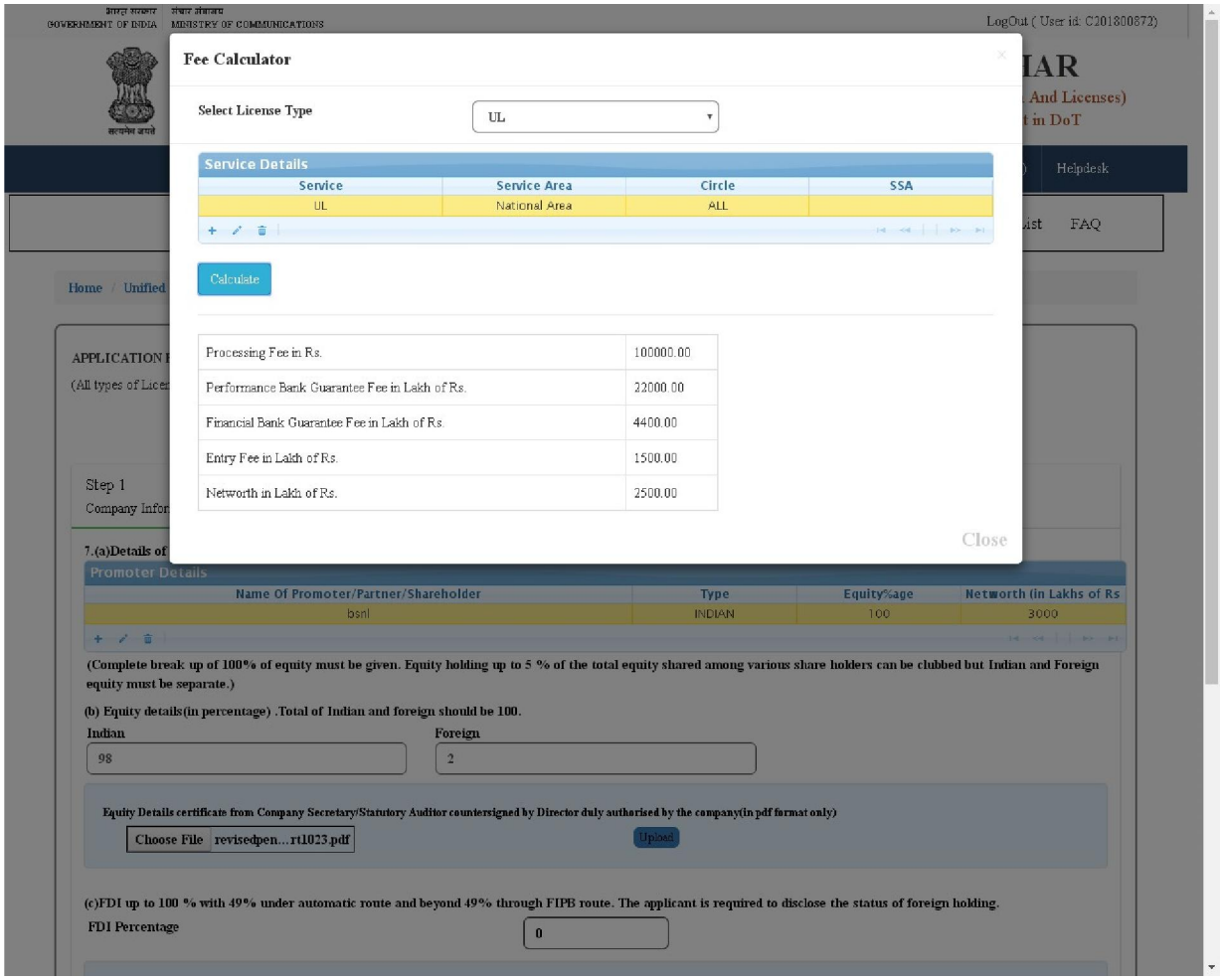
2.2.4 Fee Calculator:

The applicant can also use the **FEE CALCULATOR** Button, which is available at the navigation bar shown by the red arrow in the below screenshot.


GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS
LogOut (User id: C201800872)
दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS
SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT
Home
Change Password
Update Profile
Apply for License(UL)
Helpdesk
Orders/Circulars
MailBox
Fee Calculator
Document CheckList
FAQ
Home / Unified License / Apply for Unified License(UL) -Application Id:UL20180041
APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)
Save Draft
Validate Application
Preview Application Form
Submit
Step 1
Company Information
Step 2
Payment & Other Details
Step 3
Promoter & Other Details
Step 4
Service & Other Details
Step 5
Company Details
7.(a)Details of promoters /Partners/Shareholders in the company :The promoters to be indicated.
Promoter Details
Name Of Promoter/Partner/Shareholder
Type
Equity%age
Networth (in Lakhs of Rs
bsnl
INDIAN
100
3000
(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders 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
98
Foreign
2
Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)
Choose File
revisedpen...rt1023.pdf
Upload
(c)FDI up to 100 % with 49% under automatic route and beyond 49% through FIPB route. The applicant is required to disclose the status of foreign holding.
FDI Percentage
0
10.192.206.31:8088/ul/unified_licen_apply.php?application_type=UL#

On clicking the Fee Calculator button a pop will appear as shown below. You can fill the details by clicking the "**+**" button and after filling in the details click the **Calculate** button.

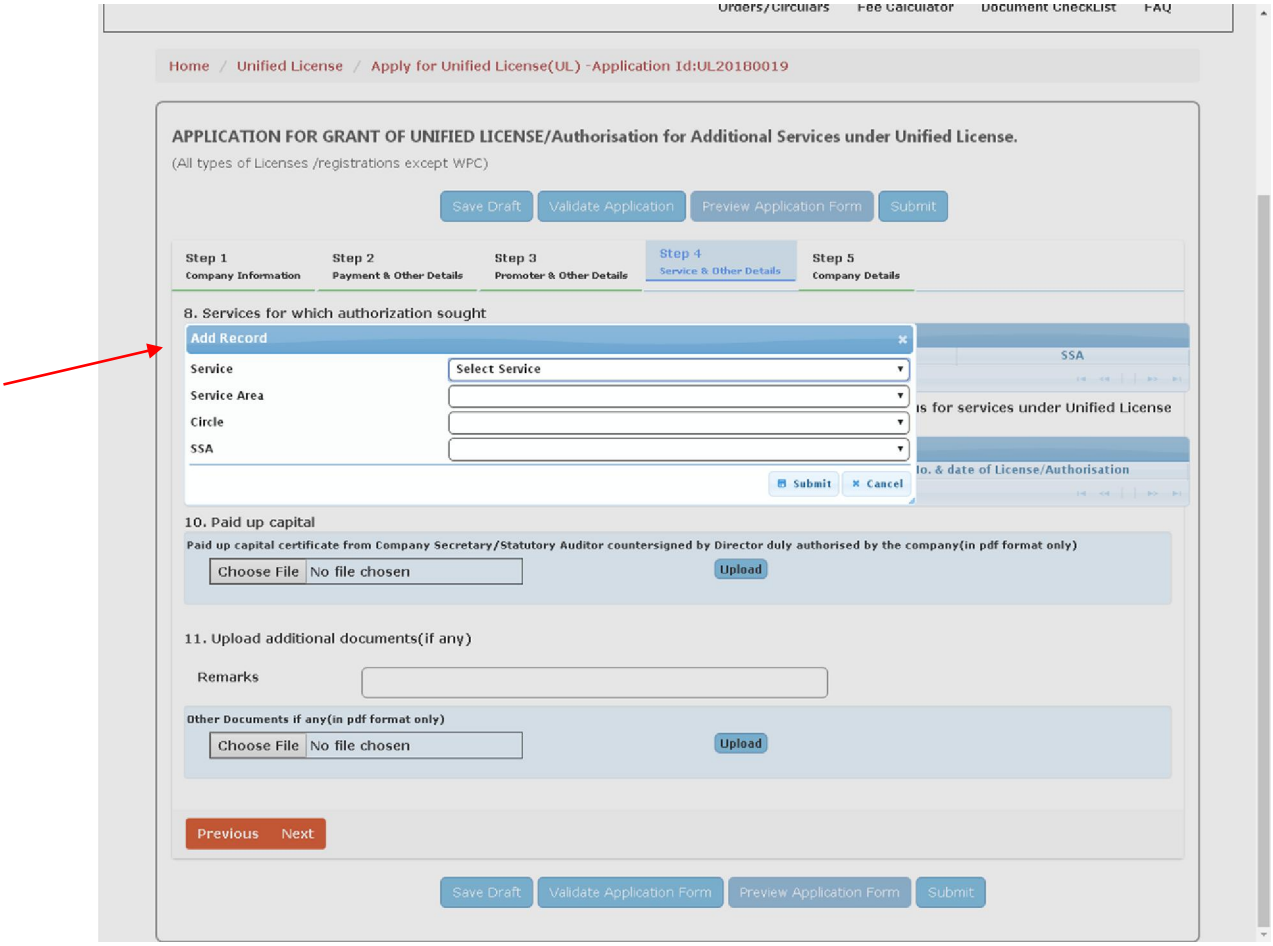




This way you can calculate your fee details.

2.2.5 Step IV

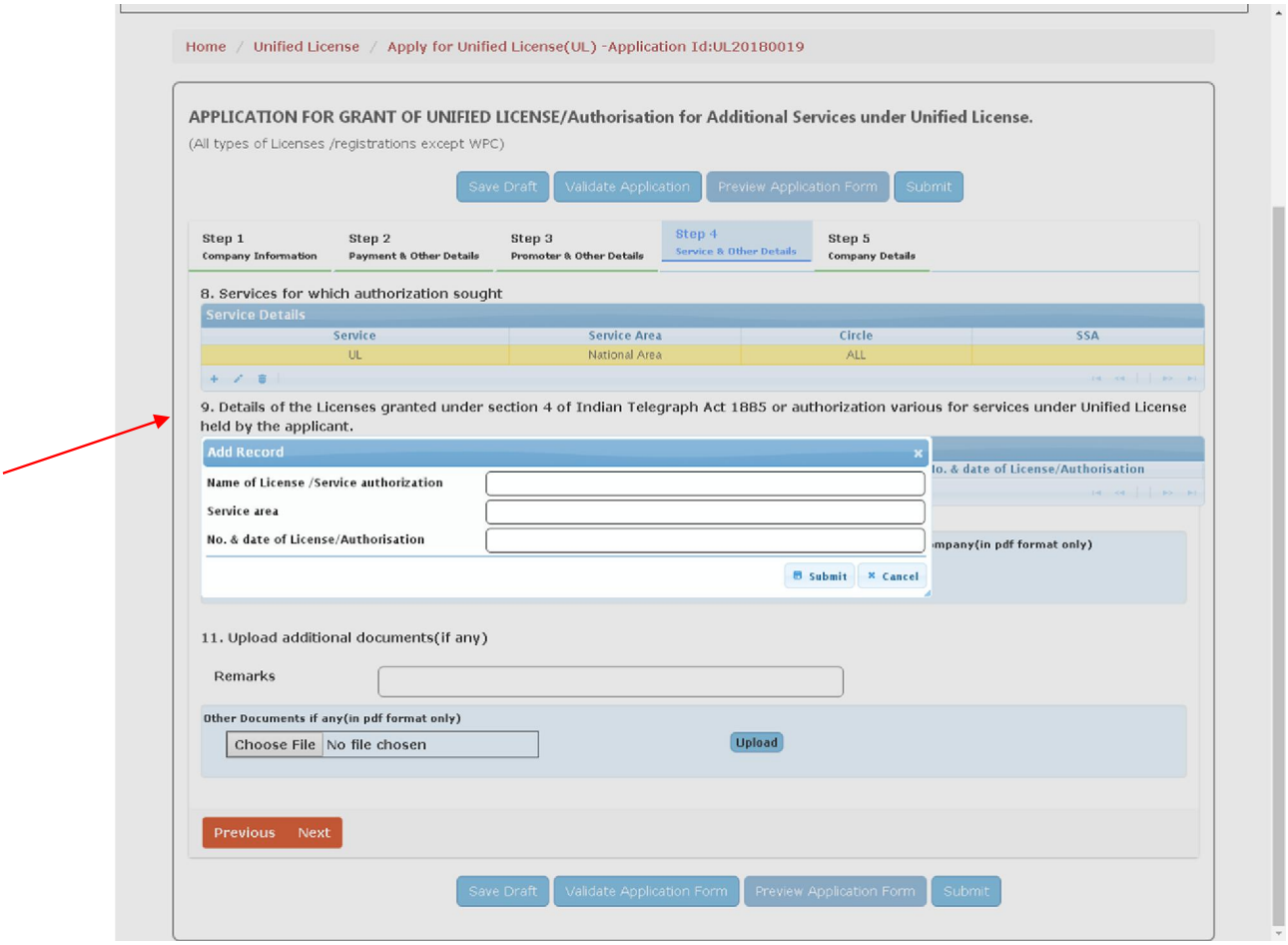
This step is entering "**Service & Other Details**".



(a) As shown in image above on left side there is option of adding, editing and deleting Services for which Authorization sought. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, 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.

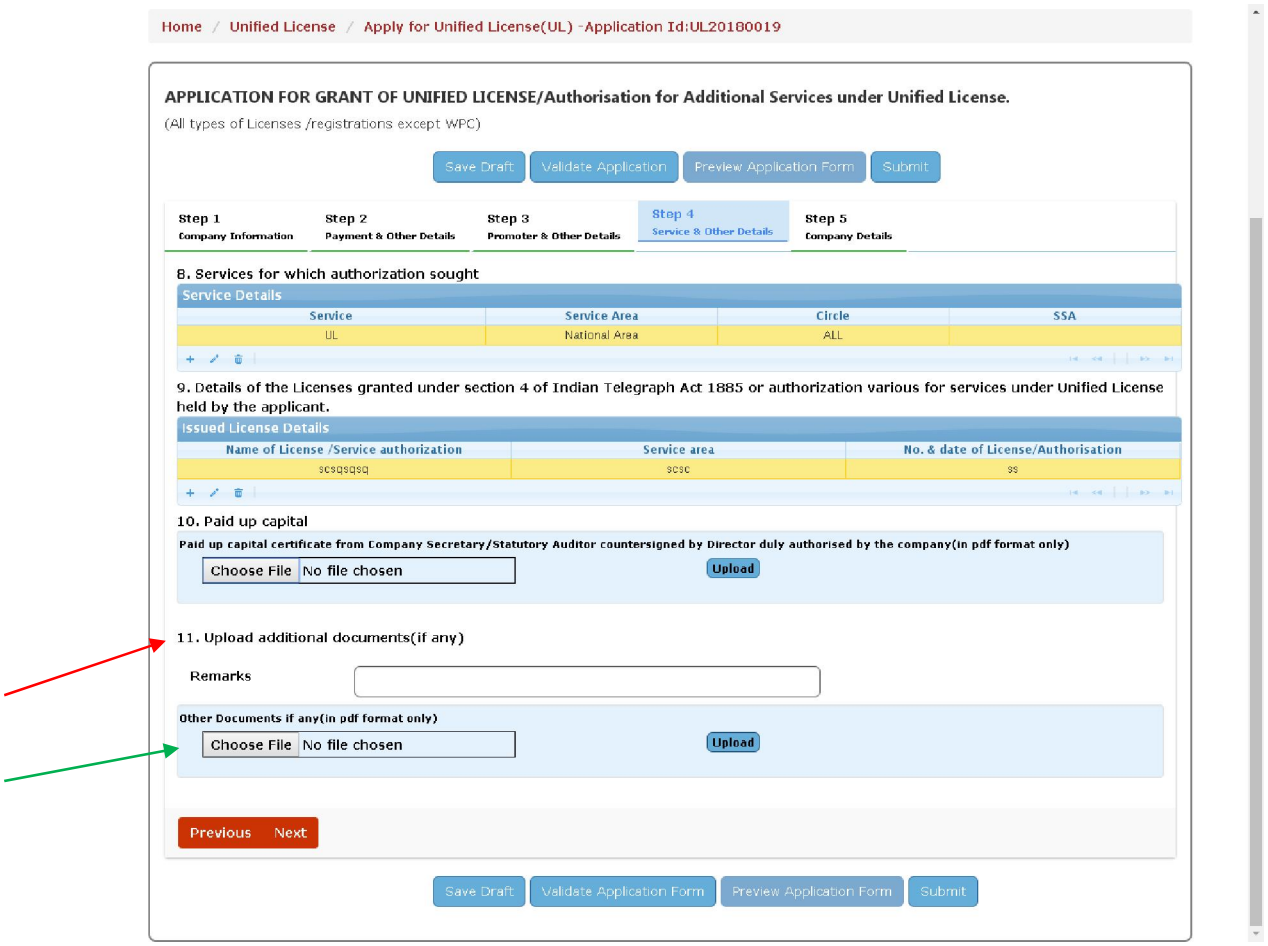
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(b) As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, 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.

