**User Manual**

(For Applicant)

Online Application Demonstration License

**Department of Telecommunications**

**Government of India**

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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

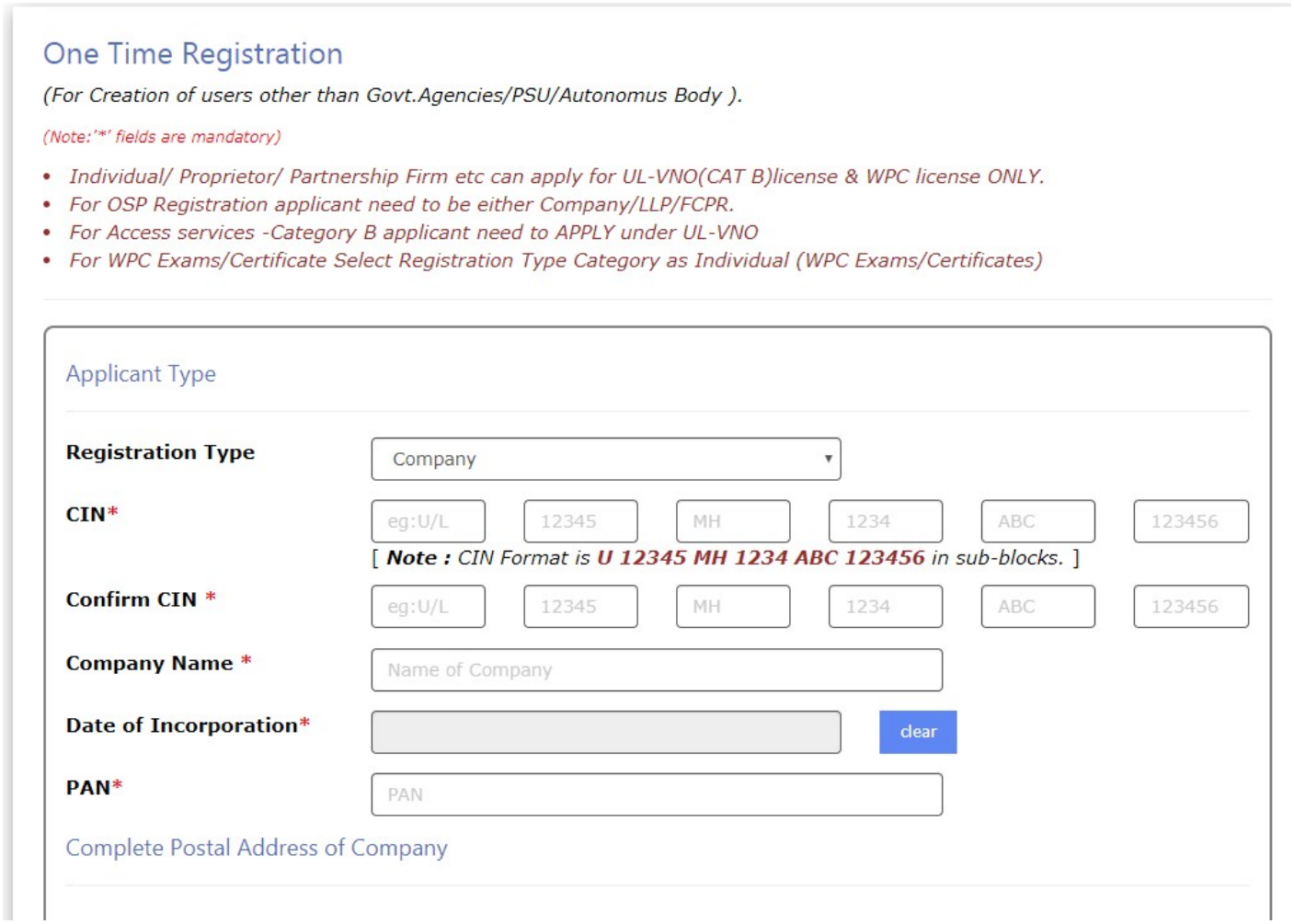
List of acronyms and abbreviations used in the document.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.

### 1.2 Registration

**(In case you are new to the portal, and have not registered earlier)** . Click on the Registration link, available 3on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for Non Network License *select Company or Individual or LLP* in **Registration Type**.




Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

*Corporate Office* *

**Address** Address line

**Pincode** enter Pincode

**District**

**State**

**LandLine Number** eg:01112345678

**Fax Number(if any)** eg:01112345678

**E-mail** E-mail

*Registered Office** ( Addess same as **Corporate Office** ○ No ○ Yes )

**Address** Address line

**Pincode** enter Pincode

**District**

**State**

**Landline Number** eg:01112345678

**Fax Number (if any)** eg:01112345678

**E-mail** E-mail

Address for Correspondence with Telephone/Mail* (Address same as **Registered Office** ◉ No ○ Yes)

**Address** Address line

**Pincode** enter Pincode

**District**

**State**

**landline Number** eg:01112345678

**Fax Number (if any)** eg:01112345678

**E-mail** E-mail

**Mobile Number** Mobile no

Authorised contact Person /Signatory details *

**Name** Name of Authorised Contact person/Signatory

**Designation,if any** Designation of Authorised Contact person/Signatory

**Address** Address line

**Pincode** enter Pincode

**District**

**State**

**Landline Number** eg:01112345678

**Fax Number (if any)** eg:01112345678

**E-Mail** *OTP will be sent on this mail ID in registration process* Mail Id

**Mobile Number** *OTP will be sent on this mobile number in registration process* Mobile No

**Enter Captcha before OTP Authentication** Enter Captcha FAvUtB

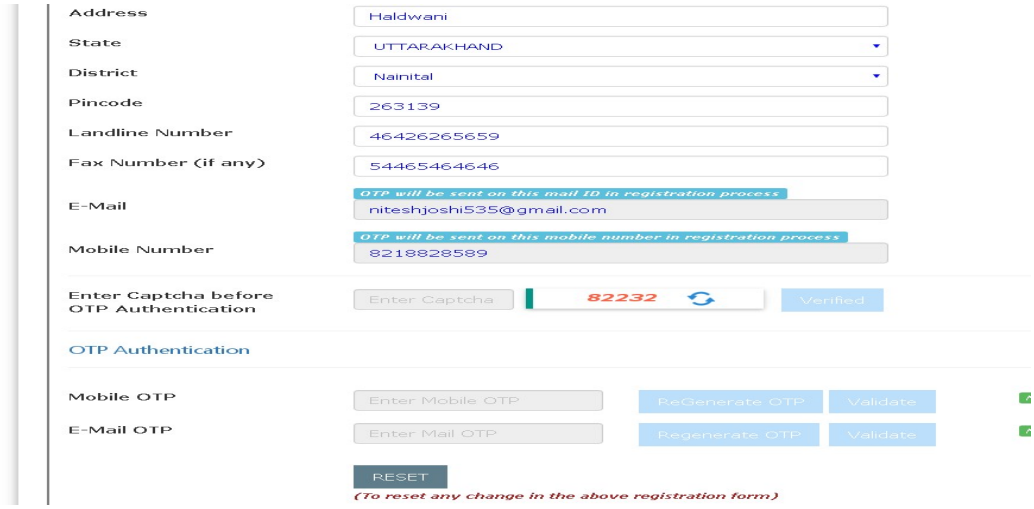
Validate Submit

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.




You will receive **OTP's,** both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.




After successfully registration you will see the below screen.




The user credentials will be sent to the **E-Mail address** of the applicant.

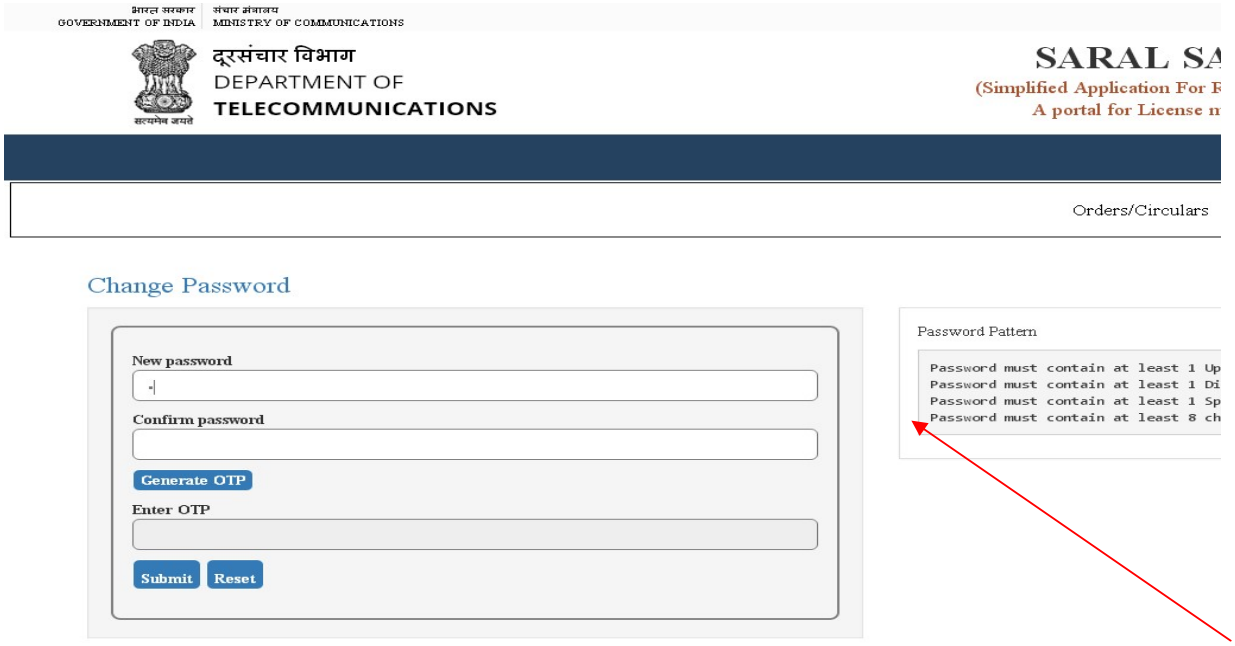
**1.3 First Login**

Click on the Home Button on the above page. On the ***home page*** go to the **Login** button 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**.

