User Manual

(Volume –I)

For Applicant of

Online Registration of Other Service Providers
(OSP)

Department of Telecommunications

Government of India

1st October, 2018
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<td>38</td>
</tr>
</tbody>
</table>
Purpose of this document

This document attempts to describe the operational aspects of Saral Sanchar: OSP applications with a view to assist all those who will be using the application. The document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding. It also describes the error messages encountered while working with the software with appropriate remedial actions required to be taken by you.

Introduction to OSP

The Department of Telecommunications (DoT), Ministry of Communications issues registration of companies engaged in providing various Application Services under Other Service Providers (OSP) category. ‘Applications Services’ means providing services like

- Vehicle Tracking Centre
- Billing Service Centre
- e-Publishing Centre
- Medical Transcript Service
- Financial Service
- KPO
- Tele-Trading
- Tele-Medicine
- Tele-Education
- Network Operating Centre
- Others
**How to Access**

The application can be accessed through Internet Explorer/chrome web browser. The address for the portal is [https://saralsanchar.gov.in](https://saralsanchar.gov.in).

The user will land on the home page once he connects the above site.

**Screen Description**

**Screen-1** Provides a sample picture of the Home Page of Saral Sanchar portal. At the top of the screen, a band, which is common across all the screens, is displayed. This band contains the application name, site name and site-specific images. The menu bar contains the following links: Home, About Portal, WPC, MTCTE, Login, Registration, Helpdesk and FAQs.

There is “Welcome Saral Sanchar Portal “ scrolling message attracts the users.

At left most side List of Existing OSP Registrations, List of licenses/registration issued through portal, User Manual, Support etc.

At the right most corner of the screen there is link for New to Portal?, Register Yourself, Already Registered? Login, Forgot Password? Reset etc.

At left most bottom System provides Statistics of Total Number of Registered applicant, UL Licenses / Authorizations issued, UL-VNO Licenses / Authorizations issued OSP Registration Issued etc.

At bottom information about ‘ALL Rights Reserved.’ Website Content Managed by and Website Designed, Developed and Hosted by is also available.
Step1:  
Before Login in to the system user has to register on the Saral Sanchar Portal. Applicant has required to register by clicking on “Registration” link.
**Registration:**

The TSP / Applicants will register themselves on the Saral Sanchar portal. This is a one time registration. Once registered, a unique applicant ID will be generated and linked with the TSP. All the transactions of the TSP with DoT would have reference to the TSP’s unique applicant ID and will be reflected in all DoT systems. The unique applicant ID would be alphanumeric in nature.

*Click on Registration menu on home page.*
Registration form will appear.

**One Time Registration**
(For Creation of Users other than Govt. Agencies/PSU/Autonomous Body).

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Type</td>
<td>Company</td>
</tr>
<tr>
<td>CIN</td>
<td>12345  2127  1223  SDE  F5789</td>
</tr>
<tr>
<td>Company Name</td>
<td>BSNL</td>
</tr>
<tr>
<td>Date of Incorporation</td>
<td>01-10-2000</td>
</tr>
<tr>
<td>PAN</td>
<td>AS0PN668ST</td>
</tr>
</tbody>
</table>

**Complete Postal Address of Company**

<table>
<thead>
<tr>
<th>Corporate Office</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Bharat Sanchar Bhavan, Harish Chandra Mathur Lane-1</td>
</tr>
<tr>
<td>State</td>
<td>DELHI</td>
</tr>
<tr>
<td>District</td>
<td>New Delhi</td>
</tr>
<tr>
<td>Pincode</td>
<td>110001</td>
</tr>
<tr>
<td>Landline Number</td>
<td>0112545689</td>
</tr>
<tr>
<td>Fax Number (if any)</td>
<td>0112545689</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:bsn111@bsnlico.in">bsn111@bsnlico.in</a></td>
</tr>
</tbody>
</table>

- Any Company, LLP or Foreign company permitted by RBI can do the registration using this form
- Enter Company name, Date of incorporation of company, Corporate Identity number (CIN), Permanent Account Number (PAN).
- Enter complete postal address of corporate office, registered office address, and correspondence address including email, fax, land line no, mobile number.
On click of “yes’ button same address will be populated for Registered office and Correspondence address. If user wants to change the address ,pl click on “NO” button and enter the details.
Enter contact details of a person authorised to deal with license process. The details include name, designation, address, mobile number (This number will receive all OTPs) and Email Id (This email will receive all communications and OTPs).

Press the “validate” button to validate all the details given above.

