

# **User Manual**

(For Applicant)

Online Registration of Unified License **(UL)**

**Department of Telecommunications**

**Government of India**

09 JUN, 2023

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# **Section-1**

## 1.1 General Introduction

**SARALSANCHAR'( Simplified Application For Registration and Licenses)** a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless,secure and hasslefree platform for various applicants.

### **Acronyms and Abbreviations**

List of the acronyms and abbreviations used in this document and the meaning of each.

-  **DoT** : Department of Telecommunications.
-  **OTP** : One Time Password.
-  **UL** : Unified License.
-  **UL-VNO** : Unified License - Virtual Network operator.
-  **OSP** : Other service provider
-  **LOI** : Letter of Intent

## 1.2 About Unified Licenses

Applicant can apply for Unified License along with authorisation for any one or more services listed below:

- a. Unified License (All Services)
- b. Access Service (Service Area-wise) as per details at Annexure- IV
- c. Internet Service (Category-A with All India jurisdiction)
- d. Internet Service ( Category-B with jurisdiction in a Service Area) as per details at Annexure- IV
- e. Internet Service ( Category-C with jurisdiction in a Secondary Switching Area) as per details at Annexure- III
- f. National Long Distance (NLD) Service
- g. International Long Distance (ILD) Service
- h. Global Mobile Personal Communication by Satellite (GMPCS) Service
- i. Public Mobile Radio Trunking Service (PMRTS) Service
- j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service
- k. INSAT MSS-Reporting (MSS-R) Service.
- l. Resale of International Private Leased Circuit (IPLC) Service

Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/authorization

## Section-2 Applicant Part

### 2.1 Login

Click on the Home Button on the above page. On the **home page** go to the **Login** button which is available on the **top Navigation bar** and the **top right sidebar panel**.

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

GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग  
DEPARTMENT OF  
TELECOMMUNICATIONS

**SARAL SANCHAR**  
(Simplified Application For Registration And Licenses)  
A Portal for License Management in DoT

Home | About Portal | Registration | **Login** | FAQs | Helpdesk | Fee Calculator | Document Checklist | Orders/Circulars

**Login**

UserId

Password

Security Code

[Forgot Password?](#) [Forgot User ID?](#)

After clicking Login you will be directed to this page.

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भारत सरकार  
MINISTRY OF COMMUNICATIONS  
दूरसंचार विभाग  
DEPARTMENT OF  
TELECOMMUNICATIONS

Log Out { User Id: }

Switch User Home Change Password User Admin Help desk

Orders/Circulars Document CheckList

Welcome

Status Of Applications

UL	UL-VNO	WPC	OSP	SACFA	PM-WANI
0	0	1	New OSP Guidelines	0	0
Apply Now	Apply Now	Apply Now		Apply Now	Apply Now

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

General Instructions:-

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

You can apply for any of the above options i.e. **UL** or **UL-VNO** or **OSP**. As you can see above, the status of each UL, UL-VNO, and OSP is "**0**". This is because you have not applied for any of the above till now.

## 2.2 UL Application :

Below is a sample demo for **UL application**.

For this click on the **APPLY NOW** button ( ***Shown by red arrow***) on the UL tab.

Application form will appear as follows. **CIN Number** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.

### **IMPORTANT**

**Digitally Signed Document** : All the document to be uploaded hereafter must be in “**pdf format**” and “**digitally Signed**” . The portal will automatically reject any document which is not **digitally signed** or in **pdf format**.

## 2.2.1 Step I

**Company Information:** In this step the information about company entered while registration will pop up and will be in disabled form.

The screenshot displays the SARAL SANCHAR portal, a web interface for license management by the Department of Telecommunications. The header includes the department's name in Hindi and English, along with the portal's title. A navigation bar contains links for Home, Company Forward, Make Profile, Apply for License/UL, and Logout. Below this, a secondary navigation bar lists various services like Cable TV Licenses, MMS, etc. The main content area is titled 'APPLICATION FOR GRANT OF LIMITED LICENSE/Authorization for Additional Services under Unified License'. It features a progress bar with five steps: Step 1 (Company Information), Step 2 (Agreed to rules & conditions), Step 3 (Provide details), Step 4 (Review details), and Step 5 (Category details). Step 1 is currently active. The form for Step 1 contains a CUP (Company Unique Profile) field with a value, a 'Save Draft' button, and a 'Previous Application Form' button. Below these, the 'Company Name' is listed as 'HUB'. The 'Company Detail Address of Company' section lists contact information for two locations: Company Office and Company Home Office, including phone numbers, fax numbers, and email addresses.

सरसंचार पोर्टल  
SARAL SANCHAR  
DEPARTMENT OF TELECOMMUNICATIONS

Home Company Forward Make Profile Apply for License/UL Logout

Cable TV Licenses MMS PMS CUMMIS DTH License/UL etc.

Home Unified License Apply for Unified License (UL)

APPLICATION FOR GRANT OF LIMITED LICENSE/Authorization for Additional Services under Unified License.  
(All types of Licenses registered through SARAL)

Save Draft Previous Application Form Previous Application Form Submit

Step 1 Company Information Step 2 Agreed to rules & conditions Step 3 Provide details Step 4 Review details Step 5 Category details

CUP:  
UNIFIED LICENSE PROFILE

1. Company Name: HUB

2. Company Detail Address of Company

a) Company Office:  
Company Name:  
Phone:  
Fax: 3456789012345678  
Pincode: 411009  
Landline No: 3456789012  
E-mail: 3456789012345678  
Web: 3456789012345678

b) Registered Office:  
Company Name:  
Phone:  
Fax: 3456789012345678  
Pincode: 411009  
Landline No: 3456789012  
E-mail: 3456789012345678



(D) Corporate Office :  
 HALDWANI  
 District: Nainital  
 State : UTTARAKHAND  
 Pincode : 262108  
 Landline No: 9846546111  
 Fax No: 5465461116  
 Email : niteshjoshi20@gmail.com  
 (E) Registered Office :  
 HALDWANI  
 District: Nainital  
 State : UTTARAKHAND  
 Pincode : 262108  
 Landline No: 98101654616  
 Fax No: 54616154616  
 Email : niteshjoshi20@gmail.com

3. Address for Correspondence with Telephone/Fax/Mail :  
 HALDWANI  
 District: Nainital  
 State : UTTARAKHAND  
 Pincode : 262108  
 Landline No : 98517654616  
 Fax : 46546516546  
 MOBILE NO : 9105479200  
 Email : niteshjoshi20@gmail.com

4. Authorized Contact Person /Signatory details :  
 Name: NITESH JOSHI  
 Design: ITO  
 AUM: NAINITAL  
 District: Nainital  
 State: UTTARAKHAND  
 Pincode: 262108  
 Landline No: 5465461616  
 Fax: 4646464646  
 Mobile No: 9210021000  
 Email: niteshjoshi20@gmail.com

Previous Next

Back Drop Validate Application Form Enter Application Form Submit

Press "next " button to go to next step.