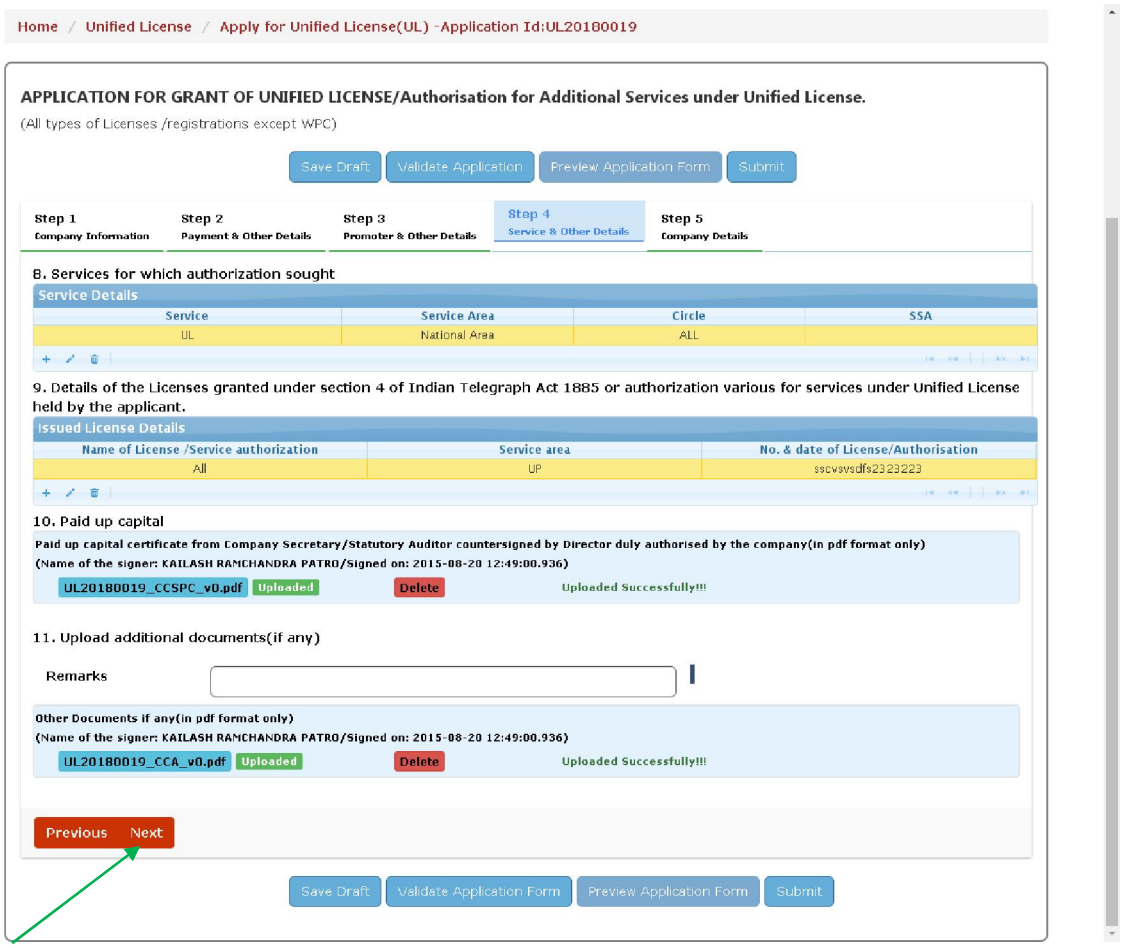
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(c) Here upload pdf file of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file if applicant wants to upload can upload. This is not compulsory.

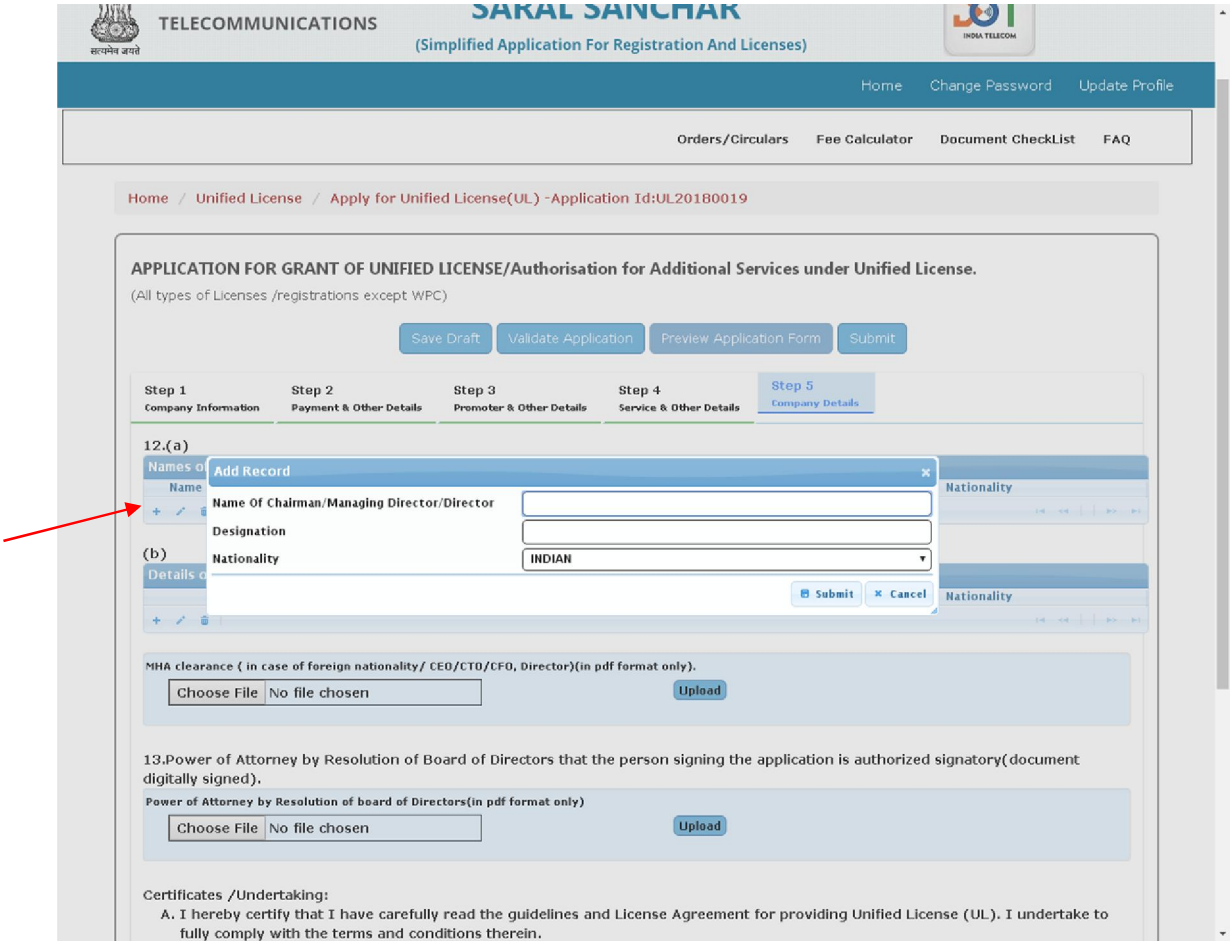
The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.


Home / Unified License / Apply for Unified License(UL) -Application Id:UL20180019
APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.
(All types of Licenses /registrations except WPC)
Save Draft
Validate Application
Preview Application Form
Submit
Step 1 Company Information
Step 2 Payment & Other Details
Step 3 Promoter & Other Details
Step 4 Service & Other Details
Step 5 Company Details
8. Services for which authorization sought
Service Details
Service
Service Area
Circle
SSA
UL
National Area
ALL
9. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services under Unified License held by the applicant.
Issued License Details
Name of License /Service authorization
Service area
No. & date of License/Authorisation
All
UP
sscvsvsdfs2323223
10. Paid up capital
Paid up capital certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company(in pdf format only)
(Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936)
UL20180019_CCSPC_v0.pdf
Uploaded
Delete
Uploaded Successfully!!!
11. Upload additional documents(if any)
Remarks
Other Documents if any(in pdf format only)
(Name of the signer: KAILASH RAMCHANDRA PATRO/Signed on: 2015-08-20 12:49:00.936)
UL20180019_CCA_v0.pdf
Uploaded
Delete
Uploaded Successfully!!!
Previous
Next
Save Draft
Validate Application Form
Preview Application Form
Submit

Step IV

Owner & Other Details

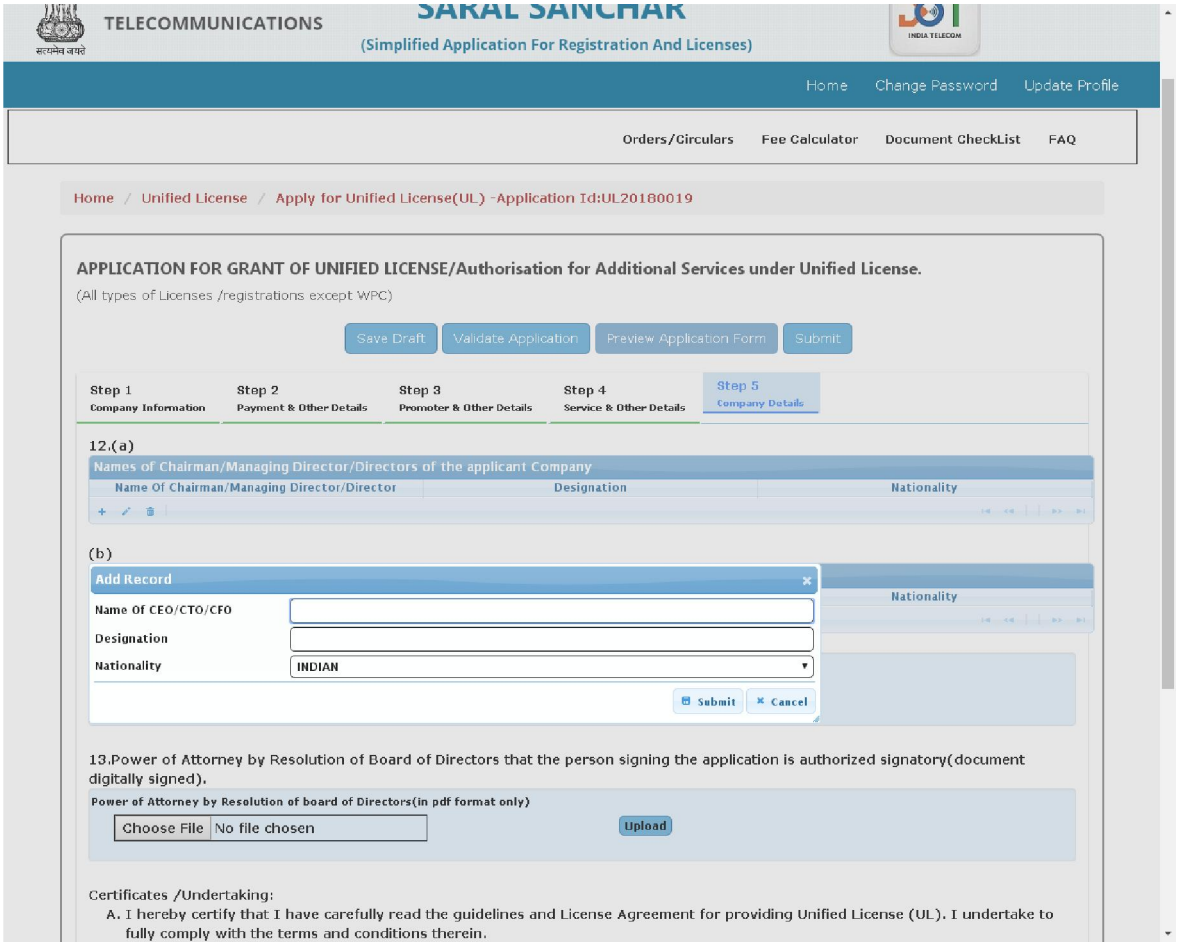
This step is entering "Owner & Other Details".



(a) As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, 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.

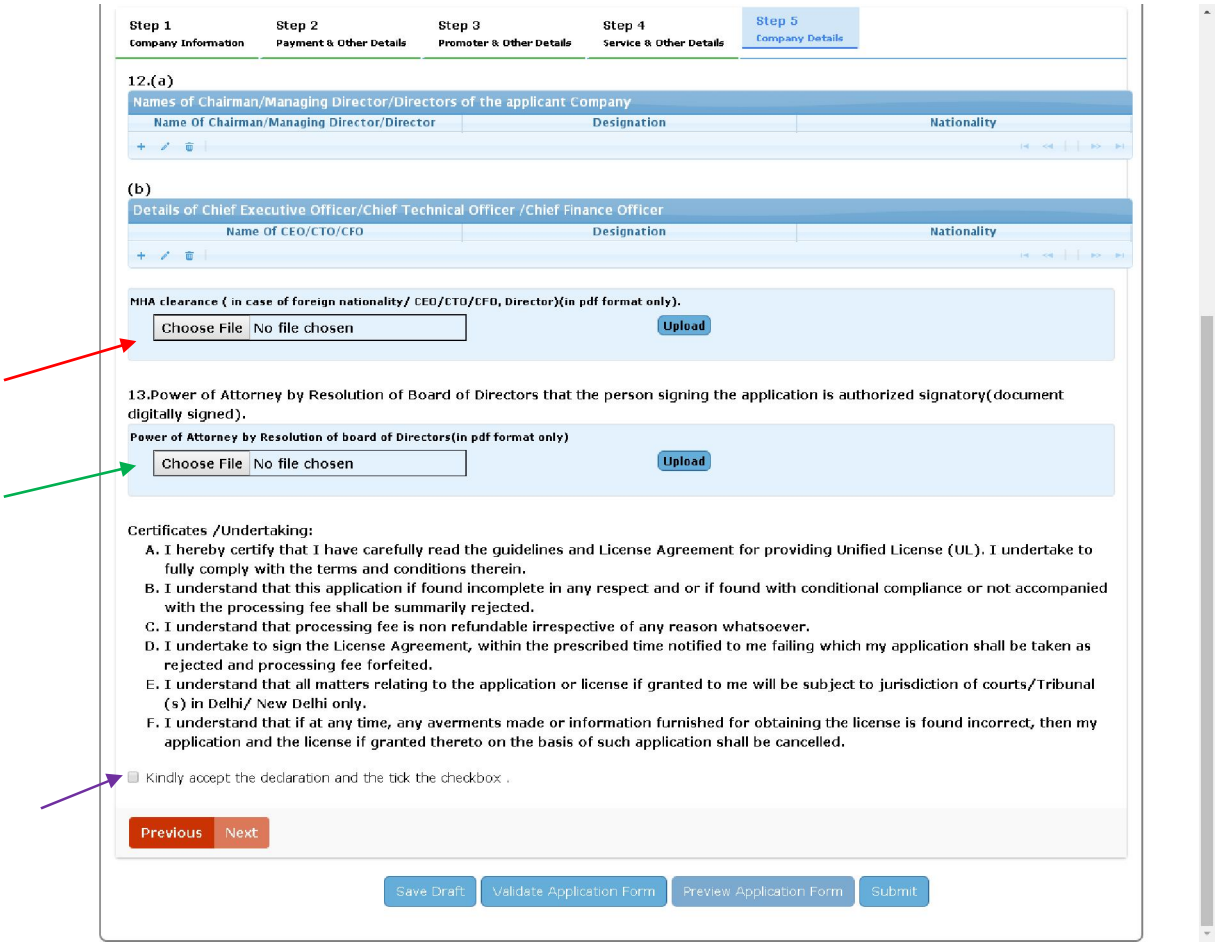
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(b) As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, 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.