If any validation error, then same will be displayed and asked to rectify it.
Validated successfully! Please do mobile and mail OTP validations before submitting.

Name

Designation

Address

Harish Chandra Mathur Lane-146, Janpath

State

DELHI

District

New Delhi

Pincode

110001

Landline Number

0112452345

Fax Number (if any)

0114523458

E-Mail

deeplitpcpune@gmail.com

Mobile Number

9422034848

Submit

Validate

OTP will be sent on this mobile number in registration process

OTP will be sent on this mail id in registration process

OTP Authentication

Mobile OTP

Enter Mobile OTP

Generate OTP

Validate

E-Mail OTP

Enter Mail OTP

Generate OTP

Validate

(To reset any change in the above registration form)

Enter Captcha before submit

Validate

Submit

Reset

14

Page 10
• After successful validation, the screen for OTP entry for mobile and email will appear and system validates for entered OTP.

### OTP Authentication

<table>
<thead>
<tr>
<th>Mobile OTP</th>
<th>E-Mail OTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Mobile OTP</td>
<td>Enter Email OTP</td>
</tr>
<tr>
<td>Regenerate OTP</td>
<td>Regenerate OTP</td>
</tr>
<tr>
<td>Validate</td>
<td>Validate</td>
</tr>
</tbody>
</table>

*Mobile OTP verified*  
*Email OTP verified*

(To reset any change in the above registration form)

Enter Captcha before submit

![](captcha-image)

| Validate | Submit |

• Enter both the OTPs and click on “Validate” button.
• If any changes, especially in authorized person’s mobile no or email id is required, press RESET button and enter the details again and follow the earlier steps wrt validation.
• Enter the Captcha value as displayed before submits.
• After successful validation of OTPs, Submit button will be enabled.
• Press submit “ button to complete the One Time registration Process.

![User Registration Status](registration-status-image)

System will send username and password to the registered Email id.

-----------------------One Time registration Process Complete-----------------------
Step 2

Log In & Change Password

Now applicant can login using log in credentials mailed on registered Email id.

For first time login, immediately form of change password appears. .

Change Password

New password

Confirm password

Generate OTP

Enter OTP

Submit Reset
Enter your new password (it should fulfill all conditions given in screen shot), confirm same by entering again. Press “Generate OTP” button. OTP will be sent to registered mobile number. OTP text field will get enabled. Enter the OTP and press “Submit” button. “password changed successfully” massage will pop up.

After that you will land on “Home Page”. There is provision to apply for 3 types of licenses.
**Step 3**

*Applicant Level function:*

A) **Company Information.**
   
   Submit Registration details

B) **Present Proposal**
   
   Submit Infrastructure Details
   Upload Signed Agreement
   Upload Revised Documents
   Upload Payment Challan Details
   Print Application

C) **Sharing Infrastructure**
   
   In case of sharing of infrastructure; it should be applied manually to respective DoT field separately.

D) **Documents to be uploaded.**
   
   Upload Memorandum of Articles of Association agreement
   Upload Certificate of Incorporation issued by Registrar of Companies
   Upload Resolution of The Board of Directors
   Upload Power of Attorney duly
   Upload List of Present Directors of the company with Name, Address
   Upload Present shareholding pattern of the company
   Upload Network diagram

E) **Declaration**
   
   Certificates /Undertaking: agree to the DoT field units and conditions
After that you will land on “Home Page”. There is provision to apply for 3 types of licenses.

After clicking on OSP Apply Now. APPLICATION FORMAT FOR REGISTRATION OF OSP CENTRE will open.

Click on apply now under OSP. Application form will appear as follows. Application Id 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.
**Step-A : Company Information:** In this step the information about company entered while one time registration displayed in disabled or read only format.

---

**In Step A:** System shows already filled information of company.
### APPLICATION FORMAT FOR REGISTRATION OF OSP CENTRE

<table>
<thead>
<tr>
<th>Type of OSP</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Write up regarding activities of Proposed OSP Centre (allow 200 words):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. No. 1) Address of the location of Proposed OSP Centre:</td>
<td>Randharpur</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>MAHARASHTRA</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Mumbai City</td>
<td></td>
</tr>
<tr>
<td>Pin code</td>
<td>412221</td>
<td></td>
</tr>
<tr>
<td>Sr. No. 2) No of seats</td>
<td>415</td>
<td></td>
</tr>
</tbody>
</table>

