User Manual

(For Applicant)

Online Application Manufacturing 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

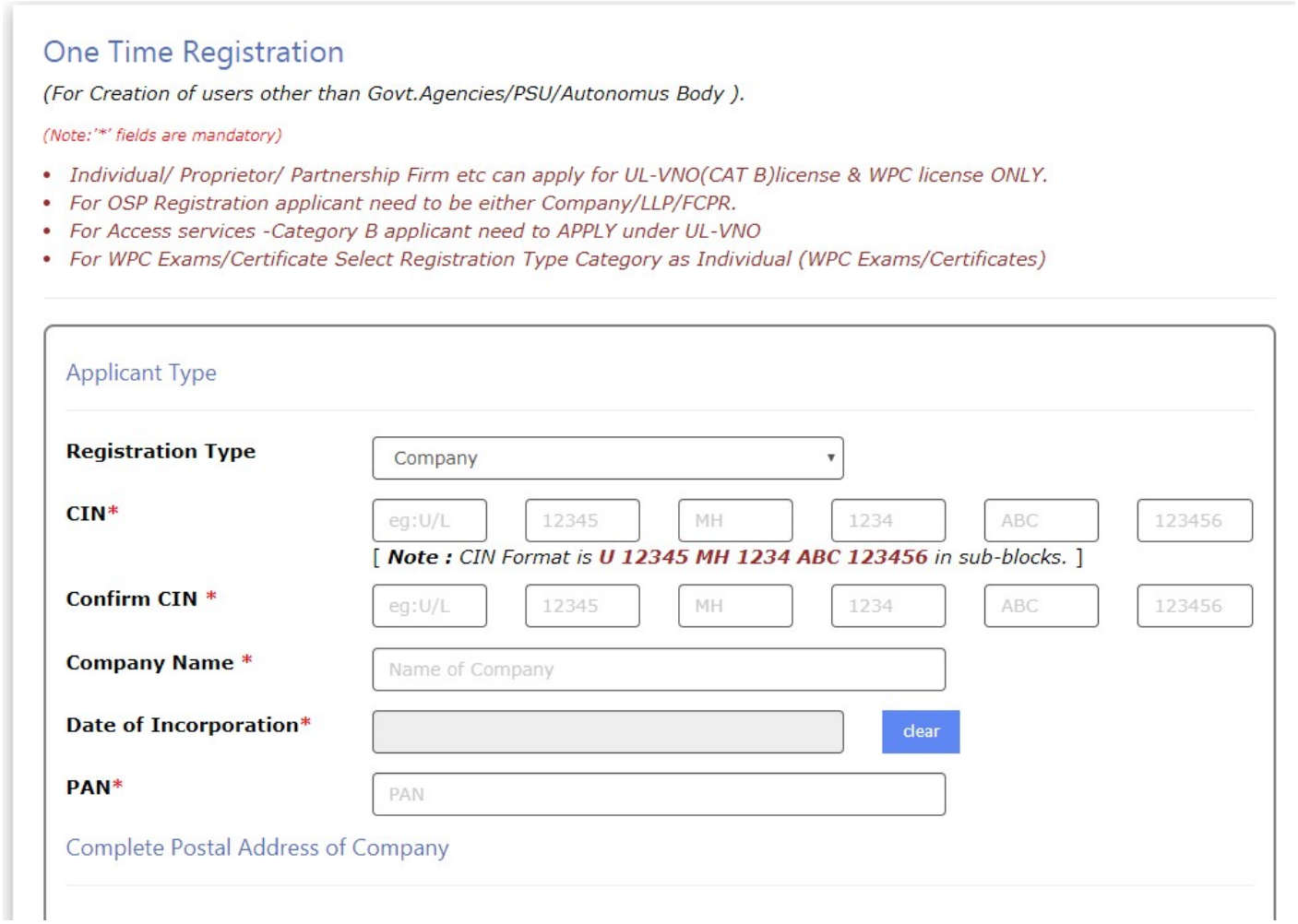
List of acronyms and abbreviations used in the document.

- **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 on 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

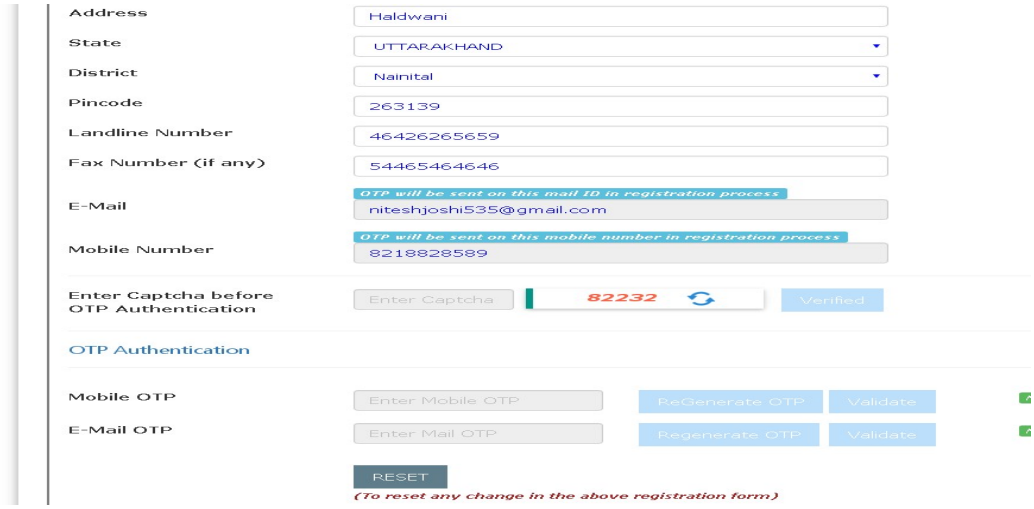
Validate Submit

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.

