User Manual

(For Applicant)

Import certificate for TSPs

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 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**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: '*' fields are mandatory)

- 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
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Registration Type	Company			•		
CIN*	eg:U/L	12345	MH	1234	ABC	123456
	[Note : CIN	I Format is U 12	2345 MH 123	4 ABC 123456	n sub-blocks.]	
Confirm CIN *	eg:U/L	12345	MH	1234	ABC	123456
Company Name *	Name of Co	mpany]	
Date of Incorporation*				clear		
PAN*	PAN				ן	

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 $_{\textcircled{0}}$	No	0	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
	the second section of the second s

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
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.

Address	Haldwani
State	UTTARAKHAND
District	Nainital
Pincode	263139
Landline Number	46426265659
Fax Number (if any)	54465464646
E-Mail	OTP will be sent on this mail ID in registration process niteshjoshi535@gmail.com
Mobile Number	07P will be sent on this mobile number in registration process 8218828589
Enter Captcha before OTP Authentication	Enter Captcha 82232 🚱 Veniled
OTP Authentication	
Mobile OTP	Enter Mobile OTP Generate OTP Validate
E-Mail OTP	Enter Mail OTP Generate OTP Validate
	RESET (To reset any change in the above registration form)
Enter Captcha before submit	Enter Captcha 51358 📀
	date Submit

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.

Enter Captcha before submit	Enter Captcha 5	1358 5		
	RESET (To reset any change in the abo	we registration form)		
E-Mall OTP		Regenerate OTP Validate	Mail OTP u	netlind
Mobile OTP	Enter Mobile OTP	ReGenerate OTP Validate	Nobile OTP	verified
OTP Authentication				
Enter Captcha before OTP Authentication	Eriter Captona	2232 S Morified		
Mobile Number	07# will be sent on this mobile number in registration process 8218828589			
E-Meil	OTP will be sent on this mail ID niteshjoshi535@gmail.com			
Fax Number (if any)	54465464646			
Landline Number	46426265659			
Piricode	263139			
District	Neinital	•		
State	UTTARAKHAND			

After successfully registration you will see the below screen.

	्रूररोजार विभाज DEPARTMENT OF TELECOMMUNICATIONS	SARAL SANCHAR (Simplified Application For Registration And Licenses)	
	User Registrat	tion Status	
		ess! Registration Done Successfully Gredentials has been sent to registered user E-Mail.	
		HConnix	

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**.

Login		
UserId	C201800819	
Password	•••••	Ø
Security Code	Enter Captcha	I/ 8
	Forgot Password	Forgot d? User ID?

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

विद्य सरकार अंगर संगठन BOVERHMENT 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
	Orders/Circulars Document CheckList
Change Password New password 4 Confirm password Centerate OTP Enter OTP Submit Reset	Password Pattern Password must contain at least 1 Upper Case Letters. Password must contain at least 1 Digits. Password must contain at least 1 Special Characters. Password must contain at least 8 characters.

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.

Welcome S KKHANNA (BS	SNL)	
ETA	Import Application Details	
Network	New Applications Current Applications His	tory Applications
Satellite	Select Application Type	✓ Co
Non-Network		
Experimental/Demonstration/ Manufacturing & Testing		
DPL/NDPL		
Import		

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.

ETA	Import	Application Deta	ails								
Network	New Ap	EXCEL	oplications	History	Applications	2	Search:				
Satellite	▲ Sr.No.	\$ Application Id	End User ♦ Type	Application Submitted ∳ date	Application Status	≜					\$
Non-Network	1	RLO040620211100091	Import by TSP		Application presubmitted	Pay Now	6	6			
DPL/NDPL	2	RL0040620211100093	Import by TSP		Application submitted	Application scrutiny in process	D		Ø	Хţ	
Import	3	RL0040620211100094	Import by TSP		Application is in process	Update	6	0			