#### Client Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Nature of business</th>
<th>Country</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arul Kumar</td>
<td>Gala Heights Park</td>
<td>Internet Provider</td>
<td>Afghanistan</td>
<td>FOREIGN STATE</td>
</tr>
</tbody>
</table>

#### Bandwidth connectivity details from the Proposed OSP Centre to the POPs at the Foreign/Local end locations.

<table>
<thead>
<tr>
<th>Proposed OSP Centre Address</th>
<th>Address of foreign or local POP</th>
<th>State</th>
<th>Country</th>
<th>Bandwidth Unit</th>
<th>Existing bandwidth (Kbps)</th>
<th>New Bandwidth connectivity/additional connectivity requested</th>
<th>Total Bandwidth (Kbps)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randharpur,Mumbai City, MAHARASHTRA</td>
<td>Local Office</td>
<td>FORGPN STATE</td>
<td>Afghanistan</td>
<td>K8</td>
<td>111</td>
<td>111</td>
<td>111</td>
</tr>
</tbody>
</table>

#### Whether the Proposed OSP Centre will have Data connectivity to any data centre of the client?

If yes, give connectivity details, addresses etc.
- Yes
- No

#### Whether these connections shall be incoming only?

- Yes
- No

#### Whether the Proposed OSP Centre will be inter-connected to any other OSP Centre of the company/group company? If yes, give connectivity details, addresses etc.

- Yes
- No

#### Other OSP/Connectivity Details

<table>
<thead>
<tr>
<th>Proposed OSP Centre address details</th>
<th>OSP of Company with which the Proposed OSP Centre is connected</th>
<th>State</th>
<th>Country</th>
<th>Connected Type</th>
<th>Any Other Connection</th>
<th>Bandwidth unit</th>
<th>Existing bandwidth (Kbps)</th>
<th>New Bandwidth (Kbps)</th>
<th>Total Bandwidth (Kbps)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randharpur, Mumbai City, MAHARASHTRA</td>
<td>Yes</td>
<td>MG</td>
<td>India</td>
<td>MPLS</td>
<td>NOT APPLICABLE</td>
<td>111</td>
<td>111</td>
<td>222</td>
<td></td>
</tr>
</tbody>
</table>

**Step B: present proposal:**
This section is not covered in this online form. For sharing of infrastructure, apply separately to respective DoT field unit.

Sr. No. 7(b)) Whether the Proposed OSP Centre will be using Closed User Group (CUG) for internal communication of the OSP company? (Please tick any one of the following):

(i) Use of CUG with the Sharing of EPABX proposed? (Yes/No)

(ii) Use of CUG with the Sharing of operator position proposed? (Yes/No)

(iii) Use of CUG without using the sharing of infrastructure (sharing of EPABX or sharing of operator position or Centralised EPABX architecture)? (Yes/No)

(iv) Use of CUG is not proposed? (Yes/No)

Sr. No. 8) Whether the Proposed OSP Centre will be inter-connected to any Hot Site/ BCP Centre of the company/third party? (Yes/No)

Sr. No. 9) Whether the proposed OSP Centre will have Internet connectivity? (Yes/No)

Internet connectivity Details

<table>
<thead>
<tr>
<th>Proposed OSP centre address details</th>
<th>Internet Service Provider Details</th>
<th>Bandwidth unit</th>
<th>Existing bandwidth, if any</th>
<th>New Bandwidth connectivity requested</th>
<th>Total Bandwidth (from Authorized Service Provider)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panjim, Panjim, Goa</td>
<td>BP One/45</td>
<td>5,523</td>
<td>3,254</td>
<td>31622</td>
<td>3948</td>
</tr>
</tbody>
</table>

For this section, apply separately to respective DoT field unit.

Sr. No. 10) (i) Whether this Centre will share common infrastructure with other centres of the same company at the same location? (Yes/No)

Or

(ii) Would the Centre be using Centralised EPABX architecture? (Yes/No)

Or

(iii) Would the Centre be deploying the Closed User Group (CUG) for internal communication of the OSP company along with the sharing of EPABX or sharing of same operator position(s)? (Yes/No)

Sr. No. 11) Processing fee details of Rs. 1000/- per OSP centre registration

<table>
<thead>
<tr>
<th>Challan No.</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3131913129123</td>
<td>05-09-2018</td>
<td>1000</td>
</tr>
</tbody>
</table>

Upload payment challan copy

[Verified]

[Previous] [Next]
In this following information needs to fill

i) Type of OSP i.e. Domestic or International.

ii) Type of Activity (Please select) from dropdown.