### 2.3.2 Step II

#### Payment details of processing fee

Payment is auto calculated as per the selection of service authorisations selected. This only displays the fee to be paid using online mode in Bharatkosh after the submit of application.

### APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licenses /registrations except WPC)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Step 1  
Company Information

Step 2  
Payment & Other Details

Step 3  
Promoter & Other Details

Step 4  
Service & Other Details

Step 5  
Company Details

5.Details of payment of processing fee in Rs.  
**Note:Please refer fee calculator menu for fee calculation.**

Application Processing Fee (Rs.):

6. Certified copy of Registration along with Articles of Association & Memorandum of understanding to be attached. (To be certified by the Certificate from Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company) (Digitally signed)

A.Copy of registration (in pdf format only)

[Choose File](#)

[Upload](#)

B.Article of Association(In pdf format only)

[Choose File](#)

[Upload](#)

C.Memorandum of Association(in pdf format only)

[Choose File](#)

[Upload](#)

In this page, user has to upload “**certificate of Registration**” by clicking “**choose File**” button of **6.1** and then selecting **file** and **upload** using “**upload button**”.

### IMPORTANT

**Digitally Signed Document** : All the document to be uploaded must be in “**pdf format**” and “**digitally Signed**” . The portal will automatically reject any

document which is not **digitally signed** or in **pdf format**.

**APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.**

(All types of Licenses /registrations except WPC)

Save Draft

Validate Application

Preview Application Form

Submit

Step 1  
Company Information

Step 2  
Payment & Other Details

Step 3  
Promoter & Other Details

Step 4  
Service & Other Details

Step 5  
Company Details

**5.Details of payment of processing fee in Rs.**  
**Note:Please refer fee calculator menu for fee calculation.**

**Application Processing Fee (Rs.):**

**6. Certified copy of Registration along with Articles of Association & Memorandum of understanding to be attached. (To be certified by the Certificate from Company Secretary/Statutory Auditor and countersigned by Director duly authorized by the company) (Digitally signed)**

**A.Copy of registration (in pdf format only)**

Choose File

No file chosen

Upload

**B.Article of Association(In pdf format only)**

Choose File

No file chosen

Upload

**C.Memorandum of Association(in pdf format only)**

Choose File

No file chosen

Upload

User also has to upload "Articles of Association" by clicking "choose File" button of 6.2 and then selecting file and upload using "upload button". user also has to upload "MoU" by clicking "choose File" button of 6.3 and then selecting file and upload using "upload button".

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

### 2.2.3 Step III

#### Promoter Details

The next step is entering “promoter Details”.

The screenshot shows a web application interface for entering promoter details. At the top, there are navigation buttons: 'Save Draft', 'Calculate Application Fee', 'Review Application Form', and 'Submit'. Below these are five steps: Step 1 (Company Information), Step 2 (Promoters & Other Details), Step 3 (Promoter Details), Step 4 (Company Details), and Step 5 (Company Details). The current step is Step 3, 'Promoter Details'.

The main section is titled '7. Details of promoters / Partners / Shareholders in the company (The promoters to be indicated)'. It contains a table with the following columns: 'Name of Promoter (Name of the individual)', 'Type', 'Equity', and 'Net Worth (in Lakhs of Rs.)'. The table has one row with the following data: 'Indi', 'INDIAN', '100', and '1000'. To the left of the table, there are icons for adding (+), editing (pencil), and deleting (trash) a promoter. A red arrow points to the '+' icon.

Below the table, there are two sections for uploading certificates. The first section is titled '(a) Complete break up of 100% of equity must be given. Equity holding up to 3 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.' It has input fields for 'Indian' and 'Foreign' equity percentages. The second section is titled '(b) Equity details (in percentage). Total of Indian and Foreign should be 100%.' It has input fields for 'Indian' and 'Foreign' equity percentages. Both sections have a 'Choose File' button and an 'Upload' button.

At the bottom, there are two more sections for uploading certificates. The first is titled '(c) FDI up to 100 % with 40% under automatic route and beyond 40% through FIPB route. The applicant is required to disclose the status of foreign holding.' It has an input field for 'FDI Percentage' and an 'Upload' button. The second is titled '(d) Net worth of the company (in Lakhs of Rs.)'. It has an input field for 'Net Worth' and an 'Upload' button.

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

(a) As shown in image below on left side there is option of adding, editing and deleting promoter details. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑” icon. Separate window will open to get your confirmation by pressing “delete” button.

Step 1: Company Information
Step 2: Shareholder & Other Details
Step 3: Director & Other Details
Step 4: Company Secretary Details
Step 5: Company Details

**Step 3: Director & Other Details**

7.14 Details of shareholders / partners / stakeholders in the company (the provisions to be disclosed)

Add Record			
Name of Shareholder/Partner/Shareholder		Type	Percentage/Shareholding of the
Type	Shareholder	Equity/Debt	of the
Registration		Holding up to 5% of the total equity shareholding among various share holders	
Percentage/Shareholding of the		and if less than 5%.	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

7.15 Share Details certificate from Company Secretary/Chartered Accountant/auditor and/or Director duly authorized by the company (in pdf format only)

(c) Put up to 100 in with 10% under automatic route and beyond 10% through FIPB route. The applicant is required to disclose the status of foreign holding.

FPI Percentage

Certificate from Company Secretary/Chartered Accountant/auditor and/or Director duly authorized by the company to disclose the status of Foreign Holdings (in pdf format only)

(d) Network of the company (in Lakhs of Rs.)

**Note:** Please refer IFC calculator menu for network calculation.

Certificate of the company secretary from Company Secretary/Chartered Accountant/auditor and/or Director duly authorized by the company (in pdf format only)

**APPLICATION FOR GRANT OF UNBID LICENSE/Authorisation for Additional Services under Unified License.**  
(All types of Unbids/Proposals except NRI)

[New Bid](#) [Add Application](#) [Process Application Form](#) [Cancel](#)

**Step 1:** General Information **Step 2:** Applicant's Other Details **Step 3:** Director's Shareholding **Step 4:** Director's Other Details **Step 5:** Company Details

**7.4a (Details of promoters /Partners/Shareholders in the company) (The promoters to be indicated)**

Serial No.	Name of the shareholder/Partner/Shareholder	Type	Shareholding (%)	Shareholding in Lakhs of Rs.
1				

(Complete break up of 100% of equity must be given. Equity holding up to 5 % of the total equity shared among various share holders can be clubbed but Indian and Foreign equity must be separate.)

(b) Equity details (in percentage). Total of Indian and Foreign should be 100.

Indian:  Foreign:

**Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorized by the company (in pdf format only)**

[Choose File](#) [No file chosen](#) [Upload](#)

(c) If up to 100% of equity is held under automatic route and beyond 10% through FPI route, the applicant is required to disclose the status of Foreign holding.

Full Percentage:

**Equity Details certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorized by the company to disclose the status of Foreign holding (in pdf format only)**

[Choose File](#) [No file chosen](#) [Upload](#)

(d) Networth of the company (in Lakhs of Rs.)

Note: Please refer the calculator below for networth calculation.

