

एमटीसीटीई उपयोगकर्ता अनुदेश

टीईसी ९३०१९:२०२४

MTCTE USER INSTRUCTIONS TEC 93019: 2024

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एमटीसीटीई पोर्टल का उपयोग करने हेतु उपयोगकर्ता अनुदेश संस्करण-३.०

USER INSTRUCTION FOR USING MTCTE PORTAL

VERSION-3.0

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भारत सरकार दूरसंचार अभियांत्रिकी केंद्र खुर्शीद लाल भवन, जनपथ, नई दिल्ली-११०००१

GOVERNMENT OF INDIA

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इस सर्वाधिकार सुरक्षित प्रकाशन का कोई भी हिस्सा, दूरसंचार अभियांत्रिकी केंद्र, नई दिल्ली की लिखित स्वीकृति के बिना, किसी भी रूप में या किसी भी प्रकार से

जैसे - इलेक्ट्रॉनिक, मैकेनिकल, फोटोकॉपी, रिकॉर्डिंग, स्कैनिंग आदि रूप में प्रेषित, संग्रहीत या पुनरुत्पादित न किया जाए।

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FOREWORD

Telecommunication Engineering Centre (TEC) functions under Department of Telecommunications (DoT), Government of India. Its activities include:

- Issue of Generic Requirements (GR), Interface Requirements (IR), Service Requirements (SR) and Standards for Telecom Products and Services.
- Field evaluation of products and Systems.
- National Fundamental Plans.
- Support to DoT HQ and other Government Departments on technology issues.
- Testing & Certification of Telecom products.
- Technology Approvals for indigenous technologies from C-DoT, other government labs and Educational Institutions.
- WTO TBT National enquiry / notification point for Telecom / related ICT sector.
- Implementation of Conformity Assessment Body (Labs) Designation Scheme for testing of Telecom & networking Products.
- Contribution in the Standardization process of international organisations, viz. ITU, APT, WRC etc.
- Assisting/ promoting Government's flagship programmes/ schemes/ policies viz. PPP-MII Scheme, PLI in Telecom Sector etc.

Four Regional Telecom Engineering Centres (RTECs) have been established which are located at New Delhi, Bengaluru, Mumbai and Kolkata, for testing and certification of Telecom/Related ICT products.

With the notification of Indian Telegraph (Amendment) Rules 2017 enabling Mandatory Testing and Certification of Telecom Equipment (MTCTE), TEC has been designated as the Telegraph Authority for the purpose of administration of MTCTE procedure and for formulation of Essential Requirements (ER) under MTCTE.

This document prescribes the procedure for Mandatory Testing and Certification of Telecom Equipment.

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1.0 Introduction

Government of India, vide Gazette Notification G.S.R. 1131(E) Dated 5th September 2017, mandated that every telecom equipment shall undergo mandatory testing and certification prior to its sale/import.

Any Original Equipment Manufacturer (OEM)/ importer/ dealer who wishes to sell, import, or use any telecom equipment in India, shall have to obtain Certificate from Telecommunication Engineering Centre (TEC) and mark or affix the equipment with appropriate Certification label.

To make the whole process of certification efficient and reduce the human intervention, processes of mandatory testing and certification of Telecom Equipment is administered through an online portal, called MTCTE portal, which can be accessed by the link <u>https://mtcte.tec.gov.in/</u>.

1.1 Purpose of this document

The objective of this document is to describe the functioning of MTCTE portal and facilitate the manufacturers/ importers/ dealers, who intend to get their telecom equipment certified, in submitting their application for certification. This document contains instructions for using MTCTE portal with graphic screens for easy and betterunderstanding.

1.2 Problem Reporting

In case of any problem related to the software or to this document, please contact TEC at <u>help.mtcte.tec@gov.in</u>.

1.3 Security and Privacy

The portal has passed extensive security tests and is hosted on secure cloud. There could be error message relating to security while using some browser.

While TEC maintains privacy of all data entered on the portal, and does not use it for any purpose other than what is intended under MTCTE, the information is open to disclosure under RTI Act. Users who wish to maintain secrecy of their data for commercial reasons are requested to contact TEC for mutual agreement on the extent to which data can be shielded for limited period.

1.4 Minimum System Requirements

MTCTE Portal is a web-based application, which is compatible with all major browsers for its proper functioning.

1.5 Frequently used terms

- a **User** refers to the person who is accessing the portal and registering itself on it.
- b. A "*" against any field indicates that entering data in that field is mandatory.
- c. **EUT** means Equipment Under Test, for which application is being submitted on the portal.

A table of application status and its corresponding description is shown below:

1 DOC/SAMPLE AWAITED Documents/Samples awaited by Testing Officer 2 PEND DRAFT APPLICATION FEE Application is filled but payment for certification is pending 3 PEND EVAL Evaluation of application is pending 4 PEND DDG EVAL DONE Evaluation of application is completed now DDG has to verify. 5 PEND CAB TEST Testing at CAB is pending 6 PEND DDG ALOC EVAL Application for certification is pending with DDG 7 PEND DDG ALOC TEST Application for testing is pending 9 PAIDRTEC FEE Testing Fee of Application is pending 11 PEND DDG WL TEST Application for Testing is in waiting state at DDG 12 COMPLTEST Testing of Equipment is required 13 PEND TEST LAB Application is accepted by Testing Lab 14 TEST REQ Testing of Equipment is required 15 PEND TEST LAB Application is accepted by Testing Lab 16 DRAFT APPLICATION PAYMENT FAIL Pertificate issued for application is withheld 18 REJ DDGR WL EVAL DDG has accept application for testing in waitlist 20 PEND DDG WL EVA	S No.	Application Status	Status Description
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27PENDCERTCertificate generation is pending28REJVALApplication failed during validation.29APP REJ PRE CHECK EVAL CERT MODIFYApplication for modification rejected at pre check evaluator30PEND CERT MODIFY FEEApplication modification fee is pending31PEND BOM MODBOM is pending at applicant for modification	25	DRAFT APPLICATION	Application is filled partially
28REJVALApplication failed during validation.29APP REJ PRE CHECK EVAL CERT MODIFYApplication for modification rejected at pre check evaluator30PEND CERT MODIFY FEEApplication modification fee is pending31PEND BOM MODBOM is pending at applicant for modification	26	APPL REG	Fees for certification is paid
28REJVALApplication failed during validation.29APP REJ PRE CHECK EVAL CERT MODIFYApplication for modification rejected at pre check evaluator30PEND CERT MODIFY FEEApplication modification fee is pending31PEND BOM MODBOM is pending at applicant for modification	27	PENDCERT	Certificate generation is pending
29APP REJ PRE CHECK EVAL CERT MODIFYApplication for modification rejected at pre check evaluator30PEND CERT MODIFY FEEApplication modification fee is pending31PEND BOM MODBOM is pending at applicant for modification	28	REJVAL	
30PEND CERT MODIFY FEEApplication modification fee is pending31PEND BOM MODBOM is pending at applicant for modification	29		Application for modification rejected at pre
31PEND BOM MODBOM is pending at applicant for modification	30		

2.0 Home Page

User will see a Home page as soon as it connects to the portal.



Fig. 1: Home page

The Home page contains all the information about the MTCE Portal under various Tabslike Labs, Essential Requirements, and Downloads etc. Information about TEC designated Labs is given under the tab "Labs". List of the certified equipment along with details is provided under the tab "Certified Equipment". Essential Requirements tab contains theinformation of all the ERs notified by TEC for certification of Telecom equipment under MTCTE along with the parameters contained therein and applicable standards. All the documents related to the MTCTE Scheme are available under tab "Downloads".

At the Right side of the screen, the Login button is available. This allows User to login into the account through which it will apply for certification of its telecom equipment.

2.1 LOGIN

On clicking the Login tab, the login popup will appear as shown in Fig. 2. User is required to register itself on MTCTE portal before it can login to carry out certification related activities.

Login section contains three important fields:-

- i. Login
- ii. Register an Account
- iii. Forgot Password



Fig. 2: Login popup

Login – This section is for logging in, using Username and Password. After filling up these fields, User clicks on Submit button, which allows it to log into the portal.

2.2 Forgot Password

On clicking Forgot Password, User is prompted to enter its Username on next screen as shown in Fig. 3. On pressing Reset Password, User will get the pop-up message "OTP sent to you successfully, please check your mailbox & spam folder". On the next screen, new password can be entered along with this received OTP.

Forgot Password	
Reset yo	ur password?
Enter Username*	Enter Username
Re	set Password
	set Password lister an Account Login Page
Reg	ister an Account

Fig. 3: Reset Password

2.3 Register an Account

When User clicks Register an Account tab, the following page as shown in Fig. 4appears. User needs to fill all the mandatory details here for registration.

Reset	Register
Retype the characters from the picture:	BotDetect CAPTCHA Lib
Mobile Number*	Enter mobile
Email address*	Enter email
Confirm password*	Confirm password
Password*	Password
Name*	Enter your name
Select Username*	Choose Username

Fig. 4: Register a new Account

Select Username: This field specifies Username for login into User's accounton MTCTE Portal. User has to enter a Username of its choice according to availability of username, meeting Username Rules.

Name – this field is for User's name

Password – in this field, User enters its Password. The Entered password should meet the following requirements –

- A Lowercase Letter
- A Capital Letter
- A Numeric Value
- Minimum length of password must be 8 character.

Confirm Password - User re-enters same Password for confirmation.

Email Address – this field specifies email id of User for registration on MTCTE Portal. All messages related to activities done on the portal will be sent on this email id. OTP for registration sent on this email id needs to be entered to complete registration.

Mobile Number - In this field, Applicant will enter its mobile number.

Retype the Character – this is field is for security purpose to ensure that a human is making an online transaction rather than a computer. User needs to enter the Characters, which will appear in a small box near this field.

Register - this button allows User to submit the details entered in the registration application. On clicking the Register button, User's account shall be created on the MTCTE portal. After registering, User can login.

2.4 Registration Instructions

- i. Only individuals, employed by Indian companies, which are OEM/ brand owner or authorized Indian Representative (AIR) of foreign OEMs are permitted to register.
- ii. Before registering, User must obtain an Authorization Letter from its company authorizing him for MTCTE related responsibility, as per proforma given in Annexure-I.
- iii. Though any Username can be used, it is advisable to use a Username indicative of company name. Username indicative of personal or misleadingnames must be avoided.
- iv. The Name for registration must be same as given in Authorization Letter.
- v. The email should be preferably company e-mail id, though other email ids are also permitted. All the notifications including OTPs for registering the account/Forgot Password are sent on this email id. It is therefore suggested that dedicated email id may be used by the company for this purpose, so that these notifications are not mixed up with other emails of the company. It would be company's responsibility to ensure access and proper attending to the email messages. MTCTE portal will not be sending cc copy to any other email id.
- vi. E-mail id cannot be changed by User itself. To update the email id, User is required to upload a Letter for Modification of Authorization, as per proforma given in Annexure-II, containing the new email id. The new email id will be updated only after the change is approved by TEC after verifying details from uploaded document.
- vii. If due to transfer/exit of the earlier authorized User, the company does not have the access to the email id used on the portal, Applicant Company is required to email the Letter for Modification of Authorization to the helpdesk(<u>help.mtcte.tec@gov.in</u>), preferably from company email id. TEC will verify the details of User account from the Letter and will update the requested changes in the portal.

3.0 MTCTE Flowchart for Fresh Application

A broad overview of how the applications under MTCTE are processed is given the below flowchart categorizing into five stages:

- a) **Stage I**: New User Registration
- b) **Stage II**: Applicant/OEM Profile Registration
- c) **Stage III**: Product Details & BOM for Pre-check
- d) **Stage IV**: Application Submission
- e) **Stage V**: MTCTE Certification

MTCTE Flowchart for Fresh Application





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4.0 Creation of Profile

Once User logins into its account, it is taken to **Edit Profile page.**

4.1 Edit Profile

Fig. 5 shows fields to be filled by User to create its Company's Profile. There are two possibilities:

- 1) **Certification is required for products of an Indian OEM or Brand owner**. In this case, activities related to the certification of Telecom Equipment have to be performed by Indian Company itself, and another company cannot be authorized on its behalf.
- 2) **Certification is required for products of a Foreign OEM**. In this case, the foreign OEM needs to appoint an AIR, authorizing it, through a legally valid Memorandum of Understanding (MOU) or contract, to perform and be responsible for all activities and obligations related to certification of Telecom Equipment, manufactured by itself.