Vehicle Tracking Centre  
Billing Service Centre  
e-Publishing Centre  
Medical Transcript Service  
Financial Service  
KPO  
Tele-Trading  
Tele-Medicine  
Tele-Education  
Network Operating Centre  
Others

Type of Activity (For selecting multiple activities, hold "ctrl" button and select).

Table:

<table>
<thead>
<tr>
<th>Type of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Tracking Centre</td>
</tr>
<tr>
<td>Billing Service Centre</td>
</tr>
<tr>
<td>e-Publishing Centre</td>
</tr>
<tr>
<td>Medical Transcript Service</td>
</tr>
<tr>
<td>Financial Service</td>
</tr>
<tr>
<td>KPO</td>
</tr>
<tr>
<td>Tele-Trading</td>
</tr>
<tr>
<td>Tele-Medicine</td>
</tr>
<tr>
<td>Tele-Education</td>
</tr>
<tr>
<td>Network Operating Centre</td>
</tr>
<tr>
<td>Others</td>
</tr>
</tbody>
</table>

iii) Write up regarding nature of proposed centre (at least 50 words):*

Write up regarding activities of Proposed OSP Centre (at least 50 words):

iv) Address of the location of proposed Centre:* There is provision to select

State, District from download and to enter PIN code.

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
<th>Pin code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAHARASHTRA</td>
<td>Mumbai City</td>
<td>909999</td>
</tr>
</tbody>
</table>

v) No of seats*

Sr. No. 2) No of seats  Enter Digits only
vi) Client details: in this applicant needs to fill details as under

Name, Address, Nature of Business, State etc. and submit.

As shown in image below on left side there is option of adding, editing and deleting payment details. If you click “+” sign separate window will pop up to Name, Address, Nature of Business, and select State and country from dropdown etc

If already details are submitted and user wants to change it then select the row and 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 then select the row and click on “🗑️” icon. Separate window will open to get your confirmation by pressing “delete” button.

vii) Bandwidth connectivity details from the proposed Center to the POPs at the Foreign/Local end locations.

In this proposed OSP center Address, Address of foreign or local POP, State, Country, Bandwidth unit, existing bandwidth details etc.
5. Whether the proposed OSP Center will have Data connectivity to any data centre of the client?  
If yes, give connectivity details, addresses etc.* Select Yes / No. If yes then feed following information.

<table>
<thead>
<tr>
<th>Add Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed OSP Centre Address</td>
</tr>
<tr>
<td>Address of foreign or local POP</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Bandwidth Unit</td>
</tr>
<tr>
<td>Existing bandwidth/fiber</td>
</tr>
<tr>
<td>New Bandwidth connectivity/ additional connectivity requested</td>
</tr>
<tr>
<td>Total Bandwidth (from Authorised Service Provider)</td>
</tr>
</tbody>
</table>

6. No. of PSTN/PLMN lines proposed at the call centre. Enter number.  
Whether these PSTN lines will be incoming only? Select Yes / No.

7(a). Whether the proposed Center will be inter-connected to any other OSP Center of the company/group company? If yes, give connectivity details, addresses etc.  
If yes, give connectivity details, addresses etc.* Select Yes / No. If yes then feed following information.
There is provision of OSP of same Group Company if click on “✓” then it needs to upload four compulsory documents in section “D” at sr. no 12 to 15.

**This section is not covered in this online form. For sharing of infrastructure, apply separately to respective DoT field unit.**

7(b). Whether the proposed Center will be using Closed User Group (CUG) for internal communication of the OSP company? (Please tick any one of the following) :- *

(i) Use of CUG with the Sharing of EPABX proposed?* Select Yes / No.

(ii) Use of CUG with the Sharing of operator position proposed ?* Select Yes / No.

(iii) Use of CUG without using the sharing of infrastructure (sharing of EPABX or sharing of operator position or Centralized EPABX architecture). * Select Yes / No.

(iv) Use of CUG is not proposed.* Select Yes / No.
8. Whether the proposed Center will be inter-connected to any HOT Site Center of the company/third party?

