User Manual

(For Applicant)

Import certificate for TSPs

Department of Telecommunications

Government of India

15th November, 2021

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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 approvals is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and approvals in a digital mode which will not only ensure transparency but also make the process more efficient & user friendly. 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.

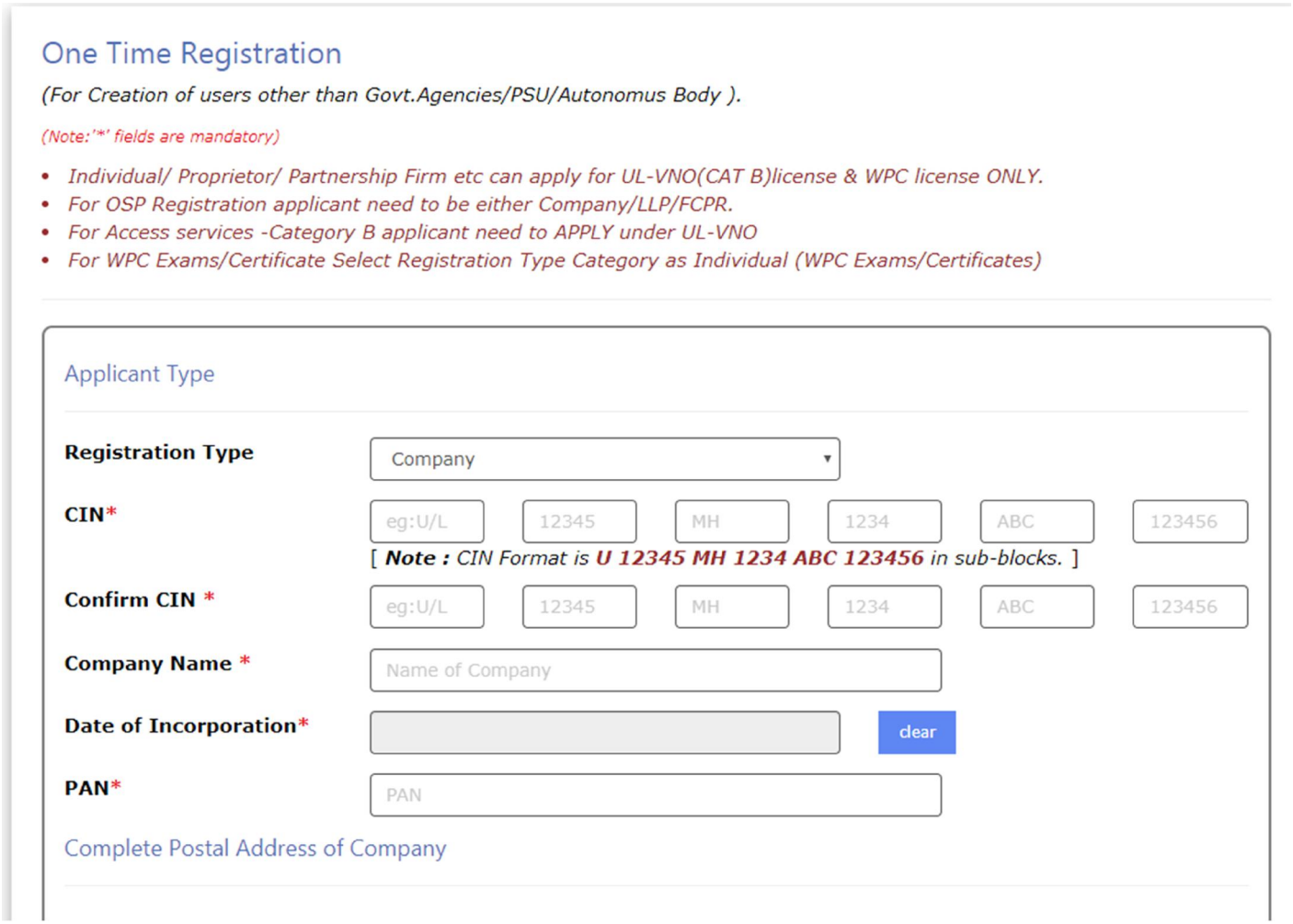
Section-2

APPLICANT PART

2.1 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

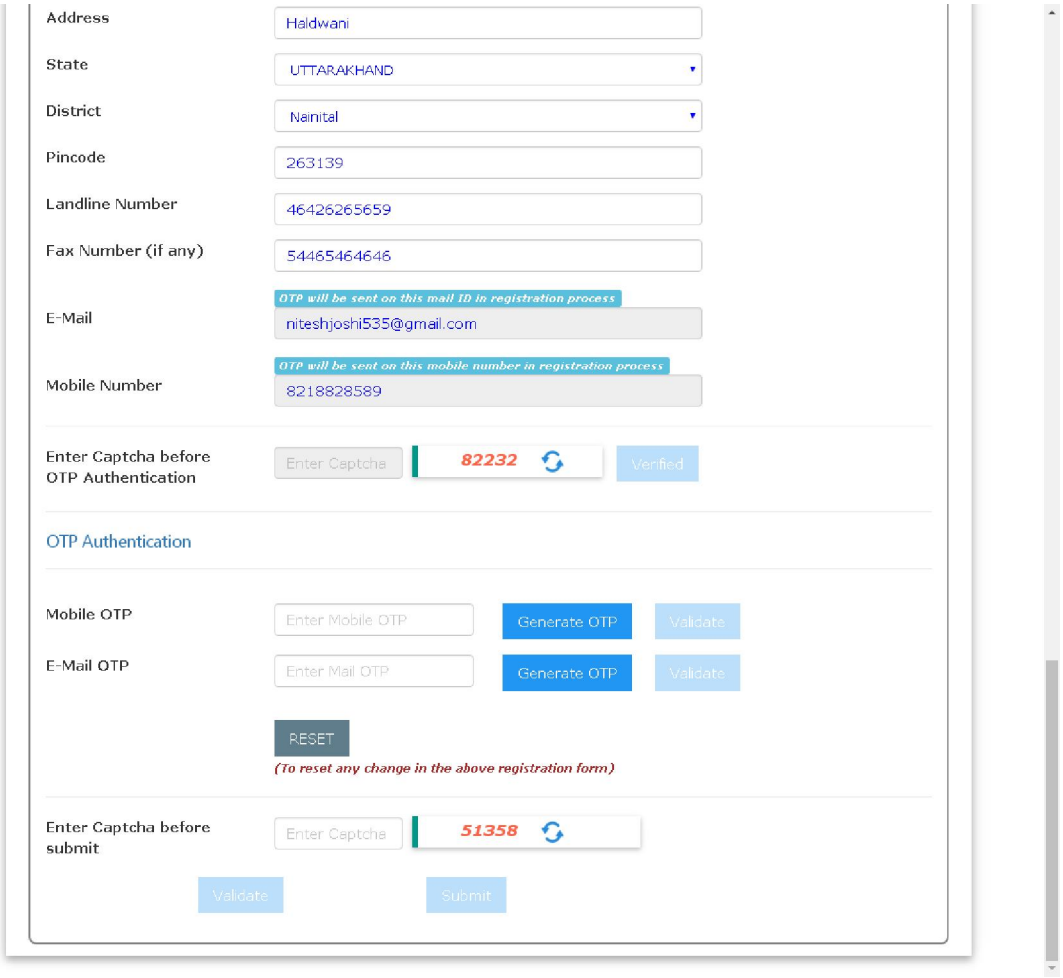
E-Mail *OTP will be sent on this mail ID in registration process* Mail Id

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

Enter Captcha before OTP Authentication Enter Captcha FAvUtB

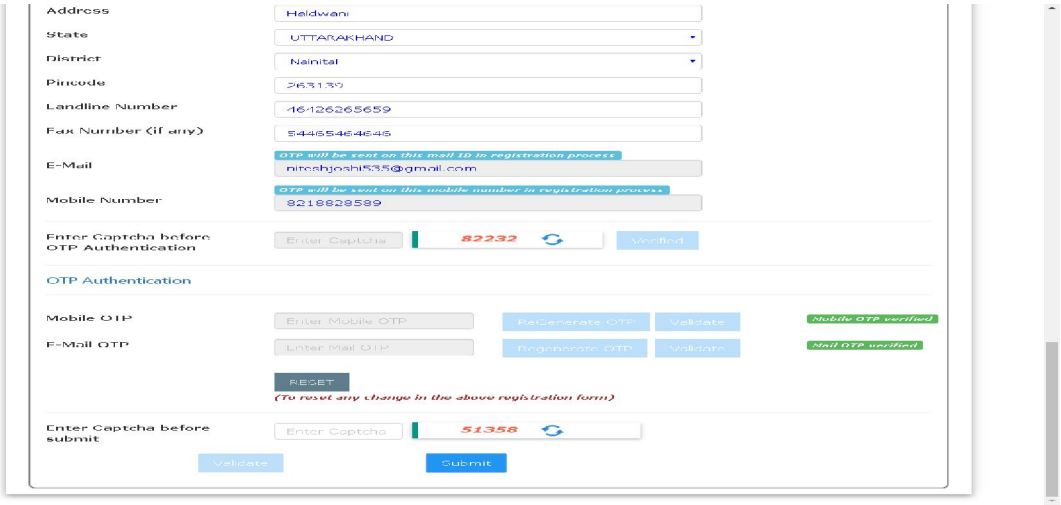
Validate Submit

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.