MTCTE Portal		Welcome testuser	🕞 Logout
🍪 Dashboard	Dashboard / edit profile		
% Profile Section >	Applicant Self Company Details		
Fresh Application	Applicant Name*	Mobile No*	Email*
	Aakash Agarwai	9999999999	abc@gmail.com
III View Application	Applicant Type*	Designation*	Company Name*
Certificate Section	Indian OEM 🗸	Designation	TEC
% Help Desk Section >	State*	Primary Contact No*	Website URL
o Help Desk Section	National Capital Territory of Delhi	9599306247	www.mtcte.tec.gov.in
	Registered Address*		
	Khurshid Lal Bhawan, Gate No.5 Janpath New Delhi	Approval Letter*🛳	Regd. Letter*🛳
	Are you declared trusted source by NSCS?* Yes #NO	Trusted Source Certificate*	Trusted Certificate Validity of Existing Profile* dd-mm-yyyy
	AOA Letter*	MOA Letter*	Proof of Regd. Letter*
	Communication Address" (if same as registered address)	Alternate Contact No*	©TAN ©PAN*
	Khurshid Lal Bhawan, Gate No.5 Janpath New Delhi	9599306247	APBQSCH941
<		Update Details	

Fig. 5: Create/ Edit profile page of MTCTE Portal.

Applicant is also required to indicate TAN/PAN where TAN refers to Tax Deduction Account Number or Tax Collection Account Number and it is a 10 digit alpha-numeric number issued by the Income-tax Department. TAN is to be obtained by all persons who are responsible for deducting tax at source (TDS) or who are required to collect tax at source (TCS). Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in theform of a laminated card, by the Income Tax Department, to any "person" who applies for it.

Main fields of the page are explained as under: -

Applicant Name – This should match with User's name with which accounthas been registered as also the name appearing in the Authorization Letter.

Mobile No. – This field specifies the Mobile number of Applicant Company (10 digits without leading zero or special characters).

Email – This field specifies the email ID of the Applicant.

Applicant Type – This field specifies whether User's company is Indian OEMor AIR. User has to select this field accordingly.

Designation – This field specifies designation of User who is authorized representative of the company as appearing in the Authorization Letter.

Company Name – This field specifies name of User's Company.

State – Applicant has to select state of his company's registered office.

Primary Contact No. This field specifies the primary contact number of the applicant in case of any query raised by TEC.

Website URL – This field specify Website URL of Applicant's company, if any.

Registered Address - This field specifies the address of Applicant Company's registered office, without State information.

Authorization (Approval) Letter – Letter in proforma given in Annexure-I/ Annexure-II, authorizing the representative of the company by the Board of Directors of the company, to be uploaded against this field.

Registration (Regd.) Letter: Certificate of Incorporation in case of company and partnership deed in case of firm is to be uploaded.

Trusted Source Certificate: This field specifies the Trusted Source Certificate issued by National Cyber Security Coordinator (NCSC).

Trusted Certificate Validity of Existing Profile:

AOA - A company's Articles of Association (AOA) is a primary declaration of the company's nature, purpose and ends which, along with the Memorandum of Association, forms together the company's constitution. These must be submitted at the time of application for incorporation. They define clearly the responsibilities of the directors, the kind of business to be undertaken, and the means by which the shareholders exert control over the board of directors.

MOA - A Memorandum of Association (MoA) represents the charter of the company. It is a legal document prepared during a company's formation and registration process. It defines the company's relationship with shareholders and specifies the objectives for which the company has been formed. The company can undertake only those activities mentioned in the Memorandum of Association.

Proof of Regd. Letter- In this field Applicant may upload additional documents of company's registration like GST, UDHYAM Certificate or any other government body issued supportive documents.

Communication Address - This field specifies the address of ApplicantCompany, including state information, for correspondence from TEC.

Alternate Contact No.- This field specifies the alternate contact number of Applicant Company.

TAN/PAN- This field specifies the TAN/PAN number of the Applicant Company.

Update Details – By pressing this button, User Company's details are submitted for validation to TEC, after which User needs to wait for TEC's approval. User will be able to proceed to next step, access the dashboard pageand submit applications for certification only after TEC's approval.

Note – The created profile will be frozen and used for all applications from this account. For any change in the profile other than communication address, contact number or websiteURL, fresh Authorization Letter needs to be submitted and approved by TEC.

If User Company is OEM or Brand Owner, its registration process is complete. It can now start submitting applications only after approval of its registration by TEC.

4.2 Foreign Company Profile

If Applicant Company qualifies as an AIR of a foreign OEM, User has to first complete allthe steps mentioned under 3.1 for its company's registration/ profile creation. After approval of registration of Applicant Company as AIR on the portal, it has to add the details of foreign OEM represented by the AIR. For this, AIR Company must obtain an AIR Authorization Letter from the foreign OEM Company authorizing the AIR for MTCTE related responsibility, as per proforma given in Annexure-III. For this, User has to click "Add Foreign OEM" and enter values against all the mandatory fields marked as (*) on the New Foreign Company details as shown in Fig. 6.

If AIR company has MOU with more than one Foreign OEMs, and has duly been authorized by them to do all the activities related to certification of their telecom equipment, separate accounts have to be created by AIR, which can be registered by same or different persons authorized by the company. For each of such accounts, separate individual AIR Authorization Letters are required. Users are also advised to use Usernames indicative of combination of his company (AIR) name and foreign OEMname, and use separate email ids of each. AIR shall submit affidavit duly signed by AIR (Refer Annexure 5) or MOU signed between foreign OEM & AIR (Refer Annexure 6).

Users shall create one account for each foreign OEM. If AIR is having agreement & MOU with more than one foreign OEM for doing MTCTE related activities, he will have to create separate account on MTCTE portal for each foreign OEM.

Company Name*	Website URL	Primary Contact No*
MTCTE INTERNATIONAL LTD	www.tec.gov.in	9599306247
Permanent Address	Correspondence Address*	Alternate Contact No
Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001	Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001	9599306247
MOU Letter Validity Valid From*	Valid To*	MOU Letter* 🛓
/alid From*	Valid To*	MOU Letter* 🕿
Authorization Letter Validity		
Valid From*	Valid To*	Authorization Letter* 📥
2019-06-01	2029-12-31	
	Update Foreign Company Details	
	Powered By C-DOT	

Fig. 6: Create/ Edit profile page – Add New Foreign Company Details

Explanation of the fields required to be filled by User company (AIR) given as under:

Company Name – This field specifies name of the Foreign OEM Company. **Website URL** – This field specifies Website URL of Foreign OEM Company.

Primary Contact No.– This field specifies the Mobile number of Foreign OEM Company.

Permanent Address - This field specifies the Permanent address/Registered address of Foreign OEM Company.

Correspondence Address - This field specifies the address of Foreign OEM Company's address at which company intend to receive the communication fromTEC, if any.

Alternate Contact No.- This field specifies the alternate contact number of Foreign OEM Company.

MOU Letter Validity – This field describes the start and end dates of validity of Memorandum of Understanding (MOU) signed between Applicant Company and Foreign OEM Company. Certificates shall be issued for a period of 10 years (2 years incase of provisional certificate), or until date of expiry of MOU validity.

AIR Authorization Letter Validity - This field describes the start and end dates of validity of AIR Authorization Letter through which AIR has been authorized by Foreign OEM Company for doing all activities / taking decisions in relation to certification of telecom equipment. Applications from AIR in respect of products offoreign OEMs shall not be processed beyond date of expiry of AIR Authorization Letter validity.

Once the details are submitted by User, the same will be required to be approved by TEC. After Approval, User will be able to access the dashboard page and apply for certification.

Note: If there is no mention of validity in MOU/Affidavit/AIR Authorization Letter, then date in "valid to" date in the portal may be mentioned as 01.01.9999

4.3 Updating details related to the authorized person and User Company

Some of the fields of applicant's account profile viz. website of company, landline, mobile number and communication address can be updated through Edit Profile Tab, as shown in Fig. 7, without uploading of any document. However, fresh authorization letter in prescribed format will be required to be uploaded for updating other details of authorized person like Applicant's Name and Designation. Relevant certificate of incorporation of Applicant Company will be required to be uploaded, if there is change in registered address of company. After pressing Submit Details button, all the updated details will be submitted to TEC for verification from the relevant uploaded documents. The updated details will be verified and approved by TEC after which these will be visible in the portal.

now be able to submit applie						
Dashboard / edit profile Applicant Self Company Details						
Aakash Agarwal	9599306247	mtcte00@gmail.com				
Applicant Type*	Designation*	Company Name*				
Authorized Indian Representative	Manager	МТСТЕ				
State*	Primary Contact No*	Website URL				
National Capital Territory of Delhi	9599306247	www.tec.gov.in				
Permanent Address*						
Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001	Approval Letter*	Regd. Letter* 📥				
Communication Address* (if same as permanent address)	Alternate Contact No*					
Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001	9599306247					

Fig. 7: Edit profile page – Indian OEM/AIR details

4.4 Updating details related to Foreign OEM

Foreign OEM's website, its landline no., Mobile no., correspondence address can be changed without uploading of any document, as shown in Fig. 8. However, for updatingpermanent address and MOU validity, fresh MOU containing these changed details willbe required to be uploaded. Change in validity of authorization will require theuploading of fresh authorization letter in prescribed format.

Company Name*	Website URL	Primary Contact No*
MTCTE INTERNATIONAL LTD	www.tec.gov.in	9599306247
Permanent Address	Correspondence Address*	Alternate Contact No
Churshid Lal Bhavan, Gate No. 5, Ground Floor, anpath Rd, New Delhi, Delhi 110001 Janpath Rd, New Delhi, Delhi 110001		9599306247
MOU Letter Validity		
Valid From*	Valid To*	MOU Letter* 📥
2018-12-01	2025-02-28	
Authorization Letter Validity		
Valid From*	Valid To*	Authorization Letter* 📥
2019-06-01	2029-12-31	

Fig. 8: Create/ Edit profile page – Update Foreign Company Details

5.0 Dashboard

The Dashboard is the home page of User's Account where it can view the status of allpending applications. Dashboard displays following information as shown in Fig. 9.

- **Login Details**: this field specifies the applicants registered details along the approval status.
- **No of pending applications**: This field indicates the number of total applications, which have been created by User and are at various stages ofcertification.
- **Search Box** This button allows User to search applications by enteringany text string for search in any field.
- **Application Details** has following fields
 - 1) **Application ID** this field denotes Application ID generated by system.
 - 2) **Product Variant** this field denotes the variant of the product under which the application has been applied.
 - 3) **Applicant Company** this field denotes the name of Applicant Company.
 - 4) **Application Status** this field denotes the status of Application.
 - 5) **Apply Date** this field specifies the date on which the application isgenerated.
 - 6) **Application Type** this field specifies whether the Application is for the equipment under SCS Scheme or GCS Scheme.
 - 7) **Registration ID** After payment of fee, an application is registered and is allocated a Registration ID. The ID includes Application number, Product Name and date of application submission, in an abbreviated format.

Login Details	Login Details					
Registered on		Registered on 10.06.2019: 10	10 Number	of pending Applications	2	
Approval Status		Approved				
Pending actions to us	er					
*NOTE: Application with Show 10 + entries	Status 'INITIATED DRAFT APPL	ICATION FEE' needs to be	refreshed after payment.			Search:
Application ID	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration ID
1316	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13	GCS	1316_Session Border Controller_2019-06-
	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13	GCS	1310_Session Border Controller_2019-06-
1310						
1310						
	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration ID

Fig. 9: Applicant's Dashboard

At the bottom of the page, User will see the following buttons:

Showing 1 to 10 of 12 entries		Previous 1 2 Next	
Resume Application	Refresh Payment Status	Delete Application	
	Copyright © CDOT 2018	^	

Previous, 1, 2, 3.., Next are the buttons for page navigation

- **Resume Application**: This button is for resuming application saved by Userearlier. Applicant can move to next step after resuming the application.
- **Delete Application**: This button is for deleting an application from theDashboard. Applications with fees paid cannot be deleted.
- **Refresh Payment Status**: This button is for refreshing offline payment status.