(c) Here upload pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed).** Using a button shown by green arrow in above image.

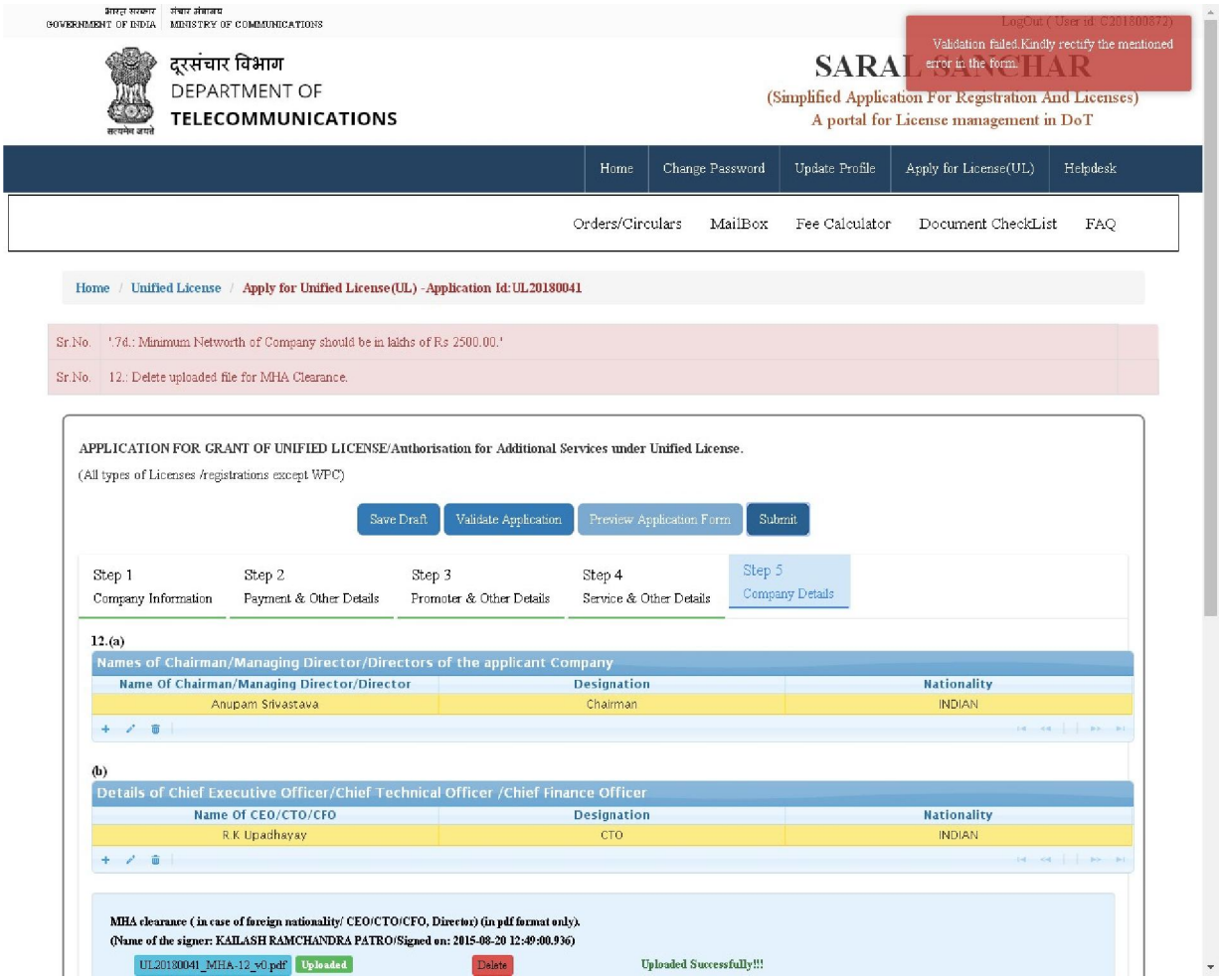
(e) Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below.

User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

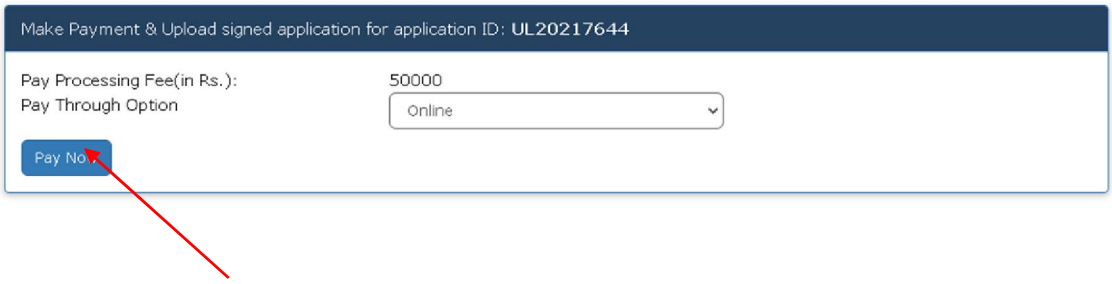
So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.



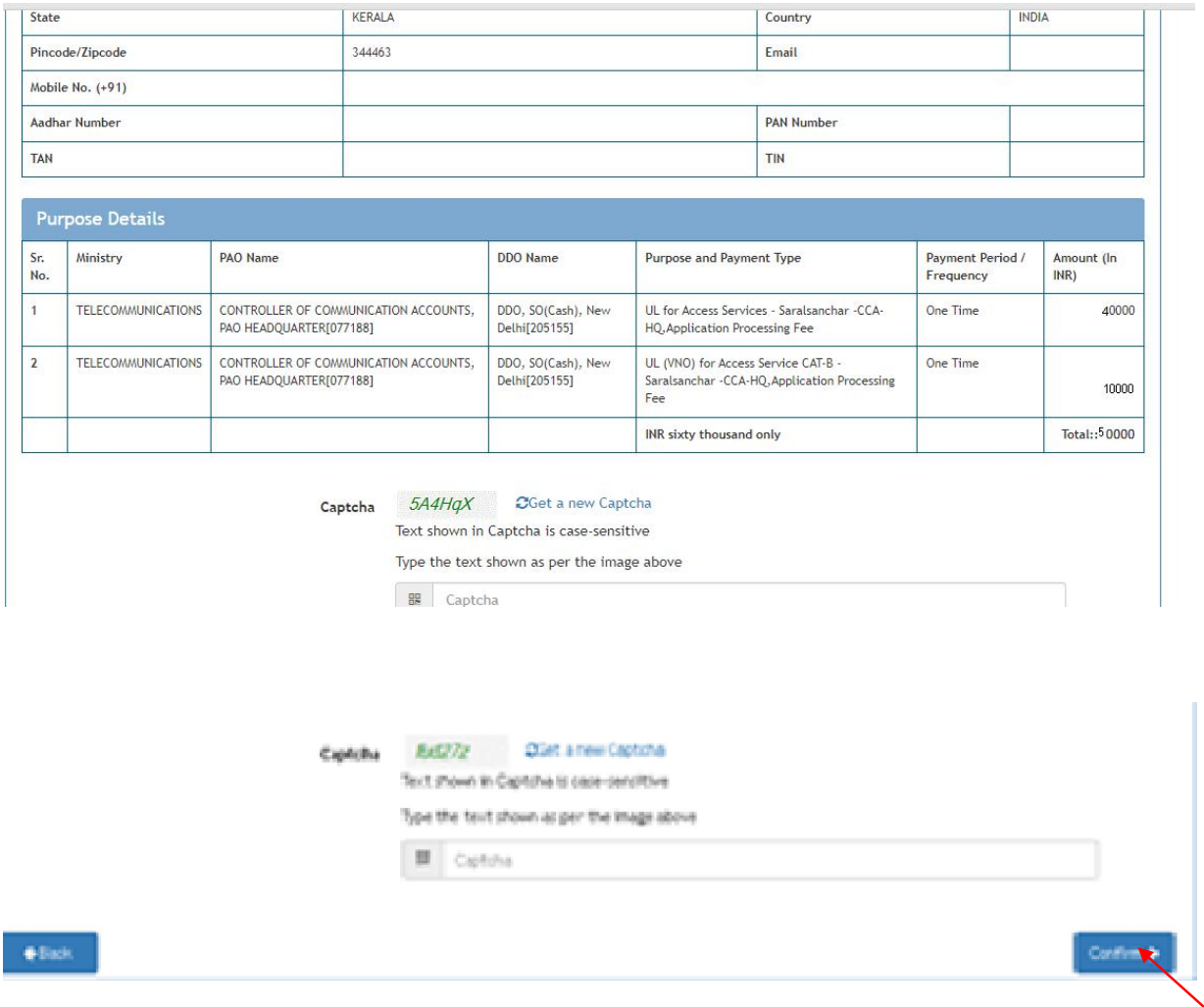
This shows the errors.

2.3 Online Payment of Processing Fee

If no discrepancy then on the top right corner “validation successful message” gets displayed & you will be redirected to the Payment screen which is shown below.



On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway.



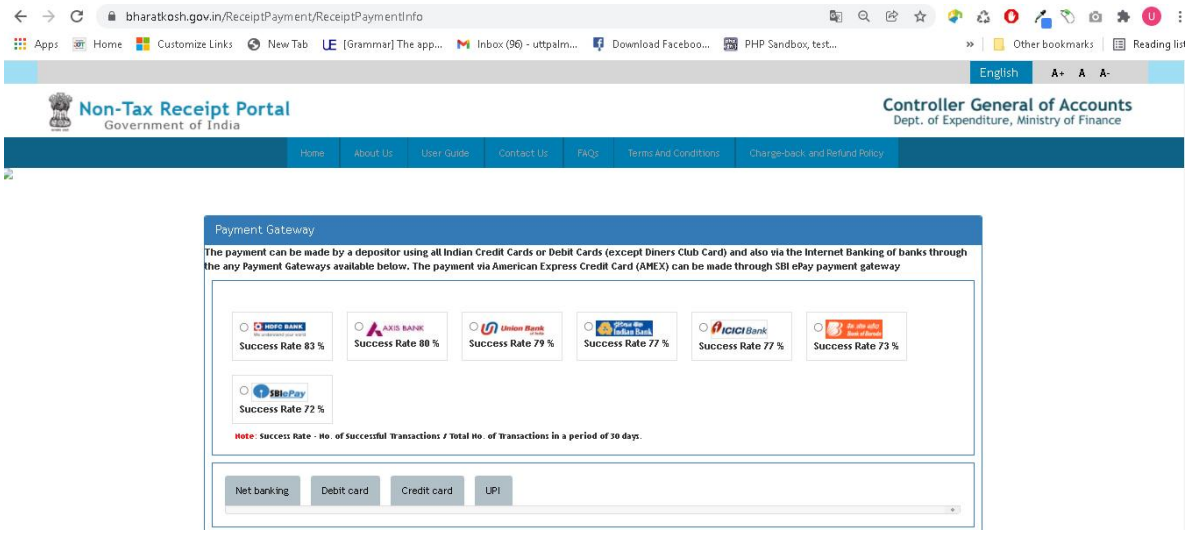
State	KERALA	Country	INDIA
Pincode/Zipcode	344463	Email	
Mobile No. (+91)			
Aadhar Number		PAN Number	
TAN		TIN	

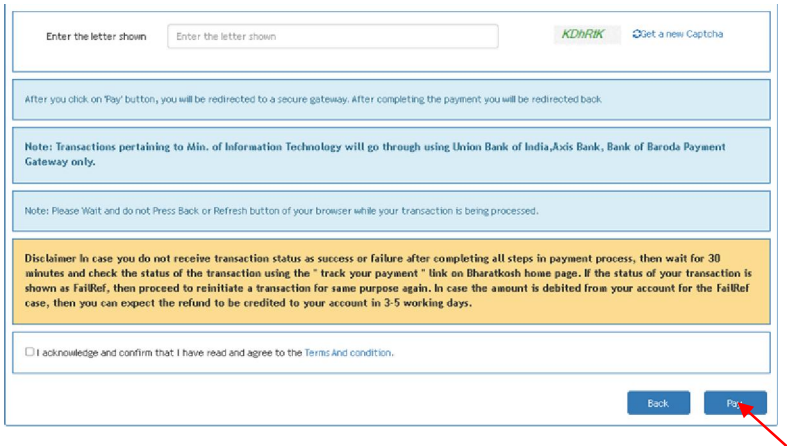
Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	UL for Access Services - Saralsanchar -CCA-HQ,Application Processing Fee	One Time	40000
2	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	UL (VNO) for Access Service CAT-B - Saralsanchar -CCA-HQ,Application Processing Fee	One Time	10000
				INR sixty thousand only		Total::50000

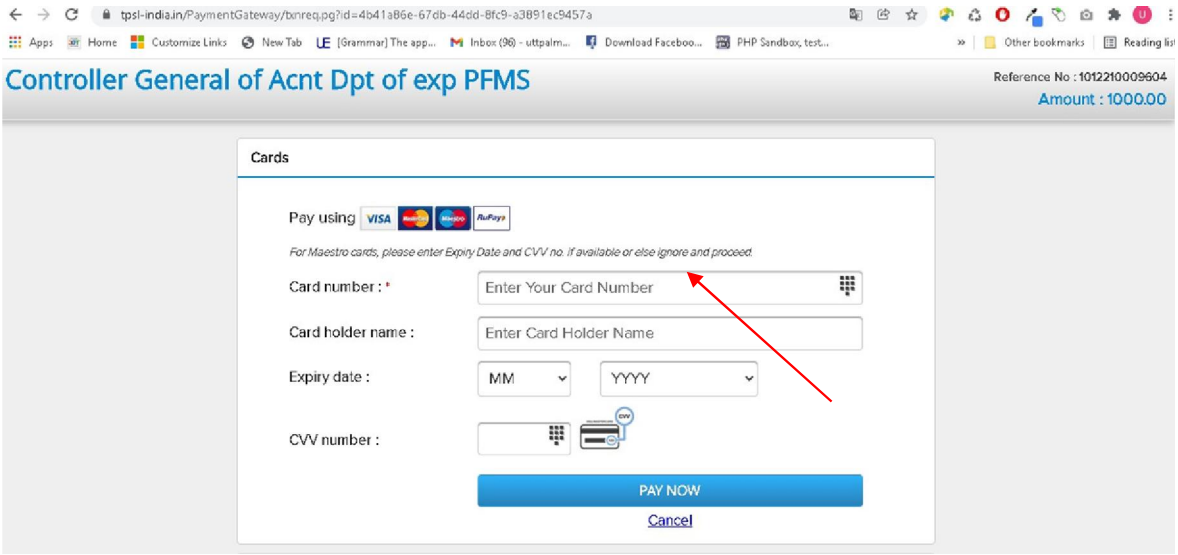
Captcha 5A4HqX Get a new Captcha
Text shown in Captcha is case-sensitive
Type the text shown as per the image above
Captcha