**Networth of the company certificate from Company Secretary/Statutory Auditor countersigned by Director duly authorized by the company (in pdf format only)**

[Choose File](#) [No file chosen](#) [Upload](#)

[Previous](#) [Next](#)

(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.











On clicking the Fee Calculator button a pop will appear as shown below. You can fill the details by clicking the “+” button and after filling in the details click the **Calculate** button.

The screenshot shows the MCA21 portal with a 'Fee Calculator' pop-up window. The pop-up has a dropdown for 'Select Fee Type' with 'SH' selected. Below it is a table with columns: 'Select Fee Type', 'Section', 'Service Date', 'Circle', and 'SAR'. The table contains one row with a '+' icon in the first column. Below the table is a 'Calculate' button. A red arrow points to the '+' icon in the table. The background shows the MCA21 portal interface with various steps and a table of fees.

Select Fee Type	Section	Service Date	Circle	SAR
+				

Calculate

Fee Calculator

Select Service Type:

Service	Service Area	Circle	SLA
LL	National Area	41	

Calculate

Processing Fee in Rs.	30000.00
Performance Fee (Guarantee Fee) in Lakh of Rs.	5500.00
Financial Feat. Guarantee Fee in Lakh of Rs.	400.00
Entry Fee in Lakh of Rs.	1500.00
Platform in Lakh of Rs.	2500.00

Close

Company Details

Name of Project or Company (Mandatory)

Type

Amount

Amount in Lakh of Rs.

(Company is making up to 100% of equity round for green. Equity holding up to 5% of the total equity shared among venture class investors can be diluted but Indian and Foreign equity must be separate.)

By Equity round the percentage of Total of Indian and Foreign is up to 100.

Indian

Foreign

Specify Details (attach from Company Secretary/Company Auditor as acknowledged by the company duly certified by the company's pdf format only)

Attach File: [company\\_details.pdf](#)

Upload

(HOLD up to 100% to 100% under a domestic round and beyond 10% through FDI round. The applicant is required to declare the status of Foreign holding.

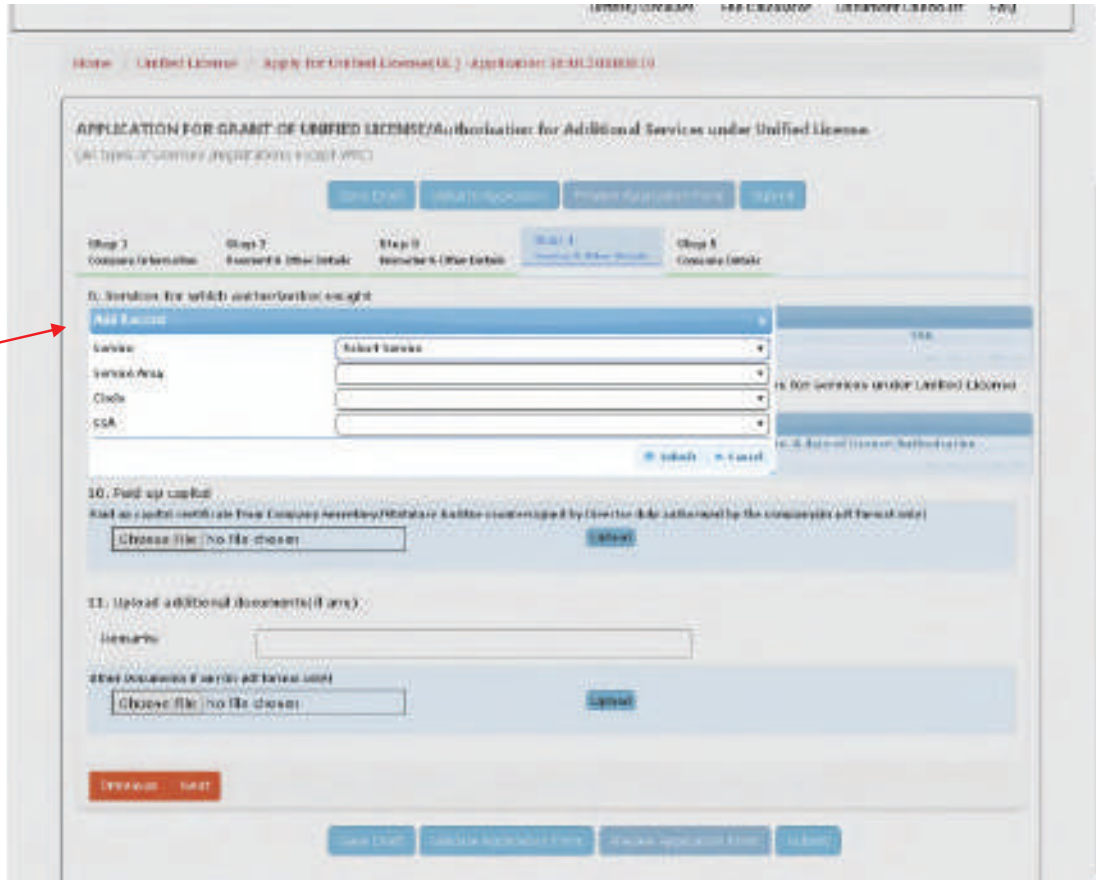
FDI Percentage

0

This way you can calculate your fee details.

## 2.2.5 Step IV

This step is entering “**Service & Other Details**”.



(a) As shown in image above on left side there is option of adding, editing and deleting Services for which Authorization sought. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑” icon. Separate window will open to get your confirmation by pressing “delete” button.

Home / Unified License / Apply for Unified License(UL) / Application 581820180019

### APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorization for Additional Services under Unified License

(All types of Licenses except Cable TV and WPC)

Save Draft   Cancel & Re-submit   Previous Application Form   Logout

Step 1: General Information   Step 2: Promoter & Other Details   Step 3: Promoter & Other Details   **Step 4: Services & Other Details**   Step 5: Consent Details

6. Services for which authorization sought:

Service Category	Service	Service Area	Circle	State
1	1	1	1	1

7. Details of the Licenses granted under section 4 of Indian Telegraph Act, 1885 or authorization granted for services under Unified License held by the applicant:

Add License

Name of License /Service authorization

Service area

No. & date of license/authorization

No. & date of license/authorization

Importance of the service

Submit   Cancel

11. Upload additional documents (if any):

Remarks

Upload documents (if any)

Choose File   No file chosen

Upload

Previous   Next

Save Draft   Cancel & Re-submit   Previous Application Form   Logout

(b) As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

Home / Unified License / Apply for Unified License(UL) - Application ID:UL20180010

### APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License.

(All types of Licensee/Registrations except zero)

Save Draft    Withdraw Application    Previous Application Draft    Submit

Step 1: Frequency Information    Step 2: Personnel & Other Details    Step 3: Bandwidth & Filter Details    **Step 4: Services & Other Details**    Step 5: Compliance Details

**B. Services for which authorization sought:**

Service Name	Service Area	Circle	USA
1)	National Area	ALL	

**C. Details of the license granted (under section 4 of Indian Telegraph Act 1885) or authorization sought for services under Unified License held by the applicant:**

Service Name	Service Area	No. & Date of License/Authorization
1)	National Area	0000000

**D. Paid up capital**  
 Attach capital certificate from Company Secretary/Secretary Issued/ reconstructed by Director duly endorsed by the company (in pdf format only)

Choose File / No file chosen    Upload

**E. Upload additional documents (if any):**

Remarks:

Other documents if any (in pdf format only)

Choose File / No file chosen    Upload

Previous    Next

Save Draft    Withdraw Application    Previous Application Draft    Submit

(c) Here upload pdf file of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file if applicant wants to upload can upload. This is not compulsory.