6.0 Fresh Application

The Fresh Application tab is on the left side of the home page of applicant's account. On clicking this tab, following page will open as shown in Fig. 10.

MTCTE Portal		Welcome Aakash Agarwal
Fresh Application	on /	
	Type of Application:	
€	Privacy Policy (Please scroll to read policy before you	The Information collected is used for issuance of certificate under Mandatory testing & certification of Telecom Equipment as notified under Indian telegraph rules 1951. TEC shall not be liable for any loss or damage
ð	proceed)	including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or any matter related to Intellectual Property Rights in connection with, the use
		I agree with the terms and conditions Proceed Next

Fig. 10: Fresh Application Page

Under the Fresh Application/ Enter Details, User needs to select Type of Certification i.e. Certification under MTCTE. User needs to select "Certification under MTCTE", and read privacy policy until the end, by scrolling down. At the end User should tick the checkbox button "*I agree with terms and conditions*". On clicking the Proceed NextButton, User will be taken to Enter Details page as shown in Fig. 11.

Test Equipment Details		
Company*	Product*	Product Variant*
MTCTE INTERNATIONAL LTD	•	
EUT Model No*	EUT Model Name	EUT Brand Name
EUT Family 🗐 (Check if family available)	Hardware Version	Software Version
NA		
BOM*		
Choose File No file chosen		
Select Interfaces		EUT Description*

Fig. 11: Applicant details for Fresh Application

6.1 Enter Details

Fig. 11 shows fields which are to be filled by User to apply for certification.

- a. **Company** User's company name will be displayed by default.
- b. **Product and Product Variant** These fields display the list of products and corresponding product variants. User shall first select the appropriate product and then

appropriate corresponding product variant. After Product and product Variant is selected, interfaces applicable for selected product variant will be displayed under field "Mention Interfaces List". User shall select the interfaces available in his/her product variant by entering "1" in the number of ports against respective interface.

- c. **EUT Model Number** This field specifies Model Number of EUT. The certificate will be issued for a particular model number of User's equipment.
- d. EUT Model Name This field specifies Model name of EUT.
- e. **EUT Family** This field is applicable only if EUT Family is to be tested. Entering any text in this field as Family name shall process the applicationunder family certification.
- f. **EUT Brand Name** This field specifies Brand Name of EUT.
- g. Hardware Version This field specifies the Hardware Version of EUT.
- h. **Software Version** This field specifies Version of Software installed in Equipment under Test, if available.
- i. BOM In this field, User needs to upload Bill of Material file in excel format. The standard format of BOM is available for download at the link next to this field. The BOM contains details of card/ modules and few other attributes of the product like frequency, power, enclosure type etc., as applicable. User can submit single application for certification of up to 10 models if the models qualify as associated models of the tested model. There are separate columns for each associated model. User shall enter name of the associated models in prescribed cells of BOM and indicate presence of card/ module in corresponding associated models. If all the modules/ chases/ units belong to a family, Associated Models columns should be left blank.

Note: No column of BoM should be deleted. In case of application for associated models, less than 10 in number or for family, cells in concerned columns should be leftblank. Refer Guidelines for BOM at Annexure IV.

j. **EUT Description** – this field is for description of EUT. User is advised to enteronly the key features, which describe the equipment properly, without repeating the information already entered in various fields.

At the bottom of the page, the following buttons are visible:

- i. **Save Draft**: This button is for saving the information entered inapplication that can be resumed later from dashboard.
- ii. **Helpdesk**: This button help will take User to the Helpdesk page.
- iii. **Proceed Next**: This button will take User to the next stage of certification process.

After filling all the details, User clicks the Proceed Next Button, and is taken to the Confirm Details page as shown in Fig. 12. In this page, User needs to check details filled on previous page, i.e., Product name, Product Variant, EUT Model Number, EUT

Model Name, EUT Family, EUT Brand, Hardware and Software Version, BOM, EUTDescription. Applicant shall check the associated models against which application is being submitted and have been entered in BOM file, as these associated models will also be mentioned in certificate.

мтст	E Portal	N N	Welcome Aakash Agarwal	🖶 Logout
æ	Fresh Application / Confirm D	Details		
F		Confirm your detail	ls before final submission	
-	Application Number	1311	Certification Scheme	GCS
	Product	Mobile Radio Trunking System	ER Applicable	TEC5678418
90	Product Variant	MRTS Mobile Station	ER Type	REGULAR
	EUT Model No	AP 15C	Download ER File	
90	EUT Model Name		Certifi	cation Fee Details
	EUT Brand Name		Administrative Fee	30000
	EUT Family	NA	Evaluation Fee	200000
	Software Version		Total Fee	230000
	Hardware Version			
	Associated Models	None		
	Edit Draft	Download	Application Info	Submit to Pre-check Evaluator

Fig. 12: Fresh Application / Confirm Details

6.2 Confirm Details

On this page, User needs to check details filled on previous page, i.e., Product name, Product Variant, EUT Model Number, EUT Model Name, EUT Family, EUT Brand, Hardware and Software Version, BOM, EUT Description. User should check the associated models against which application is being submitted and have been enteredin BOM file, as these associated models will also be mentioned in certificate.

On the right, Certification Scheme, ER Type and ER Applicable will be displayed corresponding to the information entered at the previous page.

Applicant can also download Essential Requirements as applicable to this equipment from the link – Download ER File.

The amount of Administrative Fees, Evaluation Fee, if applicable, and Total Fee applicable to this application is also displayed.

Under this section, User will see following buttons:

- i. **Edit Draft**: This button allows User to make changes in the application. User will not be able to change the Application details after clicking 'proceed to next' button, Hence, User should ensure correctness of the details submitted, or use this button to go back and edit the entered details.
- ii. Download Application Info: This button allows User to download the application information file in PDF format, which was filled by the Applicant in previous pages. Before submitting the application, User should have Application submitted details for future purpose also.
- iii. **Submit to Pre-check Evaluator**: This button will submit User's Application to Precheck Evaluator. Pre-check Evaluator evaluate BOM and all other details of Application

submitted by the user.

Pre-check Evaluator cases

- 1. Pre-Check Evaluator Evaluate Application If Applicant's Application isevaluated and approved by the Pre-Check Evaluator officer, then user can resume application to pay fees.
- 2. Pre-Check Evaluator Reject Application If Pre-Check Evaluator finds any mistake in BOM uploaded for the application, it may reject application. In this case user have to make corrections in the BOM and apply again.

Note: - If the application is rejected 3 times by Pre-Check Evaluator officer then the application willbe deleted automatically. In this case user has to apply again a fresh application by filling up all the relevant information.

MTCTE Portal	Welcome Suneet	🕞 Logout
🍘 Dashboard	NTRP Payment Details	
🗲 Edit Profile		
Fresh Application	Complete payment for next steps Application ID	
I■ View Application	637 Total Fees	
% Certificate Section →	230000	
% Help Desk Section →	Payment Mode Online Offline	
	Proceed to Payment Gateway	

Fig. 13: Sample picture of NTRP Payment/Payment details.

6.3 NTRP Payment Details

User is advised to check and note down the fee amount and Application ID displayed on this page. There is no **Go Back** or **Cancel** button here. If User wants to abort its application, it can click any other tab from the menu and leave the page.

Sovernment of India					Controller General of Accounts Dept. of Expenditure, Ministry of Finance			
MAN	STR DE	- trates	- 300			Non-Tax	Receipt Porta	
		1 Confirm In	fo	2 1	ay			
Pay	ment Mod	e Online						
Dep	ositor Details							
Name			1					
Addre		Address 21						
tity a					District :			
State	¥ :				Country :			
Pincor	te/ZipCode +		1		Email -			
	1 No (91) /							
	r Number				Pan Number			
Tan N	umber				Tin Number			
Pur	pose Details							
Sr. No.	Ministry	PAO Name		DDO Name	Purpose & Payment Type	Payment Period/ Frequency	Amount (In INR)	
	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNT DELHI[077184]	S, TEC, NEW	50.00G [201594]	Testing fee(MTCTE),Administrative Charges	One Time	60000.00	
					INR sixty thousand only		Total : 60000.00	

Fig. 14: NTRP Payment Gateway

There are two modes for payment of certification fee - online payment and offline payment. User shall select appropriate option before clicking "Proceed to Payment Gateway".

By clicking on this button, if online mode was selected, User will be taken to Non-TaxRevenue Portal (NTRP) of Ministry of Finance as shown in Fig.14, for making online payment. For its own understanding, User can separately access NTRP at <u>https://bharatkosh.gov.in/</u>, and download User guide for using NTRP.

User has several options of online payments viz through Credit and Debit Cards issued by MasterCard, VISA, Rupay, etc. After making payment, User will be automatically redirected back to MTCTE portal, where he/she can resume the application and proceed.

Users are advised to quickly complete the online payment process on NTRP, to return to MTCTE portal before session time out. Return to MTCTE portal after session time out could result in display of error messages, and affect smooth payment process.

If User has selected offline payment mode, it will be taken to NTRP with an additional pop up as shown in Fig.15 below:

Search		
If Registered as NEFT/RTGS User, Please provide	your credentials to proceed further	
User Name Password		Submit
	enter your Bank Account details through which you will do NEFT/RTGS will receive NTRP portal login credential at the email id provided by you, Please use this credential in future.	
Enter Bank Account No. :		
Select Bank Name:	AXIS BANK	
Enter Bank IFSC Code:		
	Submit to Valida	ate Account



Offline mode specially suits those companies, which have different persons/ departments responsible for MTCTE application and payment. User is shown two options on NTRP:

- 1) If registered as NEFT/RTGS User, please provide your credentials to proceedfurther: User Name, Password, and Submit.
- 2) If you are not registered as NEFT/RTGS User, please enter your Bank Account details through which you will do NEFT/RTGS: Enter Bank Account No., Select Bank Name and Enter Bank IFSC Code, and Submit to Validate Account. A message is displayed (in green ribbon) that once you have successfully entered a valid account number, you will receive NTRP portal login credential at the email id provided by you. Please use this credential in future.

For making offline payment using NEFT/RTGS mode, the User (or person responsible for making payments) should be registered on NTRP. This registration needs to be doneonly once for one bank account details. For registration on NTRP portal, please read NTRP User Guide. The username and password for this registration needs to be available with the User.

The MTCTE User should have either the username and password (if already registered onNTRP), or the Bank Account Number, Bank Name and IFSC Code. Either set of information may be submitted on NTRP (Fig. 15) to validate the account. In case registration has not already been done on NTRP for NEFT/ RTGS payment, the login and password for making payment on NTRP shall be received on the email registered in the bank for the entered account and payment challan shall be generated on NTRP, which canbe downloaded by user and passed on to bank account holder. Thereafter, bank account holder, using his bank account username/ password/ OTP credentials, may make NEFT/ RGTS payment, as per details available in the payment challan.

https://bharatkosh.gov.in/TrackTransaction/VerifyUser		
Verify User	No	on-Tax Receipt Portal
Select:	\odot Is Custom based Transaction \odot Is POS based Transaction \odot Is Normal Transaction	
Country:	INDIA	x
Mobile Number:		
Email :		
	V/WyH4 ØRefresh	
	Send	ОТР

Fig. 16: NTRP – Verify User for Tracking Payment – Off line mode

After the payment has been made, the User may track the status of payment on NTRP portaleither by logging in on <u>https://bharatkosh.gov.in/loginRegistrationProcess/Login</u> or by verifying his mobile on <u>https://bharatkosh.gov.in/TrackTransaction/VerifyUser</u> (Fig. 16), and thereafter by submitting the transaction reference number (Fig.17)

Track Transaction	
Mobile No:	
Email :	AHMADSHAKE@YAHOO.COM
000405363	Change E-Mail
Transaction Ref. No:	
Financial Year:	2018-2019
Transaction Type:	Archive
	Active
	Search

Fig. 17: NTRP – Track Payment – Off line mode

User can download payment receipt from NTRP.