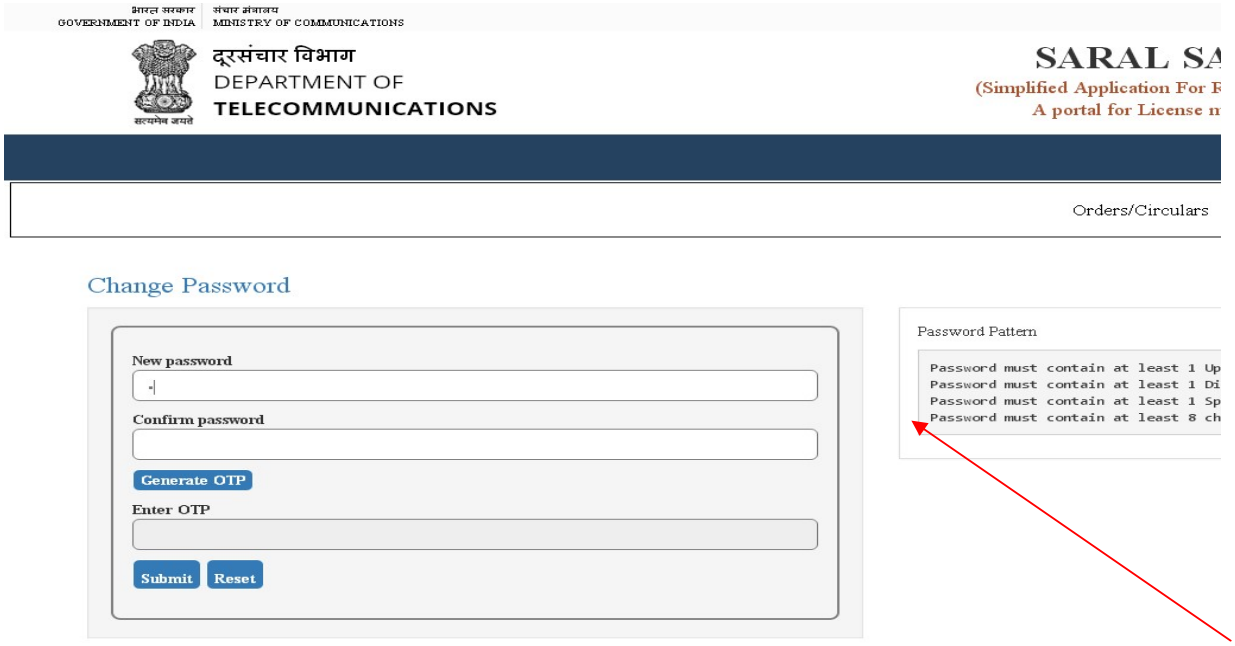
1.3 First Login

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**.

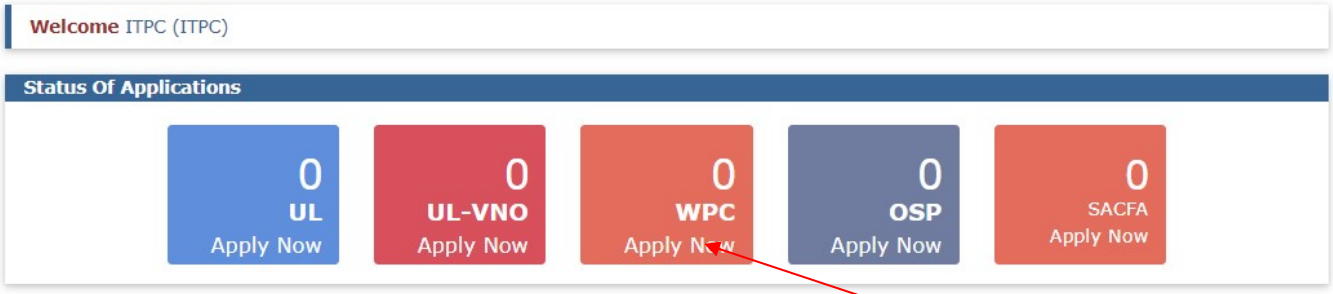


After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



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.

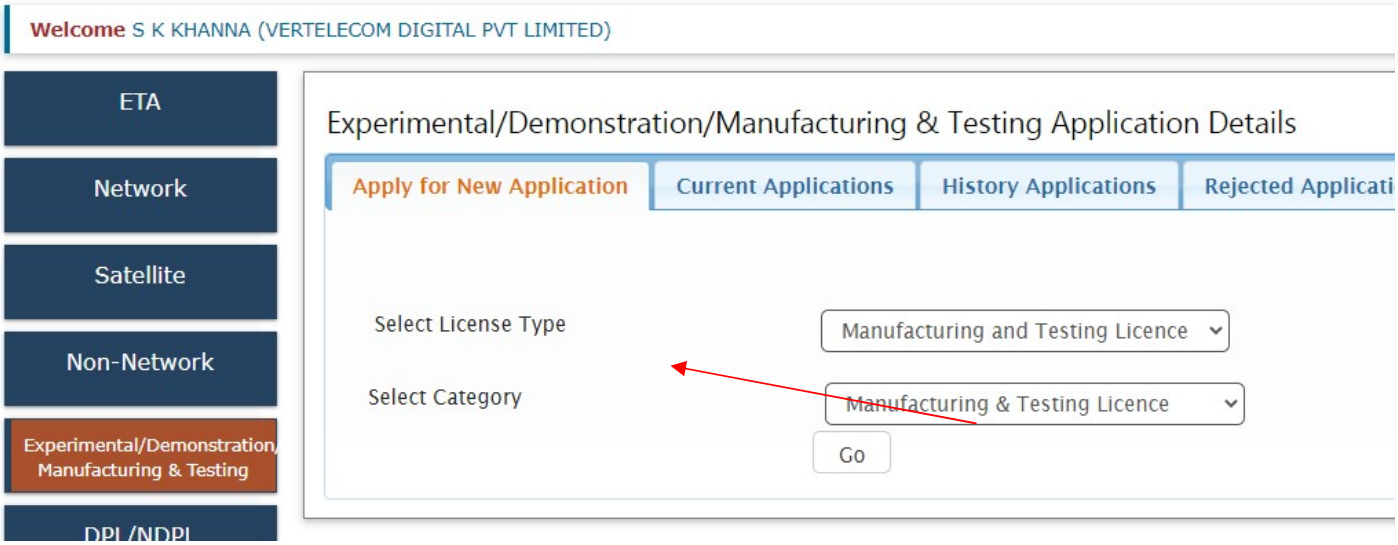
Section-2

MANUFACTURING AND TESTING LICENSE

2.1 Apply for License:

Below is a sample demo for **Manufacturing and Testing License**.