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

Welcome S KKHANNA (B	SNL)									
ETA	Import	Application Deta	ils							
Network	New Ap	EXCEL	plications	History	Applications		Sear	ch:		
Satellite	Sr.No.	≜ Application Id	Applicatio⊯ Type	Application Submitted∉ date	Application Status	≜				\$
Non-Network	1	RLO040620211100082	Import		License Issued	Download License	ß		0	
Manufacturing & Testing DPL/NDPL	2	RLO040620211100084	Import		License Issued	Download License	ß		0	
Import	3	RLO040620211100085	Import		License Issued	Download License	D		Ø	

2.4 Apply for new application

Welcome aman (BSNL)	
ETA	Import Application Details
Network	New Applications Current Applications History Applications
Satellite	Select Application Type Import by TSP Co
Non-Network	
Experimental/Demonstration/ Manufacturing & Testing	
DPL/NDPL	
Import	

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...

Step 1 Applicant Details	Step 2 Step 3 General Details PO D	50	ep 4 Step 5 tails of License Proposed A	opparatus Del	Step 6 ails Undertal	ing/Upload [tep 7 eclaration	
Details: CIN : L2221	CB5576R	Name Designatio Address District State Pincode	rized Person's Details : :aman : bsnl : New Delhi : DELHI : 110001 Mo: 1111111111 : : kavitha.lilitb@gmail.com	State Pincode Landline No Fax Mobile	Details : : BSNL : New Delhi : DELHI : 110001	Details : Address District State Pincode Landline	: BSNL : New Delhi : DELHI : 110001	Details : Address	: New Delhi : DELHI : 110001
Copy of CIN/L	LPIN/PAN:				ntity Proof(Aa			orized Per	son

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Step2: General Details

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

		Sav	e Draft Validat	e Application	Preview Appl	ication Form	Submit		
Step 1 Applicant Details	Step 2 General Details	Step 3 PO Details	Step 4 Details of License	Step 5 Proposed Ap	ppar <mark>a</mark> tus Details	Step 6 Undertaking/U	Jpload Documents	Step 7 Declaration	
2. General Info	ormation								
Reference of W	PC Wing, Ministr	y of Commun	ications:	Import by T	rsp				
License Issued	from DoT			UNIFIED	LICENSE			~	
Service				ACCESS	SERVICE			~	
License Service imported	e Area under wh	ich radio equi	pment being	Andhra F	Pradesh			~	
Service License	License no			ААААА					
Service License	e Date			25-10-20	20				
Valid upto				25-10-20	21				
Port at which it	is desired to <mark>i</mark> m	nport wireless	apparatus:	Vizag					
Port comes und	ler State			ANDHRA	PRADESH			~	
Probable date of	of Importation:			30-11-20	21				
Purpose for wh	ich required:			Testing					

Step3: PO Details

				Save Dra	ft Validate	e Application	Preview A	Application F	Form Sub	mit			
Step 1 Applicant Details	Step 2 General D		Step 3 PO Det		ep 4 tails of License	Step 5 Proposed	Apparatus Deta	Step ils Under	6 taking/Upload I	Documents	Step 7 Declaration		
3 Details of	Purchase	Order	r(PO) a	and Peri	formance	Invoice/C	ommercia	Invoice(PI/CI):				
PO Details													
PO No	PO Date	PI/CI I	No P	I/CI Date	Importing Full/Partial quantity	Full Quantity	Quantity for which the import license applied	Supplier Name	Supplier Address	Supplier Country	OEM Name	OEM Address	OEM Country
🕂 Add 🥜 Mi	odify 🖪 View	🛛 🗑 Dele	ete									14 4	(4 P>-)
						Choose	<mark>e File</mark> No file	chosen			Upload		
Upload Scar	nned copy o	of PI/C	1			Choos	<mark>e File</mark> No file	chosen			Upload		
Previous N	lext												

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 v
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