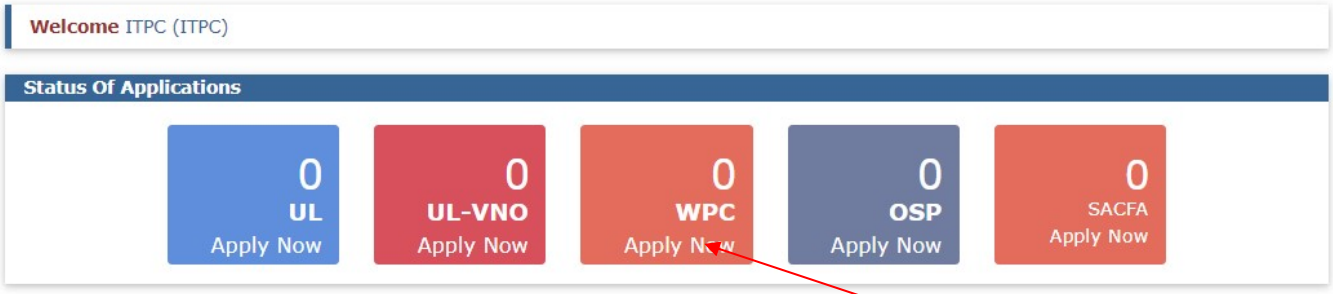



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.




Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP**

button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the **APPLY NOW** button (Shown ***by red arrow***) on the WPC tab




- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal.

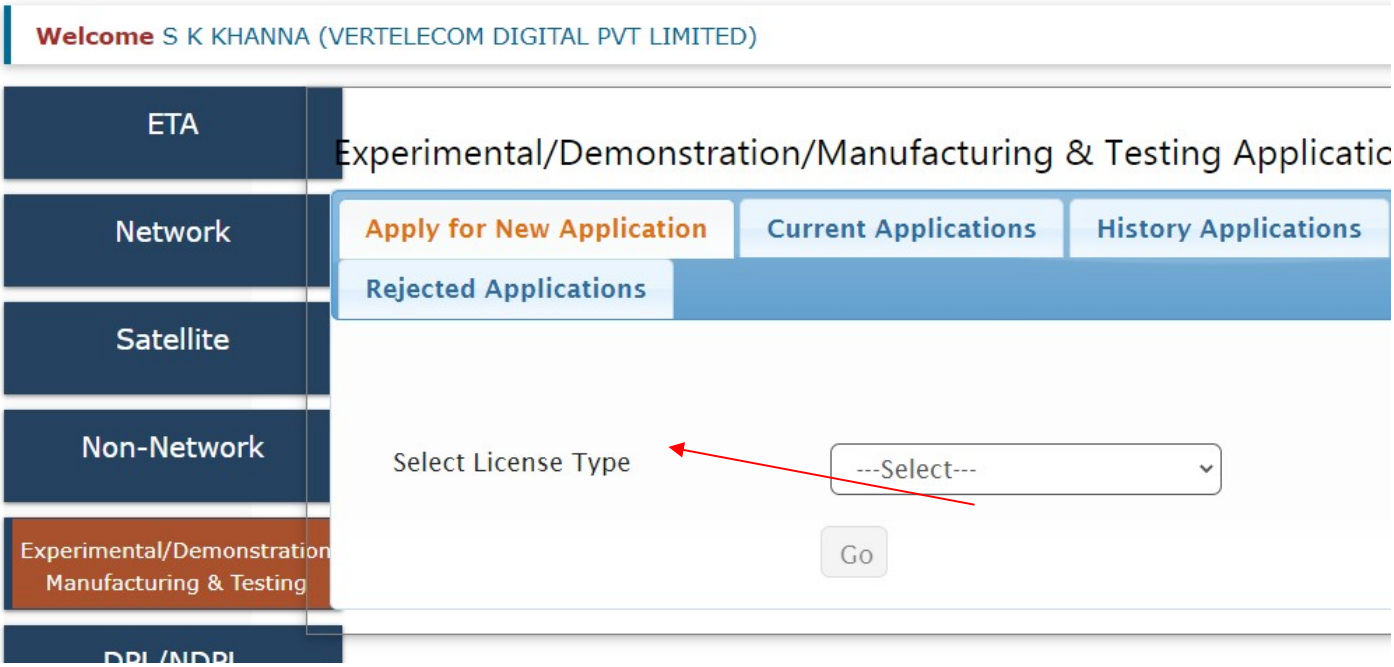
## Section-2

**DEMONSTRATION INDOOR LICENSE**

### 2.1 Apply for License:

Below is a sample demo for **Demonstration License**.

**Experimental/Demonstration/Manufacturing& Testing→Apply for New Application→Select Demonstration License in Select License Type dropdown**.




#### 2.1.1 *Applicant Details*

**Applicant Details**: Enter Personal Details of Owner/ Managing Director / Executive Director/ Director such as Name, Father's Name, Designation, Nationality etc..




### 2.1.2 Technical Details

Next step is to add Technical details such as type of applicant whether TSP or Non- TSP, type of technology 5G of Non-5G, purpose ,Location of wireless stations, Licence Period should be less than or equal 3 months and upload schematic diagram etc..