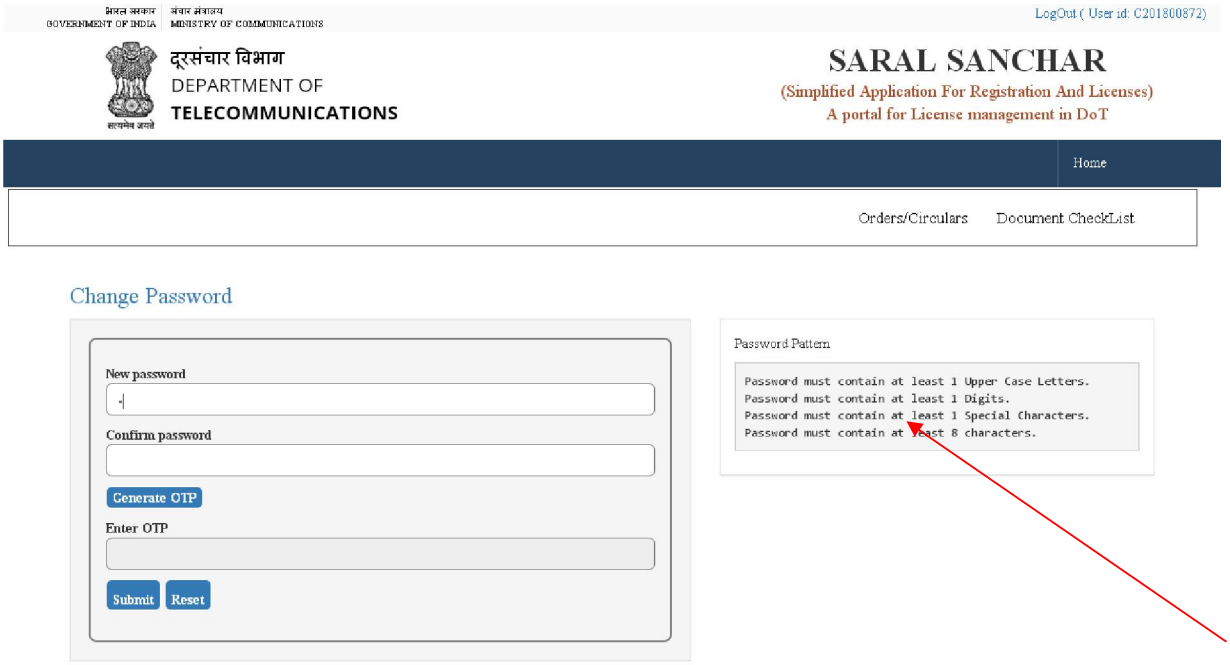
2.2 First Login

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**.

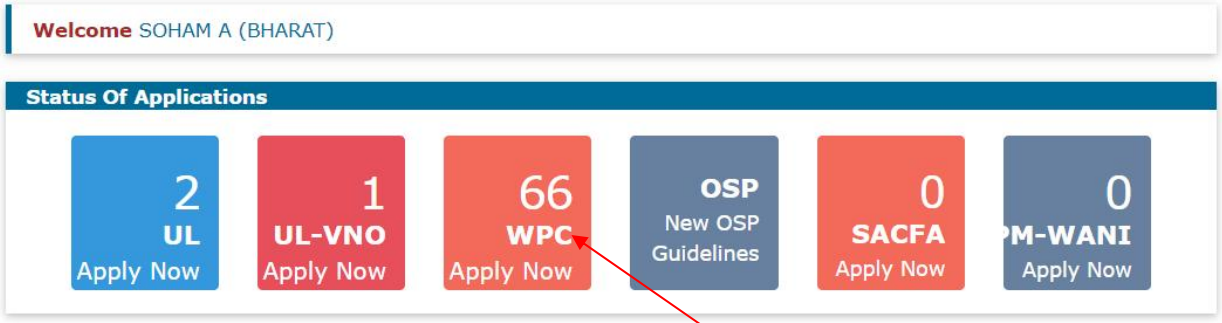
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



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



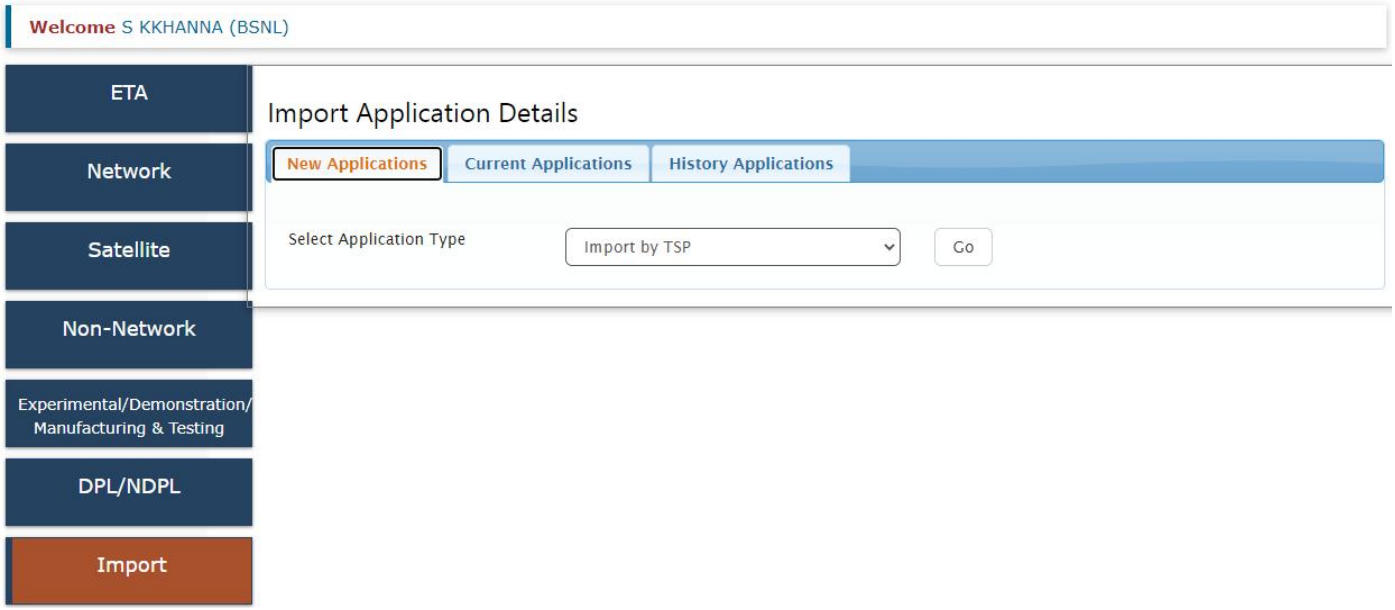
- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