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

Save Draft Withdraw Application Review Application Cycle Submit

25. Services for which authorization sought:

9. Details of the license granted (under section 4 of Indian Telegraph Act 1885) or authorization granted for services under limited license held by the applicant.

18-Field us capital

Change of the subject: I would not like to see a price/wage by itself as a cause of inflation.

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Source (Type)	Method (Approach and Focus)	Primary Population (Age Group)	N (%)
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## Step IV

### Owner & Other Details

This step is entering "Owner & Other Details".

The screenshot shows the SARAL SANCHAR website interface for applying for a Unified License. The main heading is 'APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License'. Below this, there are five steps: Step 1 (Company Information), Step 2 (Promoter & Other Details), Step 3 (Promoter & Other Details), Step 4 (Promoter & Other Details), and Step 5 (Promoter & Other Details). A red arrow points to the 'Add' button in the 'Promoter & Other Details' section. The form includes fields for 'Name of Promoter', 'Type of Promoter', 'Equity Percentage', and 'Net Worth'. There are also sections for 'Power of Attorney' and 'Certificate Undertaking'.

(a) As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(b) As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

(c) Here upload pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed)**. Using a button shown by green arrow in above image.

(e) Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below.

User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.

APPLICATION FOR GRANT OF UNIFIED LICENSE (Application for Additional services under Unified License)

(All types of Licenses except RPTC)

Step 1: Company Information | Step 2: Payment & Other Details | Step 3: Director & DTR Details | Step 4: Service & Other Details | Step 5: Document Upload

**(A)**

Name of Director/Managing Director/Shareholder of the applicant company	Designation	Nationality
Mr. S. S. S. S.	Director	Indian

**(B)**

Name of Joint Managing Officer/Joint Technical Officer/Joint Finance Officer	Designation	Nationality
Mr. S. S. S. S.	Joint Managing Officer	Indian

MHA document (Name of document and value: CEO/CTO/CCO, Director) (Upload document only)  
(Name of the signee: KALASH KUMAR SINGH, Director, 2016-01-20 10:00:00 AM)

Upload Document

This shows the errors.

## 2.3 Online Payment of Processing Fee

If no discrepancy then on the top right corner “validation successful message” gets displayed & you will be redirected to the Payment screen which is shown below.



Make Payment & Upload signed application for application ID: UL20217644

Pay Processing Fee(In Rs.) 500.00

Pay Through Option Online

Pay Now

On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway.

State	KERALA	Country	INDIA
Pincode/Zipcode	344463	Email	
Mobile No. (+91)			
Aadhar Number		PAN Number	
TAN		TIN	

Purpose Details						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	UL for Access Services - Saralsanchar -CCA- HQ,Application Processing Fee	One Time	40000
2	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	UL (VNO) for Access Service CAT-B - Saralsanchar -CCA-HQ,Application Processing Fee	One Time	10000
INR sixty thousand only						Total:50000

Captcha 5A4HqX [Get a new Captcha](#)

Text shown in Captcha is case-sensitive

Type the text shown as per the image above

Captcha



Captcha 8u217 [Get a new Captcha](#)

Text shown in Captcha is case-sensitive

Type the text shown as per the image above

Captcha

Pay Now

On click of confirm button , you will directed to the payment mode selection

The screenshot shows the 'Non-Tax Receipt Portal' of the Government of India. The header includes the portal name and the Controller General of Accounts, Dept. of Expenditure, Ministry of Finance. Below the header is a navigation bar with links like Home, Customize Links, New Tab, etc. The main content area is titled 'Payment Gateway' and contains a list of payment methods with their success rates: SBI eMandate (83%), SBI eMandate (88%), SBI eMandate (79%), SBI eMandate (77%), SBI eMandate (77%), SBI eMandate (73%), and SBI eMandate (72%). Below this list is a table with columns for Success Rate, No. of Successful Transactions, and Total No. of Transactions in a period of 10 days. At the bottom, there are buttons for 'Net banking', 'Debit card', 'Credit card', and 'UPI'.

This screenshot shows the confirmation screen of the payment gateway. It contains a form with fields for 'Enter the total amount' and 'Enter the amount in words'. Below the form is a section titled 'Important Information' with several paragraphs of text. At the bottom right, there are two buttons: 'Back' and 'Pay'. A red arrow points to the 'Pay' button.

Click pay button to get redirected to enter details of Credit card/bank details

Controller General of A/cnt Dpt of exp PFMS

Reference No: 18021000004  
Amount: 1000.00

**Cards**

Pay using:

For Mastercard, please enter expiry Date and CVV for it provided along with card

Card number:

Cardholder name:

Expiry date: MM / YY

CVV number:

On completion of successful payment , you will be redirected to Saralsanchar portal with the transaction ref no , challan number.

Payment Status:	Confirmed
Remark:	N/A
Transaction Id:	2911210006256
Transaction Receipt No:	2051552911210006381
Transaction Date:	Dec 10 2021 12:59PM
Transaction Amount(Rs.):	1000.00

**Note:-** The Payment of Processing fee is made online in Bharat kosh Portal since 04-12-2021. If any challan prior to 04-12-2021 is already paid. Then create a helpdesk desk request for Bharat Kosh and send the digitally signed challan, application id and all details .

## 2.4 Upload Application :

On completion of successful payment,

Make Payment & Upload signed application for application ID: UL20217644

Pay Mode	Pay Date	Pay Amount (in Rs.)	DD/PO No	IFSC
NTRP(Bharat kosh)	20-08-2018	150,000	145878	

**Download Application:** [Download Application](#)

**Upload Digitally Signed Application:**

No file chosen

[Final Submit](#)

Download the application to PDF of the completed application and Upload the digitally signed PDF application and click final submit of the application.

You can download the application form in pdf format from the “**Download Application**” button


Upload the necessary document and click on the “**Final Submit**” button.



After This you will be redirected to the dashboard page .

भारत सरकार  
GOVERNMENT OF INDIA

संचार विभाग  
MINISTRY OF COMMUNICATIONS



दूरसंचार विभाग  
DEPARTMENT OF  
TELECOMMUNICATIONS

Logout (UserId: C781800864)

SARAL SANCHAR

(Simplified Application For Registration And Licenses)





A portal for License management in DoT

[Home](#)[Change Password](#)[Update Profile](#)[Helpdesk](#)

[Orders/Circulars](#)[MailBox](#)[Fee Calculator](#)[Document CheckList](#)[FAQ](#)

Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

Sr.No.	Application Id	Application Created date	Application Status	Action
1	UL20180018	22-09-2018 17:03:25	Applied for License	<div>SECURITY IN PROCESS</div> <div></div>

Showing 1 to 1 of 1 rows



## Scrutiny :

If after scrutiny any of your documents are not acceptable to DoT then documents will be reverted back to you and you will be notified about the same via SMS and E-Mail. You will required to upload the reverted documents again . The link for re-uploading the reverted documents will be available in your dashboard.