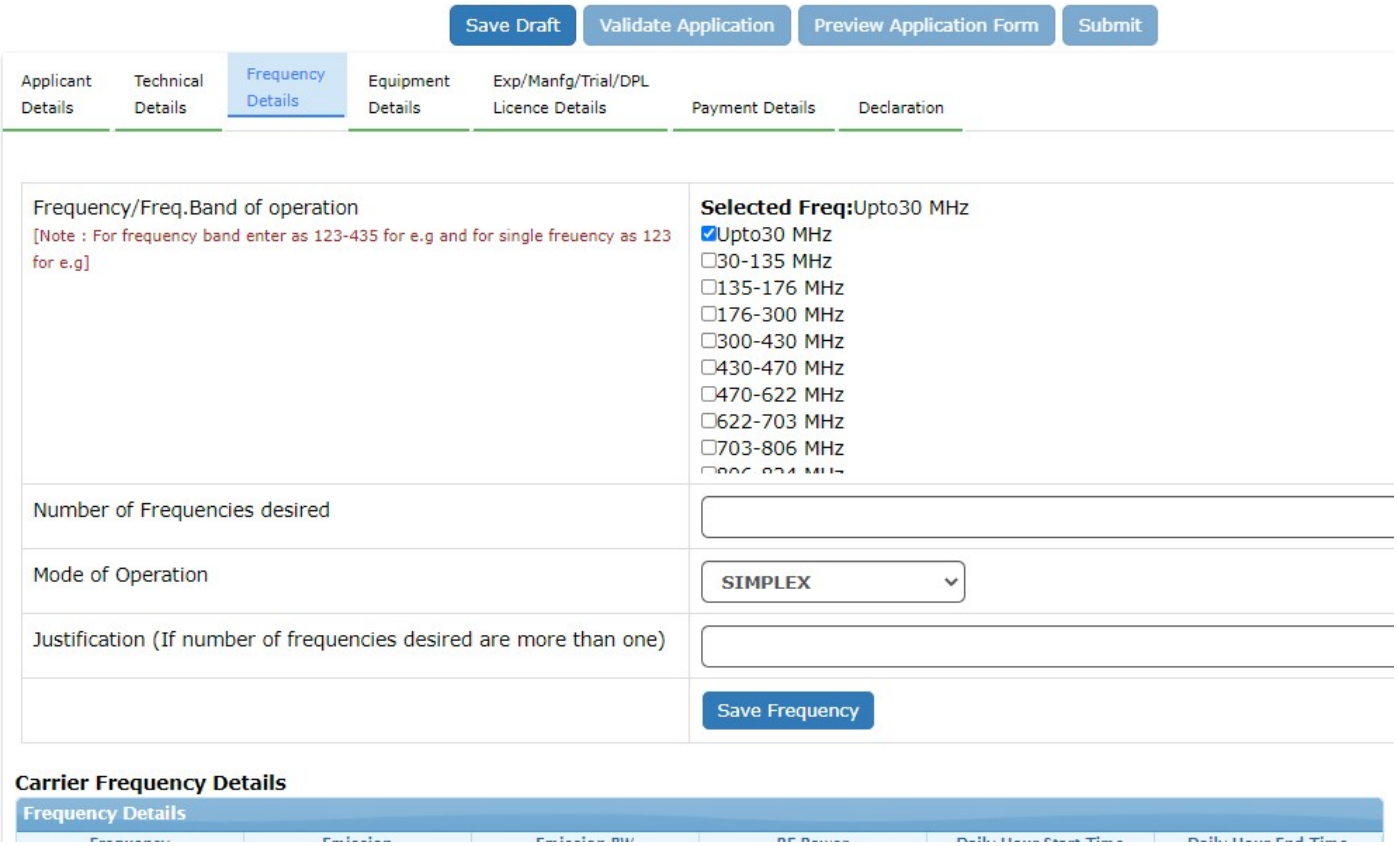
**2. Technical Details**

| | |
|---|---|
| Application Category | Demonstration Licence |
| Application Sub Category | Demonstration (Indoor) |
| Type of Applicant | TSP |
| Type of Technology | Non-5G |
| Existing Licence with applicant for applied freq. band and equipment. | Experimental Licence |
| Purpose | Others |
| Other Purpose | jjjj |
| Nature of activity of the in which engaged. | kkk |
| Is the usage Indoor or Outdoor? | Indoor |
| Licence Period | Months 3 |
| **Location of Demonstration** | |
| Address | aaaaaa |
| Pin Code | 411019 |
| District | Pune |
| State | MAHARASHTRA |
| **Geo-Location of Demonstration** | |

| | |
|---|---|
| Demonstration End Date | 15-07-2021 |
| Particulars of foreign nationals, if any, who will operate the wireless network (Name, Nationality, Home Address, Passport and Visa No. with date of validity etc.) | ☐ |
| Upload Schematic diagram | **Schematic diagram/sketch** RLO040420210700126_RLO_SCHD_v0.pdf Uploaded |

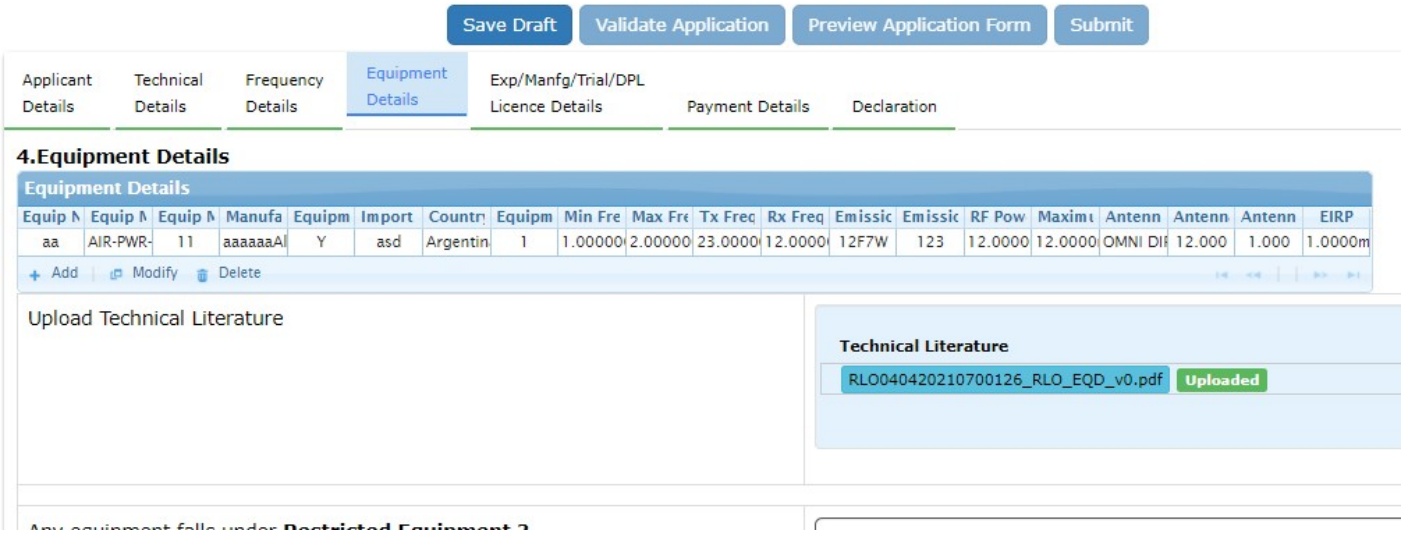
Once Savedraft is clicked provisional application number will be attached to your application and application will be visible under current applications tab in dashboard. Further actions will be taken on the same application ID. Applicant will be able to upload the documents,add Carrier frequency Details, Previous Licence Details , Equipment Details and Payment Details.

### 2.1.3 Frequency Details



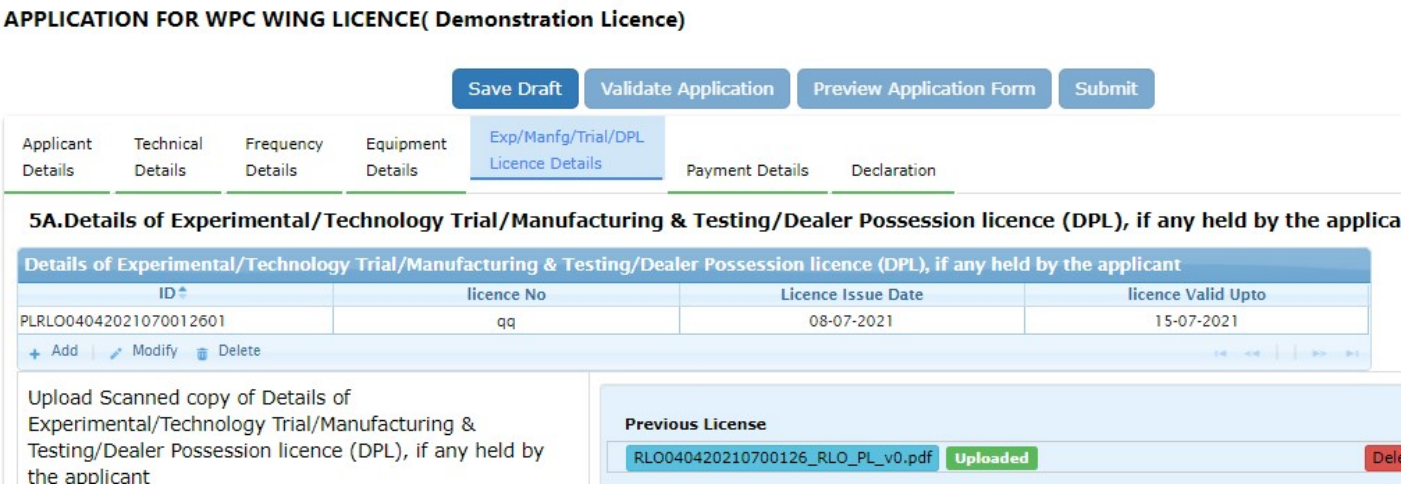

Select Frequency Band(s) , Number of Frequencies desired and Add Carrier Frequency details

### 2.1.4 Equipment Details



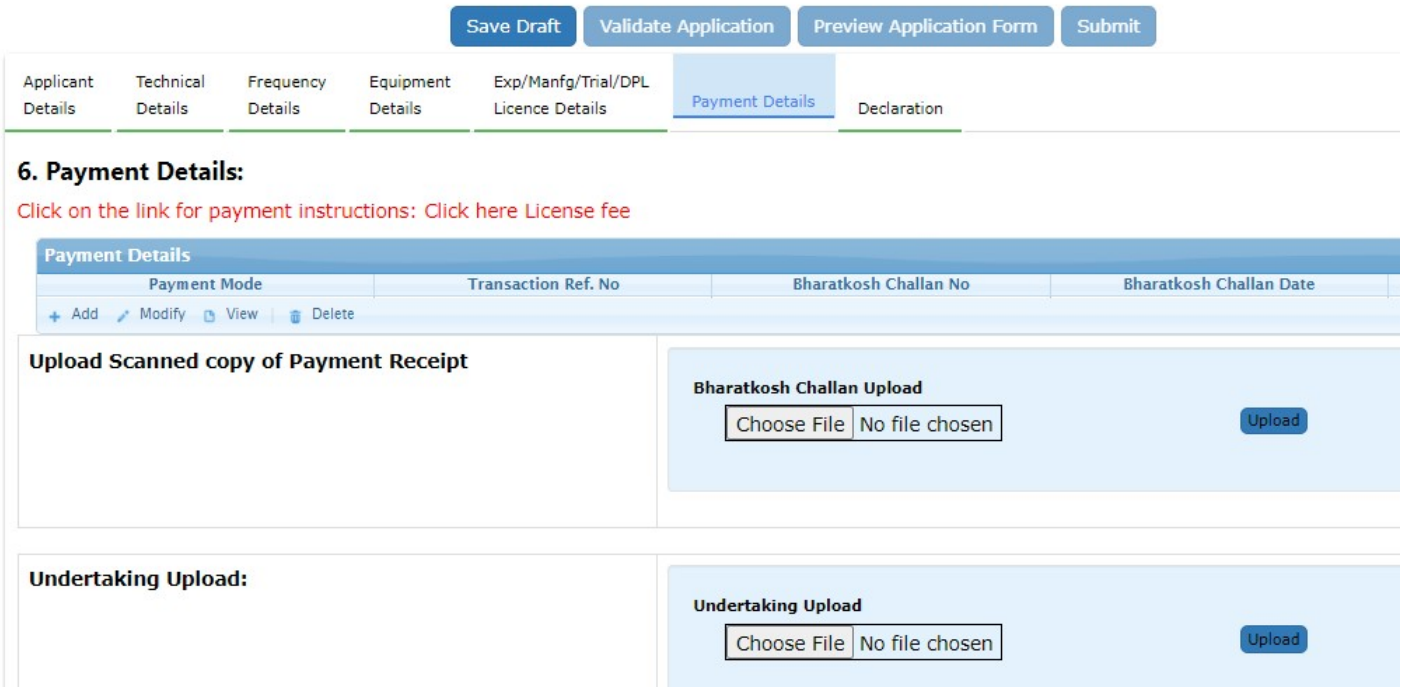
Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment.