Home / WPC / Apply for Import License -Application Id:RL0040620211100033

APPLICATION FOR IMPORT LICENCE

ep 1 blicant Details	Step 2 General Details	Step 3 PO Details	Step 4 Details of License	Step 5 Proposed Apparatus Details	Step 6 Undertaking/Upload Documents	Step 7 Declaration	
		auonau Auth	orization /Assig	nment/ Earmarking lett	er(s)		
and the second second second second second	the second s	and the second second second second second					
and the second second second second second	/ing's Frequency ency Assignment/	Authorization Fr Authorizat	n /Assignment/ Ear equency lon/Assignment/ arking Dated		Frequency Authorization fe	or LSA	Frequency Band

Step5: Proposed Apparatus details

			Save Draft	Validate A	pplication	Preview Appli	ication Form	Submit			
Step 1 Applicant Details	Step 2 General De	Step 3 etails PO De	Step tails Details	4 s of License	Step 5 Proposed Ap	oparatus Details	Step 6 Undertaking/U	Jpload Documents	Step 7 Declaration	_	
5. Propose A	Apparatus De	etails									
Propose Appa	aratus Details										
Manufacturer's Name	Manufacturer's Country	Country of Origin	Type of Wireless Apparatus	Name of Wireless Apparatus	Model o Type No		Tx Frequence	cy Rx Frequency	Unlicensed band Equipment Included	Unlicensed band Details	ETA No
aaaa	Albania	Afghanistan	Transceiver	aaaa	9999	12	12.000000-1	3.0(12.000000-11.0)	N		
+ Add 📝 Mod	dify 📋 🚡 Delete									14	<4 => =>)
Manufacture	r's Country				Se	lect Country					~
Name of Mar	nufacturer										
Country of O	rigin				Se	lect Country					~)
	less Apparatu r Components		itter/ Transce	iver/ Receive	er/ Se	lect					~
Name of Wir	eless Apparat	us									
Whether any equipment?	v unlicensed b	and module i	s included alo	ong with the	⊖ Ye	es O No					
Model or Typ	e No.										
Quantity											
Tx Start Free	quency										
Tx Stop Freq	luency										
Unit of Tx Fr	equecy				Se	lect					~

Rx Start Frequency	
Rx Stop Frequency	
Unit of Rx Frequecy	Select v
	Add Proposed Apparatus Details Close
Upload of Scanned copy of Technical Literature [Note : Specification of Wireless apparatus, having RF parameters i.e. Tx Freq Range, Rx Freq Range, RF output	(Name of the signer: RAMESH CHANDRA MALIK/Signed_on: 19-01-2021 13:16:06) RL0040620211100094_IMP_TL_v0.pdf Plete Uploaded Successfully!!
Power, Emission and Bandwidth etc]	
Upload of Scanned copy of ETA [Note : This is mandatory if any unlicensed band module is	(Name of the signer: RAMESH CHANDRA MALIK/Signed_on: 19-01-2021 13:16:06)
included along with the equipment]	RL0040620211100094_IMP_ETA_v0.pdf Delete Uploaded Successfully!!!
Previous Next	

Step6:

APPLICATION FOR IMPORT LICENCE

Step 1 Applicant Details	Step 2 General Details	Step 3 PO Details	Step 4 Details of License	Step 5 Proposed Apparatus Detail	Step 6 Undertaking/Upload Document	Step 7 Declaration
6A. Undertak	ing					
service or 2. We furthe	r any other corre er undertake tha	espondence in t we shall adh	this regard from I	DOT. related rules, regulation		ed to/ held by us for providing telecor tipulated in the above references, in
3. With refer imported, Agreemer	rence to this app	blication for in lard with relev providing ser	nport of equipmen vant International rvices.			e proposed equipments to be es given as contained in the License

Step7: Declaration

APPLICATION FOR IMPORT LICENCE

Step 1 Applicant Details	Step 2 General Details	Step 3 PO Details	ve Draft Validate Step 4 Details of License	Application Preview App Step 5 Proposed Apparatus Details	Vication Form Submit Step 6 Undertaking/Upload Documents	Step 7 Declaration
also agree cancelled. 2. I further so so, the pur knowledge	that in case any olemnly give an rport or any mes in connection w	v information undertaking t sage which I vith the operat	given by me hereir hat I will not eithe may transmit or re cion of the said ap	n before is found false at la r directly or indirectly divu aceive by means of any win	ater date, the certificate and lge to any person, except wh	aterial has been concealed there from. I license to operate, if granted will be en lawfully authorized or directed to do me or which may come to my
Previous Ne	the declaration a	_		Application Preview App	lication Form Submit	