If yes, give connectivity details, addresses etc.*

<table>
<thead>
<tr>
<th>Add Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed OSP center address details</td>
</tr>
<tr>
<td>Address of the HOT site location</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Bandwidth unit</td>
</tr>
<tr>
<td>Existing bandwidth, if any</td>
</tr>
<tr>
<td>New Bandwidth connectivity requested</td>
</tr>
<tr>
<td>Total Bandwidth (from Authorized Service Provider)</td>
</tr>
</tbody>
</table>

9. Whether the proposed Call Center will have Internet connectivity?

If yes, give connectivity details, addresses etc.*

<table>
<thead>
<tr>
<th>Add Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed OSP center address details</td>
</tr>
<tr>
<td>Internet Service Provider Details</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Bandwidth unit</td>
</tr>
<tr>
<td>Existing bandwidth, if any</td>
</tr>
<tr>
<td>New Bandwidth connectivity requested</td>
</tr>
<tr>
<td>Total Bandwidth (from Authorized Service Provider)</td>
</tr>
</tbody>
</table>

For this section, apply separately to respective DoT field unit.

10(i) Whether this Center will share common infrastructure with other centers of the same company at the same location?* Select Yes / No  Or

(ii) Would the Centre be using Centralized EPABX architecture? * Select Yes / No  or

(iii) Would the Centre be deploying the Closed User Group (CUG) for internal communication of the OSP company along with the sharing of EPABX or sharing of same operator position(s)?* Select Yes / No.
10. Processing fee details (Demand Draft in favour of Accounts Officer of concerned registering authority, as per Appendix-A.) Rs. 1000/- per OSP centre registration.

<table>
<thead>
<tr>
<th>Challan No:*</th>
<th>Date:*</th>
<th>Amount:*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Enter Digits only</td>
</tr>
</tbody>
</table>

After feeding challan details save the data. After successful saved data system generates application id. And system allow upload challan details file.

**Step C: Sharing of infrastructure:**

This step no any submission is required.
**Step D Documents to uploaded:**

**APPLICATION FORMAT FOR REGISTRATION OF OSP CENTRE**

**Step A:** Company Information

- Sr. No. 1: Memorandum & Articles of Association (Upload Size: 10MB Max)

**Step B:** Contact Information

- Sr. No. 2: Certificate of Incorporation Issued by Registrar of Companies (Upload Size: 10MB Max)

**Step C:** Details of Infrastructure

- Sr. No. 3: Resolution of the Board of Directors (Upload Size: 10MB Max)

**Step D:** Documents to be uploaded

- Sr. No. 4: Power of Attorney duly notarised authorising the signatory with attested signature (Upload Size: 10MB Max)

**Step E:** Optional documents

- Sr. No. 5: List of Directors/Executives of the company with Name, Address (Upload Size: 10MB Max)

- Sr. No. 6: Current shareholding pattern of the company (indicating Indian Equity & Foreign Equity) (Upload Size: 10MB Max)

**G:** Documents required for setting up of infrastructure/aware from home

- Sr. No. 7: Business Case/Draft Business Plan for infrastructure costing, Capital costs, Revenue projections, etc.

- Sr. No. 8: Undertaking that the Bank Guarantee of Rs. 30 Lakhs in the prescribed format would be submitted at the time of signing the agreement

- Sr. No. 9: Undertaking that the Bank Guarantee of Rs. 50 Lakhs in the prescribed format would be submitted at the time of signing the agreement

- Sr. No. 10: Undertaking that the Bank Guarantee of Rs. 100 Lakhs in the prescribed format would be submitted at the time of signing the agreement

- Sr. No. 11: Network Diagram (Upload Size: 10MB Max) (Name of Signatory/Sign off: 09/09/2023 10:00:41 AM)

**H:** Additional documents

- Sr. No. 12: Sharing pattern of the company (Upload Size: 10MB Max)

- Sr. No. 13: Shareholding pattern of Company A (Upload Size: 10MB Max)

- Sr. No. 14: Certificate from Statutory Auditor of the company to certify that it is a Group Company (Upload Size: 10MB Max)

- Sr. No. 15: Other supporting documents (if any) like balance sheet, annual report etc. to establish that company A & Company B are Group Companies (Upload Size: 10MB Max)
A. Mandatory documents. (All documents required to be uploaded must be digitally signed)

**SNo 1 : Memorandum & Articles of Association.** - Upload the file.

In this step, user has to upload “Memorandum & Articles of Association” by clicking “choose File” button and then selecting file and upload using “upload button”.

**SNo 2 : Certificate of Incorporation issued by Registrar of Companies.** - Upload the file.

In this step, user has to upload “Certificate of Incorporation issued by Registrar of Companies” by clicking “choose File” button and then selecting file and upload using “upload button”.