### 2.1.5 Previous Licence Details




Click on Add button to add the previous license details.

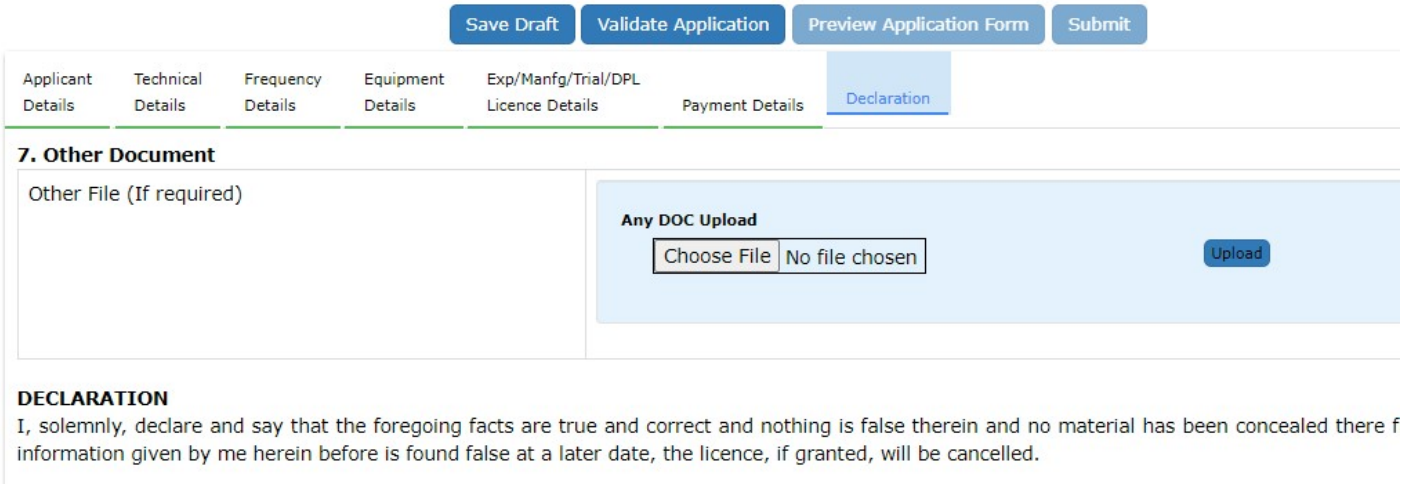
### 2.1.6 Payment Details




**Click on Add to add payment mode, Transaction Ref No, Bharatkosh Challan No, Bharatkosh Challan Date, Amount.**

### 2.1.7 Declaration

Upload any other documents, read the declaration and select the checkbox to submit the application.

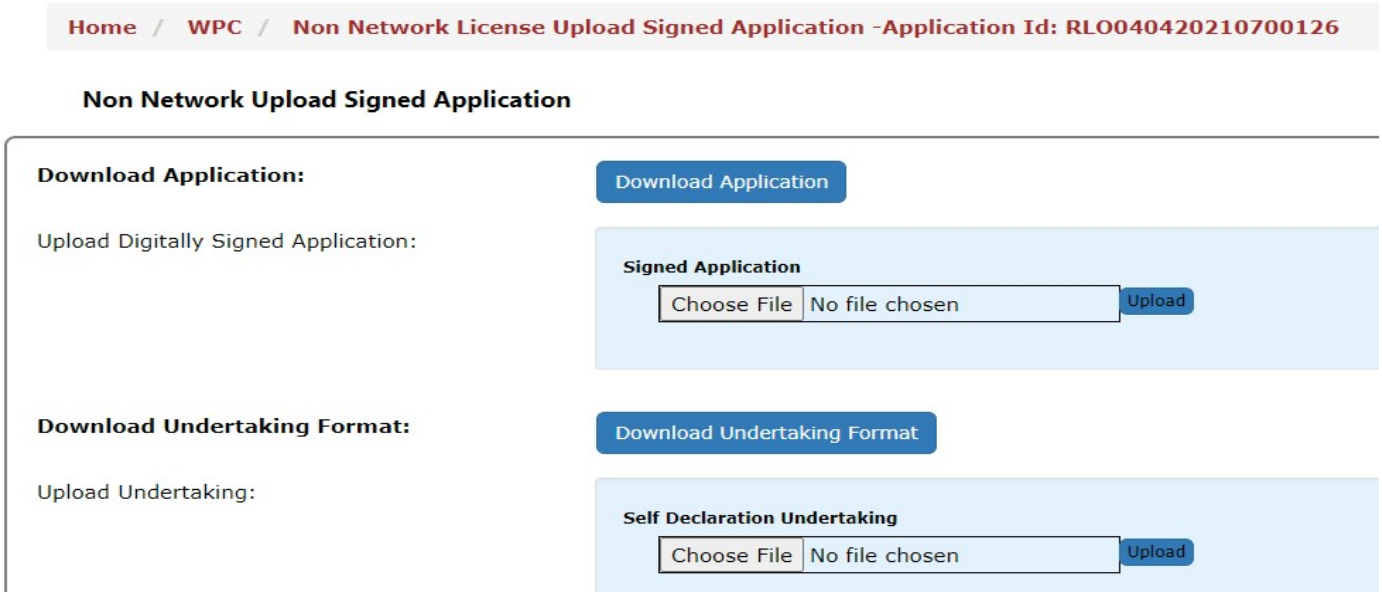



Once all the mandatory details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard.




## 2.2 Upload Signed Application

**Once you click on "Upload Signed Application" following screen for upload signed application will appear.**



**After you submit signed application and Self declaration undertaking click on "Submit" button. Once submitted you will be redirected to dashboard and application will appear in history applications.**



| | | | | | | |
|---|---|---|---|---|---|---|
| 2 | RLO040420210700126 | Demonstration Licence | 08-07-2021 | 08-10-2021 | Application submitted | Downl<br>Downl |

Applicant can download license and import permission (If equipment to be imported is selected ) using the buttons.

**2.3 Download License**

**Click on Download License to download Experimental license.**



| | | | | | | |
|---|---|---|---|---|---|---|
| 2 | RLO040420210700126 | Demonstration Licence | 08-07-2021 | 08-10-2021 | Application submitted | Downl<br>Downl |