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



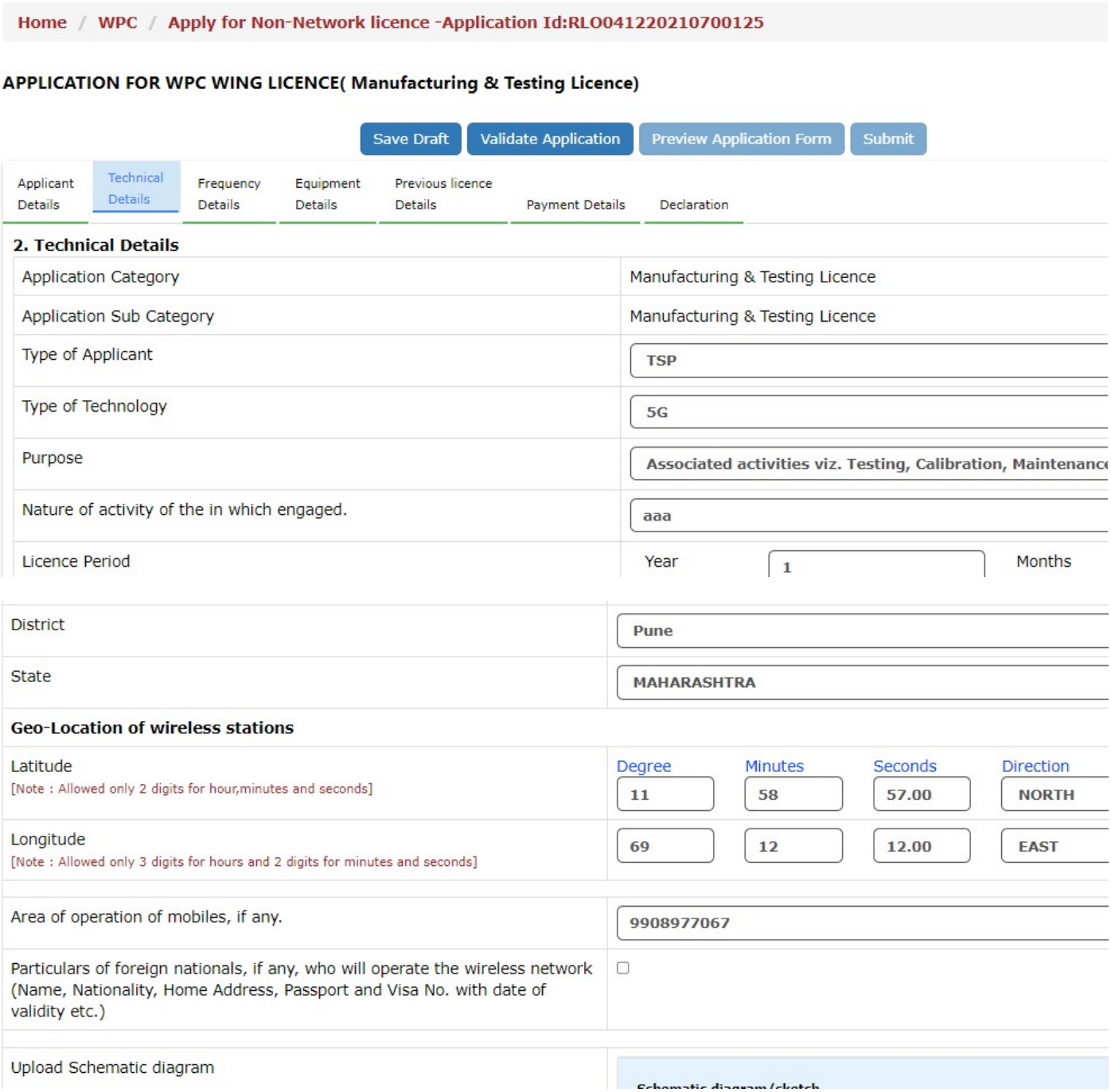
2.1.1 *Applicant Details*

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



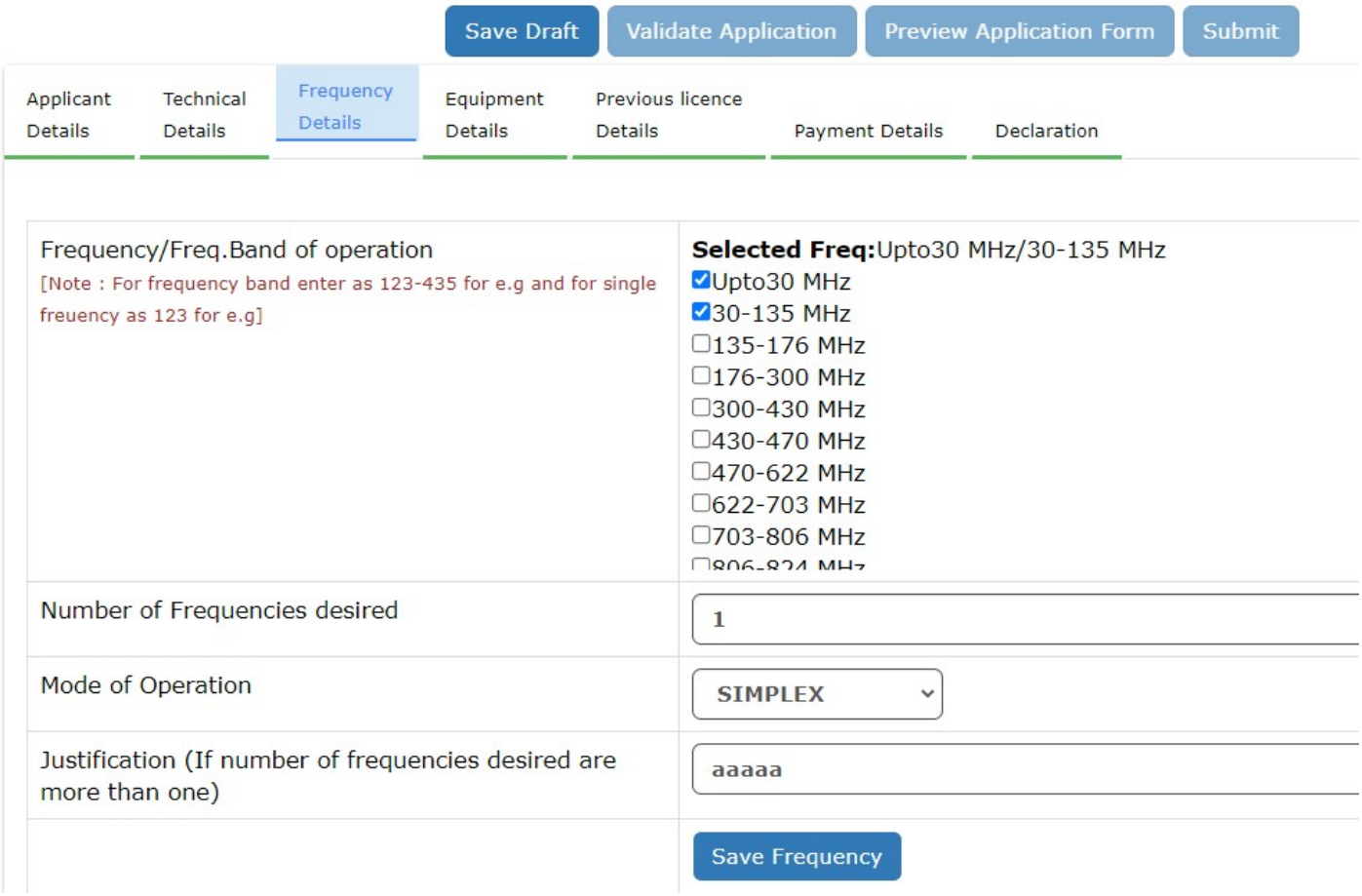
2.1.2 Technical Details

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 to 1 year and upload schematic diagram etc..



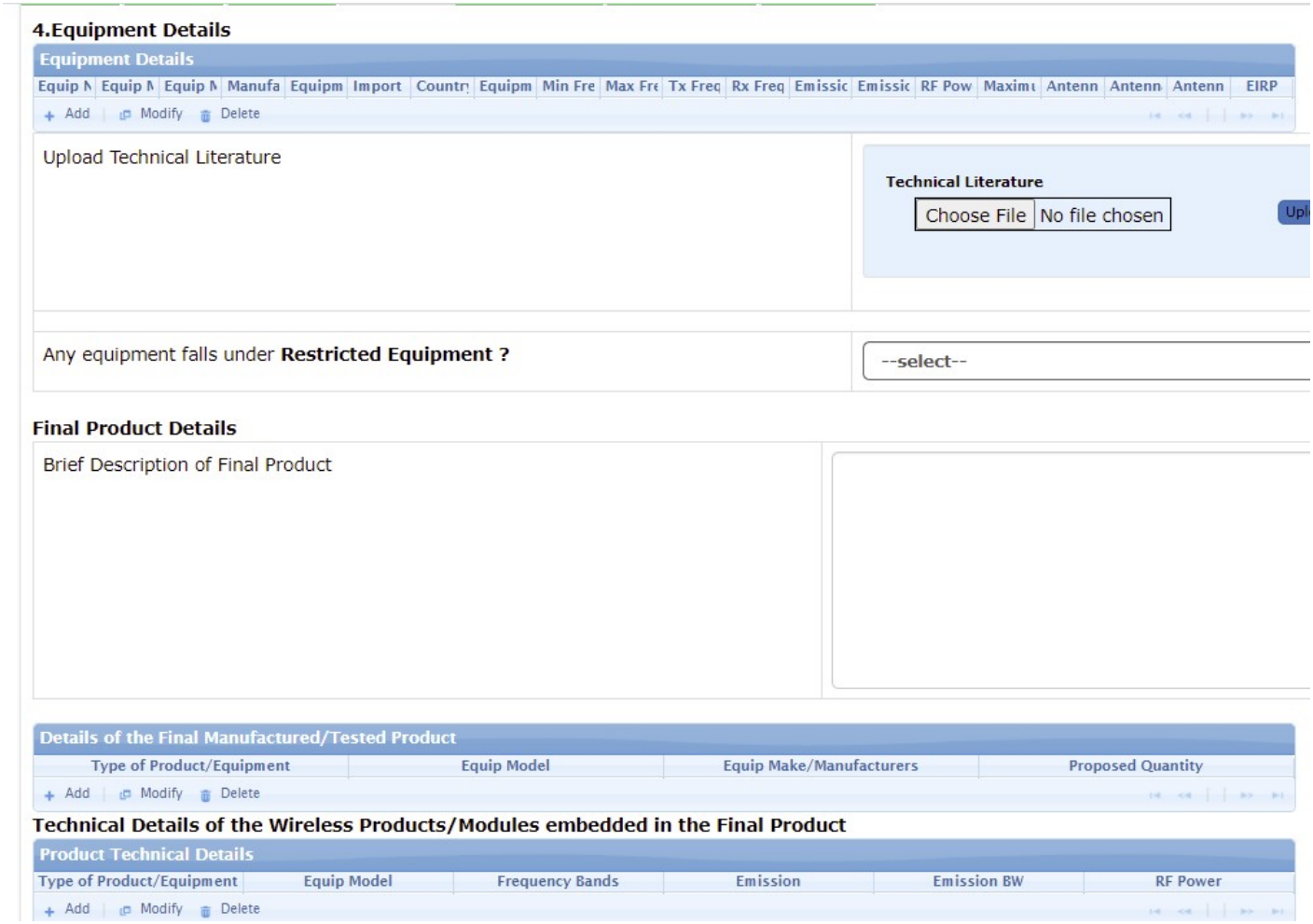
Once Savedraft is clicked provisional application number will be attached to your application and application will be visible under current applications tab in dashboard. Further actions will be taken on the same application ID. Applicant will be able to upload the documents,add Carrier frequency Details,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