In case of offline payment, the MTCTE session would be terminated and payment canbe made by account holder using generated challan and NTRP login credential. Thereafter, on the Dashboard, User would need to login again, select the Application (for which payment was made) as shown in Fig. 18 and click Refresh Payment Status, if the payment was made offline. If payment status is Paid, user needs to click Resume Application.

Application	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration
641	Private Automatic Branch Exchange	TEC Mfg Ltd	PEND DRAFT APPLICATION FEE	2018-12-29	GCS	641_Private Automatic Branch Exchange_2018- 12-29
639	64 KBPS DXC	TEC Mfg Ltd	INITIATED DRAFT APPLICATION FEE	2018-12-29	GCS	639_Digital Cross Connect_2018-12 29
Application ID	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration ID

Fig. 18: Dashboard for Resuming Application

6.4 Application Certification

On resuming a paid application, User will be directed to Application Certification page, as shown in Fig. 19.

MTCTE Portal	Welcome Temporary User 1	🕩 Logout
🍘 Dashboard	Fresh Application / Application Certification	
✔ Edit Profile✔ Fresh Application	Registration Number 1388_G3 Fax Machine_2019-07-04	
I View Application ♣ Certificate Section >	Proceed to Enter Test Results O Have All Lab Test Reports? No	
% Help Desk Section →	Proceed to Lab Testing Portal Type/interface Approval Available/TSEC, BSNL Certificate No. Date of Issue 2011-08-19	
د Vaiting for polyfill.io	Powered By C-DOT	

Fig. 19: Application Certification

On the Application Certification page, User is asked to click either:

- Have Lab Test report? Yes
- Have Lab Test report? No
- Type/ Interface Approval Available /TSEC BSNL

6.5 Have Lab Test report? Yes

If the User has all the reports, he should select Have Lab test Reports? Yes, and click on Proceed to Upload Test reports. User will be taken to Application Details page as shown in Fig. 20.

On this page applicant will enter the requisite details from the Lab Test Reports available with him as explained below:

- **Parameter Name** This field specifies different test parameters of ERs applicableto the EUT.
- **Standard** This is un-editable field and displays the standards corresponding to the EUT test parameter.
- Compliance In this field, User Applicant has to select Self-Declaration of Conformity (SDOC) by selecting Complied against each parameter, as shown in Fig. 21. In case, user has obtained exemption for a particular parameter, it has toselect exempted option in drop down menu and upload letter (as given in Parameter Exemption proforma at Annexure-VII) against upload report option.

				Sean	:h:
Parameter_Name 1	Name of Standard	Compliance	Tested_Lab	Report_No.	Date(yyyy-mm-dd)
Acoustic Shock Absorption	P.360. Annex-D	select •			
Conducted And Radiated Emission - Class B	TEC EMI EMC Standard, CISPR 22, CISPR 32, Annex-B	select v			
EIRP for Cordless Telephone	GSR issued by WPC. Annex-D2	select •			
Frequency Band For Cordless Telephone	GSR issued by WPC. Annex-D2	select •			
Idle State Current for 2 wire Int	ETSI EN 300 001 and TBR-21 Clause 4.4.1. Annex-D	select •			
Immunity to AC Voltage Dips and Short Interruptions	TEC EMI EMC Standard, IEC:61000-4-11. Annex-B	select •			
Immunity to DC Voltage Dips and Short Interruptions	TEC EMI EMC Standard, IEC:61000-4-29. Annex-B	select v			
Immunity to Electrostatic Discharge	TEC EMI EMC Standard, IEC:61000-4-2. Annex-B	select •			
Immunity to Fast Transients (Burst)	TEC EMI EMC Standard, IEC:61000-4-4. Annex-B	select *			
Immunity to Radiated RF	TEC EMI EMC Standard, IEC:61000-4-3. Annex-B	select •			
Immunity to RF Field Induced Conducted Disturbance	TEC EMI EMC Standard, IEC:61000-4-6. Annex-B	select •			
Immunity to Surnes	TEC EMI EMC Standard IEC-61000-4-5 Anney-R	lita. 👘 🔅	li i	· · · · · · · · · · · · · · · · · · ·	
Parameter_Name	Name of Standard	Compliance	Tested_Lab	Report_No.	Date(yyyy-mm-dd)

Fig. 20: Application Details

ame of Standard	Compliance	Tested_La
EC EMI EMC Standard, CISPR 22, CISPR 32. Annex-B	select	
SR issued by WPC. Annex-D2	select •	
SR issued by WPC. Annex-D2	select Complied Non Complied	
TSI EN 300 001 and TBR-21 Clause 4.4.1. Annex-D	select	
ame of Standard	Compliance	، Tested_La

Fig. 21: Self-declaration of Conformity (SDOC)

- **Tested Lab** The name of the Lab where the EUT was tested is to be selected from the drop-down list under this field. In case the lab name is not visible in thelist, then user can type the lab in the text box.
- **Report No**. This field specifies report number of tested equipment.
- **Date** This field specifies date of report of the tested equipment.

At the bottom of the page, User will see the following buttons:

• Upload Reports - this button is to upload the Lab Test Reports

- ✓ Maximum size of uploading the reports is 35 Mb against each parameter.
- ✓ Report for all parameter can be uploaded once.
- ✓ Different Reports for selected parameter can be uploaded. If there are 2 reportsfile for one parameter, then user can upload 2 files for one parameter.
- ✓ Similarly, if there is a combined report for many parameters, it can be uploaded by selecting that parameters.
- ✓ If inspite of such arrangement, User is unable to upload all of its reports against he space available, the user is advised to contact MTCTE helpdesk at help.mtcte.tec@gov.in.
- ✓ All reports should be in pdf format.
- View/Delete my uploaded files this button show's Uploaded Reports Repository uploaded by the user as shown in Fig. 22. Figure shows user uploaded reports for different parameters
- **Clear Text fields** this button is for clearing all the text filed.
- **Save Draft** this button is for saving 'Application details page' and resume it later. Users can also save reports and resume it later.

			Search:	
5. No. 11	File Name	Parameter Name	Delete	11
1.	Report_8945041841.pdf	Maximum Loop Current for 2W Int .IT Equipment Safety .Insulation Test for 2 wire Int .Acoustic Shock Absorption .Conducted And Radiated Emission - Class B .EIRP for Cordless Telephone .Frequency Band For Cordless Telephone .Idle State Current for 2 wire Int .Immunity to AC Voltage Dips and Short Interruptions .Immunity to DC Voltage Dips and Short Interruptions .Immunity to DC Voltage Dips and Short Interruptions .Immunity to Electrostatic Discharge .Immunity to Radiated RF .Immunity to Rafiated RF .Immunity to RF Field Induced Conducted Disturbance .Immunity to SF Field Induced Conducted Disturbance .Iongitudinal Conversion Loss 2-W Int .Over Voltage Current Protection on 2W .Return Loss for 2W Int	Delete	
2.	Report_4238423495.pdf	Maximum Loop Current for 2W Int JT Equipment Safety Insulation Test for 2 wire Int Acoustic Shock Absorption	Delete	
S. No.	File Name	Parameter Name	Delete	

Fig. 22: Uploaded Reports Repository

After all reports are uploaded and other details are entered, User should click Apply for Certification Button. On clicking, the application for certification will be submitted to TEC for evaluation and the User will receive a message as shown in Fig. 23.

The User will be able to check the status of application in Dashboard.

MTCTE Portal	Welcome Aakash Agarwal	🕞 Logout
🚳 Dashboard	NTRP Payment / Acknowledgement Page	
🗲 Edit Profile		
Fresh Application	Application Status	
I View Application	The Application number 1318 is SUCCESS, Reference No- 14061900014748ankTransacstionDate=06/14/201911:59:09TotalAmount=1.00	
% Certificate Section		
% Help Desk Section	You can resume your application from your dashboard and proceed for next steps.	

Fig. 23: Acknowledgement/ Response

6.6 Have Lab Test report? No

Users who don't have some of the reports may select Have Lab test Reports? No, and clickon Proceed to selects Lab. User will be taken to Select Lab Page (refer Fig. 24.1.)

Acoustic Shock Absorption	TECHNICAL	select	٠
Conducted And Radiated Emission - Class B	EMI/EMC	select	٠
EIRP for Cordless Telephone	TECHNICAL	select	*
Frequency Band For Cordless Telephone	TECHNICAL	select	×
Idle State Current for 2 wire Int	TECHNICAL	select	•
immunity to AC Voltage Dips and Short Interruptions	EMI/EMC	select	*
immunity to DC Voltage Dips and Short Interruptions	EMI/EMC	select	*
Parameter Name	Parameter Group	Select Lab	

Fig. 24.1: Select Labs for Testing Screen

This page displays all parameters of the ER applicable for the EUT. User has to select labs for each of the parameter for which he doesn't have reports, and leave other parameters for which he has the reports, as it is, as shown in Fig. 24.2.

Select labs for test request			
		Search:	
Parameter Name 1	Parameter Group	Select Lab	
Acoustic Shock Absorption	TECHNICAL	select	
Conducted And Radiated Emission - Class B	EMI/EMC	select	
EIRP for Cordless Telephone	TECHNICAL	select	
Frequency Band For Cordless Telephone	TECHNICAL	select	
Idle State Current for 2 wire Int	TECHNICAL	select	
Immunity to AC Voltage Dips and Short Interruptions	EMI/EMC	select	
Immunity to DC Voltage Dips and Short Interruptions	EMI/EMC	select	
Immunity to Electrostatic Discharge	EMI/EMC	select Electronics Test And Development Centre Tata Power Company Limited	
Parameter Name	Parameter Group	Tarang Wipro Pvt Ltd UL India Pvt Ltd BgI SAMEER Centre for Electromagnetics Electronics Regional Test Laboratory (ERTL)	

Fig. 24.2: Selects Lab for Testing – Lab Selection

User is free to select CABs or RTEC of its choice from the drop-down list available for selected parameter. List of designated labs and their contact details are available onMTCTE Home page. Users are advised to contact the labs in advance and work out thedetails of fees, testing schedule etc. in advance, before selecting the lab from this menu.After selecting the lab, User should click on Proceed Next button, which will take him/her to Confirm your Submission Page as shown in Fig. 25 below.

	Parameter Name	Your selection	Address	In-Station Test	Out-Station
				Loc	Test Loc
	EMI EMC Parameters	TEC NGN LAB		select	
Application Certification	Safety - DWDM with OTN DXC	Tarang Wipro P			
	Mean Launch power for 10 GE Opt				
	Wavelength for 10 GE Opt				
	Receiver Sensitivity 10 GE Opt				
	Security - DWDM with OTN DXC	RTEC SECURITY		select	
	Note: RTEC Charges for whole paran	neter aroup			

Fig. 25: Confirm your Submission

On Confirm your Submission Page, User has to check the details of labs.

RTECs carry out testing in their own labs (if available) as well as at any other location arranged by User,where requisite testing facilities are available. The location can be In-station i.e. within thesame station where RTEC is located, or Out-station, where separate testing fee is charged by RTEC for outstation travel. If the User selects RTEC labs, he/she has to select/ enter name of station where he has arranged testing facility and give the details.

Proceed to Reselect Lab – This button is for reselecting lab. In case User needs to addmore Test or to choose different Lab for any Parameter Test, it can change from here. But once the page is proceeded to next, Applicant will be unable to reselect the Lab.

Proceed Next – on clicking Proceed Next Button, test request will be sent to Lab(s) selected by User, as shown in Fig. 26.