On click of confirm button , you will directed to the payment mode selection





Click pay button to get redirected to enter details of Credit card/bank details



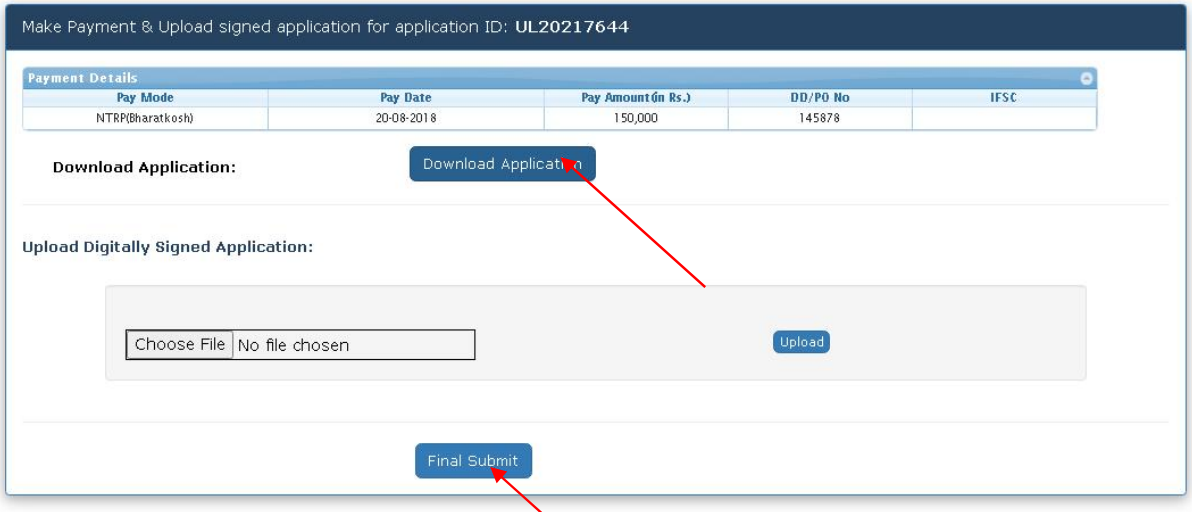
On completion of successful payment , you will be redirected to Saralsanchar portal with the transaction ref no , challan number.



Note:- The Payment of Processing fee is made online in Bharat kosh Portal since 04-12-2021. If any challan prior to 04-12-2021 is already paid. Then create a helpdesk desk request for Bharat Kosh and send the digitally signed challan, application id and all details .

2.4 Upload Application :

On completion of successful payment,

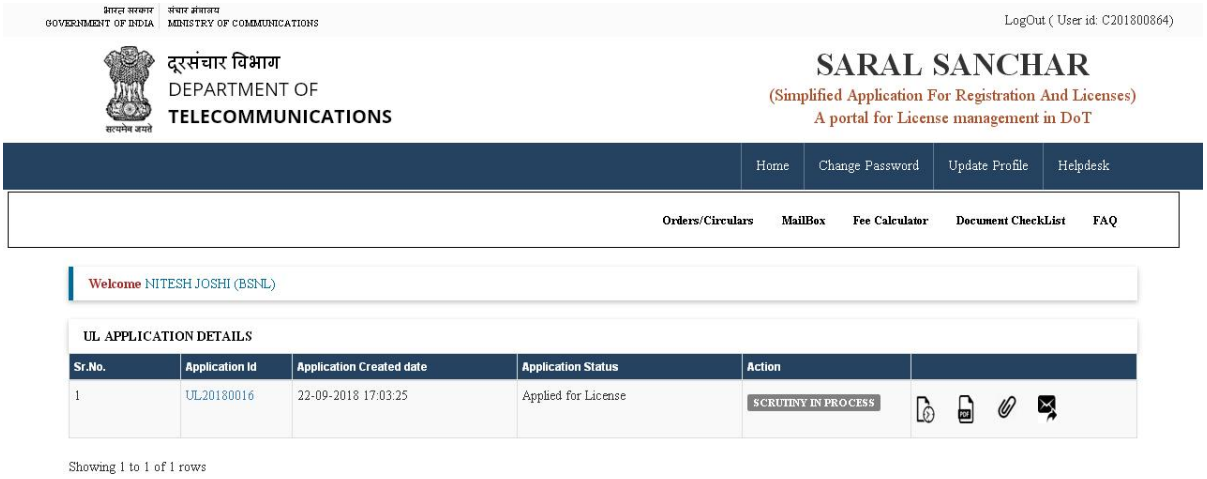


Download the application to PDF of the completed application and Upload the digitally signed PDF application and click final submit of the application.

You can download the application form in pdf format from the "**Download Application**" button

Upload the necessary document and click on the "**Final Submit**" button.

After This you will be redirected to the dashboard page .



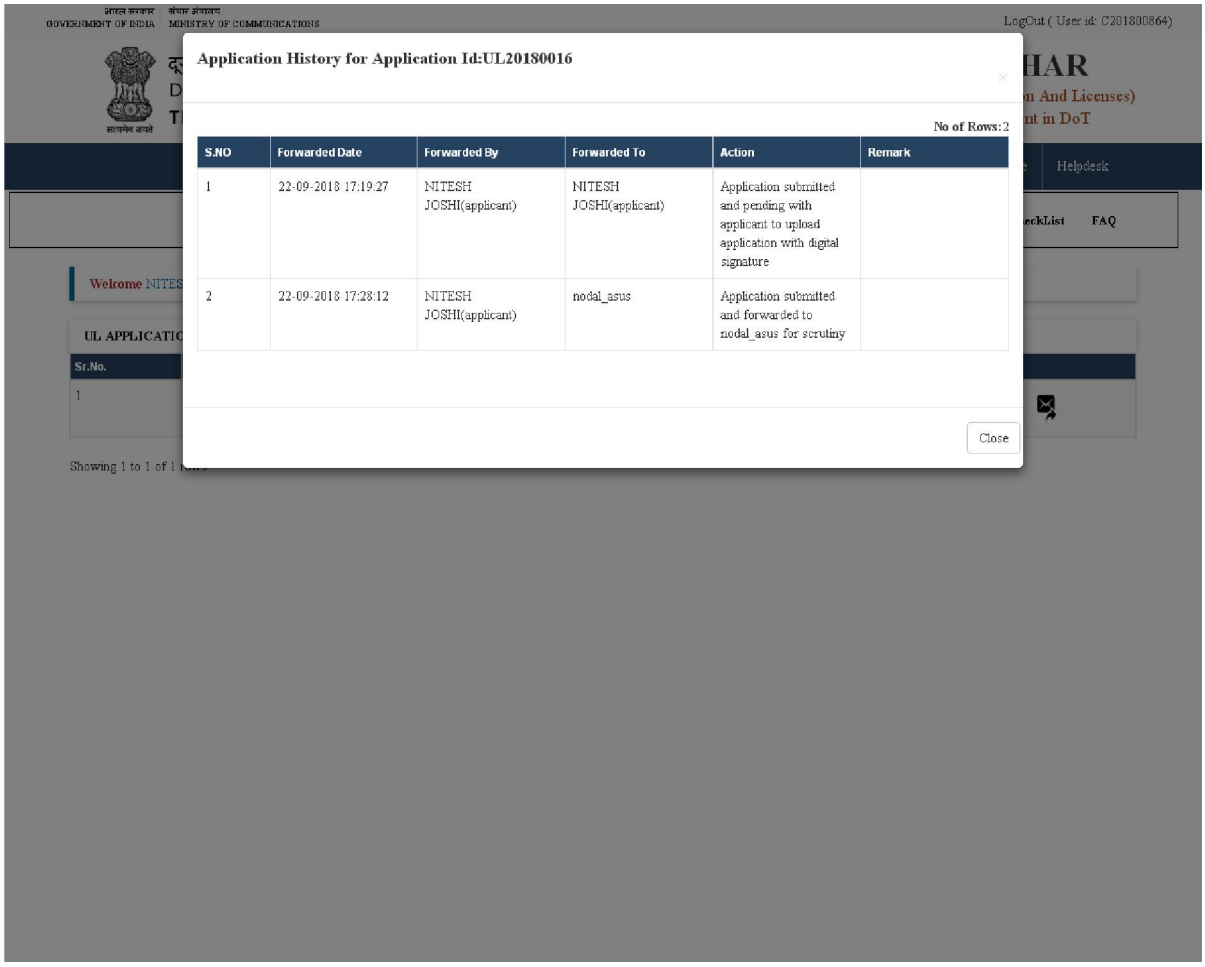
Scrutiny :

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 will required to upload the reverted documents again . The link for re-uploading the reverted documents will be available in your dashboard.

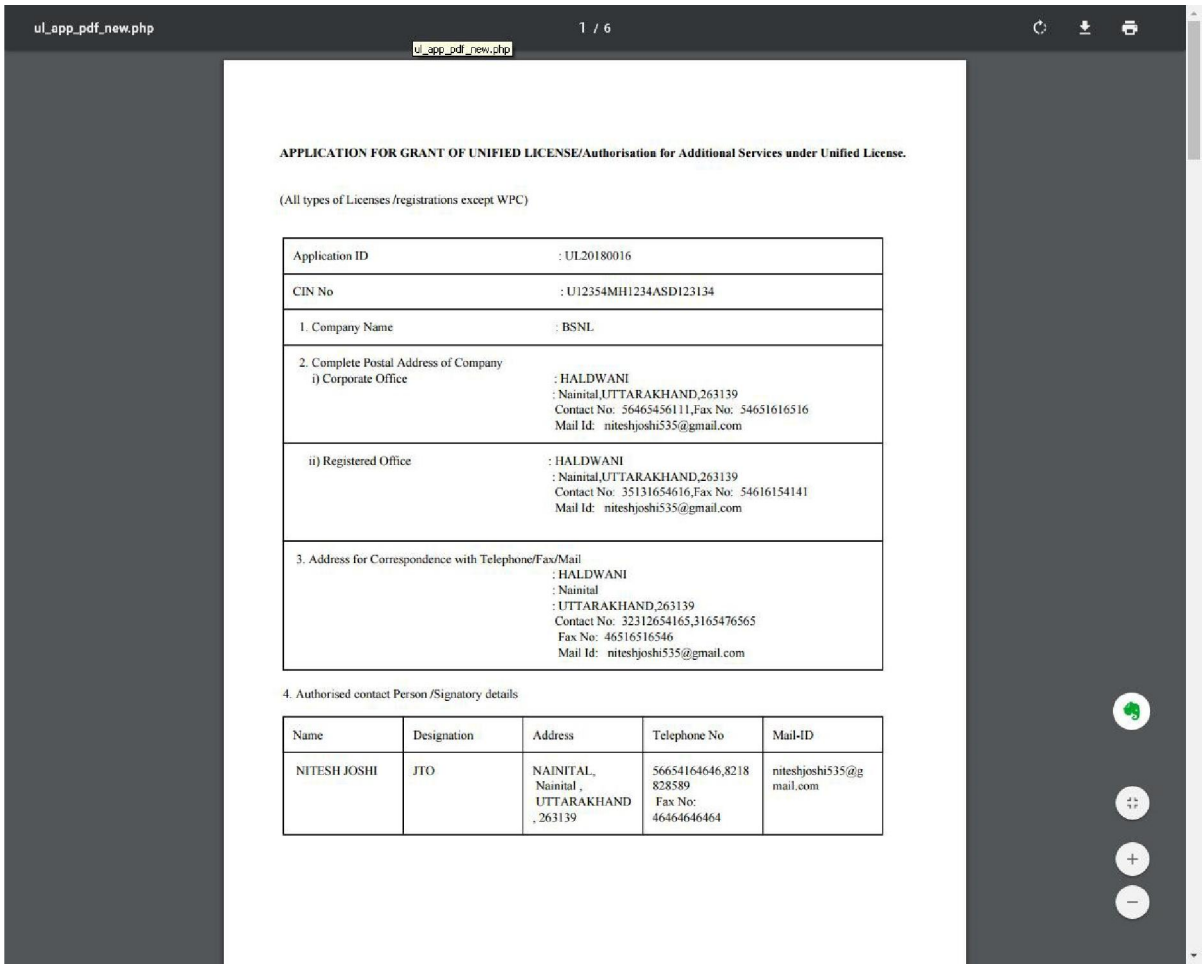
2.5 Dashboard Details:

This dashboard has four buttons

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



2. Download Application button: This button lets you download your application form.



APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

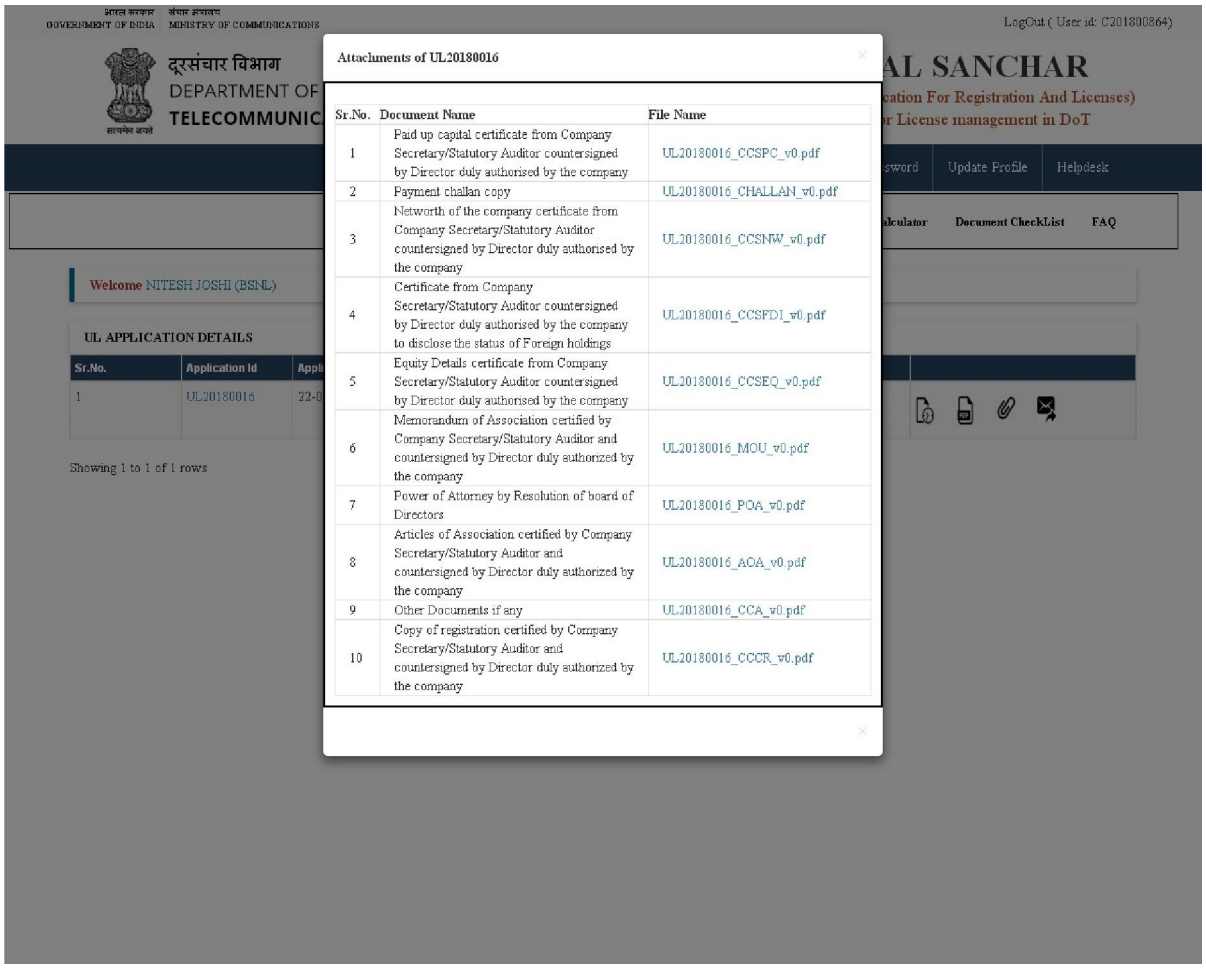
(All types of Licenses /registrations except WPC)