2.1.3 Frequency Details



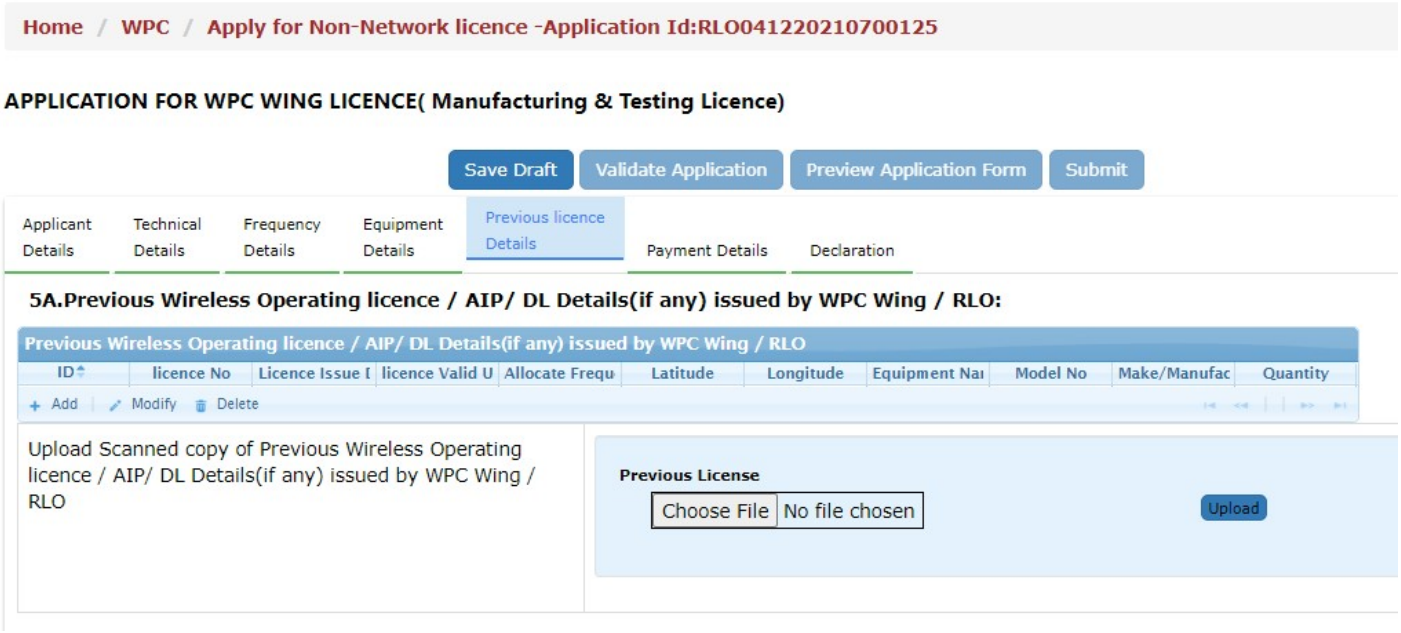
Select Frequency Band(s) , Number of Frequencies desired and Add Carrier Frequency details

2.1.4 Equipment Details



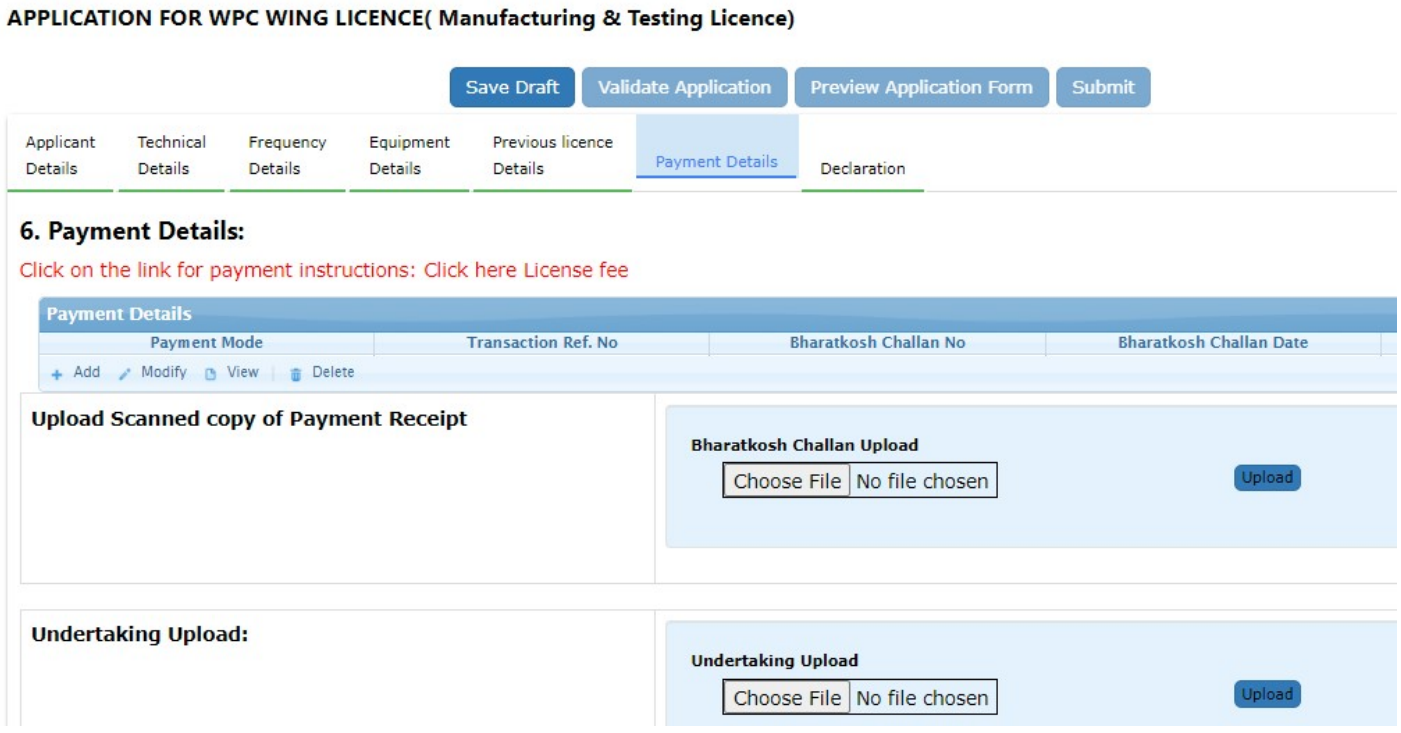
Add Equipment details, Upload Technical Literature and select yes or no if any equipment falls under Restricted Equipment. Select the radio button Is the final product comprising of Wireless Licensing band or De licensed band.