🖚 Dashboard	Acknowledgement / Response
🗲 Edit Profile	
Fresh Application	Your test request has been updated for the registration number : 162_Dense Wave Division Multiplexing Equipment_2018-08-08
View Application	

Fig. 26: Acknowledgement/ Response

In case of CABs:

- 1) When selected, CAB accepts the application, the status of application will change to PEND CAB TEST as shown in Fig. 27, and mail will be sent to User.
- 2) After testing is completed and Test Reports are uploaded by the CAB, these willbe visible in Application Detail Page.

pplication Testing Status / Pay RTEC Fees where	ever applicable
fest Lab Name	Status of Application in Lab
Nemko India Test Lab Pvt Ltd	PEND CAB TEST

Fig. 27: Application Testing Status - CAB testing

In case of RTEC:

1) When selected, RTEC accepts the application, User gets email. The user should resume the application from the Dashboard, and select Pay Fees button to pay testing fee, as shown in Fig. 28 below:

MTCTE Portal	Welcome Mr. Aakash Agarwal					
🏙 Dashboard	Application Testing Status / Pay RTEC Fees	where ever applicable				
🖋 Edit Profile	Test Lab Name	Status of Application in Lab				
Application Section >	RTEC NR	RTEC FEE PEND	Pay Testing Fee			
% Certificate Section →						
� Help Desk Section →						

Fig. 28: Application Testing Status - Pay RTEC Fees

- 2) On pressing the Pay Testing Fee button, applicable fee details will be displayed and User has to make the payment through NTRP as explained earlier.
- 3) After payment of test fee, the EUT sample should be submitted to concerned RTEC and RTEC will prepare a test schedule in consultation with the User. After testing is completed, RTEC will upload the test results and test reports.

Applicant can resume the application, check the status of application and the test results/ test reports will be visible to User after these uploaded by the RTEC LAB/ CAB in Application Detail Page.

When User has received emails for receipt of all the test reports for which test requestswere sent to different CABs/ RTECs, he/she should resume the application and click HaveAll Test Report? Yes, and continue to apply for certificate by uploading balance reports and entering compliance in respect of all parameters.

Note: Applicant shall upload grey-scaled scanned reports with resolution of 200 dpi.Uploading of color-scanned report must be avoided.

7.0 Certificate Modification

Applicants can modify MTCTE certificates under the Certificate Section on the MTCTE Portal (as shown in Fig. 29).

Application Details Show 10 e entries Search 2 ston Show 11 e entries Search 2	Portal					Welcome Aakash Agarwal				€+ L
No. 1 Application Details store		Dashboard /	Certificate Section / Certifica	ate Download						
SNN is Befrie Search Search etcom S.No. 1 Application ID 1 Certificate ID 1 Product Name 1 Company Name 1 EUT Model No. 1 Download 1 Validity etcom 6671 147600425 PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20 2 6673 147600426 PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20 3 6674 147600426 PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20 4 6679 147600426 PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20 5 8750 TA_TEC PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20 6 8759 147600424 PON Family of Broadband PON ONU TEC WR-6 \$Download 2025-04-20		Application De	etails							
S.No. 1 Application ID 1 Certificate ID 1 Product Name 1 Company Name 1 EUT Model No. 1 Download 1 Validity ection 6671 1 147600425 147600425 PON Family of Broadband PON ONU TEC WR-6 4 Download 2025-04-20 2 6673 1 147600425 PON Family of Broadband PON ONU TEC WR-6 4 Download 2025-04-20 3 6674 1 147600425 PON Family of Broadband PON ONU TEC WR-6 4 Download 2025-04-20 4 6679 147600425 PON Family of Broadband PON ONU TEC WR-6 4 Download 2025-04-20 5 6730 147600425 PON Family of Broadband PON ONU TEC WR-6 4 Download 2025-04-20 4 679 147600424 PON Family of Broadband PON ONU TEC WR-6 4 Download 202		Show 10 ¢	Show to a entries Search						rch:	
Image: Constraint of the second sec		S.No. ↑	Application ID 14	Certificate ID	Product Name 14	Variant Name	Company Name 14	EUT Model No.		Validity
Image: Note of the second se		1	8671	147600425		PON ONU	TEC	WR-6	≛ Download	2025-04-20
Image: Section of the sectio		2	8673	147600426		PON ONT	TEC	WR-6	🕹 Download	2025-04-20
Equipment Equipment <t< td=""><td></td><td>з</td><td>8674</td><td>147600424</td><td></td><td>PON ONU</td><td>TEC</td><td>WR-6</td><td>🕹 Download</td><td>2028-04-20</td></t<>		з	8674	147600424		PON ONU	TEC	WR-6	🕹 Download	2028-04-20
6 8678 14760424 PON Family of Broadband Equipment PON ONU TEC WR-6 & Download 2028-04-20 7 8686 14760424 PON Pamily of Broadband PON ONU TEC WR-6 & Download 2028-04-20		4	8679	147600425		PON ONU	TEC	WR-6	🛓 Download	2025-04-20
T 8666 147600424 PON Family of Broadband PON ONU TEC WR-6 & Download 2028-04-20		5	8750		Wi-Fi Access Point		TEC	WR-6	≛ Download	2025-06-11
		6	8678	147600424		PON ONU	TEC	WR-6	≛ Download	2028-04-20
S.No. Application ID Certificate ID Product Name Variant Name Company Name EUT Model No. Download Certificate Validity		7	8686	147600424	PON Family of Broadband	PON ONU	TEC	WR-6	📥 Download	2028-04-20
		S.No.	Application ID	Certificate ID	Product Name	Variant Name	Company Name	EUT Model No.	Download Certificate	Validity
						Proceed to Modification 8	R Donoural			

Fig. 29: Certificate Section

7.1 Options available for issued **Regular Certificates**:

- a. Administrative Modification
- b. Modification in certificate due to product modification/addition of model/addition of manufacturing Location

7.2 Options available for issued **Provisional Certificates**:

- a. Administrative Modification
- b. Modification in certificate due to product modification/addition of model/addition of manufacturing Location
- c. Provisional to Regular
- 7.3 Steps for MTCTE Certificate Modifications:
 - a. Go to the Certificate Section.
 - Select the Application ID for the Modification and click on "Proceed to Modification & Renewal" Button.
 - c. On the next page, select Certificate Modification and click on Proceed button.
 - d. For Regular Certificates, two options will be shown for modification which can be seen in the Fig 30:

MTCTE Portal		Welcome Aakash /	Agarwal	🕒 Logout
🚯 Dashboard	Dashboard / Certificate Section / Certifica	ate Modification & Renewal		
� Profile Section →	Current Certificate ID :	147600424	Certificate Validity:	2028-04-20
Fresh Application		Certificate Modification (Modification)	(Check for Certificate	
■ View Application		Modification)		
Certificate Section		Proc	reed	
� Help Desk Section →	○ Administra	tive Modification (Check for Profile Change)	O Modification in certificate due to product modification/addition of model/addition of manufacturing location(Check for Product Change)	

Fig. 30: Type of Modification for Regular Certificate

e. For Provisional Certificates, three options will be shown for modification which can be seen in the Fig 31:
MTCTE Portal			Welcome Aakash Agarwal		🕞 Logout
෯ Dashboard	Dashboard / Certificate Section / Certificate	e Modificatio	n & Renewal		
� Profile Section →	Current Certificate ID :	132900432	Ce	ertificate Validity:	2025-05-09
Fresh Application			Certificate Modification (Check for Certificate Modification)		
■ View Application			moujication)		
Certificate Section			Proceed		
% Help Desk Section →	O Administrative Modification (Check for Profil	le Change)	O Modification in certificate due to product modification/addition of model/addition of manufacturing location(Check for Product Change	O Provisional to regular (Che	cck to get Regular Certificate)

Fig. 31: Type of Modification for Provisional Certificate

- **7.3.1 Administrative Modification** (For both Regular and Provisional Certificates): Any modification or changes in the certificate which do not involves any change in certified equipment technically like Address Change.
 - a. Click on *Administrative modification* (Fig. 32).

MTCTE Portal		Welcome Aakash Agarwal	€∳ Logo
🔀 Dashboard		• Certificate Modification (Check for Certificate Modification)	
% Profile Section >		Proceed	
Fresh Application		Proceed	
I View Application	Administrative Modification (Check for Profile Change)	 Modification in certificate due to product modification/addition of model/addition of manufacturing 	O Provisional to regular (Check to get Regular Certificate)
Certificate Section		location(Check for Product Change)	
� Help Desk Section →			
	Applicant Name	Applicant Address OEM Name	OEM Address
	TEC	Khurshid Lal Bhawan, Gate No.5	Khurshid Lal Bhawan, Gate No.5
	The above details will print Click Create Application to	on your certificate, Click Edit Profile if want to change these create your application of profile modification.	details else if already changed,
		Edit Profile Create Application	

Fig. 32: Administrative Modification

b. Click on *Edit Profile* for updating the profile. Applicant will be able to update the existing details for which MTCTE certificate is being modified (Fig. 33):

MTCTE Portal		Welcome Aakash	Agarwal	🕩 Logout
🚳 Dashboard	Dashboard / Profile Modification			
� Profile Section →	Profile changes submitted via this page		r Approval these changes will reflect in yo	our main profile(Click here to see Profile
Fresh Application		De	tails)	
I View Application	Profile Details			
	Authorized Representative Details			
Certificate Section	Applicant Name	Applicant Designation	New Approval Letter	Approval Letter of Existing Profile
� Help Desk Section →	Aakash Agarwal	Applicant Designation	Choose file No file chosen	Download
	Indian OEM/AIR Company Details Applicant Company Name TEC	Applicant Company Address Khurshid Lal Bhawan, Gate No.5 <u>Janpath</u> New Delhi	New Registration Letter	Registration Letter of Existing Profile
🔹 Dashboard	Additional Details			
Section →	Accircitional Decairs Are you declared trusted source by NSCS?* OYes ®NO	New Trusted Source Certificate	New Trusted Certificate Validity*	Trusted Source Certificate of Existing Profile
Fresh Application	Trusted Certificate Validity of Existing Profile*	Choose the Province Should		
I View Application	mm/dd/yyyy			
 Certificate Section Help Desk Section 	New Articles of Association Letter	AOA Letter of Existing Profile	New Memorandum of Association (MoA) or equivalent document along with latest shareholding pattern as per applicable SEBI	MOA Letter of Existing Profile
	Choose file No file chosen		guidelines or any other applicable regulatory guidelines Choose file No file chosen	
	New Proof of Regd. Letter	Regd. Proof Letter of Existing Profile		
	Choose file No file chosen	Download		
	Foreign OEM Details			
		Su	ıbmit	



c. Once the profile is updated, click on *Create Application* to create the application for profile modification. A new Application ID will be generated and after clicking *Proceed to Payment Gateway*, it will be redirected to NTPR portal for payment of applicable fees

(Fig. 34):	
MTCTE Portal	Welcome Aakash Agarwal (& Logout
🚯 Dashboard	NTRP Payment Details
� Profile Section →	
Fresh Application	Complete payment for next steps Application ID
View Application	8623 Total Fees
Certificate Section	10000
∾ Help Desk Section >	Payment Mode Coffline Offline
	Proceed to Payment Gateway

Fig. 34: Applicable fee

d. After the completion of payment, it will be redirected to Applicant's Dashboard of MTCTE Portal and the new generated application will be shown in the dashboard. e. Select the newly generated application and click on *Resume Application*. A popup will appear, click on *Submit Application to Certificate Manager* (Fig. 35). Again a popup will appear indicating Application has been submitted to Certificate Manager.