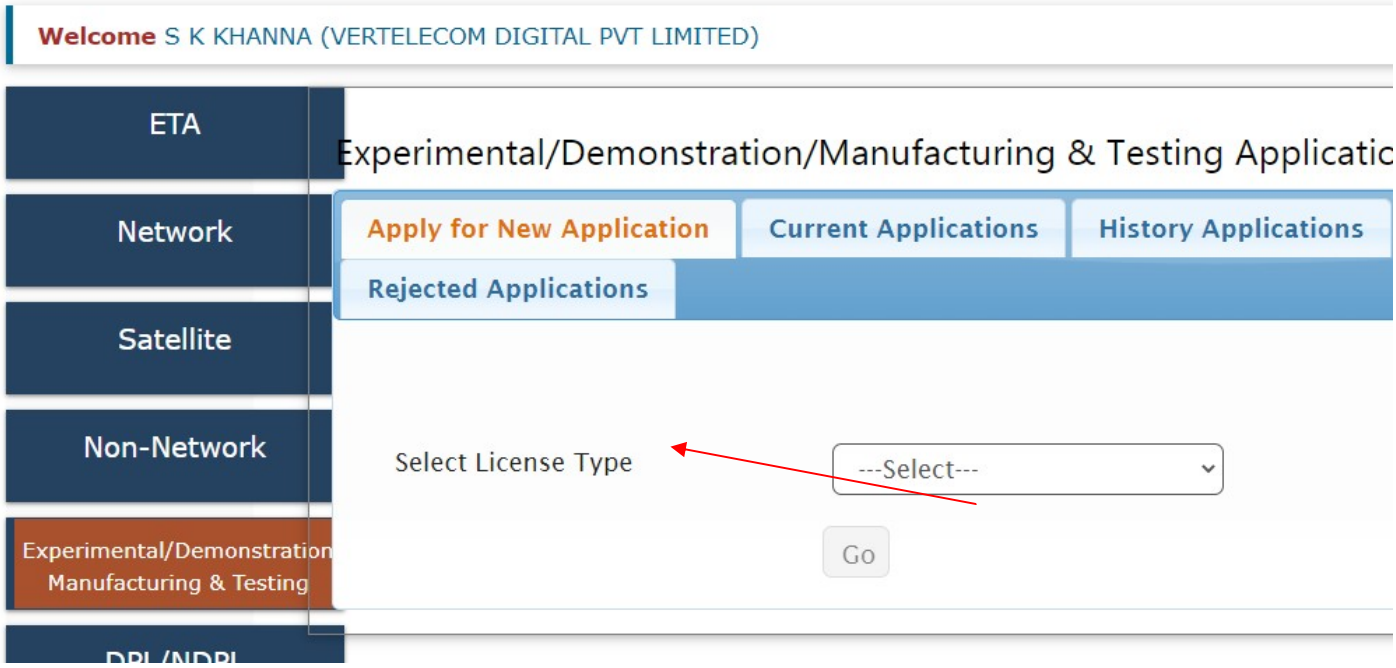
## Section-3

**DEMONSTRATION OUTDOOR LICENSE**

### 3.1 Apply for License:

Below is a sample demo for **Demonstration License**.

**Experimental/Demonstration/Manufacturing& Testing→Apply for New Application→Select Demonstration License in Select License Type dropdown**.




### 3.1.1 *Applicant Details*

**Applicant Details**: Enter Personal Details of Owner/ Managing Director / Executive Director/ Director such as Name, Father's Name, Designation, Nationality etc..




### 3.1.2 Technical Details

Next step is to add Technical details such as type of applicant whether TSP or Non- TSP, type of technology 5G of Non-5G, purpose ,Location of wireless stations, Licence Period should be less than or equal to 3 months and upload schematic diagram etc..

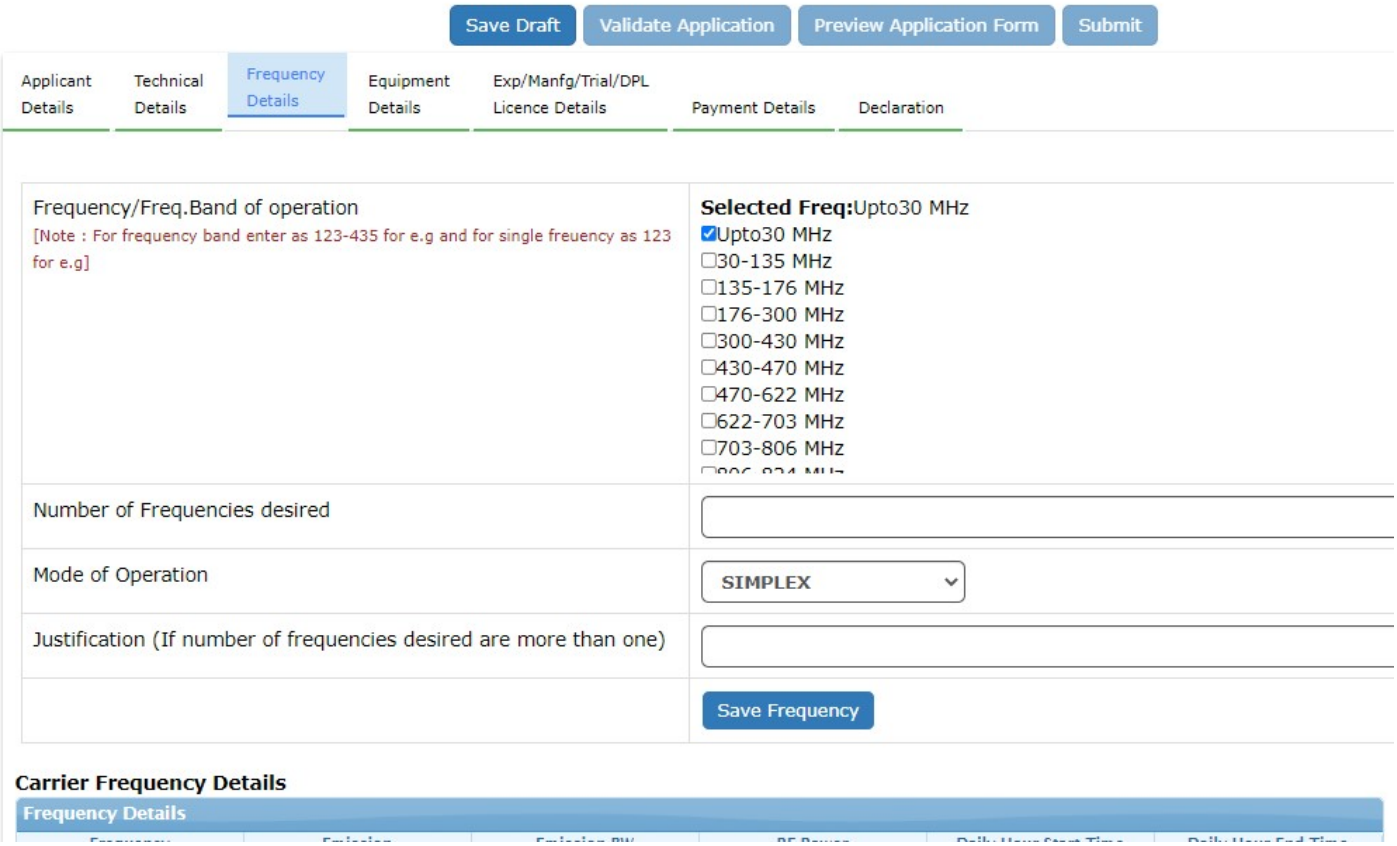
**2. Technical Details**

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| Existing Licence with applicant for applied freq. band and equipment. | Experimental Licence |
| Purpose | Others |
| Other Purpose | jjjj |
| Nature of activity of the in which engaged. | kkk |
| Is the usage Indoor or Outdoor? | Indoor |
| Licence Period | Months 3 |
| **Location of Demonstration** | |
| Address | aaaaaa |
| Pin Code | 411019 |
| District | Pune |
| State | MAHARASHTRA |
| **Geo-Location of Demonstration** | |

| | |
|---|---|
| Demonstration End Date | 15-07-2021 |
| Particulars of foreign nationals, if any, who will operate the wireless network (Name, Nationality, Home Address, Passport and Visa No. with date of validity etc.) | ☐ |
| Upload Schematic diagram | **Schematic diagram/sketch** RLO040420210700126_RLO_SCHD_v0.pdf Uploaded |

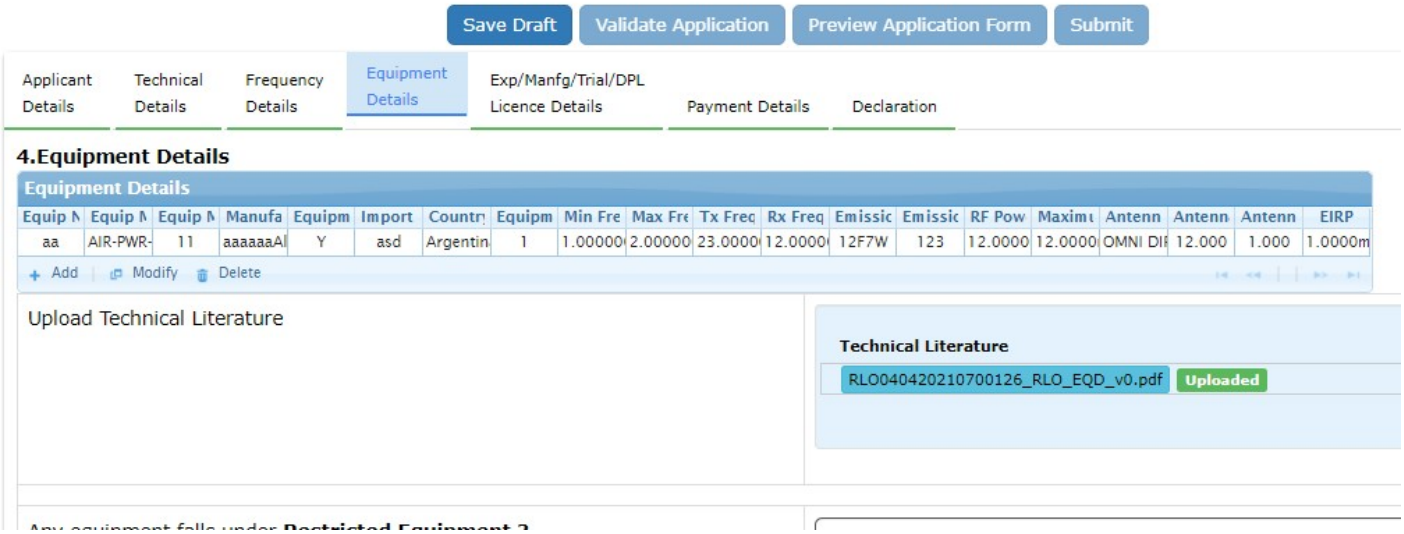
Once Savedraft is clicked provisional application number will be attached to your application and application will be visible under current applications tab in dashboard. Further actions will be taken on the same application ID. Applicant will be able to upload the documents,add Carrier frequency Details, Previous Licence Details , Equipment Details and Payment Details.