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/-. :

Home / WPC / Mak	e payment -Application Id: RL0040620211100033
Import Make payme	nt
TSP Name:	BSNL
Type of license:	Unified License
Service	ACCESS SERVICE
Fee to be paid	5000
	Pay Now

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

Home / WPC / Mak	re payment -Application Id: RL0040620211100033
Import Make payme	nt
TSP Name:	BSNL
Type of license:	Unified License
Service	ACCESS SERVICE
Fee to be paid	500
	Pay Now

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.

Home / WPC / Import Upload Signed Application -Application Id: RL0040620211100033

Download Application:	Download Application
Transaction reference no	11111111
Challan no	111
Challan Date	12-11-2021
Amount paid	5000
Upload Signed Application:	Choose File No file chosen Upload
	Submit

Import Upload Signed Application

Home / WPC / Import Upload Signed Application -Application Id: RL0040620211100033

Applicant can download license after 48 hours and will be notified the same through SMS and Mail.

Status on Dashboard is as shown below:

Welcome aman (BSNL)											
ETA	Import	Application Deta	ils								
Network	New Ap	EXCEL	plications	History	Applications		Se	arch: B	3		
Satellite	Sr.No.	Application Id	End User \$ Type	Application Submitted date	Application Status	Action	A				\$
Non-Network	6	RLO040620211100033	Import by TSP		Application submitted	Application scrutiny in	G		Ø	X,	
Experimental/Demonstration/ Manufacturing & Testing	-					process					1
DPL/NDPL	Showing 1	to 1 of 1 entries (filtered fi	rom 6 total (entries)					Previous	1	Next
Import											

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.



Import Upload Signed Application

Download Application:	Download Application
Transaction reference no Challan no Challan Date Amount paid	1111111 111 12-11-2021 500
Upload Signed Application:	(Name of Signer:RAMESH CHANDRA MALIK/Signed on:19-01-2021 13:16:06) RL0040620211100033_IMP_SGN_v0.pdf Delete
	Submit

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

Home / WPC / Import Lice	e -Application Id: RL0040620211100033
Import Download License	
Download License:	Download License

2.7 Download Import certificate:

ETA	Import	t Application Deta	ils								
Network	New Ap	EXCEL	oplications	History /	Applications		Sea	rch: 33			
Satellite	Sr.No.	Application Id	Applicatio# Type	Application Submitted date	Application Status	\$ ♦					¢
Non-Network	8	RLO040620211100033	Import		License Issued	Download License	G	6	0		
Experimental/Demonstration/ Manufacturing & Testing	8	to 1 of 1 entries (filtered fi	rom 8 total e	entries)				Pr	evious	1	Next
DPL/NDPL											
Import											

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

tus Of Applications				
0	0	0	0	0
	U	U	and the second	and the second
UL	UL-VNO	M2M	WPC	OSP
Apply Now	Apply Now	Apply Now	Apply Now	Apply Now

2. Click on Update Profile

Home	Change Password	Update Profile	Profile Dashboard	New ETA(Self-de	eclaration) in WPC	Helpdesk
			с	orders/Circulars	Document Check	List FAQ

3. Update profile without scrutiny form will appear

	Home	Change Password	Update Profile	Profile Dashboard	d Helpdesk
		Orders/Circular	rs MailBox	Fee Calculator	Document Che
Updation Of Registration F (For Creation of users other that		us Body).			
Registration Type					
Registration Type					
Registration Type	Company				
	Company u58974gj3654res856	1796			
Registration Type		4796			
Registration Type	u58974gj3654res854	4796	clear		

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