Application ID	: UL20180016
CIN No	: U12354MH1234ASD123134
1. Company Name	: BSNL
2. Complete Postal Address of Company i) Corporate Office	: HALDWANI : Nainital,UTTARAKHAND,263139 Contact No: 56465456111,Fax No: 54651616516 Mail Id: niteshjoshi535@gmail.com
ii) Registered Office	: HALDWANI : Nainital,UTTARAKHAND,263139 Contact No: 35131654616,Fax No: 54616154141 Mail Id: niteshjoshi535@gmail.com
3. Address for Correspondence with Telephone/Fax/Mail	: HALDWANI : Nainital : UTTARAKHAND,263139 Contact No: 32312654165,3165476565 Fax No: 46516516546 Mail Id: niteshjoshi535@gmail.com

4. Authorised contact Person /Signatory details

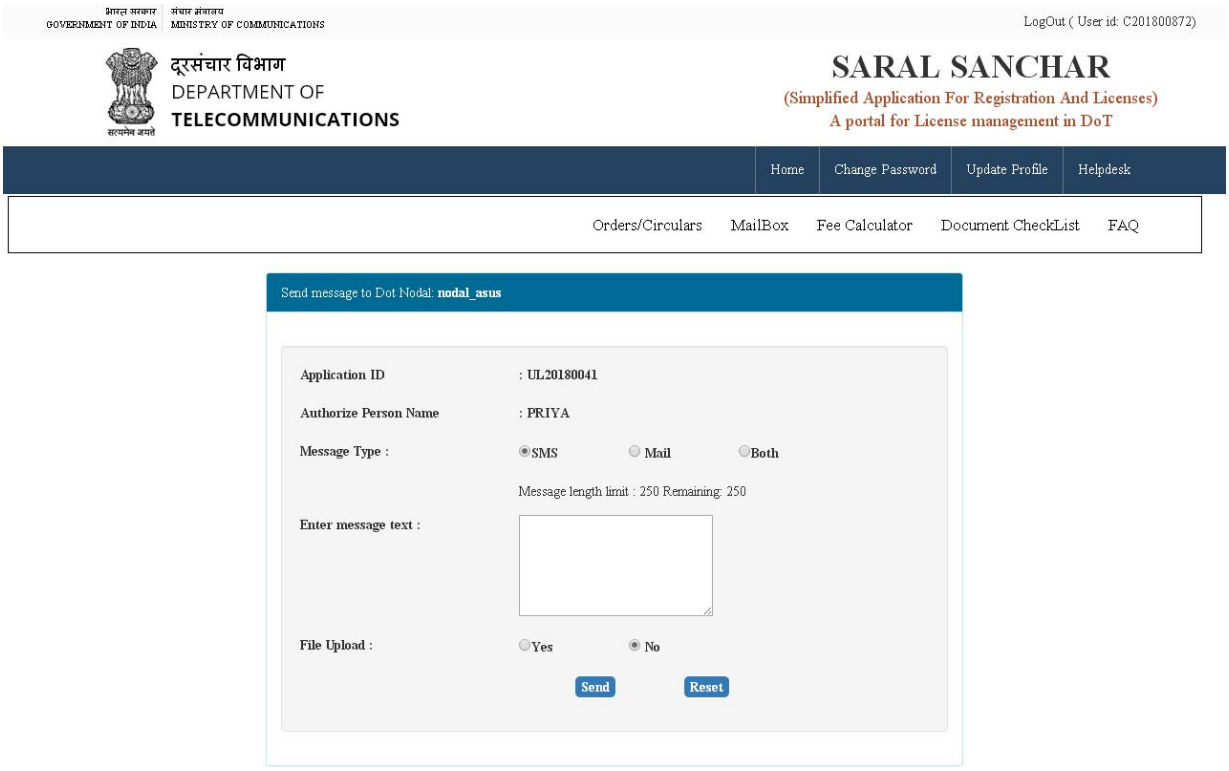
Name	Designation	Address	Telephone No	Mail-ID
NITESH JOSHI	JTO	NAINITAL, Nainital , UTTARAKHAND , 263139	56654164646,8218 828589 Fax No: 46464646464	niteshjoshi535@gmail.com

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



Sr.No.	Document Name	File Name
1	Paid up capital certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company	UL20180016_CCSPC_v0.pdf
2	Payment challan copy	UL20180016_CHALLAN_v0.pdf
3	Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company	UL20180016_CCSNW_v0.pdf
4	Certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company to disclose the status of Foreign holdings	UL20180016_CCSFDI_v0.pdf
5	Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorised by the company	UL20180016_CCSEQ_v0.pdf
6	Memorandum of Association certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company	UL20180016_MOU_v0.pdf
7	Power of Attorney by Resolution of board of Directors	UL20180016_POA_v0.pdf
8	Articles of Association certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company	UL20180016_AOA_v0.pdf
9	Other Documents if any	UL20180016_CCA_v0.pdf
10	Copy of registration certified by Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company	UL20180016_CCCR_v0.pdf

4. Reminder button: This button lets you put some reminders. On clicking this button you will be redirected to this page.



On the 1st line will be your **Application Id** followed by the **Authorized Person** Name.

On the next line is the message type i.e. if you want your reminder to be only a text message then click the radio button of SMS, if you want your reminder to be only an E-Mail, click on the Mail radio button and if you want both SMS and Mail reminder then click on both.

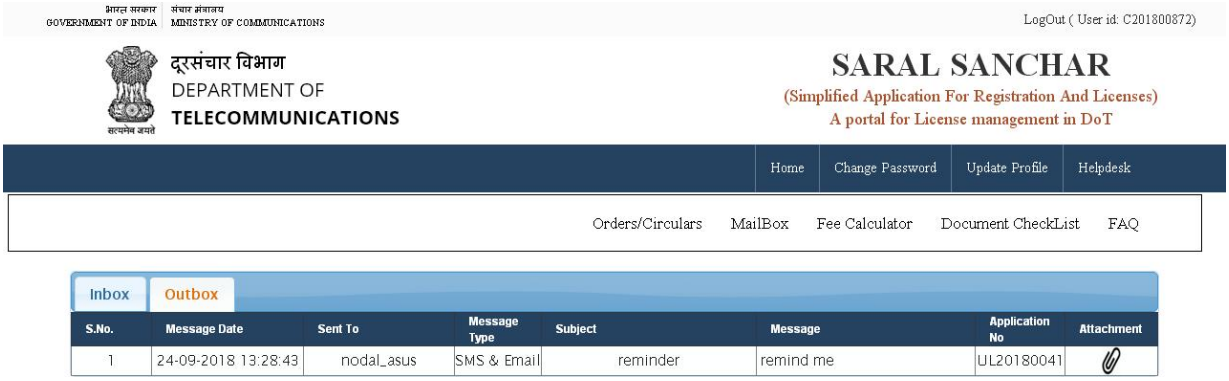
If you want to upload any file then click on yes and upload the file .

Click on send , your message for the reminder will be sent to the DoT personnel.

Now go to the **Mailbox** button on the 2nd Navigation Bar and you will be redirected to your mailbox.

Click on the outbox to see your recently sent message regarding **reminder** to the DoT personnel.

You will see all the details of the message you sent to the DoT personnel including the attachments (if any).

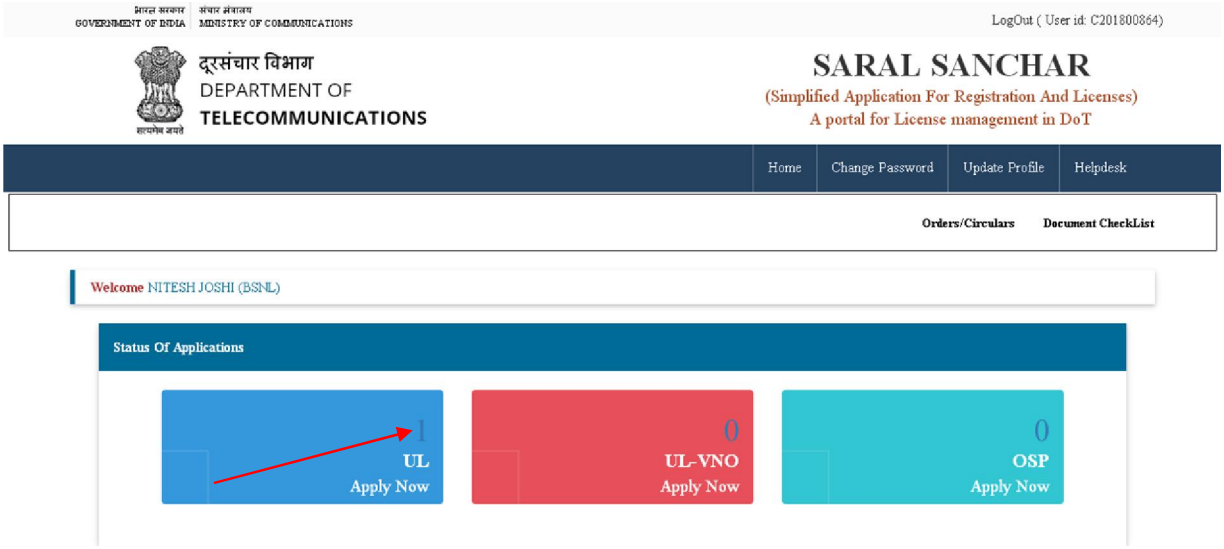


After receipt of application and all documents, DOT officer will accept the application after verification. DOT officer will issue LOI after acceptance of application.

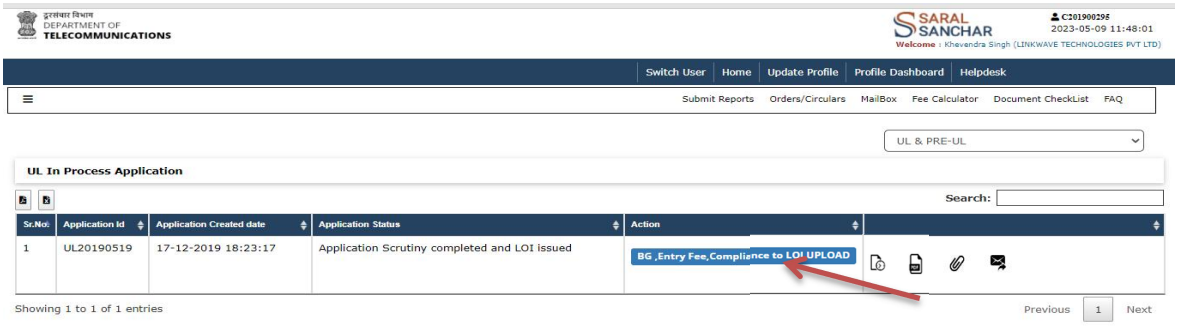
2.6 Upload Signed LOI , BG Details and Online Payment Of Entry Fee:

After scrutiny DoT will issue the LOI , you will be notified about it by SMS on your registered Mobile number, thereafter you can download the LOI from your dashboard which is shown below.

You will firstly log in and after successful log in you will click on the "1" shown by red arrow to go to your dashboard for the application you had earlier applied for.

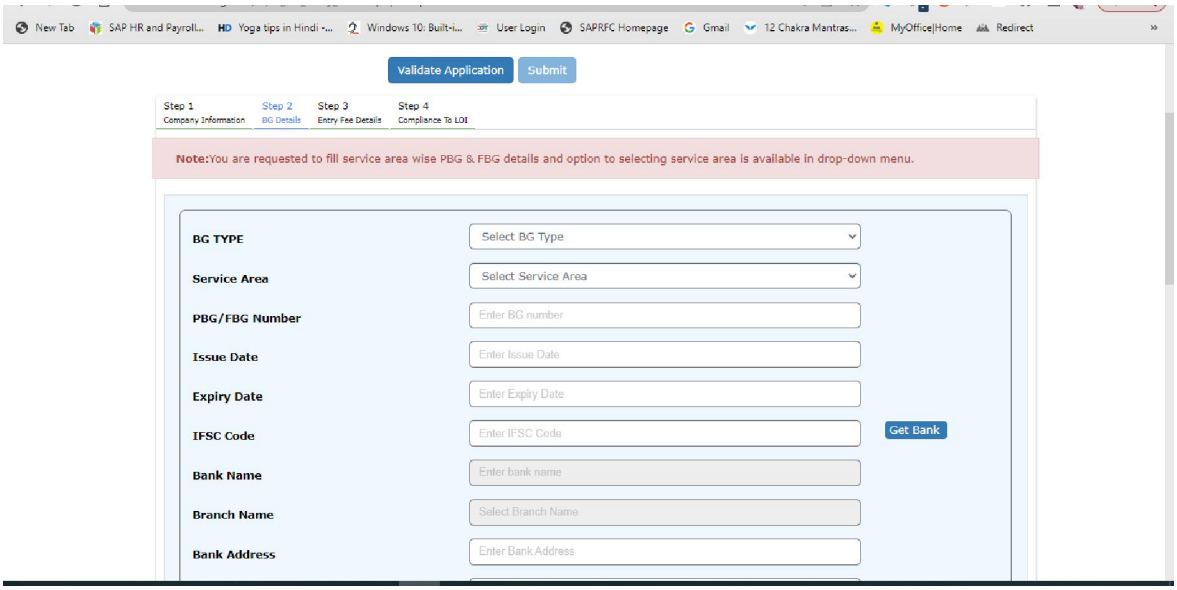


After LOI issuance , Applicant will upload signed LOI , BG Details and will do online payment of Entry Fee through single form by clicking below link.



BG Upload:

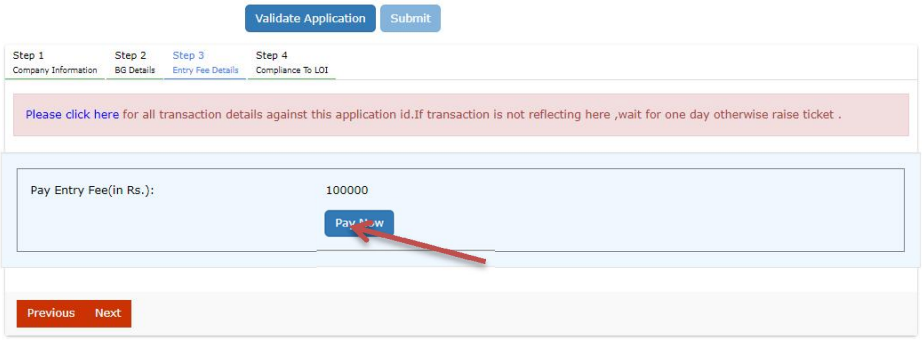
Enter BG details using following form. Here select BG Type and enter BG details upload BG file. In case of UL application , BG Type will be performance and financial and in case of VNO application, only financial BG .





Online Payment of Entry Fee:

For Online payment of Enter Fee using following link.