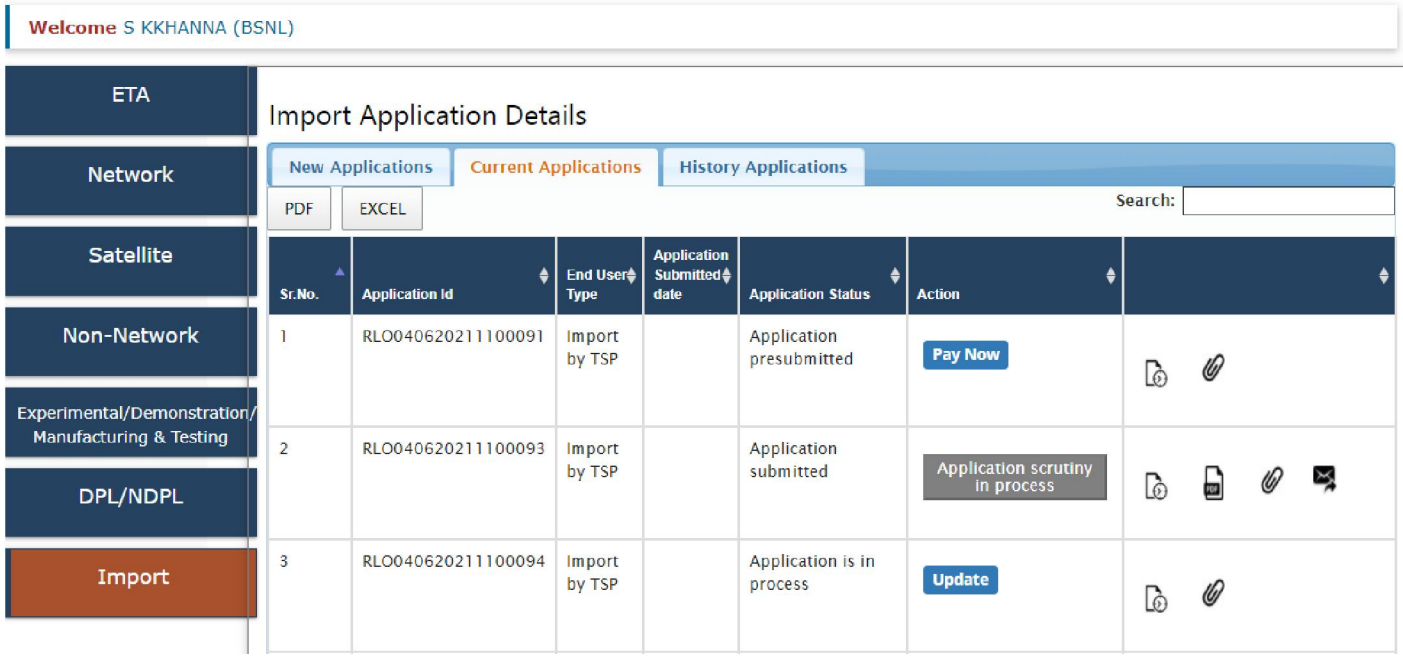
- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code 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.

2.3 Dashboard

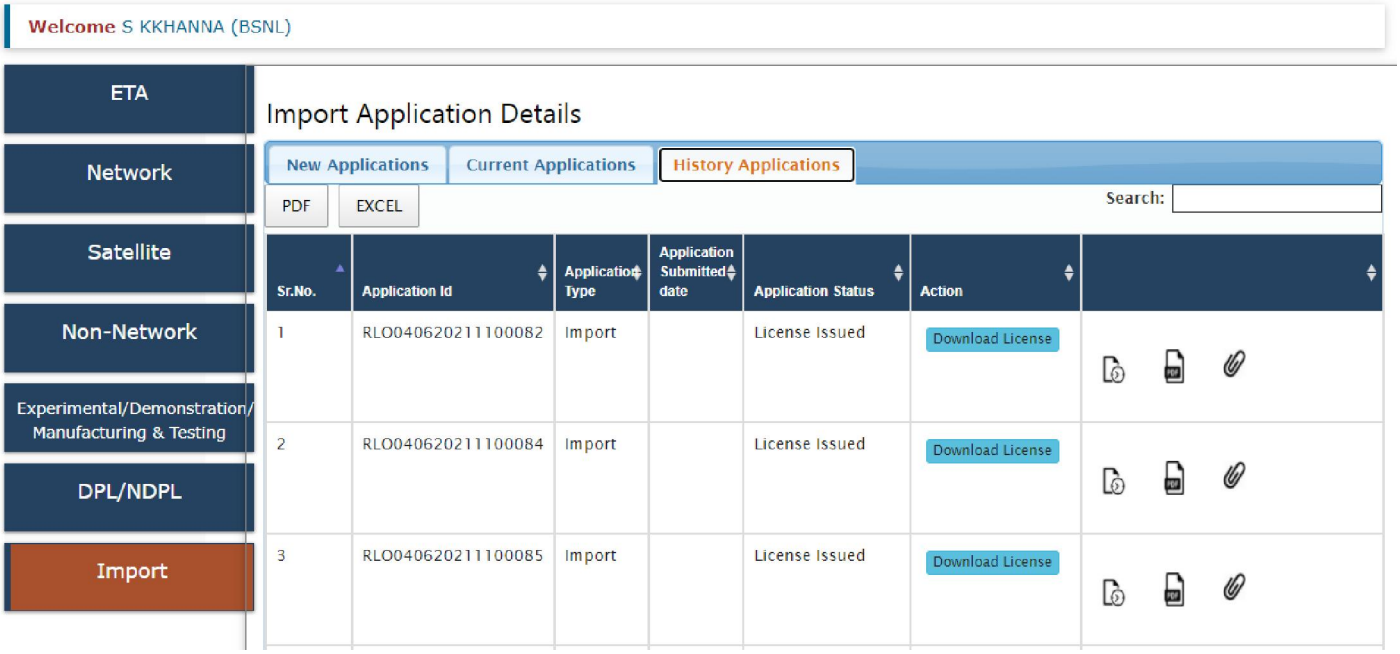
2.3.1 New Applications tab: Applicant has to select this tab to apply for new application.



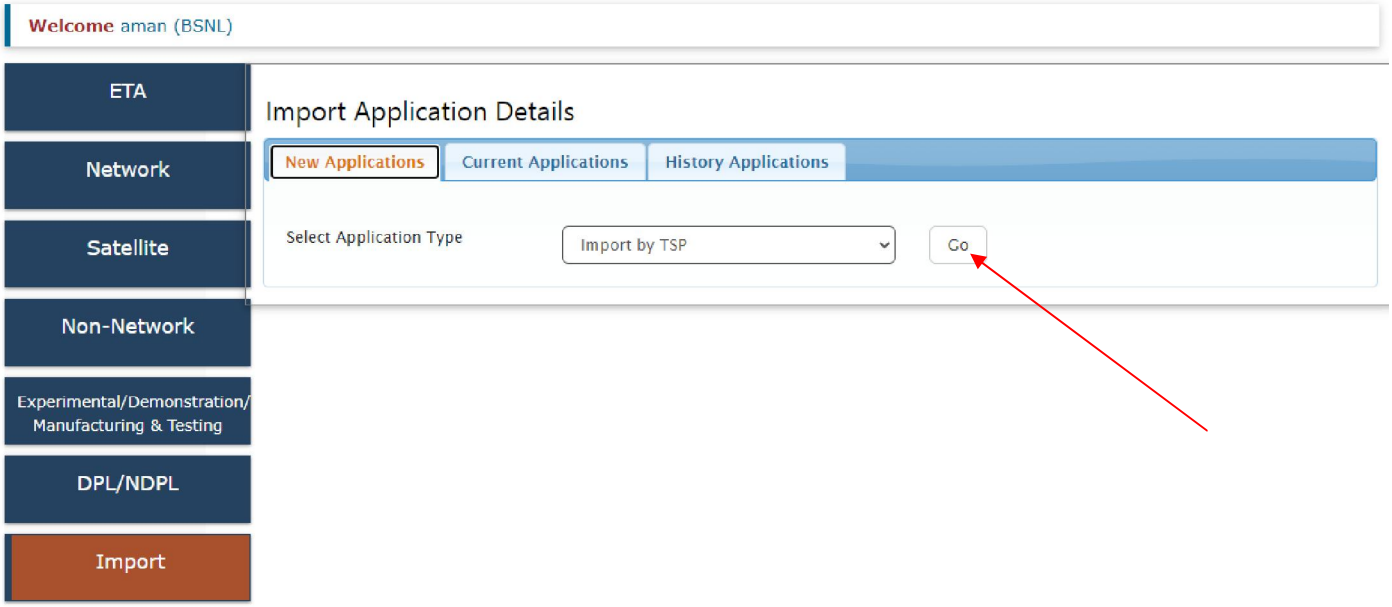
2.3.2 Current Applications Tab: Once any application is saved it will come under this tab and applicant can perform further actions from here.