ATCTE Portal				152:81 says				🕩 Logout
Dashboard	*NOTE: Application with Statu Show 10 C entries	s 'INITIATEI	Application	has been submitted to Cerl	-		Searc	h.
6 Profile Section >							Jearc	
Fresh Application	Application ID 14	Product Va GR/ IR	riant/ ↑↓	Applicant Company	Application Status	Main Modal No./ Family Name	Associated Models	Apply Date
View Application (Omsg)	8678	PON ONU		TEC	APPL REG	WR-6	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-04-21
Certificate Section	8673	3 PON ONT Submit Application × Your application have no parameters for evaluation. Application will be directly submitted to certificate manager.		<td>d, ds, dsds, fdddd, fd, e, ee, f, fvd</td> <td>2023-04-21</td>	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-04-21		
	8672	PON ONT		Close Submit Applica	tion to Certificate Manager	/R-6	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-04-21
	Application ID	Product Va IR	riant/ GR/	Applicant Company	Application Status	Main Modal No./ Family Name	Associated Models	Apply Date
	Showing 1 to 4 of 4 entries							Previous 1 Next
	Resume	Application			Refresh Payment Status		Delete Appl	ication
¢					Powered By C-DOT			

Fig. 35: Resume Application

- f. Applicants can view the application in View Applications. Once the certificate is issued by TEC, Applicant can check and download the Modified Certificate from the Certificate Section.
- **7.3.2** Modification in certificate due to product modification/addition of model/addition of manufacturing Location (For both Regular and Provisional Certificates): A new certification will be required for any additional modifications made to the certified equipment that include a change in the hardware or software design or have an impact on its compliance with the Essential Requirements (ERs). Modification in certificate on MTCTE Portal have following options (as shown in Fig. 36)
 - i. Addition of Associated Models
 - ii. Software Version Change
 - iii. Hardware Version Change
 - iv. Interface Addition/Deletion
 - v. Certification Against New ER
 - vi. Addition of Sub Unit/Model in Family
 - vii. Addition of Manufacturing Locations
 - viii. Product Change (hardware or software) with Testing



Fig. 36: Modification due to product change

7.3.2.1 Steps for Addition of Associated Models:

- a. Select the check-button for Addition of Associated Models and click Proceed Next (Fig. 36).
- b. Applicant will be able to see below window (Fig. 37) with Old BOM file. Click on **Submit** button to Modify Old BOM. A popup will appear to add multiple Associated Models in the BOM (Fig. 38). Row(s) of BOM can also be added/deleted. Addition of new Module, Remarks or other additional information in BoM file can be submitted by clicking on Add Row. Click on Save BOM. Applicant will be able to download the modified BOM file (Fig. 39).

al		Welcome testuser	G Logout
		This Application is of "Technical Modification" type.	
>			
Equipment Details for	Id Application ID 8689		
Product		Product Variant	EUT Model No
2- Wire Telephone Equip	ment	2-Line Feature Phone	WR-6
EUT Model Name		EUT Brand Name	EUT Family
			NA
Hardware Version		Software Version	Old Application BOM
			Download Old BOM Files
Modify Old BOM (dem	o)		
Submit			
EUT Description			
hjgj			

Fig. 37: Equipment details with Old BOM

ortal ard	Old BOM File					Malcoma tarti irar				
iectio									Search:	
plica	Module Name	Module Code	Module Hardware Version	Module Software Version	Sub Unit Name	Sub Unit Model No.	Remarks	Module present in Main Model	Module present in Associated model-1	Module prese Associated m
olica	Module No.							WR-6	d	
e Se k Se	Usage Scenario of Eqpt.									
, ac	Type of HF/VHF Equipment									
	Frequency of Operation									
	Maximum Transmit Power									
	4w									
	Wi-Fi									
	Module Name	Module Code	Module Hardware Version	Module Software Version	Sub Unit Name	Sub Unit Model No.	Remarks	Module present in Main Model	Module present in Associated model-1	Module prese Associated m
	Showing 1 to 7 of 7 entrie	85		Add Row(New Card)		Delete Ro	w(New Card)			
<									Close	Save BOM

Fig. 38: Addition/Deletion of Associated Models

MTCTE Portal		Welcome testuser	🕪 Logout
🏙 Dashboard		This Application is of "Technical Modification" type.	
% Profile Section →			
Fresh Application	Equipment Details for old Application ID 8689		
I View Application	Product	Product Variant	EUT Model No
	2- Wire Telephone Equipment	2-Line Feature Phone	WR-6
Certificate Section	EUT Model Name	EUT Brand Name	EUT Family
∾ Help Desk Section >			NA
	Hardware Version	Software Version	Old Application BOM
			Download Old BOM File
	Modified BOM		
	Uploaded BOM file 🚣 🛛 🗙		
	EUT Description		
	hjgj		

Fig. 39: Equipment details with New BOM

c. Enter the Manufacturing location(s) of the added Associated Models and click on **Submit**

(Fig. 40).								
MTCTE Portal				Welcome testuser				🕞 Logout
🚳 Dashboard						Download Old BOM Fi	le ž	
% Profile Section >	Modified BOM		×					
Fresh Application	EUT Description							
III View Application	hjgj							
Certificate Section								
∾ Help Desk Section >								
	Manufacturing Location(s)							
	S No. 1↓	Main/Associated Model	Country Of Manufacturing	Manufacturing	Contact Person Name (Plant Incharge)	11 Email ID	11 Mobile	
	1	5	S	5	s	s@a.com	321654970	
	Showing 1 to 1 of 1 entries							
		Add Location				Delete Location		
<				Submit				~

Fig. 40: Manufacturing location of Associated models

d. Applicant will be able to check the details of the product and certification before final submission to Pre-check Evaluator (Fig. 41).

MTCTE Portal		Welcome Aakasi	n Agarwal	🕪 Logout
🚳 Dashboard	Certificate Section / Confirm Application details			
� Profile Section >		Confirm your details	before final submission	
Fresh Application	Application Number	8825	Certification Scheme	SCS
I View Application	Product	2- Wire Telephone Equipment	ER Applicable	TEC18352302
	Product Variant	2-Line Feature Phone	ER Type	REGULAR
Certificate Section	EUT Model No	WR-6	Download ER File	
� Help Desk Section →	EUT Model Name		Cert	tification Fee Details
	EUT Brand Name		Total Fee	10000
	EUT Family	NA		
	Software Version			
	Hardware Version			
	Associated Models	d 🗸		
	Download Application Info	Submit to Pre	check Evaluator	

Fig. 41: Final Product details

- e. Click on *Submit to Pre-check Evaluator*. Once the Pre-check Evaluator approves the application, the applicant will be able to see the application on the dashboard.
- f. Select the application on dashboard and click on *Resume*. A new window will be opened to confirm the details before fee payment. Click on *Proceed to Fee Payment* (Fig. 42).

MTCTE Portal		Welcome Aakas	h Agarwal	🕞 Logout
🚳 Dashboard	Certificate Section / Confirm Application details			
� Profile Section >		Confirm your details	before final submission	
Fresh Application	Application Number	8687	Certification Scheme	SCS
≣ View Application	Product	PON Family of Broadband Equipment	ER Applicable	TEC14762206
	Product Variant	PON ONU	ER Type	REGULAR
Certificate Section	EUT Model No	WR-6	Download ER File&	
� Help Desk Section →	EUT Model Name		Certificat	on Fee Details
	EUT Brand Name		Total Fee	20000
	EUT Family	NA		
	Software Version	dfg		
	Hardware Version	dfg		
	Associated Models	d 🗸		
	Download Application Info	Proceed to) Fee Payment	

Fig. 42: Fee details

g. Applicant will be able to see the newly generated Application ID. Choose the payment mode (Online/Offline) and then click on *Proceed to Payment Gateway* (Fig. 43). It will be redirected to NTRP portal for the applicable payment of application fees.

MTCTE Portal		Welcome Aakash Agarwal	🕩 Logout
🆚 Dashboard	NTRP Payment Details		
∾ Profile Section >			
Fresh Application		Complete payment for next steps Application ID	
I View Application		8678	
Certificate Section		Total Fees 20000	
∾ Help Desk Section >		Payment Mode Online Ooffline	
		Proceed to Payment Gateway	

Fig. 43: Proceed to Payment Gateway

 After completion of the payment, applicants will be able to see the newly generated Application ID in the dashboard. Select the newly generated Application ID and click on *Resume Application* (Fig. 44)

file Section >	Show 10 ¢ entries					Searc	:h:
h Application	Application ID	Product Variant/ GR/ IR	Applicant Company	Application Status	Main Modal No./ Family Name	Associated Models	Apply Date
w Application (3 msg)	8828	Line Media Gateway	TEC	APPL REG	WR-6	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-06-28
tificate Section	8827	Line Media Gateway	TEC	PEND CERT MODIFY FEE	WR-6	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-06-28
	8825	2-Line Feature Phone	TEC	DRAFT SAVED MODIFY APP	WR-6	d, ghn	2023-06-27
	8824	FAX machine with handset	TEC	PEND CERT MODIFY FEE	WR-6	d, ds, dsds, fdddd, fd, e, ee, f, fvd	2023-06-27
	Application ID	Product Variant/ GR/	Applicant Company	Application Status	Main Modal No./	Associated Models	Apply Date
		IR			Family Name		
	Showing 1 to 10 of 22 entrie	s				Previ	ous 1 2 3 Nex
	Decume	Application		Refresh Payment Status		Delete Appl	lication

Fig. 44: Resume Application

- i. On resuming the Application, Select the option "**Have All LAB Test Reports? Yes**" to proceed for the application (Fig. 45).
- j. On the next page, Compliance sheet will be opened. Here applicants can see the list of parameters for which relevant details have to be filled and test reports against each parameter are to be uploaded (Fig. 46).
- After filling all the details, applicant may apply for the certification by clicking on "Apply for Certification".



Fig. 45: Test reports availability

MTCTE Portal										
🚳 Dashboard	This is	to be not	ed that applications unde	r General Certification S	cheme	require uploading o	f reports against paramete	ers, Users :	should fill authen	tic information.
∿ Profile Section >	Application No.	8828	Product	Media Gateway		Variant	Line Media Gateway		Model/Family	
o Fionie Section ,	WR-6									
Fresh Application									Sear	rch:
I View Application	Parameter_Nan	ne îl	Name of Standard 斗	Compliance	Tes	ted_Lab î↓	Report_No.	Date(y)	yyy-mm-dd) 🛍	Reference Reports* 1
Certificate Section	Conducted And Radiated Emissio	on -	TEC EMI EMC Standard CISPR 32 EN550 32.	Complied 🗸	F	TEC SR	TEST REP NO. 54872	2020-0	6-23	
∾ Help Desk Section >	Class A		Annex-B							
	Parameter_Nan	ne	Name of Standard	Compliance	Tes	ted_Lab	Report_No.	Date(y)	yyy-mm-dd)	Reference Reports*
	Showing 1 to 1 of 1	entries								
	Uploa	d test repo	ort	Clear Text Entries			Save Draft		View/De	lete my uploaded files
					A	oply for Certification				
<						Powered By C-DOT				

Fig. 46: Parameter wise Compliance sheet

- **7.3.2.2** Similarly, modification in other options like Addition of Manufacturing Locations, Software Version Change, Hardware Version Change, Interface Addition/Deletion, Certification against New ER, Addition of Sub Unit/Model in Family can be done in the same way by updating required details.
- **7.3.3 Provisional to Regular** (For Provisional Certificates): Provisional to Regular of MTCTE Certificate can be done only if reports of Exempted Parameters are available. Steps for conversion from Provisional to Regular are given below:
 - Go to the Certificate Section, select the Application ID for the modification and click
 Proceed to Modification & Renewal Button.
 - ii. On the opened window, select Certification Modification and click Proceed.
 - iii. On selecting *Provisional to Regular*, the list of Exempted parameters will be shown (Fig.57). Click on *Submit*.

MTCTE Portal			Welcome Aakash	Aganwal			€ Logout		
B Dashboard	Dashboard / Certificate Section / Certificate Modification 8	k Renewal							
% Profile Section >	Current Certificate ID :	183500433	183500433 Certificate Validity: 2025						
Fresh Application		 Certificate Modi 	fication (Check for Cer	ificate Modification)					
View Application									
Certificate Section			Proc	eed					
% Help Desk Section →	Administrative Modification (Creek for Profile Change) Modification in certificate due to product modification/addition of mode/addition of manufacturing location(Creek for Product Change)								
	List of Exempted Parameters								
	Show 10 ¢ entries					Search:			
	ID ti	Parameter Name		Group		Parameter Standard	t1		
	R2003	Immunity to Radiated RF		EMI/EMC		TEC EMI EMC Standard EN/IEC:610	000-4-3. Annex-B		
	Showing 1 to 1 of 1 entries						Previous 1 Next		
			Sub	mit					

Fig. 57: Provisional to Regular

iv. On the next window, a new *Application ID* will be generated along with the *Total Fees*.
 Choose *Payment Mode* (Online/Offline) and click on *Proceed to Payment Gateway* (Fig. 58).