On click of Pay NOW will be redirected to Bharatkosh portal.

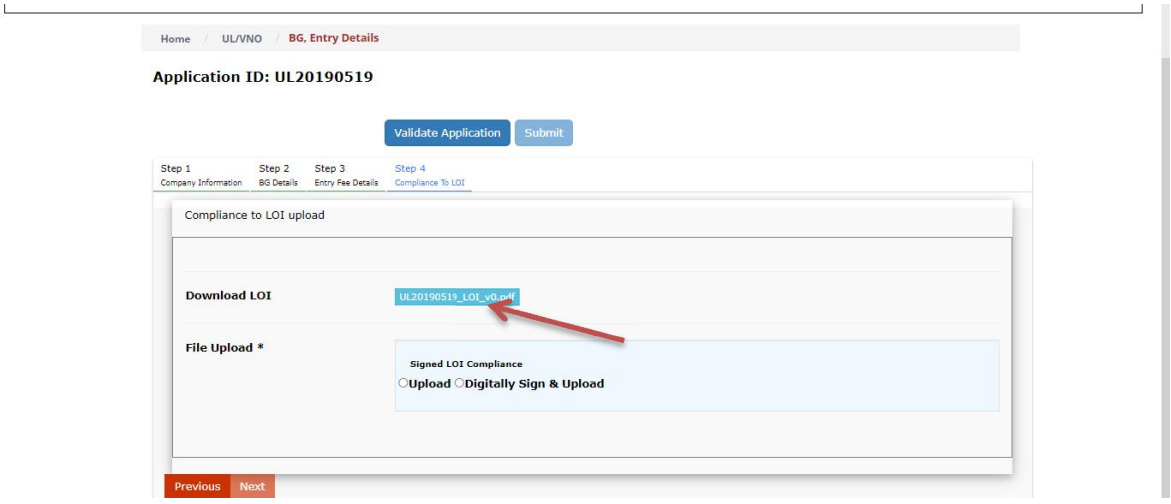


Complete the Payment of Entry Fee by clicking confirm button in Bharatkosh portal.

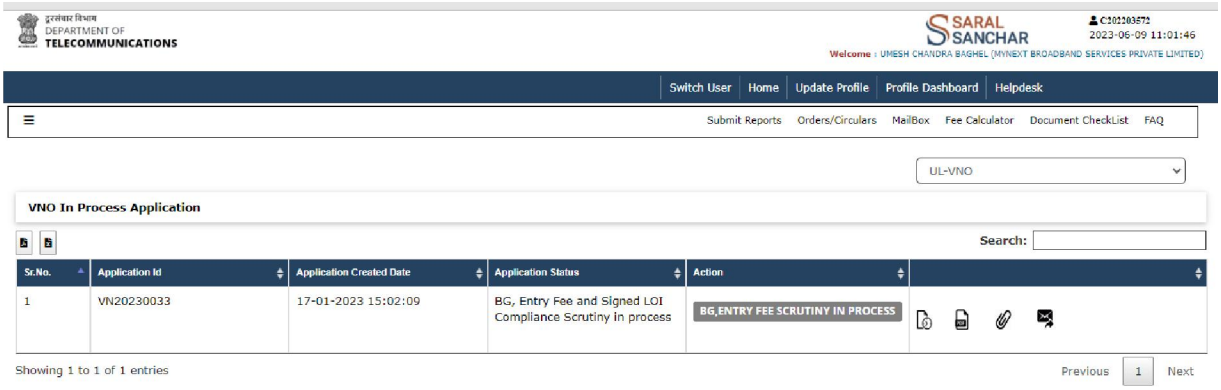
Upload LOI Compliance:

To download the LOI (unsigned) please click link as shown below .

After downloading the LOI , you are required to signed the LOI and upload the signed LOI. You can upload the signed LOI by using following form.



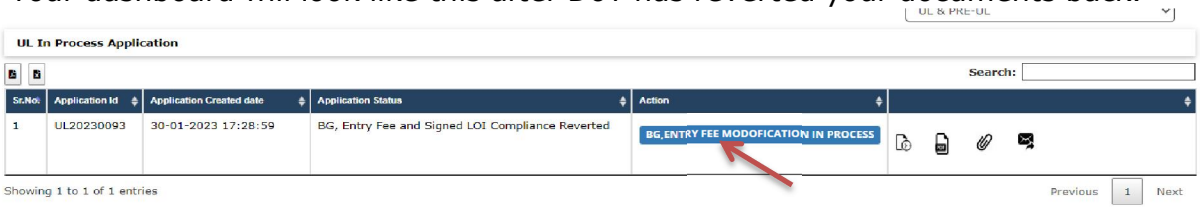
After successful validation and submission of BG, Entry Fee and signed LOI,it will available for scrutiny at nodal side. The dashboard of the Applicant will be like this.



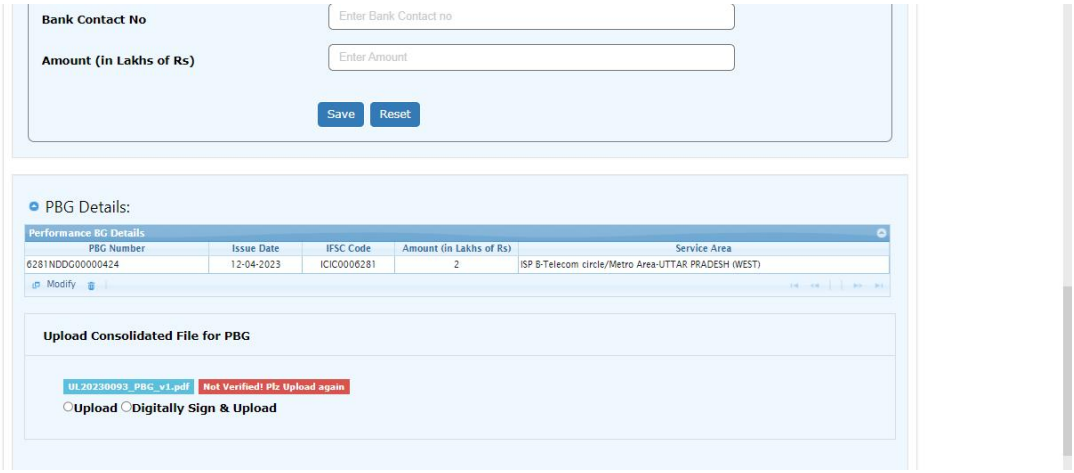
2.7 Reverted Document

Now these uploaded documents will be scrutinized by DoT and if any discrepancies are found then those documents will be reverted back to you for uploading them again. This is illustrated below, suppose your entry fee has some discrepancy then it will be reverted back to you and then you are supposed to upload it again as shown below.

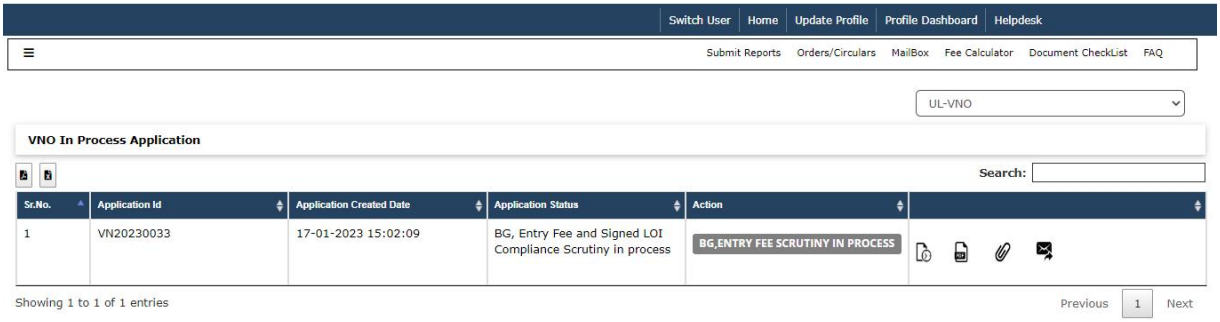
Your dashboard will look like this after DoT has reverted your documents back.



Click on above link & upload the respective file.



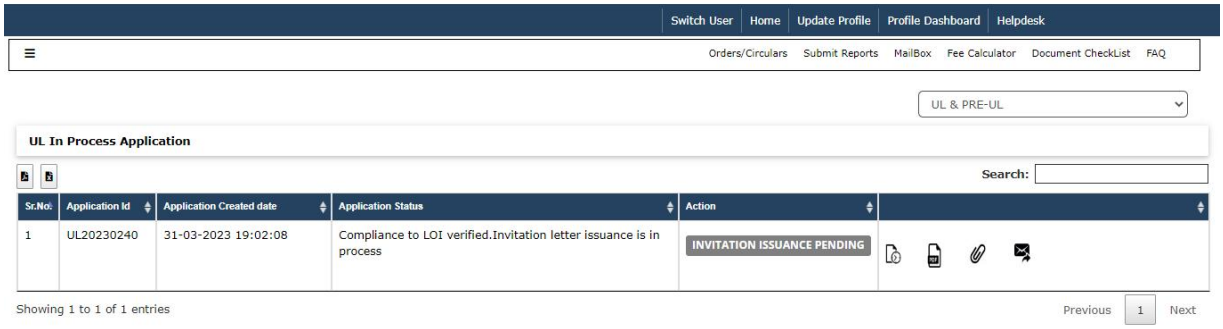
Now the applicant dashboard will look like this, as he will be waiting for scrutiny of the documents



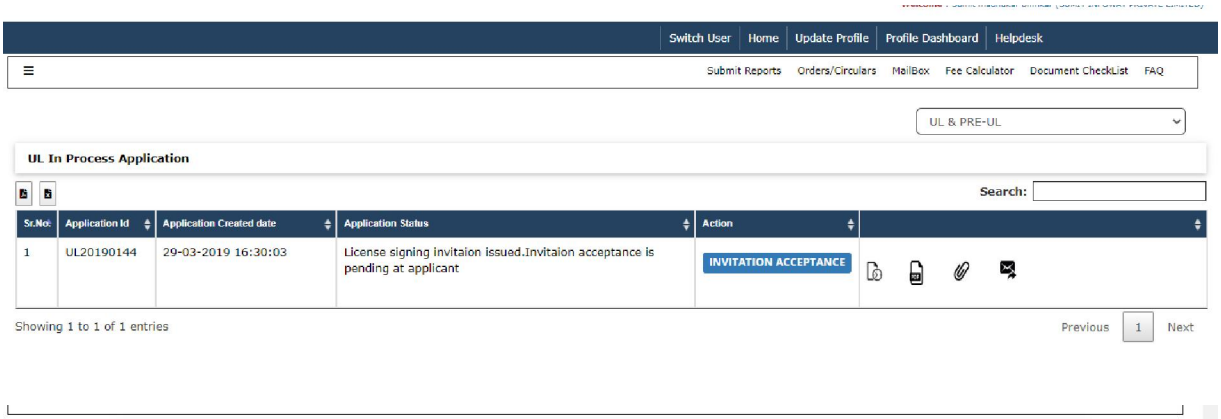
Now your uploaded documents will be scrutinized by DoT and after successful scrutiny of the documents you will be notified about the same by SMS and E-Mail.

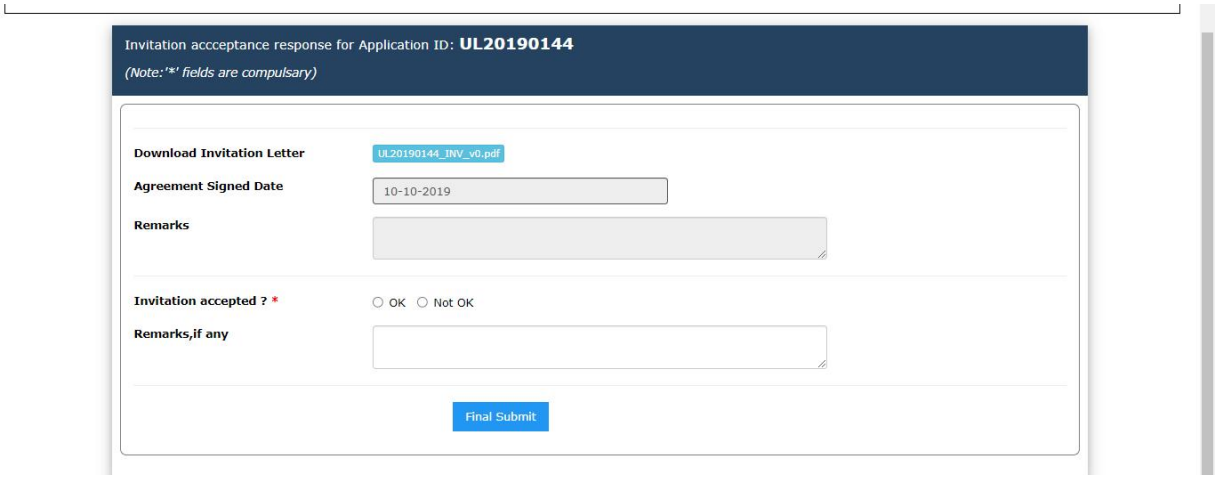
2.8 Invitation acceptance

Your dashboard will look like this after successful scrutiny of bank guarantee and entry fee.Now application pending for Invitation acceptance.

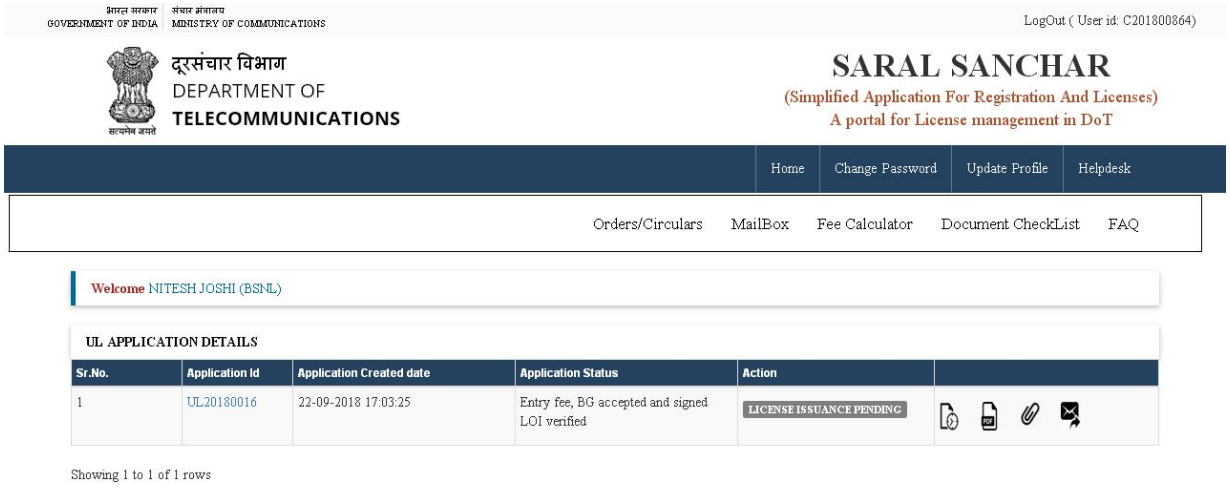


Nodal will issue invitation and applicant will accept this invitation or ask for reschedule this invitation.