## 2.5 Dashboard Details:

This dashboard has four buttons

- 1. History button:** This shows the history of actions completed till now.



SRO	Forwarded Date	Forwarded By	Forwarded To	Action	Remarks
1	22-09-2018 (7:18:27)	JOCHH upload	JOCHH upload	Application submitted and pending with system for upload.	
2	22-09-2018 (7:25:42)	JOCHH upload	JOCHH upload	Application submitted and forwarded to an Adm. for scrutiny.	

**2. Download Application button:** This button lets you download your application form.

APPLICATION FOR GRANT OF UNITED LICENSE/Notification for Additional Services under Unified License

(To be typed in duplicate on separate sheets of paper)

Application ID	143000000
CDN No	11111111111111111111
1. Company Name	XXXX
2. Corporate Head Office of Company	<p>Head Office</p> <p>Address: 11111111111111111111</p> <p>Contact No: 11111111111111111111, Fax No: 11111111111111111111</p> <p>Email ID: 11111111111111111111@gmail.com</p>
3. Registered Office	<p>Head Office</p> <p>Address: 11111111111111111111</p> <p>Contact No: 11111111111111111111, Fax No: 11111111111111111111</p> <p>Email ID: 11111111111111111111@gmail.com</p>
4. Address for Correspondence with Telephone/Telex/Fax	<p>Head Office</p> <p>Address: 11111111111111111111</p> <p>Contact No: 11111111111111111111, Fax No: 11111111111111111111</p> <p>Email ID: 11111111111111111111@gmail.com</p>

5. Authorized person/Person/Designation Details

Name	Designation	Address	Telephone No.	Mobile ID
11111111111111111111	1111	11111111111111111111	11111111111111111111	11111111111111111111

**3. Attachment button:** This shows the list and links of the documents you have uploaded till now.

The screenshot displays the 'Attachments of U.S. 3010018' section on the DoT portal. It features a table with two columns: 'Sl. No.' and 'Document Name'. The table lists 13 documents, each with a corresponding file name and a download link.

Sl. No.	Document Name	File Name
1	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
2	Report of the company	U.S. 3010018_FWALLAH_01.pdf
3	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_CCCW_01.pdf
4	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
5	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_CCCW_01.pdf
6	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
7	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
8	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
9	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
10	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
11	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
12	Statement of the company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf
13	Final report certificate from Company Secretary/Secretary of the company submitted by Director duly authorized by the company	U.S. 3010018_FSCC_01.pdf

**4. Reminder button:** This button lets you put some reminders. On clicking this button you will be redirected to this page.

The screenshot displays the SARAL SANCHAR portal interface. At the top, it shows the Government of India logo and the Department of Telecommunications (DoT) name in Hindi and English. The SARAL SANCHAR logo is prominently displayed, along with its tagline: "(Simplified Application For Registration And Licenses) A portal for License management in DoT". A navigation bar includes links for Home, Change Password, Update Profile, and Helpdesk. Below this, a secondary navigation bar lists Orders/Circulars, MailBox, Fee Calculator, Document Checklist, and FAQ. The main content area features a form titled "Send message to DoT Nodal nodal\_axis". The form contains the following fields and options:

- Application ID : UL20180041
- Authorize Person Name : PRIYA
- Message Type : ☒ SMS ☐ Mail ☐ Both
- Message length limit : 250 Remaining 250
- Enter message text :
- File Upload : ☐ Yes ☒ No
- Buttons: Send, Reset

On the 1<sup>st</sup> line will be your **Application Id** followed by the **Authorized Person Name**.

On the next line is the message type i.e. if you want your reminder to be only a text message then click the radio button of SMS, if you want your reminder to be only an E-Mail, click on the Mail radio button and if you want both SMS and Mail reminder then click on both.

If you want to upload any file then click on yes and upload the file .

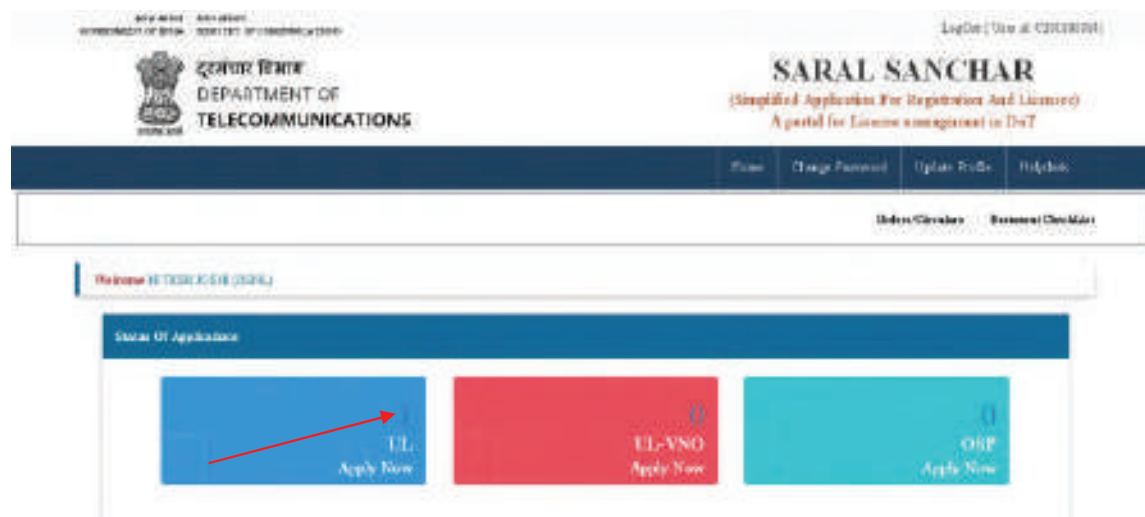
Click on send , your message for the reminder will be sent to the DoT personnel.



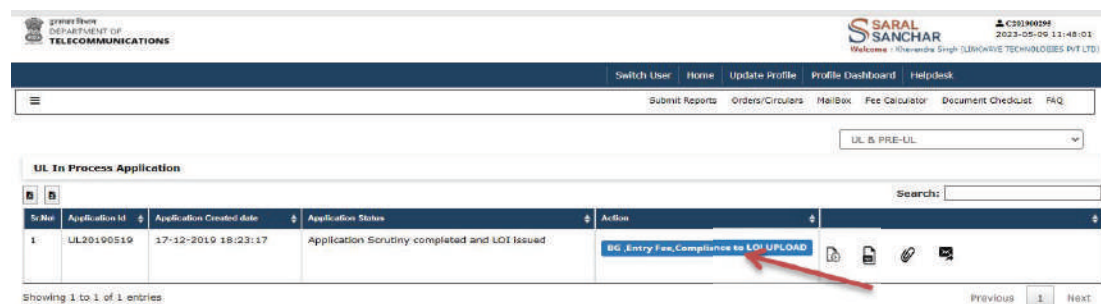
## 2.6 Upload Signed LOI , BG Details and Online Payment Of Entry Fee:

After scrutiny DoT will issue the LOI , you will be notified about it by SMS on your registered Mobile number, thereafter you can download the LOI from your dashboard which is shown below.