2.3.3 History Applications tab: Once Certificate issued applicant can download certificate from here.



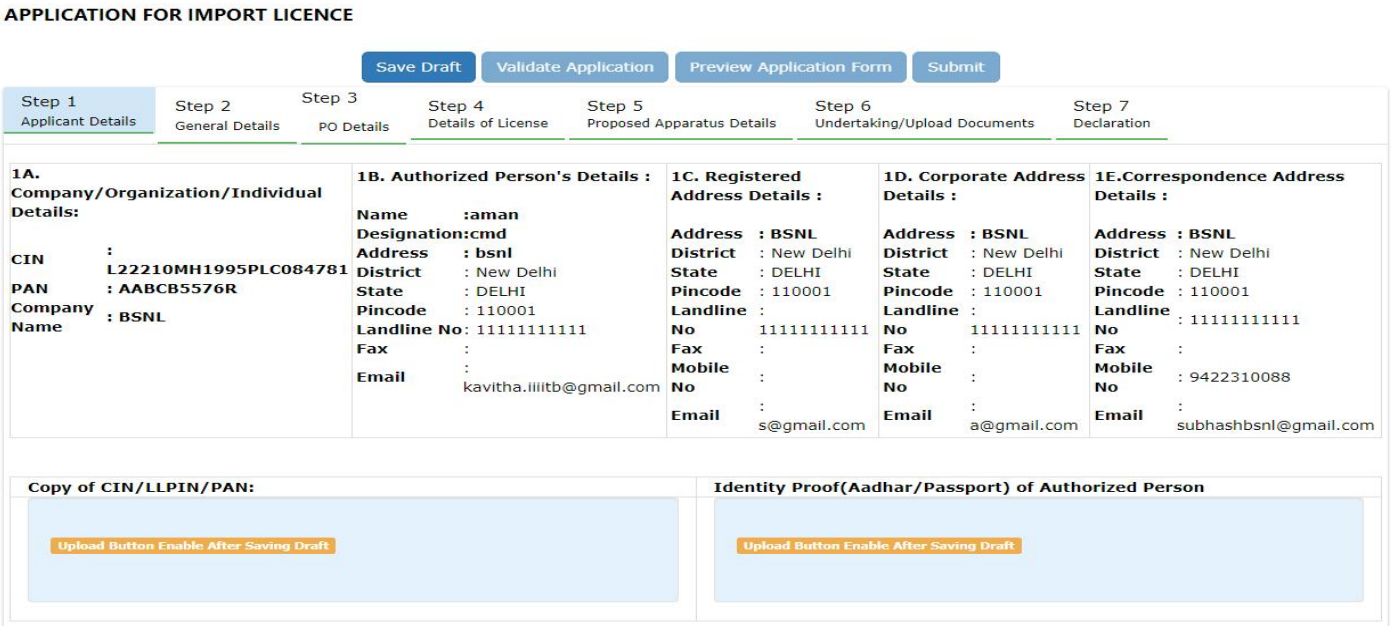
2.4 Apply for new application



Click on “Go” to apply for new license and below screen will appear upon click.

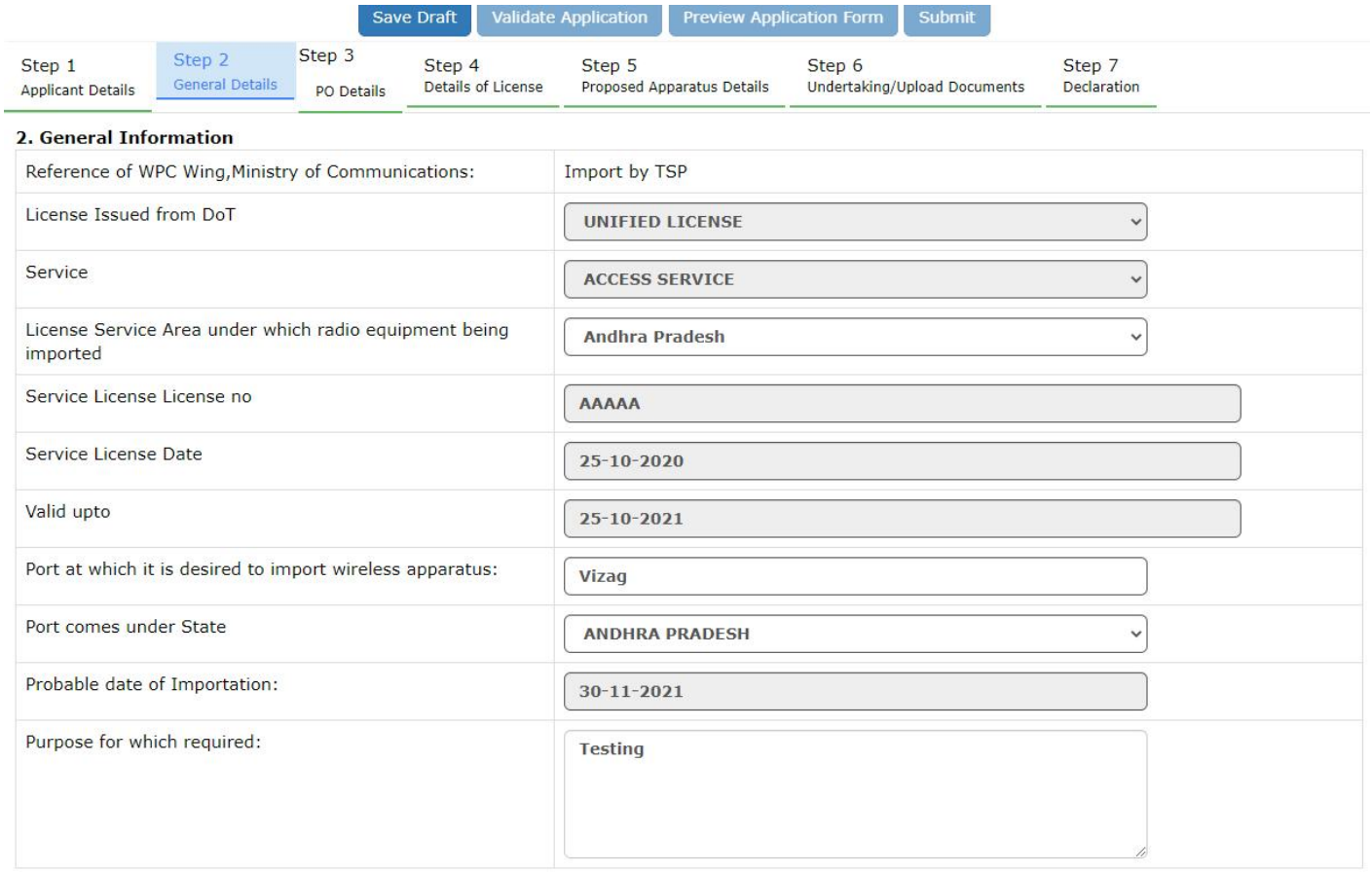
Step1: Applicant details

Enter mandatory details and save the application and once application id created applicant can upload documents like Copy of CIN/LLPIN/PAN etc…