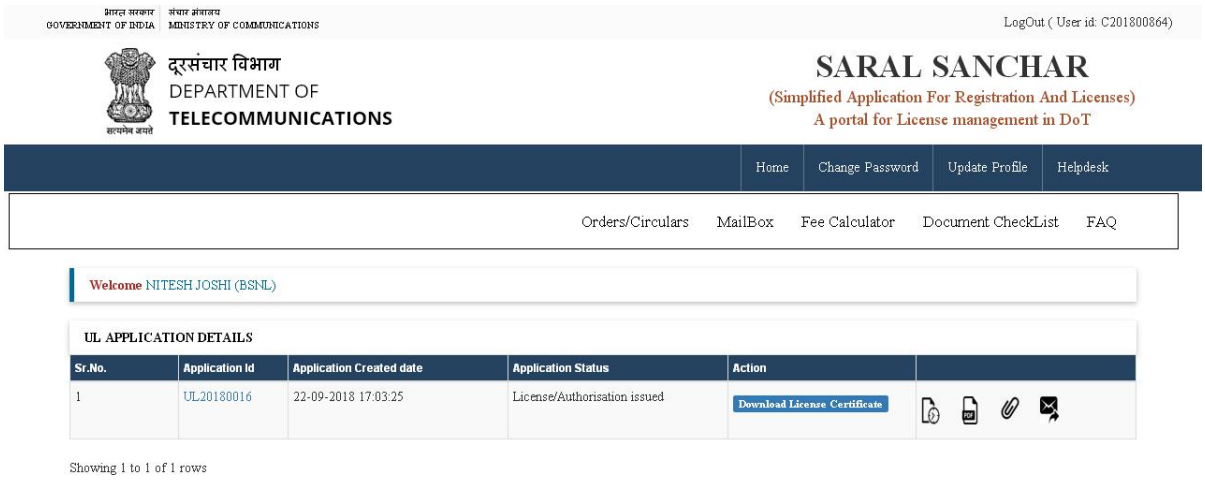


After acceptance of Invitation, DoT will issue you the **License Certificate**



2.9 Download License Certificate

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



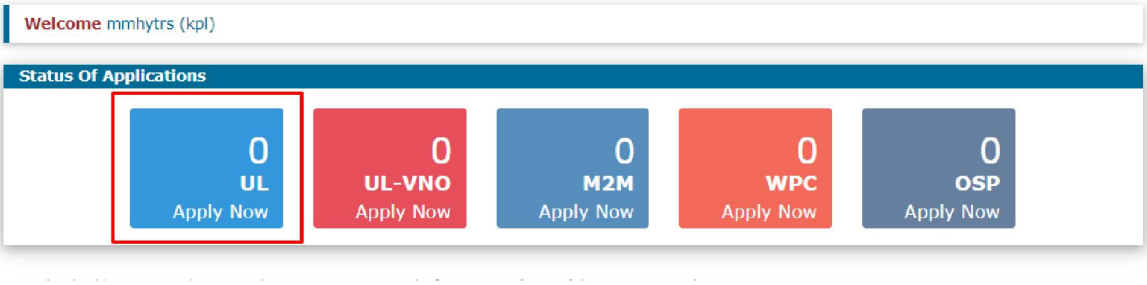
2.10 Profile Update without Scrutiny

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.

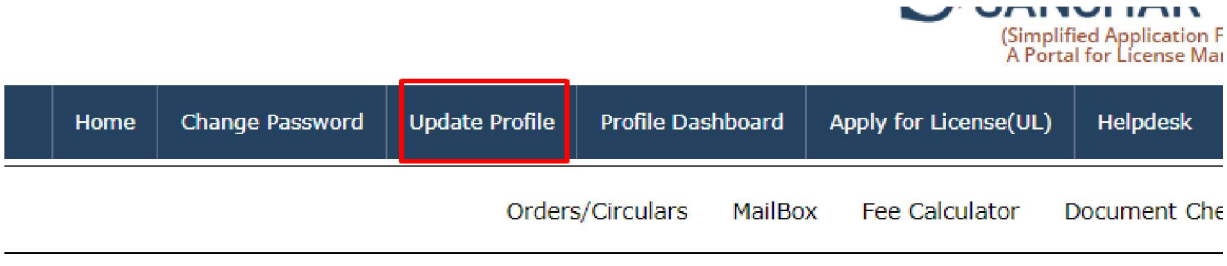
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

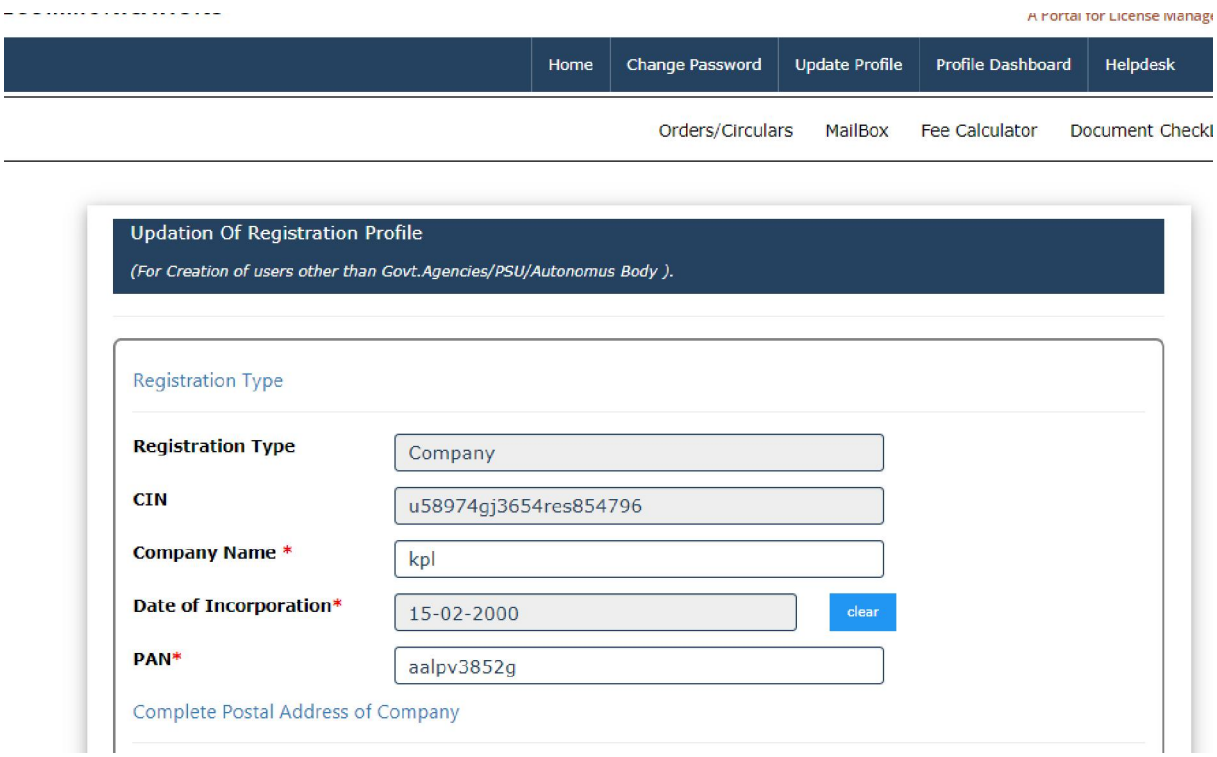
1. After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

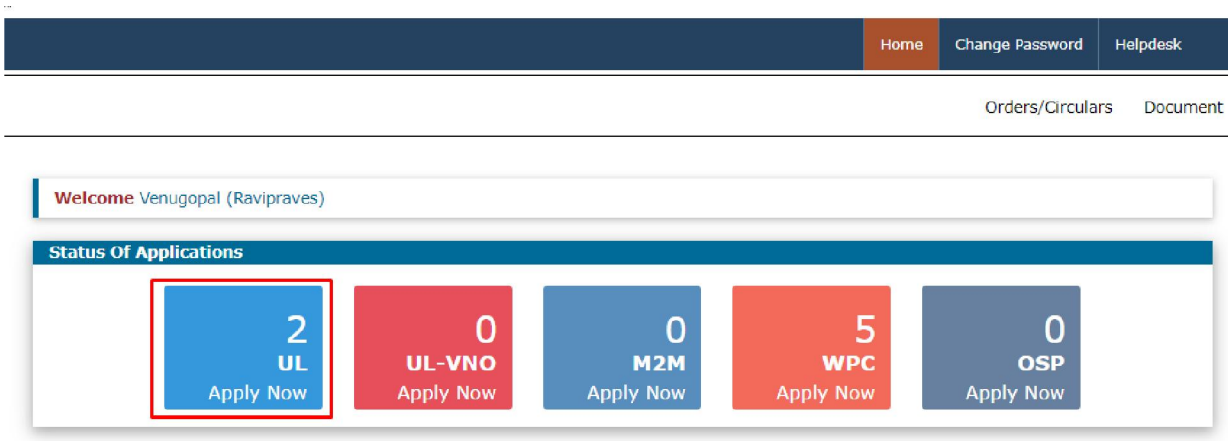


1. User can update profile multiple times until new application is applied and in process

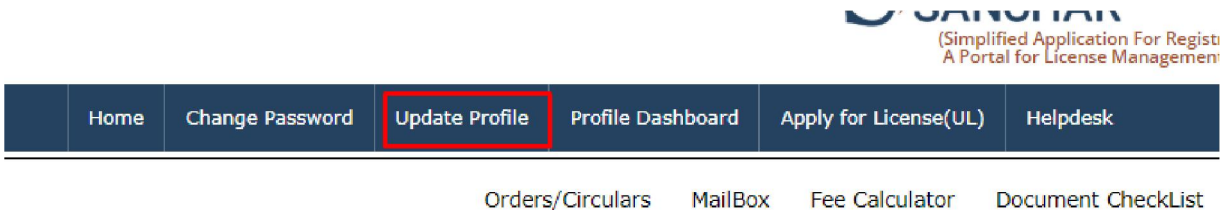
2.11 Profile Update with Scrutiny

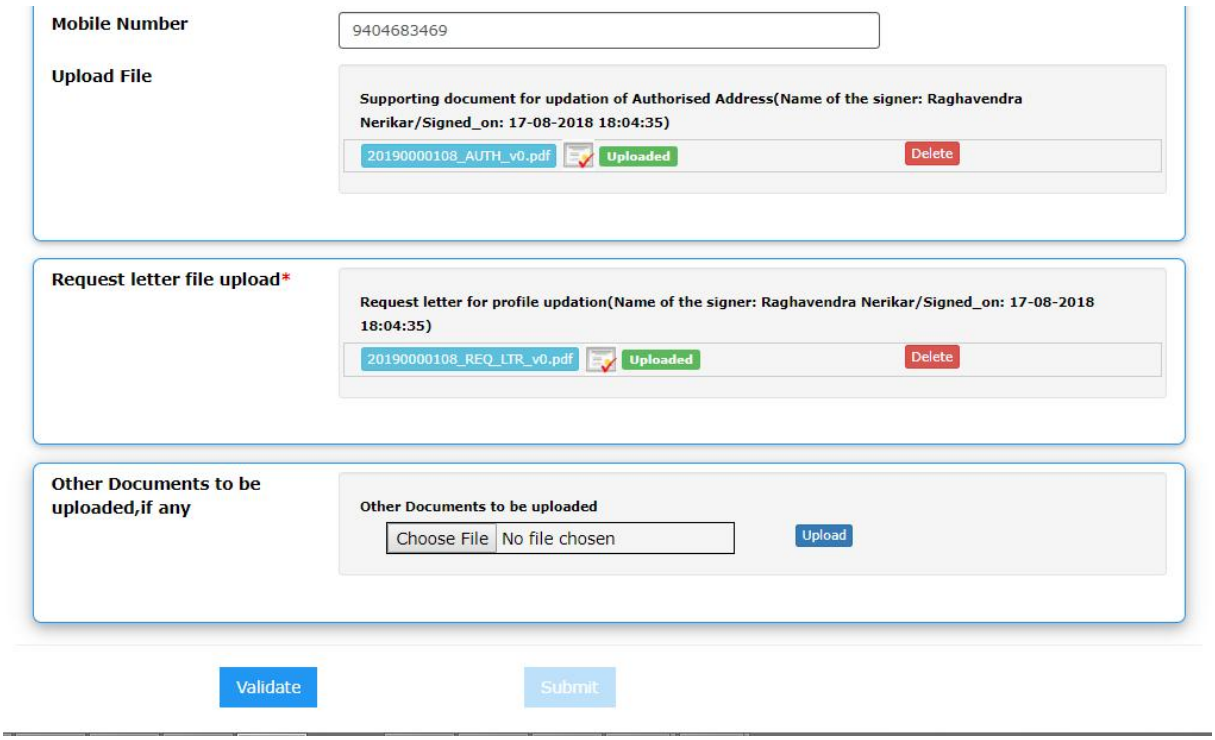
STEPS:

1. After login, click on UL module

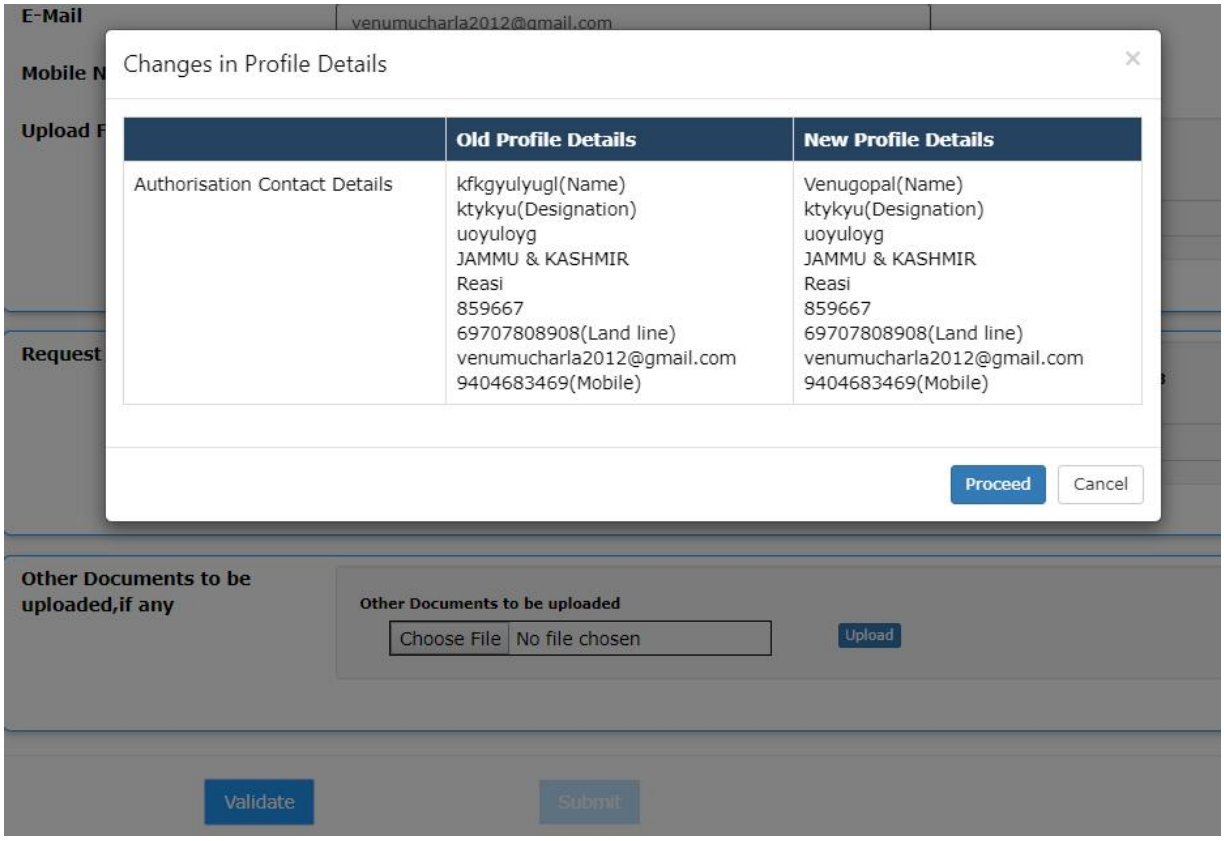


2. Click on Update Profile Menu on top



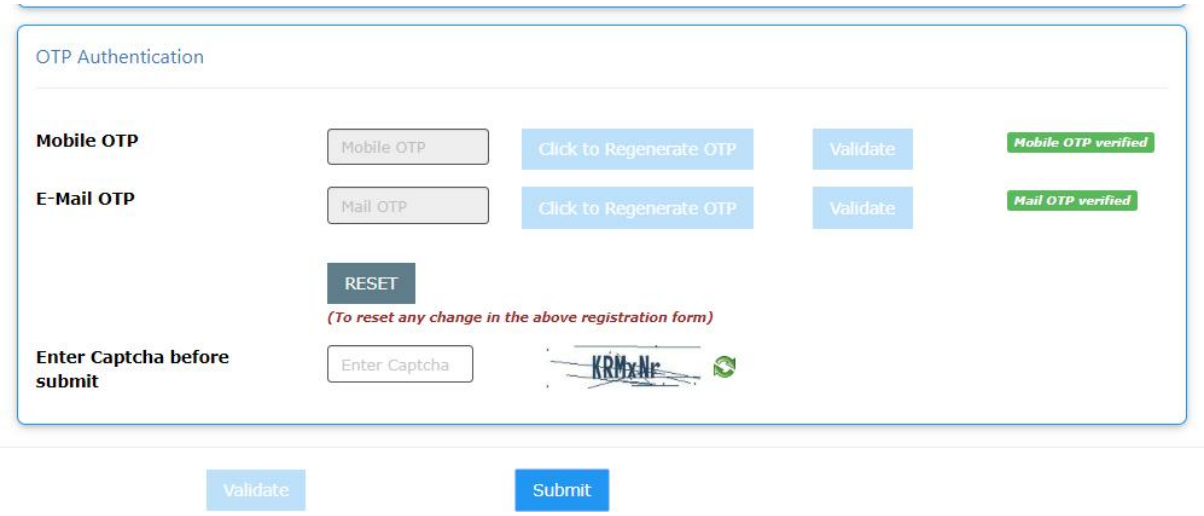


3. After Validate button, Changed field will appear. Proceed accordingly

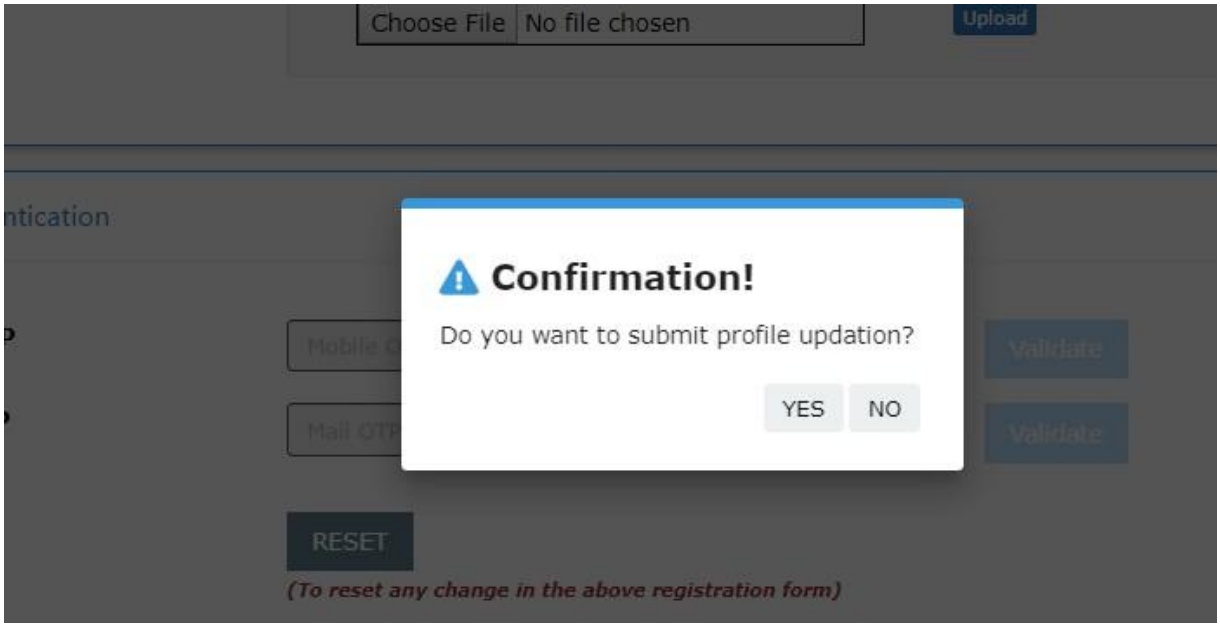


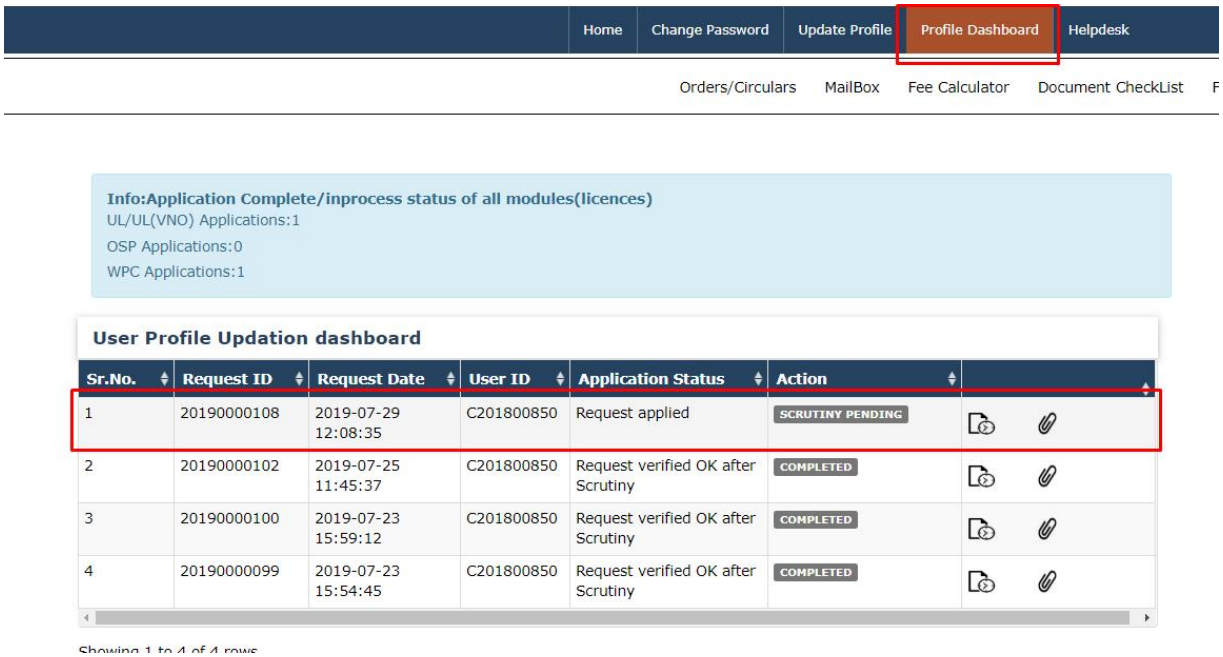
4. After OTP Authentication , submit button will enable.



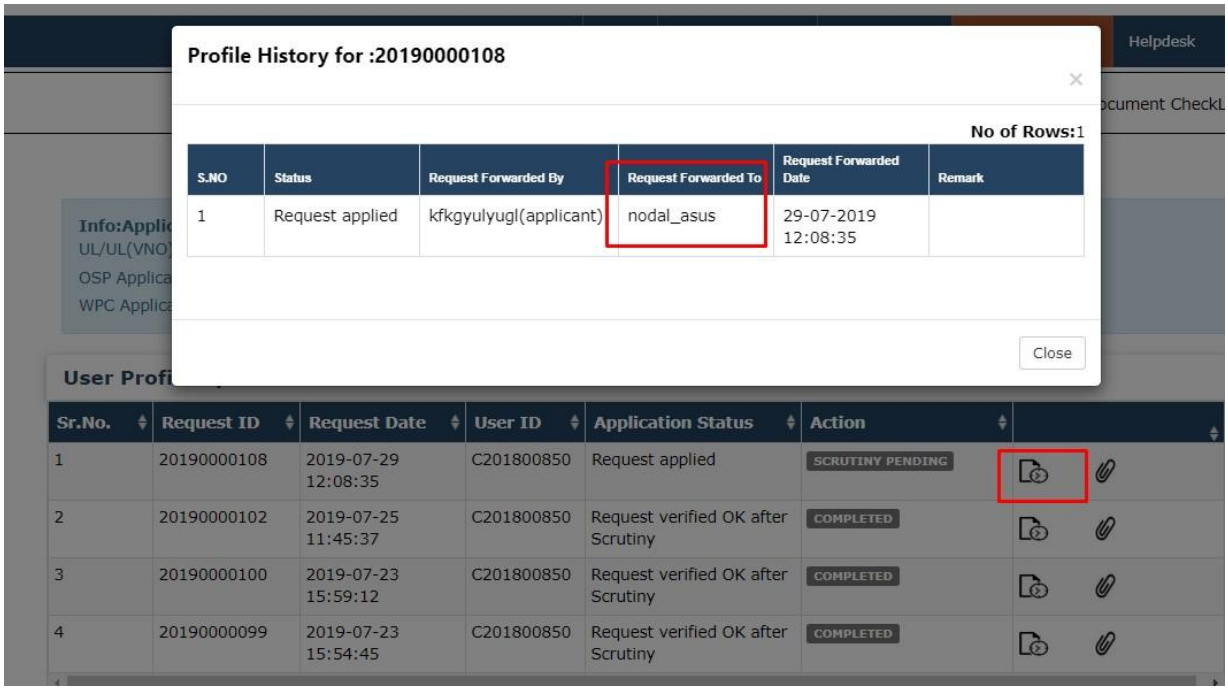


5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

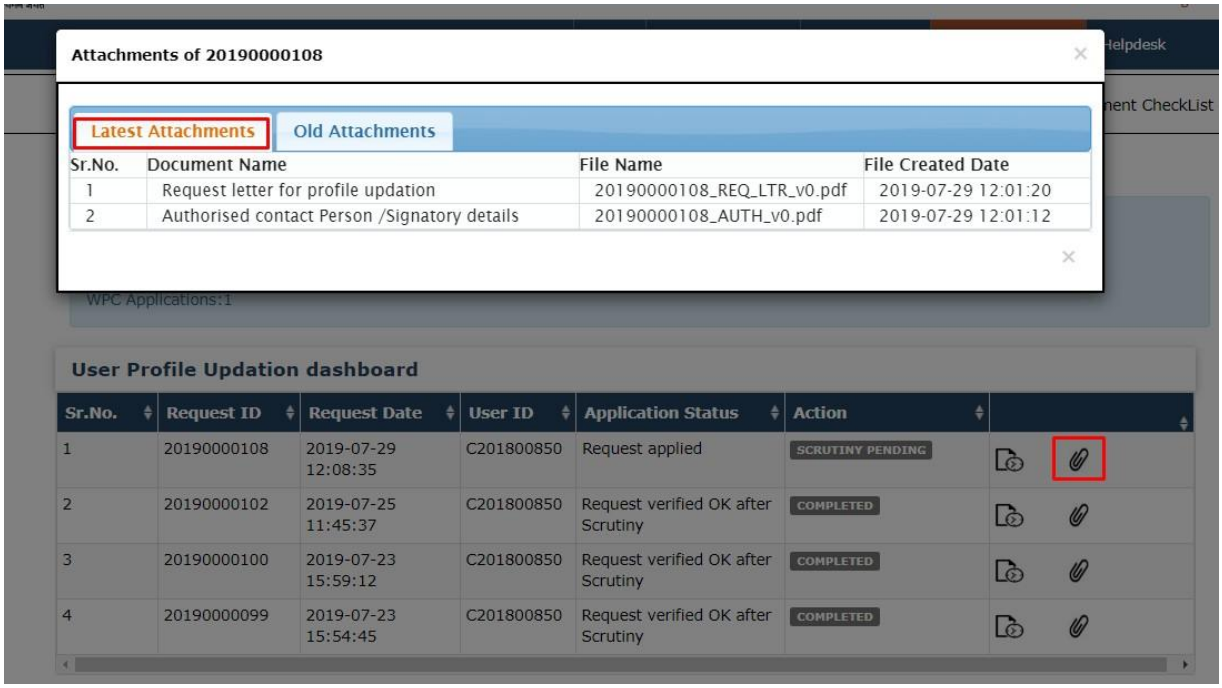




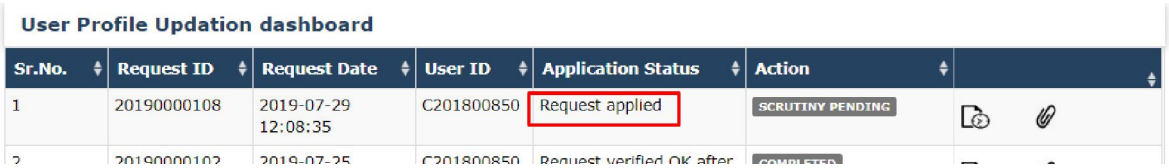
6. Can check the to whom the scrutiny assigned through



7. Check the uploads through

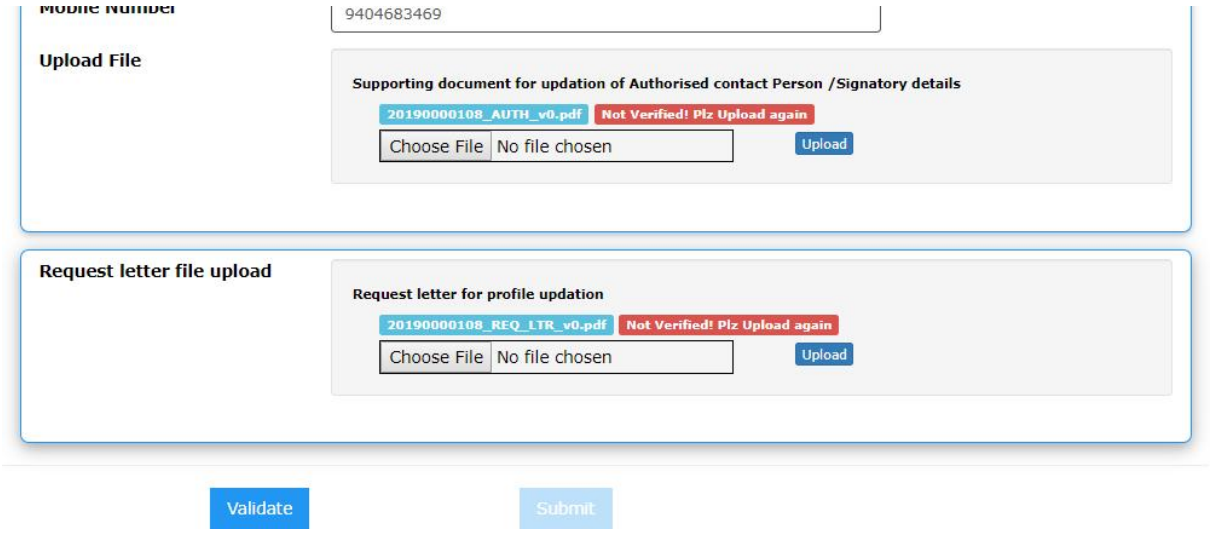


8. After submit of profile update, the request status is REQUEST APPLIED



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