### 3.1.3 Frequency Details



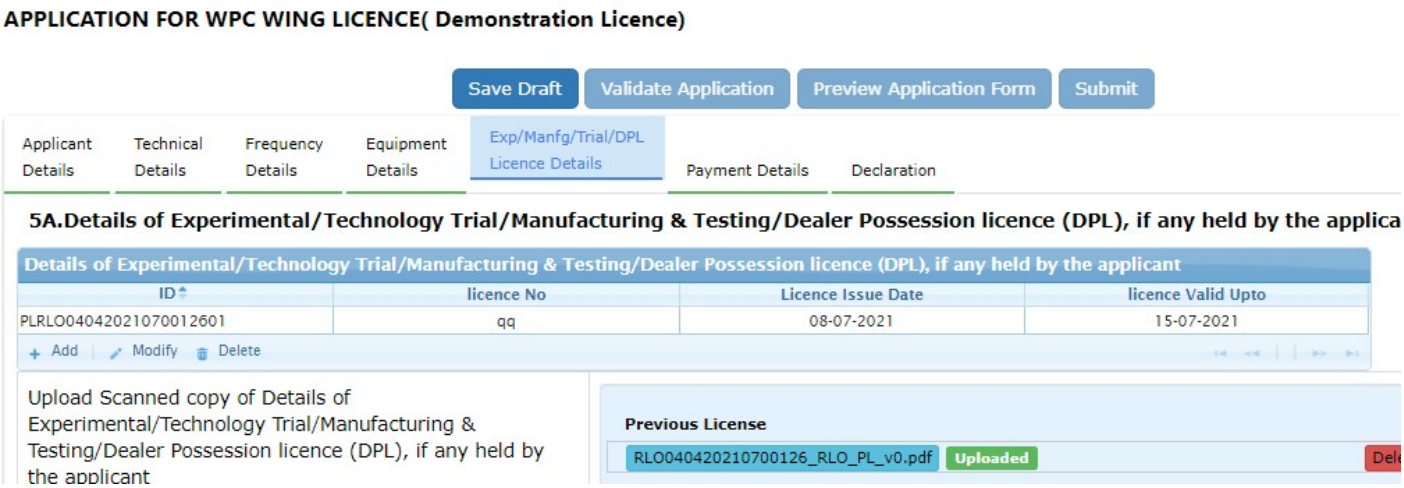

Select Frequency Band(s) , Number of Frequencies desired and Add Carrier Frequency details

### 3.1.4 Equipment Details



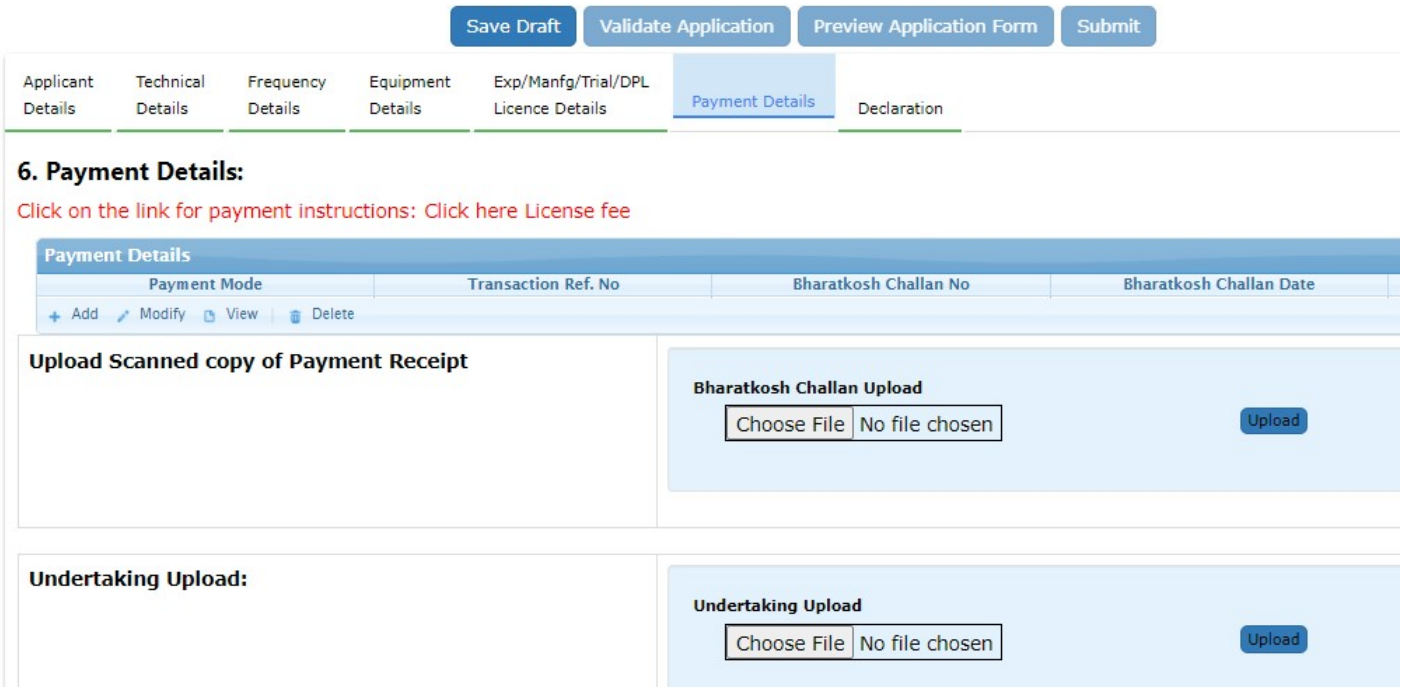
Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment.

### 3.1.5 Previous Licence Details




Click on Add button to add the previous license details.

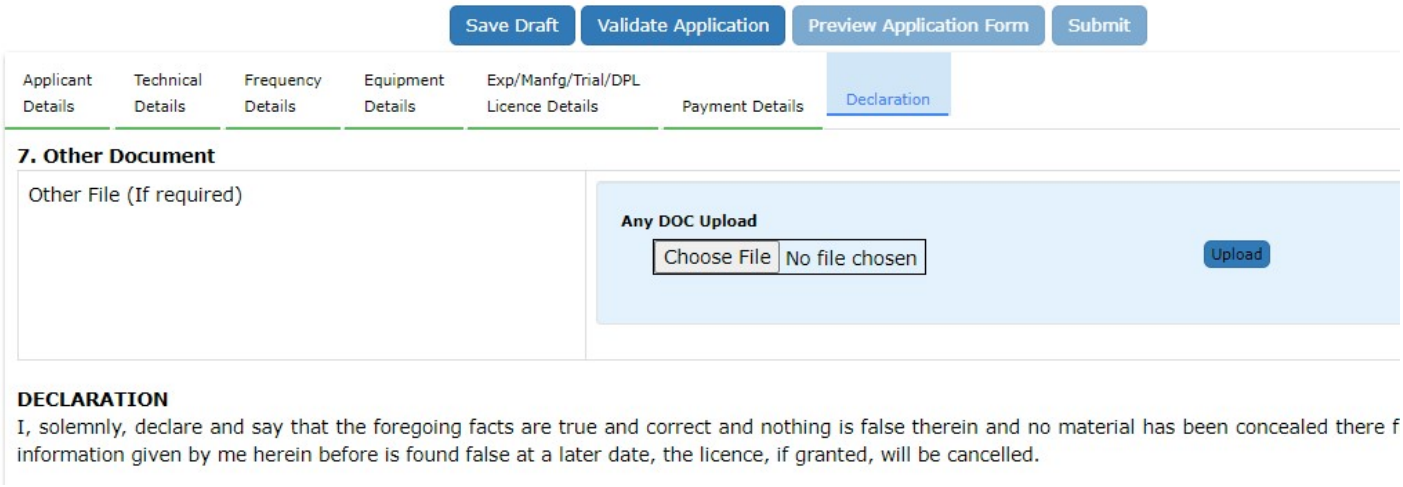
### 3.1.6 Payment Details




**Click on Add to add payment mode, Transaction Ref No, Bharatkosh Challan No, Bharatkosh Challan Date, Amount.**

### 3.1.7 Declaration

Upload any other documents, read the declaration and select the checkbox to submit the application.