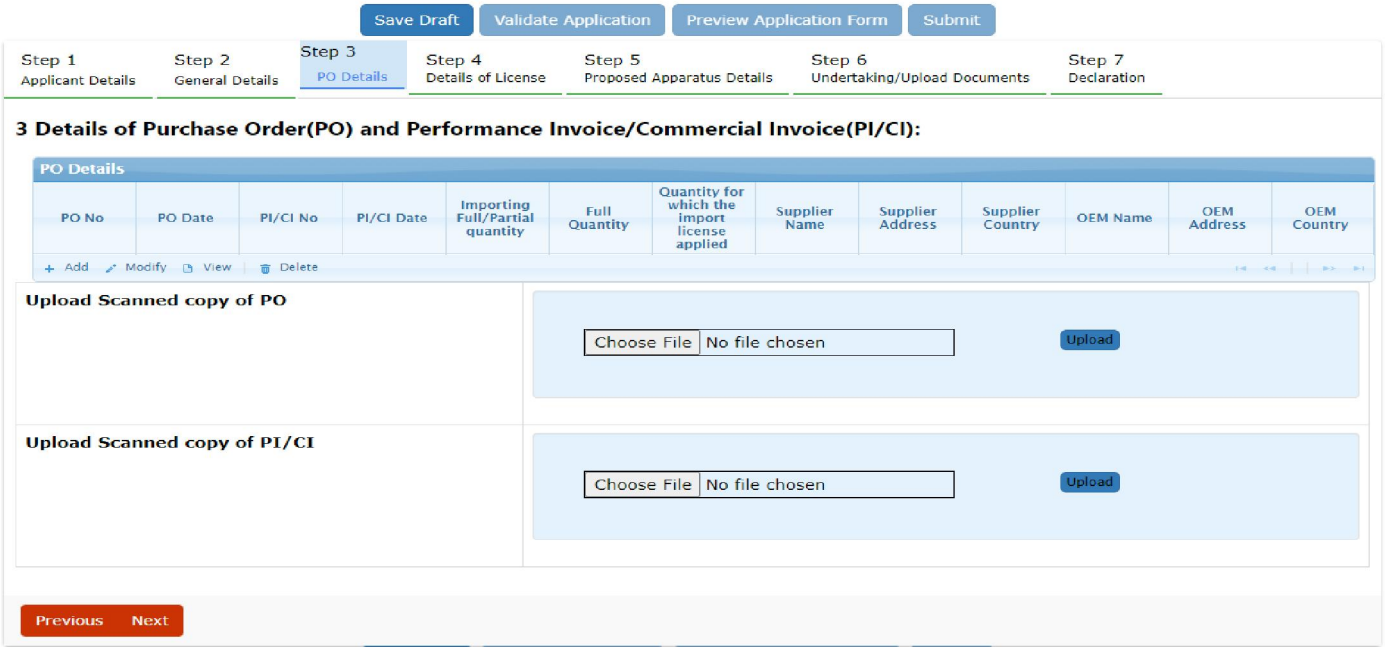


Step2: General Details

Enter mandatory details such as Port of entry etc. and save the application



Step3: PO Details



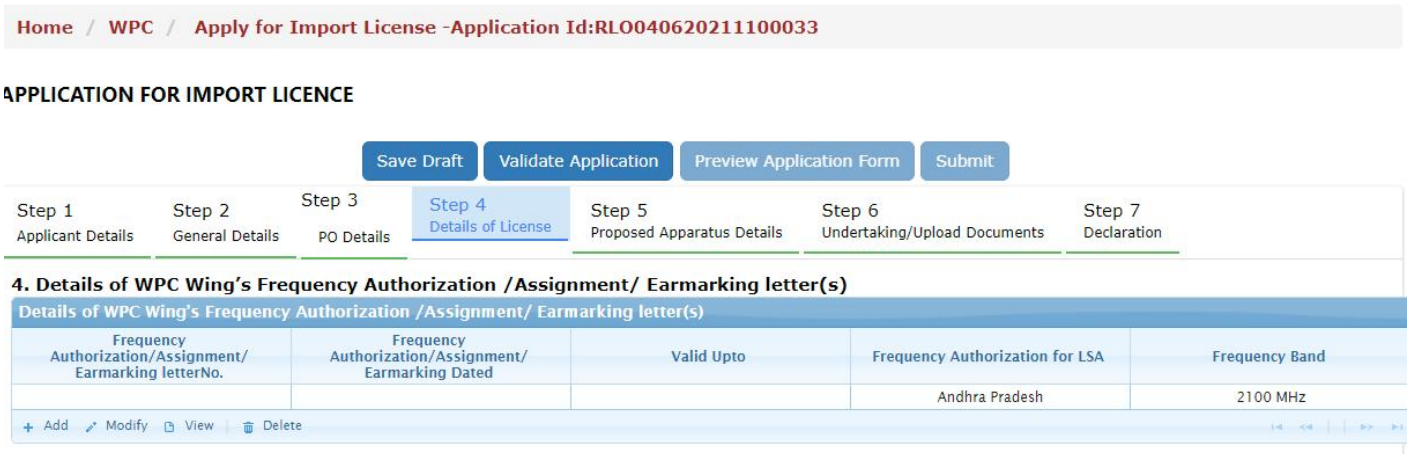
Click on **+Add** button to add PO and PI details.

Fill all the details and add PO details.

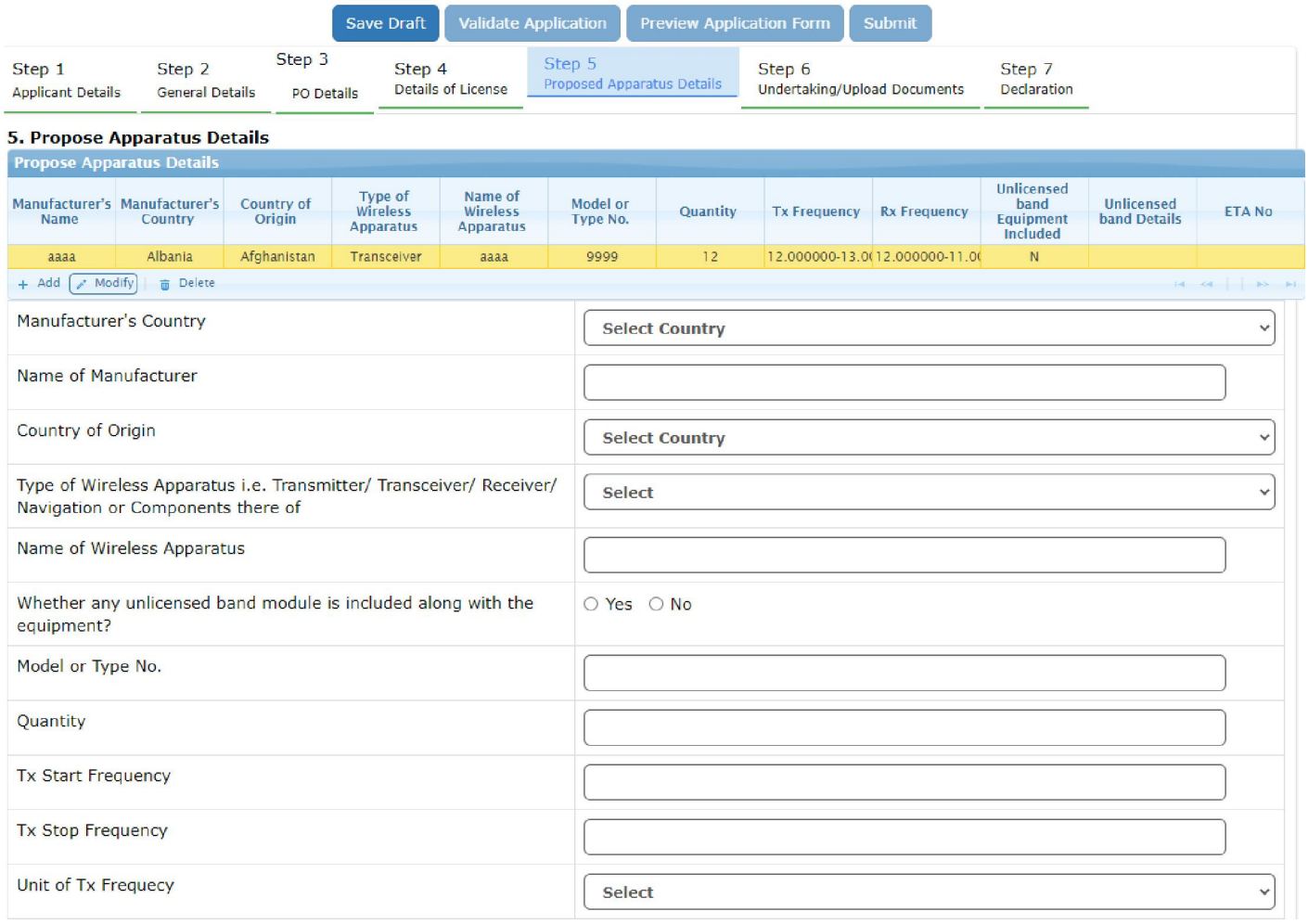
PO Number.:	
PO Date	
PI/CI Number	
PI/CI Dated	
Importing Full/Partial quantity	FULL
Full Quantity	
Quantity for which the import license applied	
Details of the foreign Supplier	
Name	
Address	
Country	Select Country
Details of the Original Equipment Manufacturer (OEM)	
Name	
Address	
Country	Select Country
	Add PO Details Close