2.1.5 Previous Licence Details



Click on Add button to add the previous license details and also upload the previous license details.

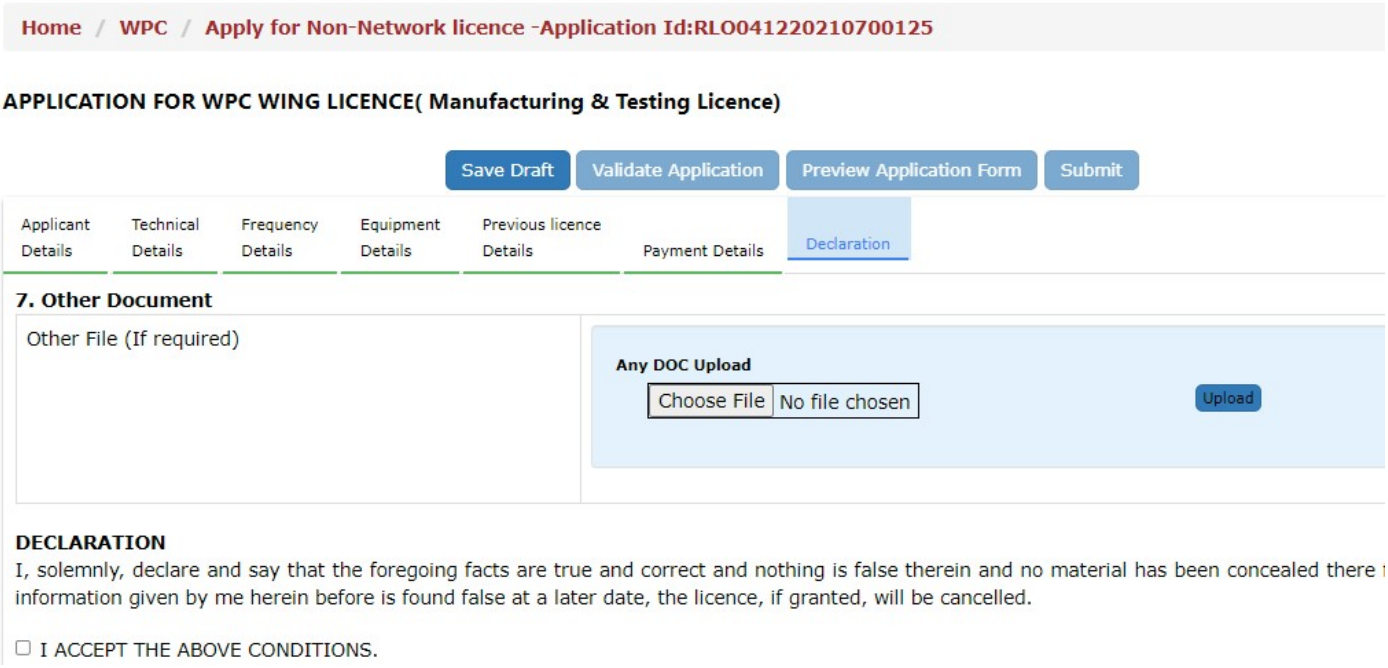
2.1.6 Payment Details



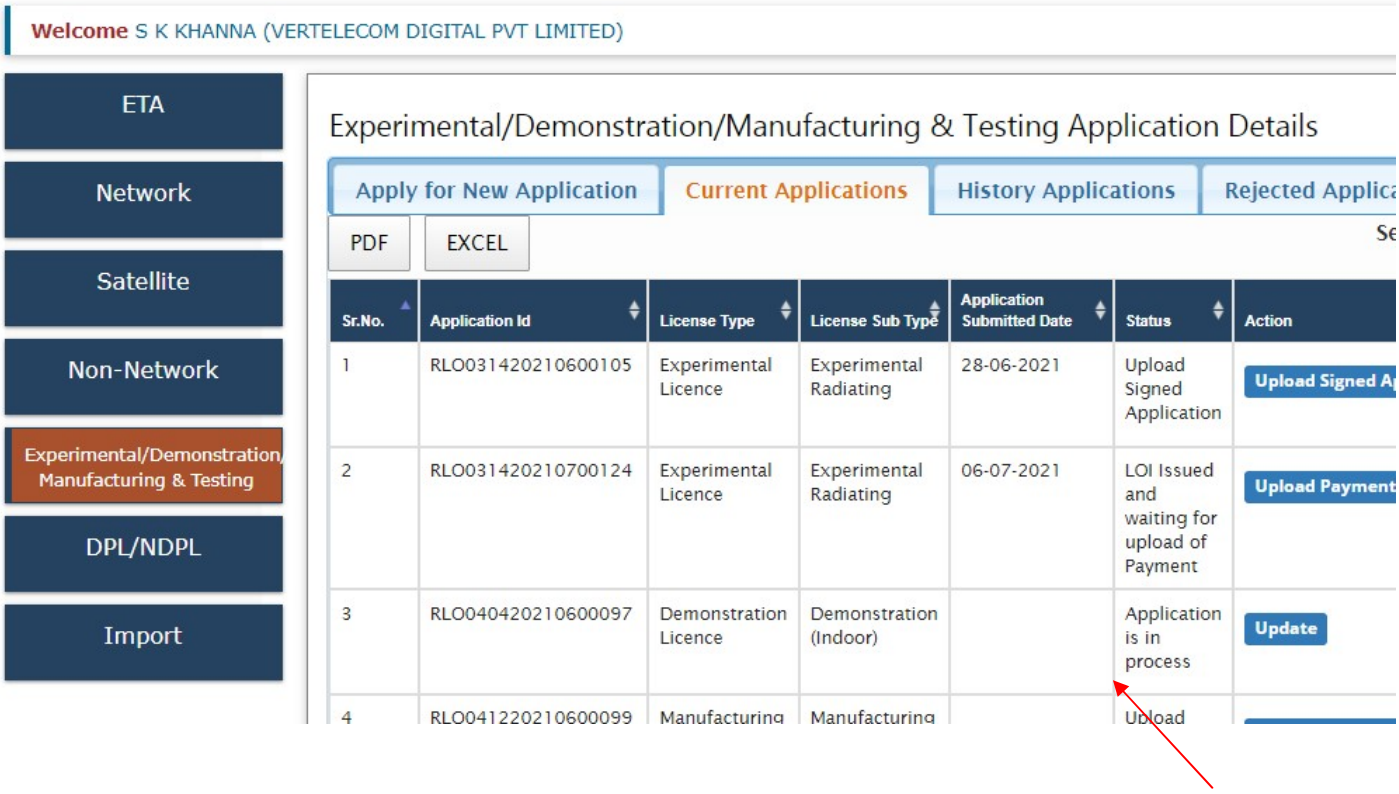
Click on Add to add payment mode, Transaction Ref No, Bharatkosh Challan No, Bharatkosh Challan Date, Amount.