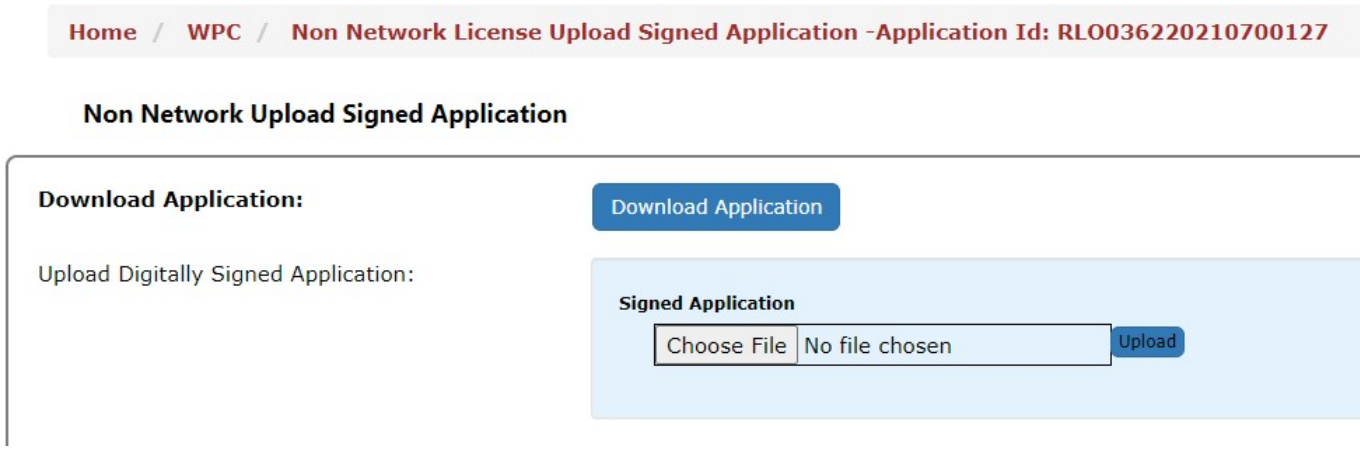

Once all the mandatory details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard.

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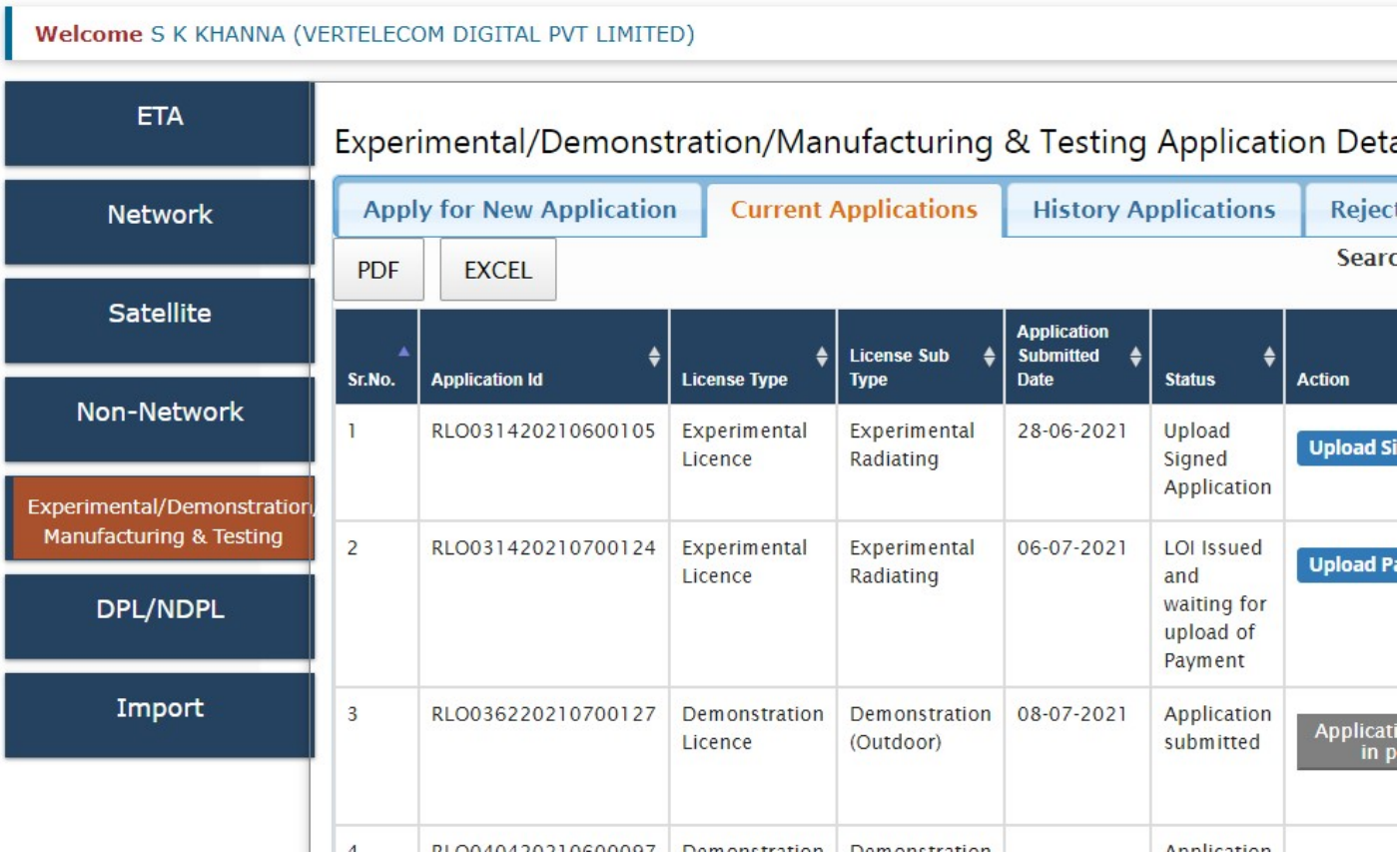


### 3.2 Upload Signed Application

**Once you click on "Upload Signed Application" following screen for upload signed application will appear.**




**Upload the digitally signed application and submit it. Once submitted the application will be forwarded to RLO and applicant would be notified of any actions on application and can also check the status under Current Applications.**

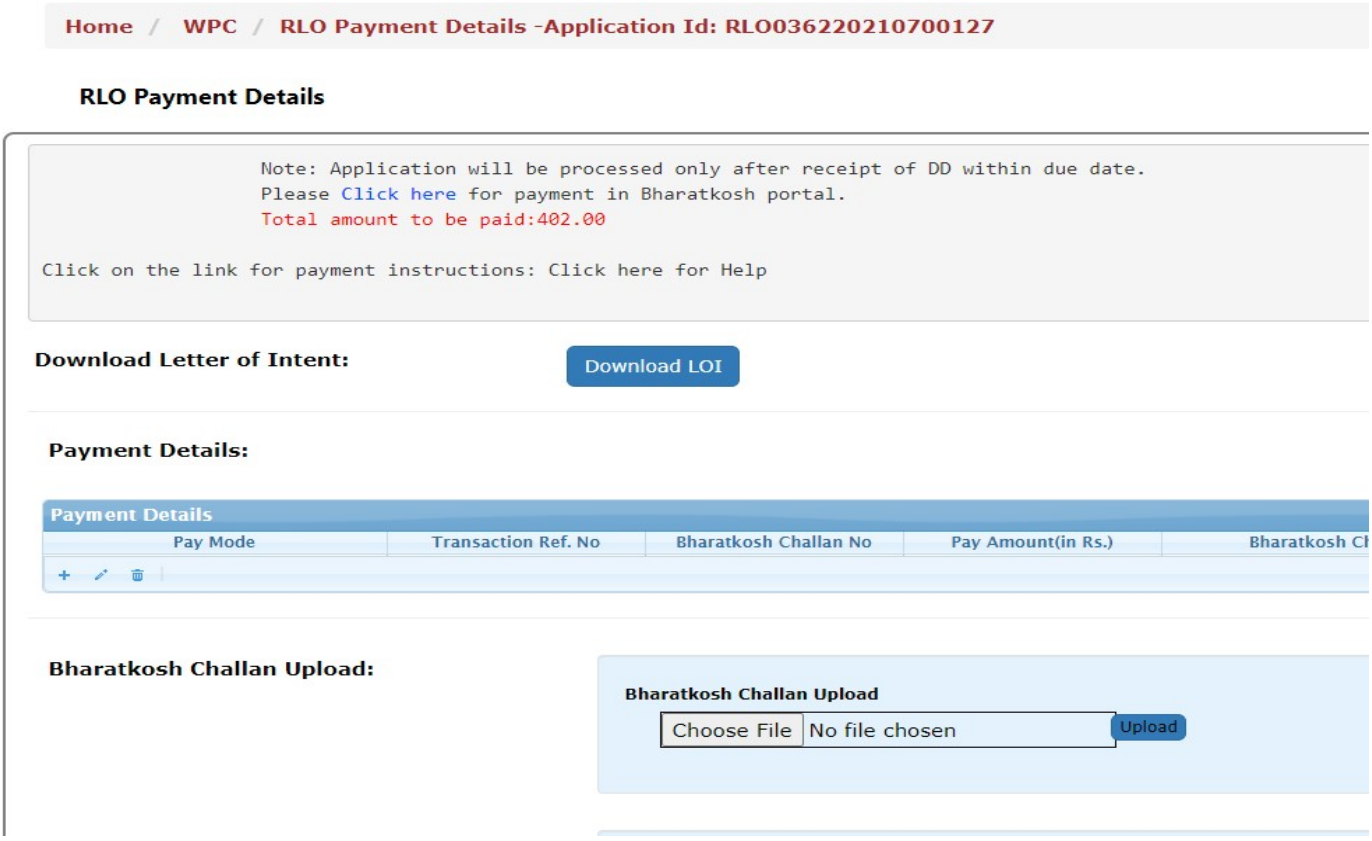


### 3.3 Upload Payment details

If all the details are correct then scrutiny will be successful and Nodal officer will issue Letter of Intent(LOI) and Applicant can make the payment according to LOI and submit for payment scrutiny.