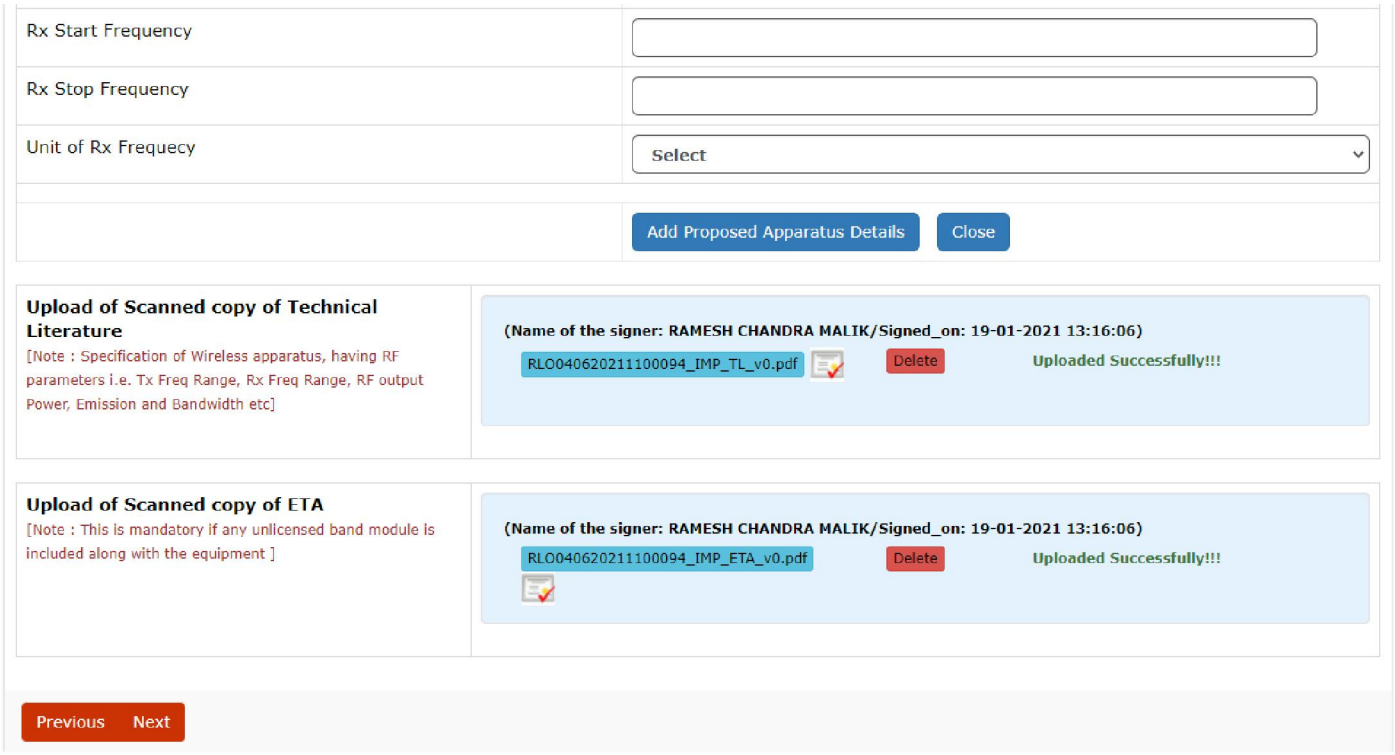
If multiple POs are added then upload **merged POs in single document**.

Step4: Details of license

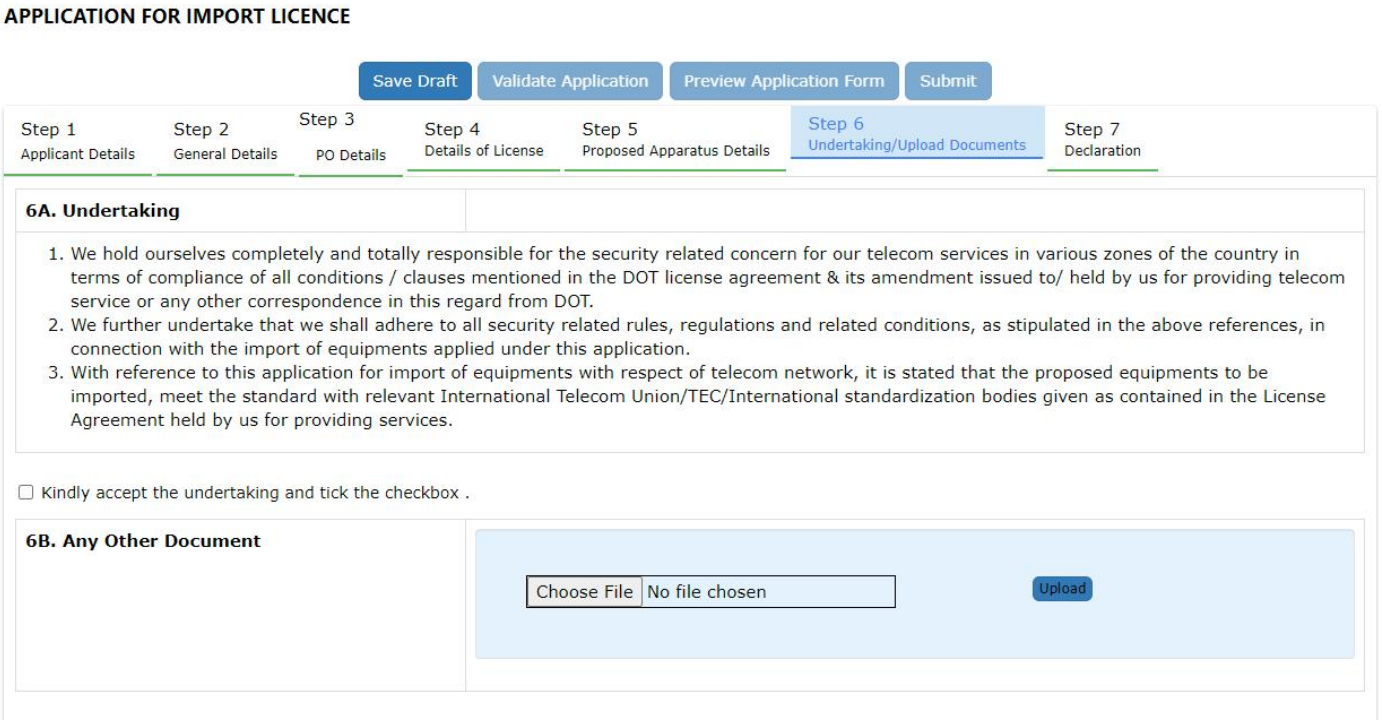


Step5: Proposed Apparatus details

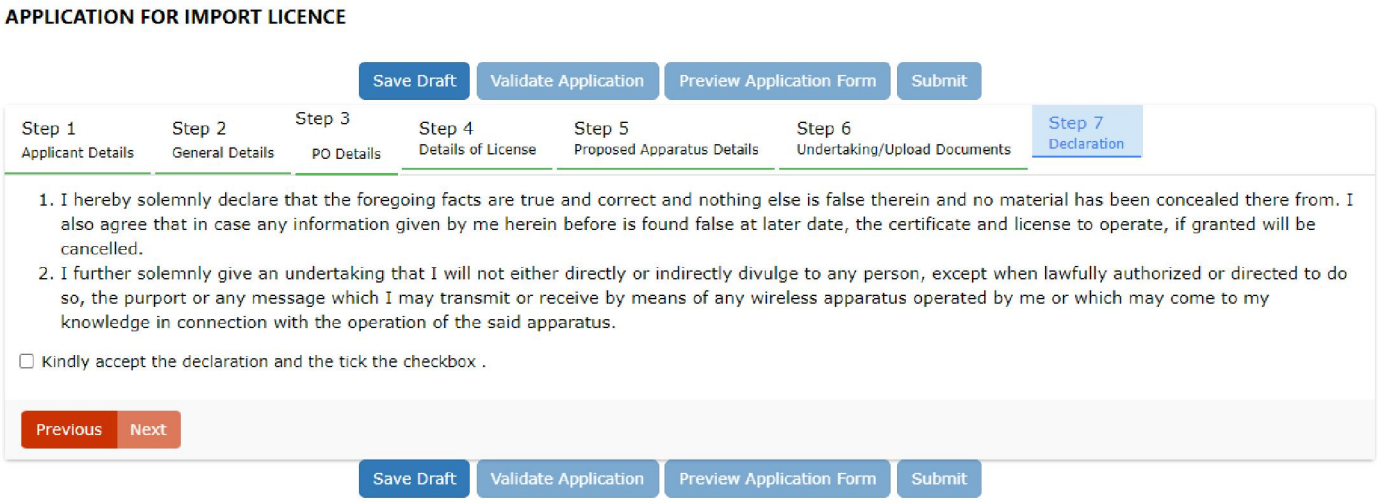




Step6:



Step7: Declaration



Once all the details are saved and validated, accept terms and conditions and declaration to submit the application and make the payment.