You will firstly log in and after successful log in you will click on the “1” shown by red arrow to go to your dashboard for the application you had earlier applied for.



After LOI issuance , Applicant will upload signed LOI , BG Details and will do online payment of Entry Fee through single form by clicking below link.



## BG Upload:

Enter BG details using following form. Here select BG Type and enter BG details upload BG file. In case of UL application , BG Type will be performance and financial and in case of VNO application, only financial BG .

Validate Application Submit

Step 1: Company Information Step 2: BG Details Step 3: Entry Fee Details Step 4: Compliance To L0E

Note: you are requested to fill service area wise PBG & FBG details and option to selecting service area is available in drop-down menu.

BG TYPE: Select BG Type

Service Area: Select Service Area

PBG/FBG Number: Enter BG number

Issued Date: Enter Issue Date

Expiry Date: Enter Expiry Date

IFSC Code: Enter IFSC Code Get Bank

Bank Name: Enter Bank name

Branch Name: Select Branch Name

Bank Address: Enter Bank Address

PBG Details:

Performance BG Details

PBG Number	Issue Date	IFSC Code	Amount (in Lakhs of Rs)	Service Area
------------	------------	-----------	-------------------------	--------------

Modify

Upload Consolidated File for PBG

Upload Digitally Sign & Upload

FBG Details:

Financial BG Details

FBG Number	Issue Date	IFSC Code	Amount (in Lakhs of Rs)	Service Area
------------	------------	-----------	-------------------------	--------------

Modify

Upload Consolidated File for FBG

Upload Digitally Sign & Upload

## Online Payment of Entry Fee:

For Online payment of Enter Fee using following link.

[Validate Application](#)
[Submit](#)

[Step 1: Company Information](#)
[Step 2: BG Details](#)
[Step 3: Entry Fee Details](#)
[Step 4: Compliance To LOI](#)

Please click here for all transaction details against this application id.If transaction is not reflecting here ,wait for one day otherwise raise ticket .

Pay Entry Fee(In Rs.): 100000
 [Pay Now](#)

[Previous](#)
[Next](#)

On click of Pay NOW will be redirected to Bharatkosh portal.

Mobile No. (+91)	9167222671		
TAN		TIN	

Purpose Details						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (in INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER(077188)	Department of Telecommunications (HQ), DDO, SO(Cash), New Delhi(205155)	UL (VMO) for ISP B service - Saralanchan-CCA-HQ-Entry Fee	One Time	100000
				INR one lakh(s) only		Totals:100000

[← Back](#)
[Confirm →](#)

Complete the Payment of Entry Fee by clicking confirm button in Bharatkosh portal.

## Upload LOI Compliance:

To download the LOI (unsigned) please click link as shown below .

After downloading the LOI , you are required to signed the LOI and upload the signed LOI. You can upload the signed LOI by using following form.

Home / UL/VNO / BG, Entry Details

**Application ID: UL20190519**

[Validate Application](#)
[Submit](#)

[Step 1: Company Information](#)
[Step 2: BG Details](#)
[Step 3: Entry Fee Details](#)
[Step 4: Compliance To LOI](#)

Compliance to LOI upload

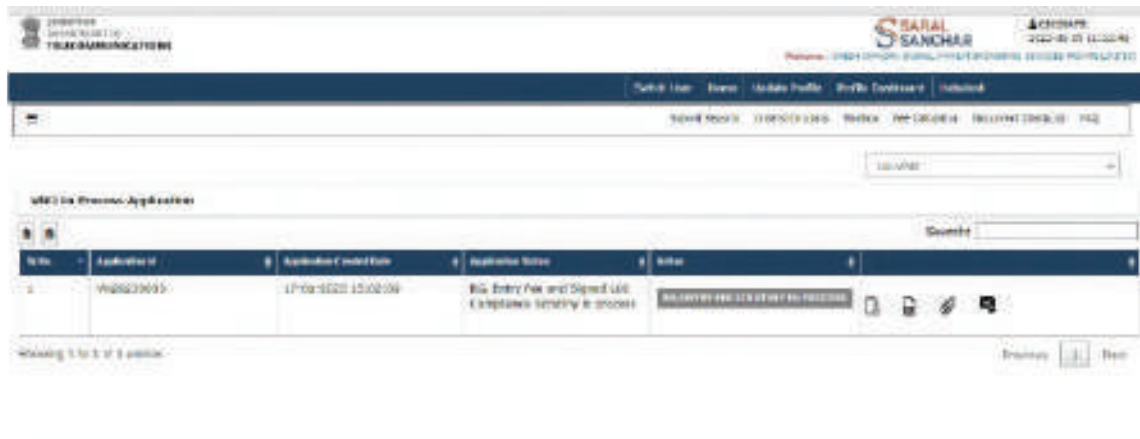
**Download LOI**
[UL20190519-ccca-000001](#)

**File Upload \***
☒ Signed LOI Compliance
 ☐ Upload
 ☐ Digitally Sign & Upload

[Previous](#)
[Next](#)



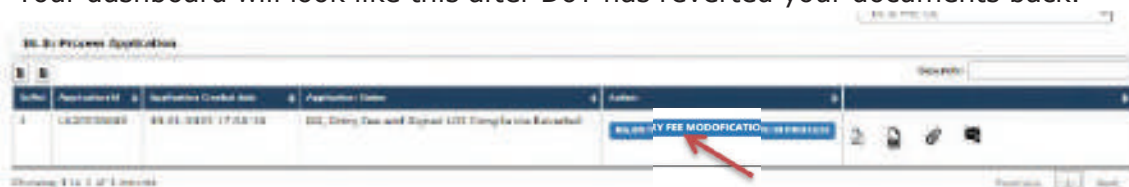
After successful validation and submission of BG, Entry Fee and signed LOI, it will be available for scrutiny at nodal side. The dashboard of the Applicant will be like this.



## 2.7 Reverted Document

Now these uploaded documents will be scrutinized by DoT and if any discrepancies are found then those documents will be reverted back to you for uploading them again. This is illustrated below, suppose your entry fee has some discrepancy then it will be reverted back to you and then you are supposed to upload it again as shown below.

Your dashboard will look like this after DoT has reverted your documents back.



Click on above link & upload the respective file.