2.1.7 Declaration

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

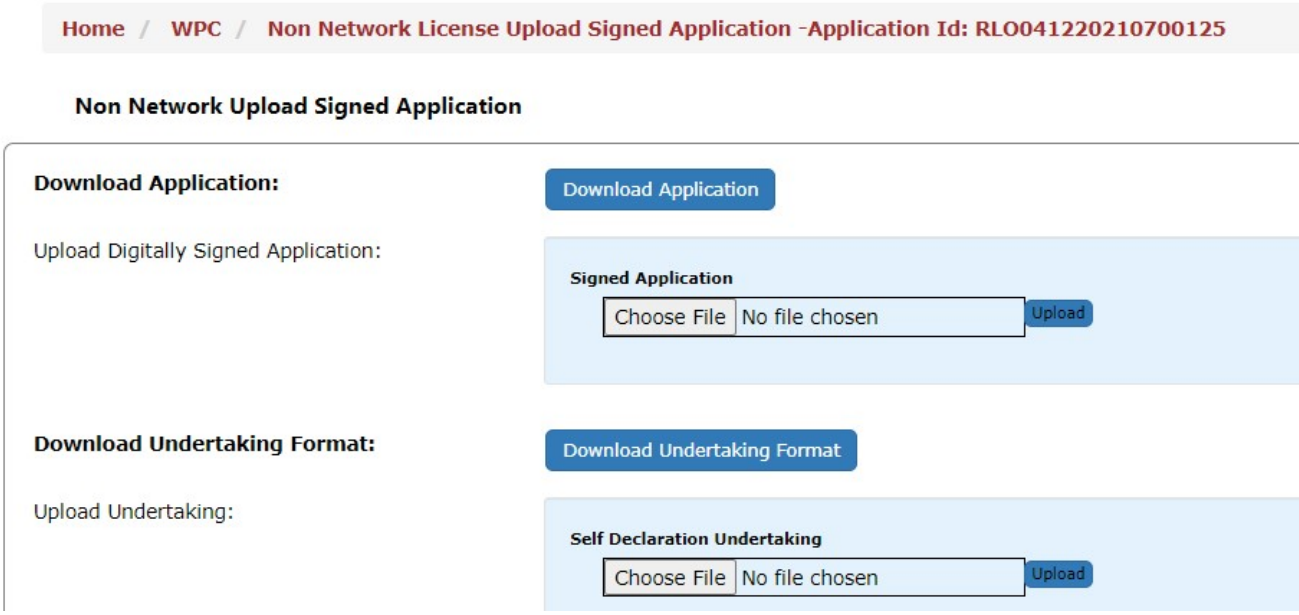


Once all the mandatory details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard.



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.



5	RLO041220210700125	Manufacturing & Testing Licence	07-07-2021	07-07-2022	Application submitted	Downlo Downlo

Applicant can download license and import permission If equipment falls under restricted category using the buttons.

2.3 Download License

Click on Download License to download manufacturing license.