Click on Upload payment details button and the below screen will appear.




Download the LOI and based on that applicant can make payment and add the details using the table. Applicant also need to Upload Bharatkosh Challan and Undertaking then submit the payment details for scrutiny.

**If payment details are verified then RLO will issue license.**

### 3.4 Download license



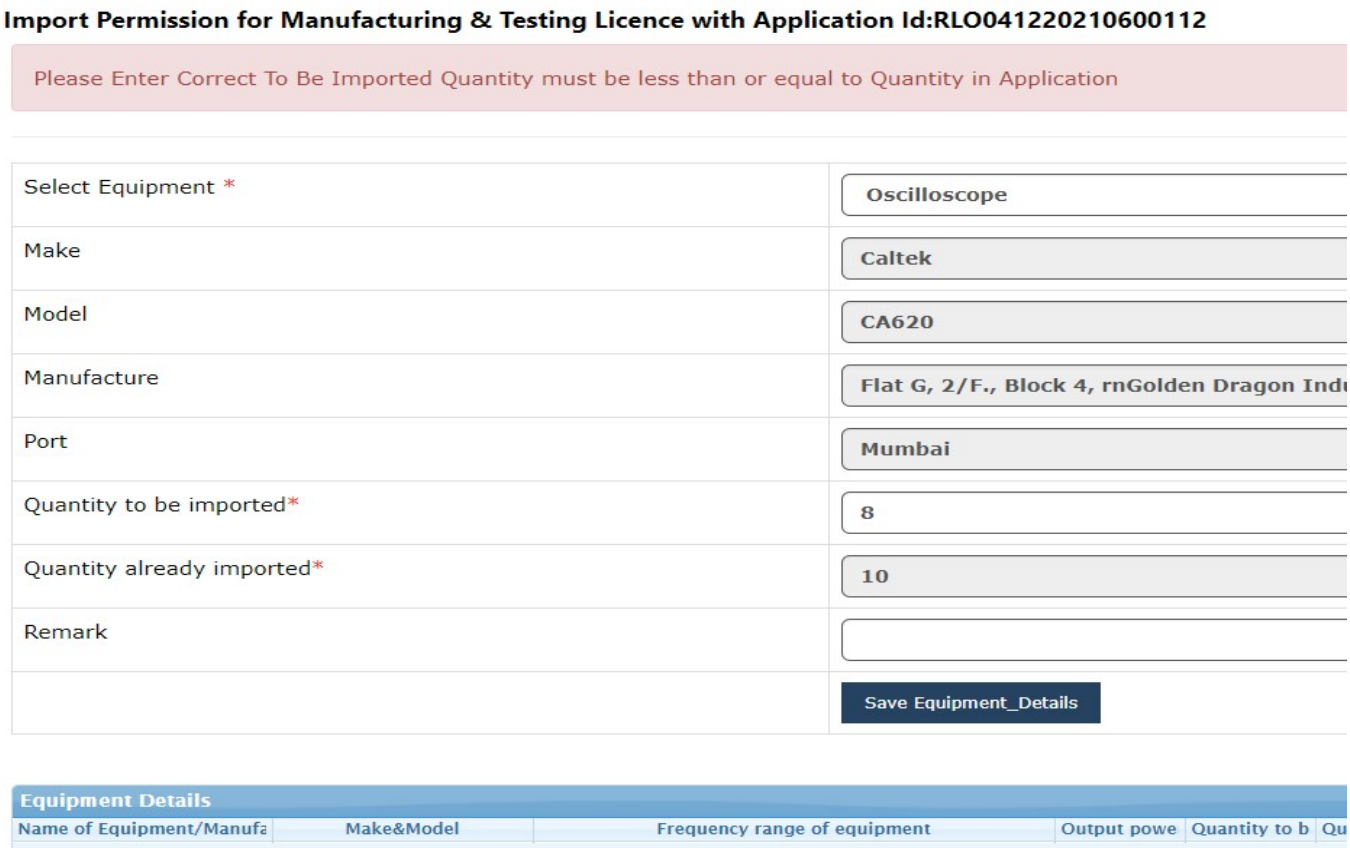
| | | | | | | |
|---|---|---|---|---|---|---|
| 3 | RLO036220210700127 | Demonstration Licence | 08-07-2021 | 21-07-2021 | License issued | Downlo |

### 3.5 Download of Import license

**If the item is under restricted category then applicant needs to apply for Import permission at the Regional licensing office(RLO).**




**If the item is not under the restricted category and import permission is needed then Applicant download using the Download import permission.**



## Section-4

**PROFILE UPDATION**

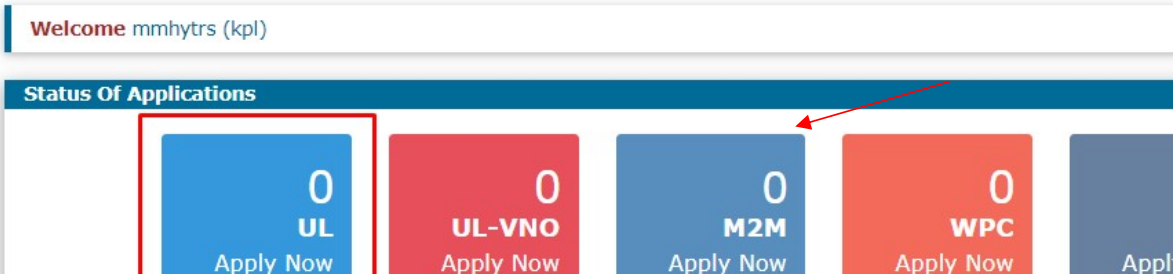
### 4. Profile Update without Scrutiny

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:

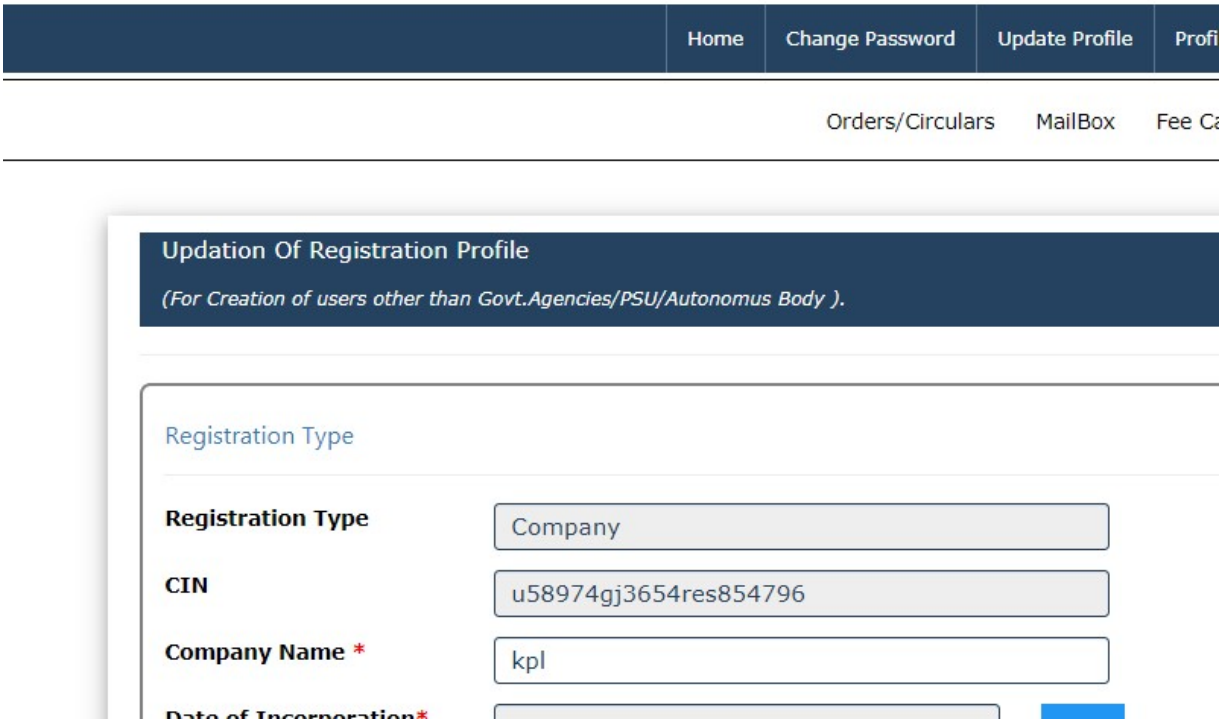
1. after user login, click on any module




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.