Bank Contact No

Amount (In Lakhs of Rs)

PBG Details:

Performance BIC Details				
PBG Number	Issue Date	WSC Code	Amount (in Lakhs of Rs)	Service Area
6281NDD090000424	12-04-2023	ICXC0006281	2	SP S-Telecom circle/Metro Area-UTTAR PRADESH (WEST)

Upload Consolidated File for PBG

☐ Upload
☐ Digitally Sign & Upload

Now the applicant dashboard will look like this, as he will be waiting for scrutiny of the documents

<a href="#">Switch User</a> <a href="#">Home</a> <a href="#">Update Profile</a> <a href="#">Profile Dashboard</a> <a href="#">Helpdesk</a>					
<a href="#">Submit Reports</a> <a href="#">Orders/Circulars</a> <a href="#">MailBox</a> <a href="#">Fee Calculator</a> <a href="#">Document Checklist</a> <a href="#">FAQ</a>					
UL-VNO					
VNO In Process Application					
<div> <div> <div>Search:</div> <input type="text"/> </div> </div>					
Sr.No.	Application Id	Application Created Date	Application Status	Action	
1	VN20230033	17-01-2023 15:02:09	BG, Entry Fee and Signed LDI Compliance Scrutiny in process	BG_ENTRY FEE SCRUTINY IN PROCESS	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/> <input type="button" value="Share"/>
Showing 1 to 1 of 1 entries					
<div> <div>Previous</div> <div>1</div> <div>Next</div> </div>					

Now your uploaded documents will be scrutinized by DoT and after successful scrutiny of the documents you will be notified about the same by SMS and E-Mail.

## 2.8 Invitation acceptance

Your dashboard will look like this after successful scrutiny of bank guarantee and entry fee. Now application pending for Invitation acceptance.

The screenshot shows a dashboard with a top navigation bar containing links: Switch User, Home, Update Profile, Profile Dashboard, and Helpdesk. Below this is a secondary navigation bar with links: Orders/Circulars, Submit Reports, MailBox, Fee Calculator, Document Checklist, and FAQ. A dropdown menu on the right shows 'UL & PRE-UL'. The main section is titled 'UL In Process Application' and contains a table with the following data:

Sl.No	Application Id	Application Created date	Application Status	Action
1	UL20230240	31-03-2023 19:02:08	Compliance to LOI verified. Invitation letter issuance is in process	INVITATION ISSUANCE PENDING

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Nodal will issue invitation and applicant will accept this invitation or ask for reschedule this invitation.

The screenshot shows a dashboard with a top navigation bar containing links: Switch User, Home, Update Profile, Profile Dashboard, and Helpdesk. Below this is a secondary navigation bar with links: Submit Reports, Orders/Circulars, MailBox, Fee Calculator, Document Checklist, and FAQ. A dropdown menu on the right shows 'UL & PRE-UL'. The main section is titled 'UL In Process Application' and contains a table with the following data:

Sl.No	Application Id	Application Created date	Application Status	Action
1	UL20190144	29-03-2019 16:30:03	License signing invitation issued. Invitation acceptance is pending at applicant	INVITATION ACCEPTANCE

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

The screenshot shows a form titled 'Invitation acceptance response for Application ID: UL20190144'. A note says '(Note: \* fields are compulsory)'. The form contains the following fields:


- Download Invitation Letter: UL20190144\_INV\_v0.pdf
- Agreement Signed Date: 10-10-2019
- Remarks: (empty text area)
- Invitation accepted ? : ☐ OK ☐ Not OK
- Remarks, if any: (empty text area)
- Final Submit button

After acceptance of Invitation, DoT will issue you the **License Certificate**

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MINISTRY OF COMMUNICATIONS

LogOut ( User id: C201800864)



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DEPARTMENT OF  
TELECOMMUNICATIONS





SARAL SANCHAR  
(Simplified Application For Registration And Licenses)  
A portal for License management in DoT

HomeChange PasswordUpdate ProfileHelpdesk

Orders/CircularsMailBoxFee CalculatorDocument CheckListFAQ

Welcome NITESH JOSHI (BSNL)

UL APPLICATION DETAILS

Sr.No.	Application Id	Application Created date	Application Status	Action
1	UL20180016	22-09-2018 17:03:25	Entry fee, BG accepted and signed LOI verified	<div>LICENSE ISSUANCE PENDING</div> <div></div>


Showing 1 to 1 of 1 rows

## 2.9 Download License Certificate

You can download your **License Certificate** from your dashboard by clicking the **Download License Certificate** button which is shown below.

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MINISTRY OF COMMUNICATIONS



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TELECOMMUNICATIONS

SARAL SANCHAR

(Simplified Application For Registration And Licenses)

A portal for License management in DoT

Home

Change Password

Update Profile

Helpdesk

Orders/Circulars

MailBox





Fee Calculator

Document Checklist

FAQ

Welcome NUTESH JOSHI (BSNL)

UL APPLICATION DETAILS

Sl.No.	Application Id	Application Created date	Application Status	Action	
1	UL20180016	22-09-2018 17:03:25	License/Authorisation issued	<a href="#">Download License Certificate</a>	   

Showing 1 to 1 of 1 rows

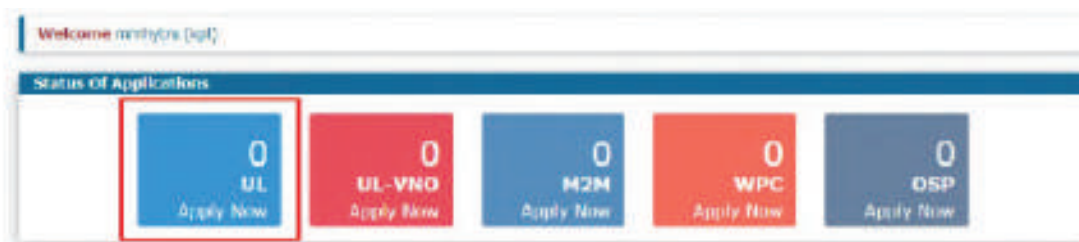
## 2.10 Profile Update without Scrutiny

If **no application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

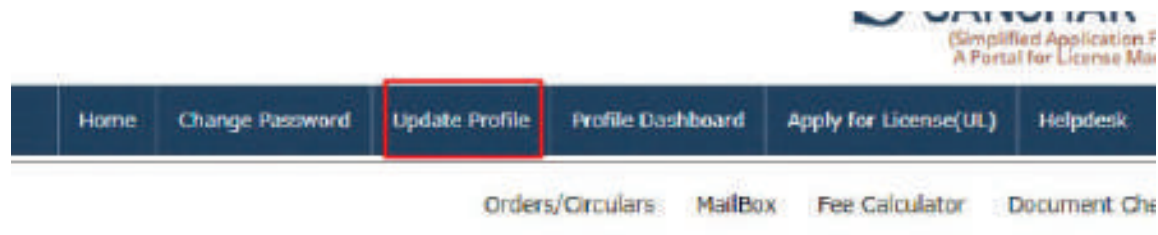
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