2.5 Make Payment

If probable date of import is within 30 days then applicant has to pay 5000 Rs/-. :



If date of import is after 30 days then applicant has to pay 500 Rs/-.:

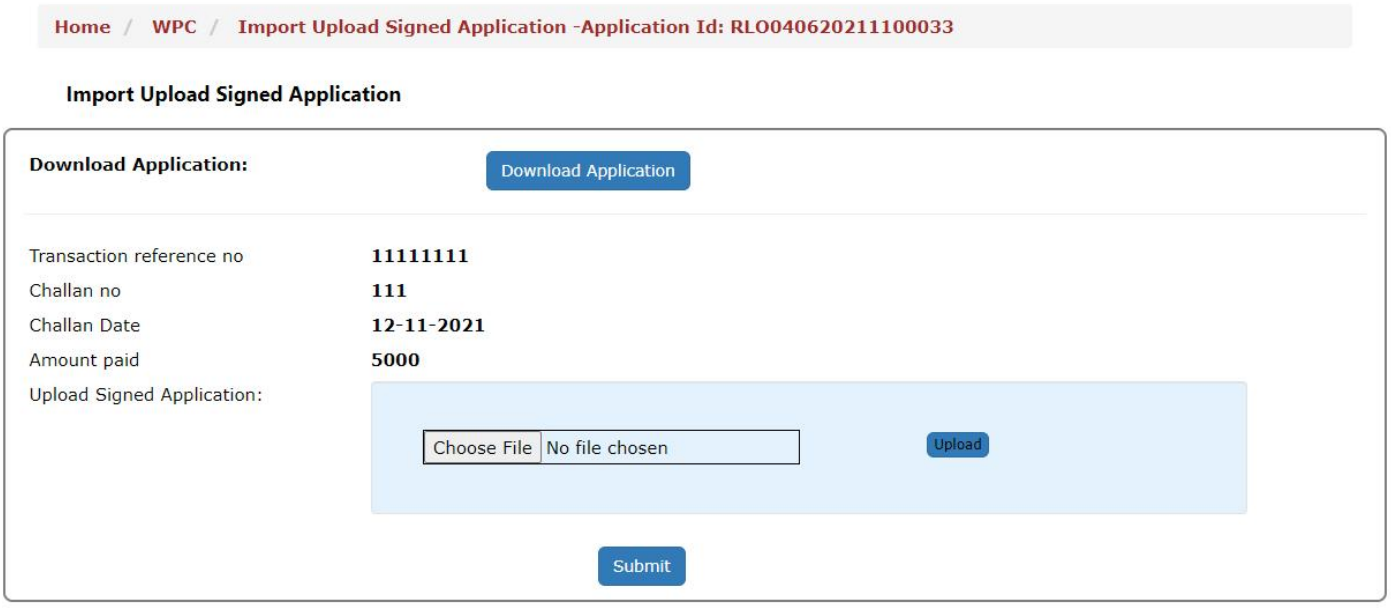


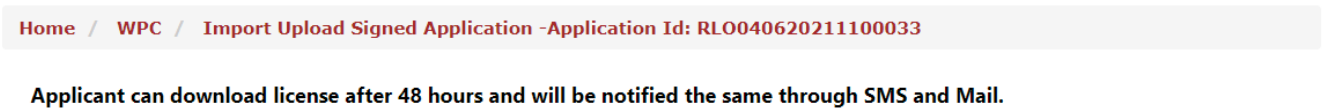
If the payment is successful then applicant has to upload signed application.

2.6 Upload Signed Application

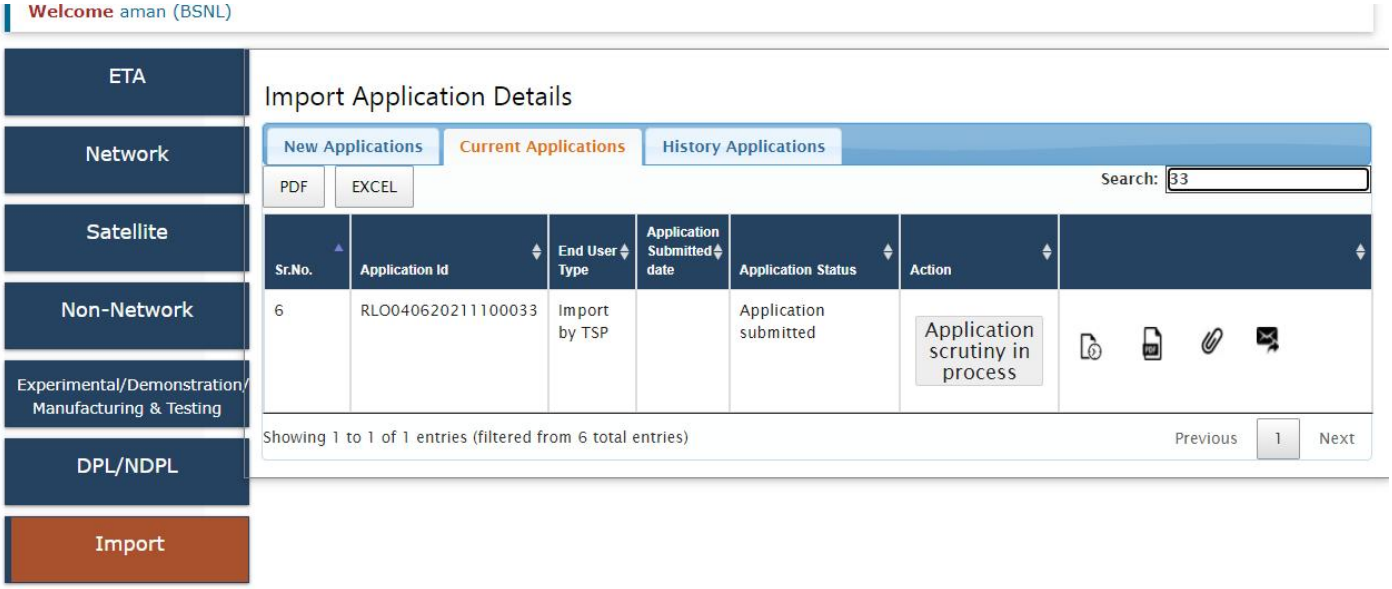
If probable date of import is within 30 days:

Upload signed application. The application will be authenticated by the concerned RLO and if authenticated, system generated import certificate will be available for download after 2 working days. In case of rejection due to any reason to be recorded by the concerned RLO, the applicant will be notified through mail and SMS. In case of no action within 2 working days, system generated import certificate will be available for downaload.



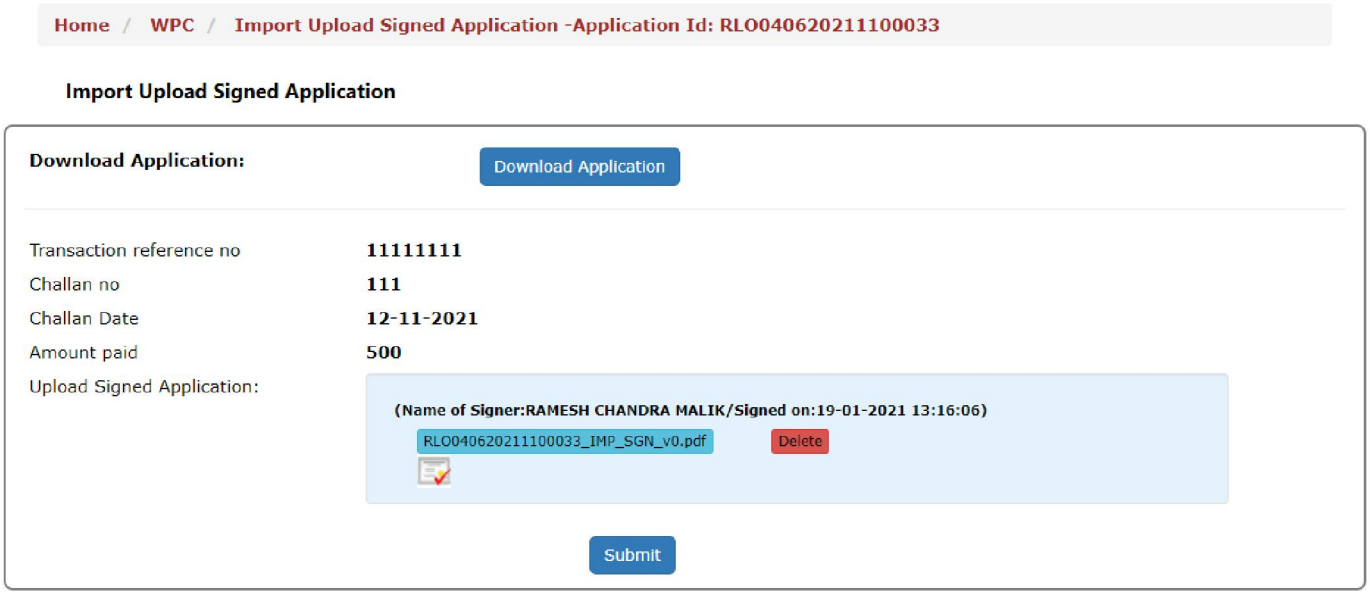


Status on Dashboard is as shown below:

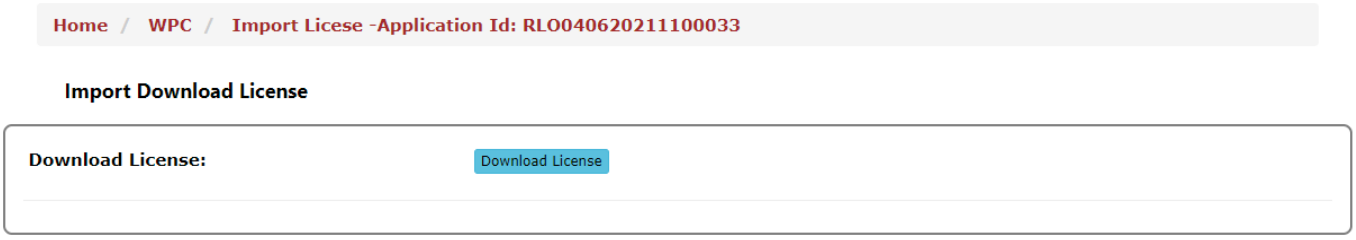


If probable date of import is after 30 days:

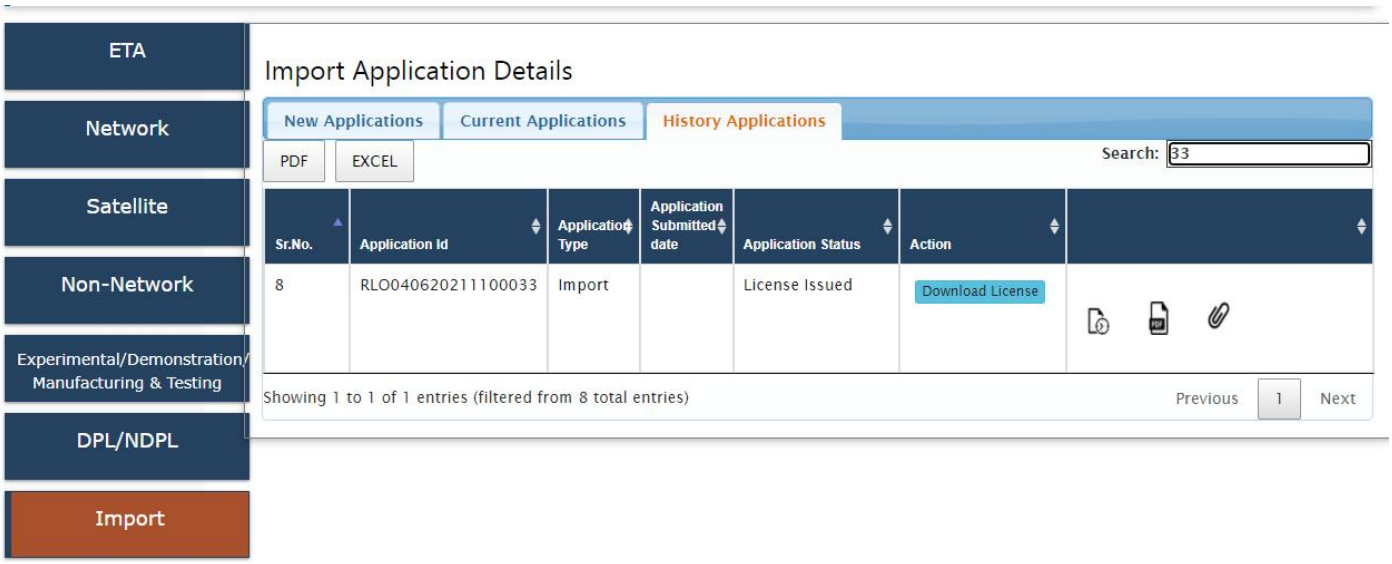
If probable date of import is after 30 days, then system generated import certificate will be available for download after successful uploading of the signed application.



Upload signed application and Applicant will get the below screen to download import certificate:



2.7 Download Import certificate:



Click on "**Download license**" button to download the import certificate.

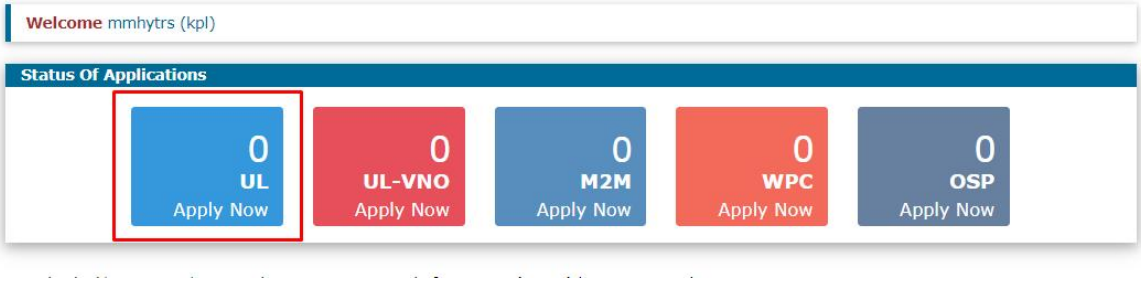
2.8 Profile Update without Scrutiny

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 2.8 Profile Update with Scrutiny).

STEPS:

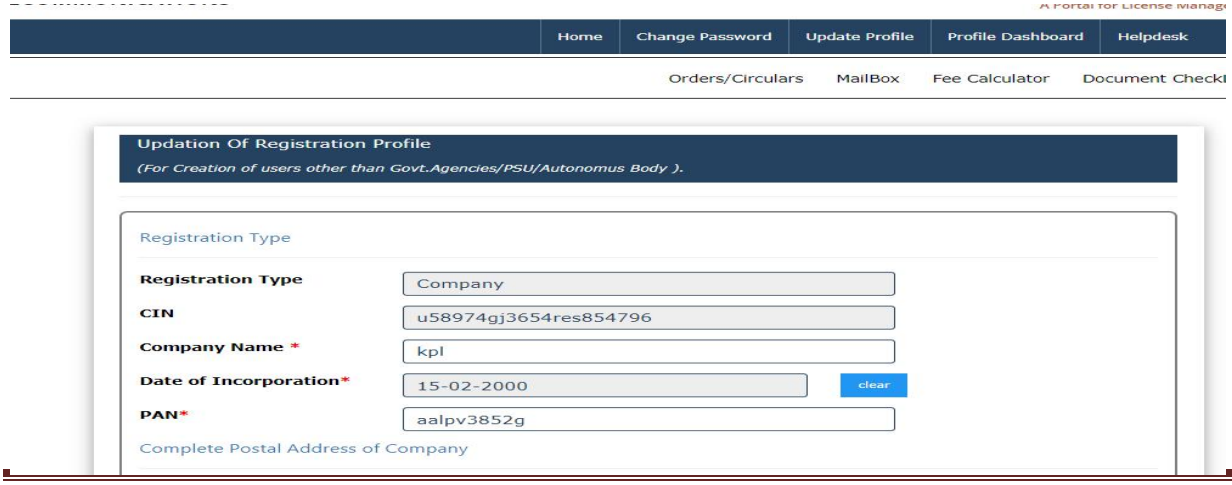
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



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