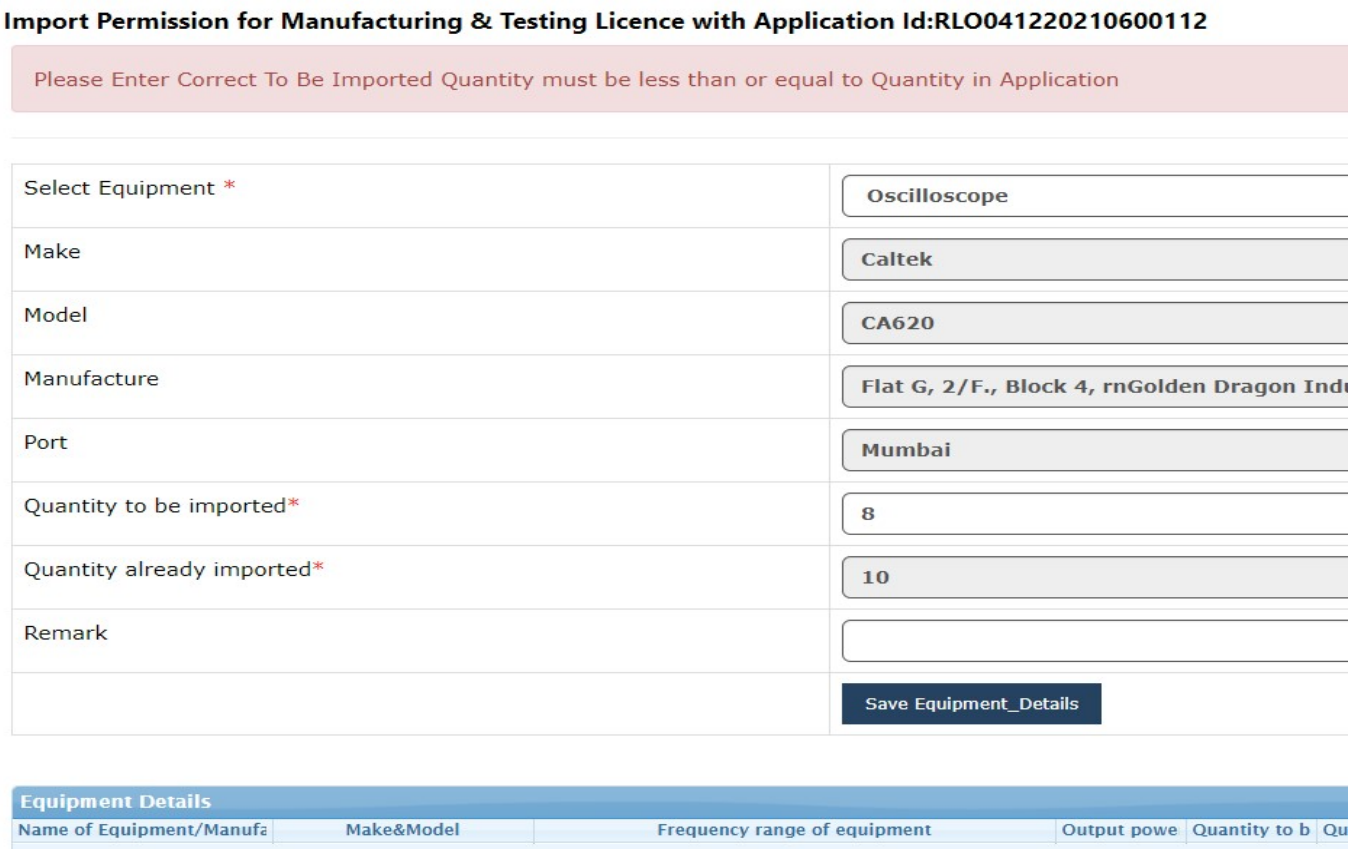
3	RLO040520210700123	Experimental Licence	05-07-2021	05-07-2022	Application submitted	Downloa Downloa

2.4 Download Import permission

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.



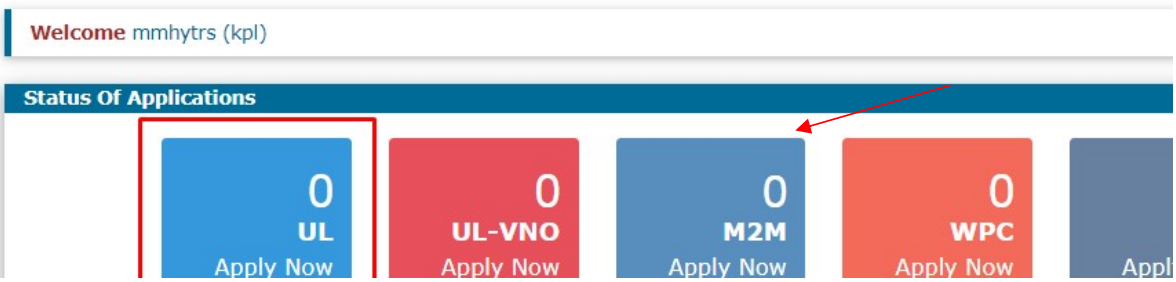
2.5. Profile Update without Scrutiny

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:

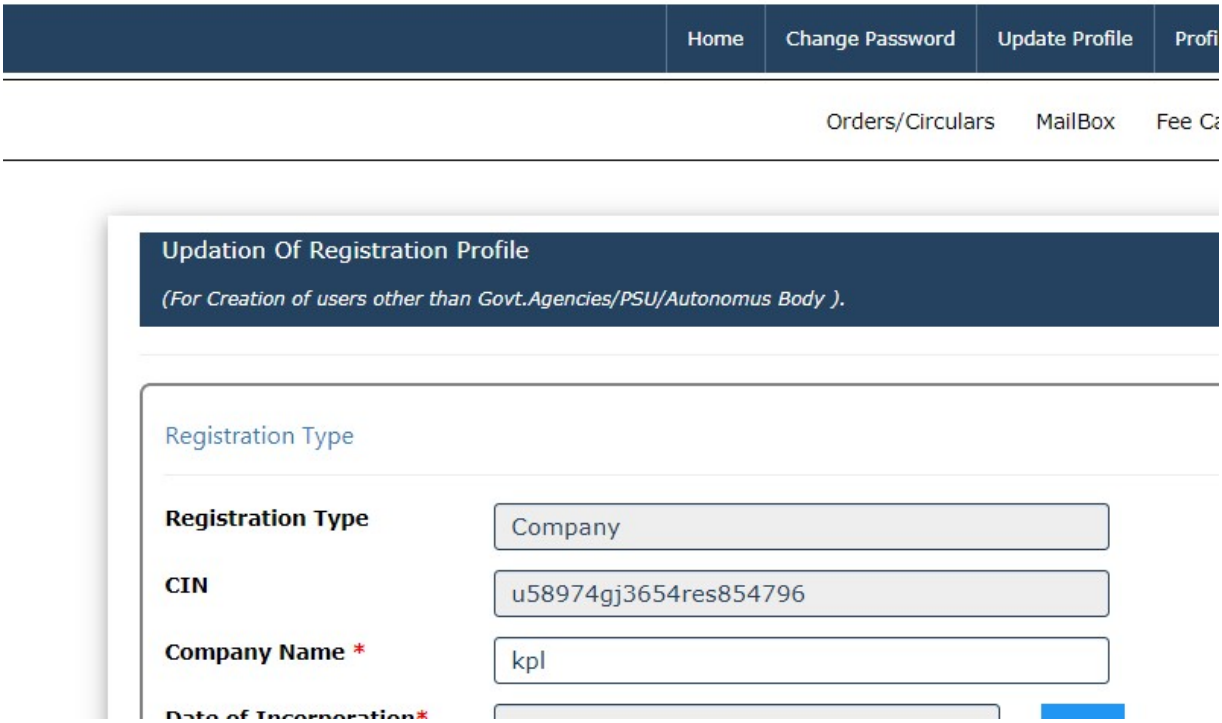
1. after user login, click on any module



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.