1. After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

Update Of Registration Profile

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

Registration Type

Registration Type

Company

CIN

u58974gj3654res854796

Company Name \*

kpl

Date of Incorporation \*

15-02-2000

clear

PAN \*

aalpv3852g

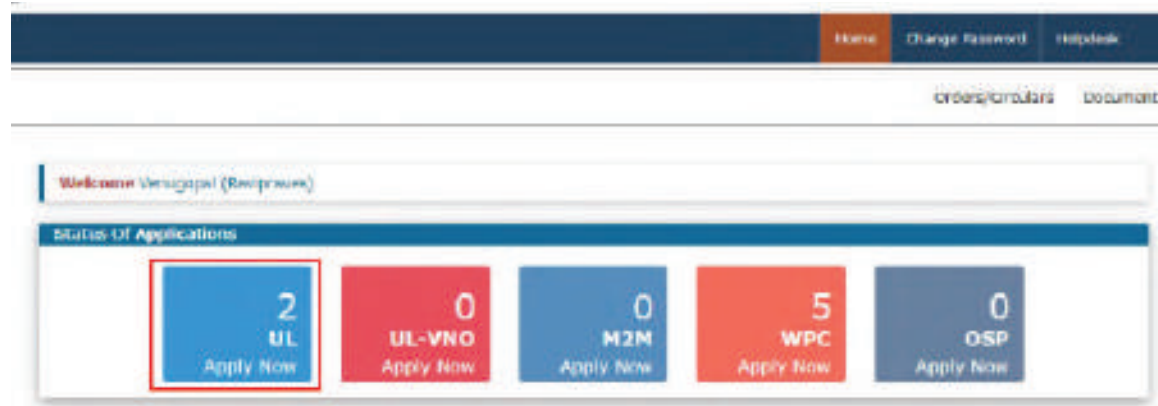
Complete Postal Address of Company

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

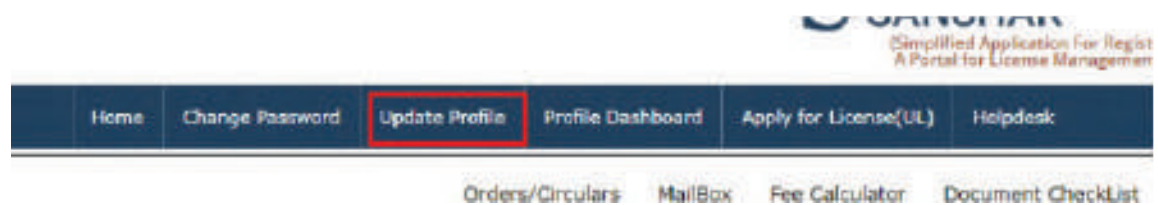
## 2.11 Profile Update with Scrutiny

### STEPS:

1. After login, click on UL module



2. Click on Update Profile Menu on top





Mobile Number	<input type="text" value="9404683469"/>
Upload File	<div>Supporting document for updation of Authorised Address(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)</div> <div><div>20190000198_AUTH_v0.pdf</div><div></div><div>Uploaded</div><div>Delete</div></div>
Request letter file upload*	<div>Request letter for profile updation(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)</div> <div><div>20190000198_REQ_LTR_v0.pdf</div><div></div><div>Uploaded</div><div>Delete</div></div>
Other Documents to be uploaded,if any	<div>Other Documents to be uploaded</div> <div><div>Choose File</div><div>No file chosen</div><div>Upload</div></div>
<div>Validate</div> <div>Submit</div>	

3. After Validate button, Changed field will appear. Proceed accordingly

E-Mail  
venumucharla2012@gmail.com  
Mobile N  
Upload P  
Request

Changes in Profile Details

	Old Profile Details	New Profile Details
Authorisation Contact Details	kfkgyulyugl(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)	Venugopal(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)

Proceed
Cancel

Other Documents to be uploaded,if any

Other Documents to be uploaded

Choose File
No file chosen

Upload

Validate
Submit

4. After OTP Authentication , submit button will enable.

OTP Authentication

Mobile OTP

Mobile OTP

Click to generate OTP

Validate

E-Mail OTP

Mail OTP

Click to generate OTP


Validate

RESET

(To reset any change in the above registration form)

Enter Captcha before submit

Enter Captcha



Validate


Submit

OTP Authentication

Mobile OTP	<input type="text" value="Mobile OTP"/>	<a href="#">Click to Regenerate OTP</a>	<a href="#">Validate</a>	Mobile OTP verified
E-Mail OTP	<input type="text" value="Mail OTP"/>	<a href="#">Click to Regenerate OTP</a>	<a href="#">Validate</a>	Mail OTP verified

[RESET](#)  
(To reset any change in the above registration form)

Enter Captcha before submit



[Validate](#) [Submit](#)

5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

Choose File No file chosen [Upload](#)

ntication

Mobile OTP

Mail OTP

[RESET](#)  
(To reset any change in the above registration form)

**Confirmation!**









Do you want to submit profile updation?

[YES](#) [NO](#)

[Validate](#) [Validate](#)

Info:Application Complete/inprocess status of all modules(licences)  
 UL/UL(VNO) Applications:1  
 OSP Applications:0  
 WPC Applications:1

**User Profile Updation dashboard**

Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING	 
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	 
3	20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED	 
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED	 

Showing 1 to 4 of 4 rows

6. Can check the to whom the scrutiny assigned through









**Profile History for :20190000108**

No of Rows:1

S.NO	Status	Request Forwarded By	Request Forwarded To	Request Forwarded Date	Remark
1	Request applied	kfkgyulyugl(applicant)	nodal_asus	29-07-2019 12:08:35	

Close

**User Profile Updation dashboard**

Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING	 
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	 
3	20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED	 
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED	 

7. Check the uploads through









Attachments of 20190000108

Latest Attachments



Old Attachments

Sr.No.	Document Name	File Name	File Created Date
1	Request letter for profile updation	20190000108_REQ_LTR_v0.pdf	2019-07-29 12:01:20
2	Authorised contact Person /Signatory details	20190000108_AUTH_v0.pdf	2019-07-29 12:01:12

User Profile Updation dashboard

Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING	 
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	 
3	20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED	 
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED	 

8. After submit of profile update, the request status is REQUEST APPLIED

User Profile Updation dashboard						
Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING	 
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after	COMPLETED	

9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.

User Profile Updation dashboard						
Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	After Scrutiny by DoT, reverted to applicant for update	UPDATE	 

Mobile Number: 9404683469

Upload File

Supporting document for updation of Authorised contact Person /Signatory details

20190000108\_AUTH\_v0.pdf Not Verified! Plz Upload again

Choose File No file chosen Upload

Request letter file upload

Request letter for profile updation

20190000108\_REQ\_LTR\_v0.pdf Not Verified! Plz Upload again

Choose File No file chosen Upload

Validate Submit

10. After submit, page will redirect to profile dashboard along with SMS and mail to nodal

User Profile Updation dashboard						
Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-25 12:08:35	C201800850	Re-submitted after scrutiny	RESUBMIT	
2	20190000102	2019-07-25 11:45:43	C201800850	Request verified OK after scrutiny	COMPLETED	

11. If scrutiny is OK, then Profile update cycle is completed

Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-25 12:08:35	C201800850	Request verified OK after scrutiny	COMPLETED	