MTCTE Portal		Welcome Aakash Agarwal	🕪 Logout
🍪 Dashboard	NTRP Payment Details		
% Profile Section >			
Fresh Application		Complete payment for next steps Application ID	
I View Application		8827	
Certificate Section		Total Fees 30000	
� Help Desk Section →		Payment Mode Online OOffline	
		Proceed to Payment Gateway	

Fig. 58: Payment mode

- v. Applicant will be redirected to NTRP portal for payment of the applicable fees. Once the payment is completed, the newly generated Application ID will be shown in the Applicant's dashboard.
- vi. Select the newly generated Application ID and click on *Resume Application*.
- vii. On the next page, Applicant will be shown following three options (Fig 59):
 - **a)** Have All Lab Test Reports? Yes
 - **b)** Have All Lab Test Reports? No
 - c) Type/Interface Approval Available/TSEC, BSNL

MTCTE Portal	Welcome Aakash Agarwal @Logout
Dashboard	Select option to proceed for Application No. 8700
∾ Profile Section >	
Fresh Application	Registration Number 8700,2- Wire Telephone Equipment, 2023-1
I View Application	Have All Lab Test Reports? YES
Certificate Section	Proceed to Enter Test Results
% Help Desk Section →	Have All Lab Test Reports? No Proceed to Lab Testing Portal
	○ Type/interface Approval Available/TSEC, BSNL
	Apply for Certification
¢	Powered By C-DOT



viii. Applicant can choose the applicable options, for example if Applicant selects Have All

Lab Test Reports? Yes, following steps are to be followed:

a) Click on Proceed to Enter Test Results

b) Compliance sheet will be opened on the next page and list of Exempted parameters will be shown. Applicants have to fill the Compliance sheet and upload the Test Reports against the each Exempted Parameters. After filling all the details click on *Apply for Certification* (Fig. 60).

МТ	CTE Portal			We	lcome Aakash Agarwal			🖨 Logout
æ		Application No. 8700	Product 2- Wire Telephone Eq	uipment Variant	2-Line Feature Phone	Model/Family WR-6		
90							Sea	rch:
		Parameter_Name	Name of Standard	Compliance	11 Tested_Lab	1⊥ Report_No. 1⊥	Date(yyyy-mm-dd)	Referenced Reports* ↓
		Immunity to Radiated RF	TEC EMI EMC Standard EN/IEC:61000-4-3 Test Level -2. Annex-B	Complied	RTEC NR	RTEC-84265	2020-06-24	Report_2005631019.pdf
QO		Parameter_Name	Name of Standard	Compliance	Tested_Lab	Report_No.	Date(yyyy-mm-dd)	Referenced Reports*
		Showing 1 to 1 of 1 entries Upload test r	eport	Clear Text Entries	Apply for Certification	Save Draft	View/Dela	ete my uploaded files
	¢				Powered By C-DOT			

Fig. 60: List of Exempted Parameters

c) Applicant will be shown the acknowledgement page (Fig. 61).



Fig. 61: Acknowledgement

- ix. Similarly, other two options i.e. Have All Lab Test Reports? No and Type/ InterfaceApproval Available/TSEC, BSNL can be utilized wherever applicable.
- x. After this application will be submitted to TEC. Applicants can view the application in
 View Applications.
- xi. Once the certificate is issued by TEC, Applicants can check and download the Modified
 Certificate from the *Certificate Section*.

8.0 View Application

This tab is visible on left side of Dashboard as shown in Fig. 62. User can view all applications submitted by him/her in this account, including pending, rejected and certificate issued cases. Sorting and free text search options are available.

	Applications			
pplication details / My su	bmitted Applications			
how 10 🗢 entries			Search:	
Application ID	Product Variant	Applicant Company	Application Status	Apply Date
1310	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13
1311	MRTS Mobile Station	MTCTE	PEND PRE EVAL CHECK	2019-06-13
1316	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13
1318	Cordless Telephone	MTCTE	APPL REG	2019-06-14
1319	Media Converter	MTCTE	PEND PRE EVAL CHECK	2019-06-14
	Product Variant			

Fig. 62: View Application

9.0 Certificate Section

This section can be accessed by clicking Certificate Section tab on the Dashboard, as shown in Fig. 63 below. On clicking Certificate Download, User will be taken to Certificate Download page, where list of all application for which certificates have been issued will appear, with a link to download certificate against each application. On clicking the download button, Certificate for selected application will be downloaded.

h Application	Application	Details						
v Application	Show 10	• entries					Searc	n:
ificate Section >	1. S.No.	다. Application ID	11 Certificate ID	Product Name	1) Variant Name	™ Company Name	EUT ¹¹ Model Name	Download Certificate
Desk Section >	1	170	183500075	2- Wire Telephone Equipments	Executive Telephone System	MT INTERNATIONAL PVT LTD	2	🛓 Download
	S.No.	Application ID	Certificate ID	Product Name	Variant Name	Company Name	EUT Model Name	Download Certificate

Fig. 63: Certificate Download

10.0 Helpdesk

Helpdesk Section tab is available on the left side of Dashboard as shown in Fig. 64.

෯ Dashboard	Helpdesk Page / help
� Profile Section →	
Fresh Application	Mention your query here
■ View Application	Issue Type: Product Related
Certificate Section	Description*(500 char)
� Help Desk Section ∽	
Raise Query	Submit request to TEC
List Query	
Track Query Status 🗸	

Fig. 64: Helpdesk Page

10.1 Role of Helpdesk

- i. Provide technical assistance and support for incoming queries and issues related to MTCTE Portal.
- ii. Respond to queries either on Emails or over the phone.
- iii. Any help to Applicants.

10.2 Raise Query

Applicant can raise a query, under the Helpdesk Section by selecting Raise Query. After Clicking on Raise Query, the Helpdesk Page will open as shown in Fig. 65 below.

On helpdesk page, User should select Issue Type from drop down Menu and describe his/her query in the description box. After entering the description of query, he should press Submit Request to TEC, on which the query is submitted to Help Desk section of TEC and a Ticket Number is generated for tracking the query status later.

MTCTE Portal		Welcome SHAKEEL AHMAD
🚳 Dashboard	Helpdesk Page / help	
🖋 Edit Profile		
Fresh Application	Mention your query here	
I View Application	Issue Type:	Interface Related
↔ Certificate Section →	Description*(500 char)	
∾ Help Desk Section ✓		
Raise Query		Submit request to TEC
List Query		
Track Query Status		

Fig. 65: Help Desk Section – Issue Types

10.3 List Query

Applicant can see a list of queries submitted by him/her, with their status.

nding actions	s to user						
Show 10 ×	- entries					Search:	
Issue ID	Issue Type	Status 11	User Name	User Role 11	User Email-ID	Query Raised	Date
1142	Other Related	PENDING	Dhanesh Goel	Applicant	dhaneshgoel[dot]nit[at]gmail[dot]com	Sample	2019-01-07
Issue ID	Issue Type	Status	User Name	User Role	User Email-ID	Query Raised	Date

Fig. 66: Helpdesk Page – List query Status

10.4 Track Query Status

MTCTE Portal	Welcome Mr. Aakash Agarwal	🕩 Logout
🚳 Dashboard		
🗲 Edit Profile		
Fresh Application	Ticket No.	
I≣ View Application	CHECK STATUS	
% Certificate Section →		
% Help Desk Section →	Ticket No.	
	Query	
	Query Status	
	Remarks	

Fig. 67: Helpdesk Page – Track query Status

User can track his query Status from selecting Track Query Status under the Helpdesk Section by entering the Ticket Number, which is generated at the time of raising query. On clicking Check Status, the status with any detail in Remarks field will be displayed.

11.0 Certificate Renewal Application

- a) For renewal, a Certificate holder must apply online and pay the renewal fee, at least one month prior to expiry of the current certificate's validity period.
- b) A certificate shall be renewed only if there is no change in the Essential Requirements applicable to the equipment, and there is no change in the equipment model.
- c) After evaluation of the renewal application, a fresh certificate valid for another ten years shall be issued, indicating the previous certificate number thereon.
- d) TEC may call for re-testing / re-evaluation of certified telecom equipment and charge the relevant fee, should the need arise to check on the compliance of the equipment to the ERs.

<u>Annexure-I</u>

Authorization Letter

[For authorization of an individual employee of Indian OEM/ AIR for performingcertification related								
activities]								
(To be issued by Board of Directors of the company /Proprietor of firm on letterhead of the								
company/firm)								
To, Date:								
Telecom Certification Division								
TEC, New Delhi								

l,	(Name)	, Director/ Partner/ CEO/ MD							
of	(company Name)	, hereby authorize							
	(Name), (Designation),	to carry out all activities, like submission of application							
/declar	ation, on the behalf of company, in re	lation to certification of telecom equipment, under							
Mandatory Testing and Certification of Telecom Equipment (MTCTE).									

(Signature with date)Name
Designation Company
Name
Address of the companyContact
No.
Email id.
Office Seal

<u>Annexure-II</u>

Date:

Letter for Modification of Authorization

[For change of name, designation and email of individual employee of Indian OEM/AIR, authorized for performing certification related activities] (To be issued by Board of Directorsof the company /Proprietor of firm on letterhead of the company/firm)

Telecom Certification Division

TEC, New Delhi

To,

l,	(Name)	, Director/ I	Partner/ CEO/ MD
of(cor	npany Name)		<u>, here</u> by authorize
(Name),	<u>(Designation)</u> , in place	of (Name of earlier au	uthorized representative of
<u>company), (Earl</u>	<u>ier Representative's Desig</u>	<u>gnation)</u> , to carry outa	all activities, like submission
of application /declaratio	n, on the behalf of compa	ny, in relationto certifica	tion of telecom equipment,
under Mandatory Testing	and Certification of Tele	com Equipment (MTCTE). The User Id being used is
_ (Use rid)			
I further request to char	nge the Email-id for carr	rying out all the activiti	es related to MTCTE from
(earlier used e-mail id)	to <u>(new e-mail id)</u>	due to	. <u>(Reason</u>
for change)	{Strike out if not a	applicable}	
(Signature with date)Nam	ıe		
Designation Company			

Name

Address of the companyContact

No.

Email id.

Office Seal

<u>Annexure-III</u>

AIR Authorization Letter

[For authorization	of an Indian company	by Foreign OEM as its Authorized Indian
	representa	tive]
(To be issued by Boa	ard of Directors of the Fc	oreign OEM on company's letterhead)
То,		Date:
Telecom Certification Divi	sion	
TEC, New Delhi		
l,	(Name)	, Director/ Partner/ CEO/ MD,
hereby authorize	(Applicant Indi	an Company Name)
as our Authorized Indiar	n Representative, to car	ry out all activities, like submission of application
/declaration, on the beha	alf of company, and to	take all decisions and discharge allobligations, in
relation to certification of	of telecom equipment,	manufactured by my company, under Mandatory
Testing and Certification of	of Telecom Equipment (M	ITCTE). Details of the Indian company, so authorized,
are given as under: -		
Company Name:		
Address:		
Contact Number:		
Registration number.Emai		
This authorization shall re	main valid up to(date)
(Signature with date)Nam	e	
Designation Company		
Name		
Address of the Foreign O	EM CompanyContact	
No.		
Email id.		
Office Seal		

Annexure-IV

Guidelines for filling of Bill of Material

Definitions:

- 1. **Bill of Material**: Bill of Material File is a file containing details of all major modules/ components/parameters of the model being offered for testing. In case of application for certification of multiple models, the Bill of Material shall include such details of all models under associated model or family definition of MTCTE.
- 2. **Associated Model:** 'Associated model' means model of a telecom equipment formed by using chassis/ motherboard and cards/ access ports of another tested and certified model, using the same chassis/ motherboard and a larger superset of cards/ access ports.
- 3. **Family:** 'Family' means collection of all modules and chases which can be used interchangeably in different combinations to achieve different hardware configurations meeting different site requirements, which are certified as a whole under MTCTE.

Guidelines

Bill of Material file (in Excel format) is to be filled carefully, as the equipment under certification is captured in BOM file. BOM file may play an important role while submitting the application for modification of certificate due to modification in equipment viz. addition of an interface (Refer MTCTE procedure). Associated models of a main model or family of telecom equipment is decided on the basis of equipment details captured in BOM file.Considering the importance of the BOM file, application submitted by the applicant is provisioned to go through pre-check evaluation stage before the application is sent for paymentof certification fee.

There can be three type of applications, submitted for certification of telecom equipment, i. Application for certification of an individual models; ii. Application for certification of main model and its associated models iii. Application for certification of family of equipment. Applicant must go through the definition of associated models or family before submission of application for certification. Following broad guidelines shall be observed for filling the BOM file: -

i. Certification of an individual model or its associated models

- 1. Main model no., entered in Cell H2 of BOM file under "Enter Main Model No." must be same as EUT model No., entered under Equipment Details at fresh application page of MTCTE portal. If both are not same, portal will not allow to upload the BOM file and return the error message.
- If application is also for certification of associated models, associated models in respective Cells I2 to Q2 of BOM – corresponding to associated model No. 1 to associated Model No. 9; shall be entered. Presence or absence of module/card in associated model shall be indicated against respective associatedmodel by entering 'Y' or 'N' in corresponding cell of BOM.
- 3. Column 'E' and column 'F' of BOM shall not be filled, as these columns are meant for family equipment.
- 4. One column is reserved for main model/each associated model for recording presence or absence of module/card in main model and respective associated model. Hence, the columns which are not required to be filled due to certification of less than 9 associated models must be left blank. Example- If

application is submitted for certification of main model and two associated models, only three columns i.e. H, I, J of BOM shall only be filled and the remaining columns of BOM shall be left blank. Sample BOM for associated models is captured in Fig. 1.

	A	В	С	D	Ε	F	G	Н	1	J	К	L	М	N	0	Р	Q
	Module Name/Atrtibute	Module Code	Module	Module	Sub	Sub	Remarks	Module	Module	Module	Module	Module	Module	Module	Module	Module	Module
	Name		Hardware	Software	Unit	Unit		present in	present in	present in	present in	present in	present in	present in	present in	present in	present in
			Version	Version	Name	Model		Main Model	Associated	Associated	Associated	Associated	Associated	Associated	Associated	Associated	Associated
1						No.			model-1	model-2	model-3	model-4	model-5	model-6	model-7	model-8	model-9
	Module No.										Enter	Enter	Enter	Enter	Enter	Enter	Enter
									M.422		Associated	Associated	Associated	Associated	Associated	Associated	Associated
								M123	M+123	MA+123	model no. 3	model no.	model no. 5	model no. 6	model no. 7	model no. 8	model no. 9
2												4					
3	Control	а	2	2			abc	Y	Y	Y							
4	Power	b	2	1.4			def	Y	Y	Y							
5	Switch	с	2.3	1.6			ghi	Y	Y	N							
6	2w	d	2	1.1			jkl	Y	N	N							
7	4w	e	2.2	1.1			mno	Y	Y	Y							
8	Wi-Fi	f	2.2	1.2			pqr	Y	N	N							
9	Ethernet	g	2.1	1.3			stu	Y	Y	N							
10																	
11		no. 12 to Q2. H2 bein entered against the Applicable for Rac 2. Frequency of ope 3. Usage Scenario of	g the main m EUT family o lio Product ration and m Equipmnet -	nodel must k n fresh appl s Only : aximum trai Citizen Ban	oe filled ication nsmitte id Equip	l and mat page will d power ment, Co	DM, values against fields of colum ched with EUT Model Number en be printed in the certificate. shall be entered in BOM file as pe ymercial / Amateur Radio equipm ransportable Equpt, Handheld Po	tered on Fresh A er guidelines of V ent, Maritime Ec	opplication pa NPC/DOT. quipment etc	ge. In Family							



ii. Certification of family of equipment

- 1. Box at EUT family on fresh application page shall be checked. Name/Number of family of telecom equipment, to be certified, shall be entered against EUT Family field. EUT model no. shall not be entered, as this field is applicable, for certification of telecom equipment mentioned in para (i) above.
- 2. A to G columns of BOM pertains to family equipment, thus, these columns of BOM shall only filled. Columns H to Q of BOM pertains to the information of associated models. Hence, information in these columns i.e. H to Q columns of BOM shall not be entered.
- 6. There is a provision for entry of model no. under Sub-Unit Model No. column of BOM. All modules/cards, present in one model no., shall preferably be entered continuously. There may be some duplication of entries, as same module/card may be present in more than one model of same family, to be certified under one application. But, it will facilitate to identify modules/cards present in one model. Sample BOM for family equipment is captured in Fig. 2.

	А	в	С	D	E	F	G	н	I.	J	К	L	м	N	0	Р	Q
	Module	Module Code	Module	Module	Sub Unit	Sub Unit	Remarks	Module	Module	Module	Module	Module	Module	Module	Module	Module	Module
	Name/Atrtibute		Hardwa	Software	Name	Model No.		present	present	present	present	present	present	present in	present	present in	present in
	Name		re	Version				in Main	in	in	in	in	in	Associate	in	Associate	Associate
			Version					Model	Associate	Associate	Associate	Associat	Associate	d model-6	Associate	d model-8	d model-9
									d model-	d model-	d model-	ed	d model-		d model-		
1									1	2	3	model-4	5		7		
	Module No.								Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
									Associat	Associat	Associat	Associat	Associate	Associate	Associate	Associate	Associate
									ed model	ed model	ed model	ed	d model	d model	d model	d model	d model
2									no. 1	no. 2	no. 3	model	no. 5	no. 6	no. 7	no. 8	no. 9
3	Control 1	a	2	2	Router	RX 123	fds										
4	Power1	b	2	1.4	Router	RX 123	ter										
5	Switch 1	c	2.3	1.6	Router	RX 123	wyt										
6	2w1	d	2	1.1	Router	RX 123	jhg										
7	4w1	e	2.2	1.1	Router	RX 123	lkj										
8	Wi-Fi1	f	2.2	1.2	Router	RX 123	ytr										
9	Ethernet 1	g	2.1	1.3	Router	RX 123	nvb										
10	Control 2	h	2	2	Router	RX 123	fds										
11	Power2	i	2	1.4	Router	RX 123	ter										
12	Switch 2	j	2.3	1.6	Router	RX 123	wyt										
13	2w2	k	2	1.1	Router	RX 123	jhg										
14	4w2		2.2	1.1	Router	RX 123	lkj										
	Wi-Fi2	m	2.2	1.2	Router	RX 123	ytr										
16	Ethernet 2	n	2.1	1.3	Router	RX 123	nvb										
17																	
	Note :	1. Gray area o	ells are w	rite protected.	In Associa	ted model BO	VI, values against fiel	ds of colu	ımn E & F i	will not be	entered b	y the appl	icant. Asso	ciated Mod	els to be pr	inted on th	e
		certificate wil	ll be enter	ed by the Appli	icant from (cell no. 12 to R	2. H2 being the main	model mi	ist be fille	d and mate	ched with	EUT Mode	l Number e	ntered on Fr	reshApplica	ation page.	In Family
		BOM, values a	against fie	elds of column	s H to R wil	I not be entere	ed by the applicant. V	alue ente	red agains	t the EUT f	amily on f	resh appli	cation pag	e will be pri	inted in the	certificate	2
		Applicable for	Radio Pro	ducts Only :													
		2. Frequency of	of operati	on and maxim	um transmi	tted power sh	all be entered in BON	1 file as p	er guidelir	nes of WPC	/DOT.						
		3. Usage Scen	ario of Eq	uipmnet - Citiz	en Band Eq	uipment, Com	ercial / Amateur Radi	o equipm	ent, Marit	ime Equipi	ment etc.						
		-				1.	sportable Equpt, Har		1 A A A A A A A A A A A A A A A A A A A			aupt. etc.					
18			, Eq a.			.,											



<u>Annexure-V</u>

SPECIMEN AFFIDAVIT

To be submitted on non-judicial stamp paper of Rs 100 and duly attested by a first class Magistrate, Oath Commissioner or by a Notary Public.

AFFIDAVIT

[Strike off/delete whichever is not applicable]

Ison/daughter of	resident of
------------------	-------------

do solemnly declare and affirm as follows.

1. That I am the sole Owner/Proprietor of the firm/company <u>< name of the firm/company></u> _having its headquarter at <u>< registered address of the firm/company></u>.

OR

- That the Applicant company is an authorized Indian dealer/distributor/channel partner/ representative/branch office of the foreign OEM <u><name and address of the foreign OEM</u> for certification of Telecommunication Equipment, manufactured bythem, under MTCTE.
- 3. I/We Applicant Company shall be responsible/liable:
 - i. For conformance of certified Telecommunication equipment against respectiveEssential requirement during the period of validity of its certificate

- ii. For compliance of provisions contained in surveillance procedure w.r.t. nonconformance/contraventions
- iii. To comply with any other directions of Telegraph Authority/AppropriateAuthority, designated for implementation of MTCTE scheme
- 4. I/We affirm and declare to hold TEC harmless against future claims, losses or damages, if any, arising out of certification related activities or disputes between Applicant Company and Foreign OEM.
- 5. I/We affirm and declare that we indemnify TEC/DoT from any dispute, litigation, obligation and/or loss/damage etc. arising out of certification of telecom equipment under MTCTE and we shall be solely responsible for any such eventuality.

[DEPONENT]

VERIFICATION

Verified ______ day of ______ year 20____that the contents of above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated nor any facts has been concealed.

[DEPONENT]

Witnesses

- 1. < Signature with date > (<Name> & Address)
- 2. < Signature with date > (<Name> & Address)

<u> Annexure-VI</u>

MOU Clauses

MOU must contain following clauses, in addition to other clauses, if any, and these clauses must act as a superseding clauses over other clauses contained in the MOU :-

- Notwithstanding anything contained in this document, Applicant company is an authorized Indian dealer/distributor/channel partner/ representative/branch office of the foreign OEM <<u>name and address of the foreign OEM</u>______for certification of Telecommunication Equipment, manufactured by them, under MTCTE.
- 2. Notwithstanding anything contained in this document, Applicant Company shall be responsible/liable:
 - i. For continued conformance of certified Telecommunication equipment against respective Essential requirement
 - ii. For compliance of provisions contained in surveillance procedure w.r.t. nonconformance/contraventions
 - iii. To comply with any other directions of Telegraph Authority/AppropriateAuthority, designated for implementation of MTCTE scheme
- 3. Notwithstanding anything contained in this document, Applicant Company and ForeignOEM affirm and declare to hold TEC harmless against future claims, losses or damages, if any, arising out of certification related activities or disputes between Applicant Company and Foreign OEM.
- 4. Notwithstanding anything contained in this document, Applicant Company and ForeignOEM affirm and declare that they indemnify TEC/DoT from any dispute, litigation, obligation and/or loss/damage etc. arising out of certification of telecom equipment under MTCTE and they shall be solely responsible for any such eventuality

<u>Annexure-VII</u>

Proforma for seeking exemption from submission of test reports against <u>fewparameters</u>

Exemption may be granted from submission of test reports against few parameter(s) indicated therein. Details of the product, test parameters and reason for seeking exemption is mentioned below:-

1.	Product Name	
2.	Product Variant Name	
3.	Name of OEM/Importer	
4.	E-Mail id of contact person	
5.	Mobile number of contact person	
6.	Name of Parameter to be exempted	
7.	Reason for seeking exemption (Please tick whichev	er is applicable)
	Test report from International accredited lab not available because normally product is not tested for this parameter or there is no International accredited lab. The product is manufactured in India and there	
	isno accredited/designated lab in India.	
	The product does not comply with specific limits/test voltages/procedures prescribed in ERs. Others (please specify)	
	N I J	

Declaration: I declare that the information provided by me on the above form is true and correct to the best of my knowledge.

(Signature) (Name of Authorized representative of Applicant Company)

(Designation)

Seal

Date: Place:

Annexure-VIII

Letter no.

Proforma for Non-Applicability of a parameter

(To be uploaded against the parameter (s) for which non applicability is sought)

To, Telecom Certificate Division TEC, New Delhi

(Please tick whichever is applicable)

- 1. Telecom equipment does not operate on AC.
- 2. Telecom equipment does not operate on DC.
- 3. Telecom equipment operating in 2.4 GHz band.
- 4. Telecom equipment operating in 5 GHz band.
- 5. Other (please specify reason)

Declaration: I declare that the information provided by me on the above form is true and correct to the beat of my knowledge.

Date: Place: (Signature) (Name of Authorised representative of Applicant Company) (Designation) (Seal)