**In Authorization to the Authorized Signatory :**

**SNo 3 : Resolution of The Board of Directors** - Upload the file.

In this step, user has to upload “Resolution of The Board of Directors” by clicking “choose File” button and then selecting file and upload using “upload button”. **OR**

**SNo 4 : Power of Attorney duly notarized authorizing the signatory with attested signature.** - Upload the file.

In this step, user has to upload “Power of Attorney duly notarized authorizing the signatory with attested signature” by clicking “choose File” button and then selecting file and upload using “upload button”.

B. Optional documents (To be submitted if it differs from (A))

**SNo 5 : List of Present Directors of the company with Name, Address** - Upload the file.

In this step, user has to upload “List of Present Directors of the company with Name, Address” by clicking “choose File” button and then selecting file and upload using “upload button”.

**SNo 6 : Present shareholding pattern of the company (indicating Indian Equity & Foreign Equity)** - Upload the file.

In this step, user has to upload “Present shareholding pattern of the company (indicating Indian Equity & Foreign Equity)” by clicking “choose File” button and then selecting file and upload using “upload button”.
C. Documents required for Sharing of infrastructure/Work from Home.

SNo 7 : Vendor Certificate for logical partitioning in the EPABX being shared in case of option 2 of item C3.

SNo 8 : Undertaking that the Bank Guarantee of Rs. 50 Lakhs in the prescribed format would be submitted at the time of signing the agreement (In case of option 1 of item C3.)

SNo 9 : Undertaking that the Bank Guarantee of Rs. One Crore in the prescribed format would be submitted at the time of signing the agreement. (In case of option 2 of item C3.)

SNo 10 : Undertaking that the Bank Guarantee of Rs. One Crore in the prescribed format would be submitted at the time of signing the agreement. (In case of option of Work from Home as per Item D.)

viii) Network diagram - the OSP must clearly mention in the diagram whether it is using Sharing of Infrastructure or Centralised EPABX architecture or the CUG facility. Any change in the network is also required to be intimated immediately by the OSP without any delay.

D. Network diagram :

SNo 11 : Network diagram - the OSP must clearly mention in the diagram whether it is using Sharing of Infrastructure or Centralised EPABX architecture or the CUG facility. Any change in the network is also required to be intimated immediately by the OSP without any delay. - Upload the file.

In this step, user has to upload “:Network diagram” by clicking “choose File” button and then selecting file and upload using “upload button”.

E. Additional Documents :
If interconnection of either one international OSP centre(company A) with another international OSP centre(company B) of Group Company or one domestic OSP centre(company A) with another domestic OSP centre(company B) of group companies is required? If so, following documents have been submitted.

SNo 12: Shareholding pattern of Company A

SNo 13: Shareholding pattern of Company B

SNo 14: Certificate from statutory Auditor of the company to certify that A & B are Group Companies.

SNo 15: Other supporting documents, if any like balance sheet, annual report etc. to establish that company A & company B are Group Companies
Step E Declaration:

APPLICATION FORMAT FOR REGISTRATION OF OSP CENTRE

Certificates / Undertaking:

1. I/ We hereby certify that I/ We have carefully read the guidelines/terms and conditions, for the registration under Other Service Provider category and I/ We undertake to comply with the terms and conditions therein. (Terms and Conditions of Other Service Provider category are available at www.dst.gov.in/osp/osp.html)

2. I/ We understand that this application if found incomplete in any respect and/or if found with conditional compliance shall be summarily rejected.

3. I/ We understand that processing fee is non-refundable irrespective of whether or not the proposal is registered.

4. I/ We understand that if at any time any averments made or information furnished for obtaining the registration is found incorrect then my application and the registration if granted thereto on the basis of such application shall be deemed to be cancelled.

5. I/ We undertake to intimate to the DoT field unit any change in the Network diagram, any change in use of Sharing of Infrastructure or Centralised ETMS or CCM without delay to the concerned DoT field unit. I/ We would provide unhindered access to the premises and the system(s) to the DoT Authorities for checking compliance to the terms & conditions of the OSP Registration.

I agree to the Terms and conditions.

Previous Next
After submission of the completed application form, an alert for uploading digitally signed application is shown.

Click on “Upload signed application” link. System allows to download the application and upload digitally signed application.
Case-1 [Approval of Application]:

On approval of application by DoT field unit, in applicant dashboard “Download Certificate” link is available. After click on ‘Download Certificate’, system displayed copy of certificate uploaded by DoT field unit.

If application is approved by DoT field unit in applicant dashboard ‘Download Certificate’ link is available. After click on ‘Download Certificate’, system displayed copy of certificate uploaded by DoT field unit.
To download the Registration Certificate click on “Download Certificate” link.

Government of India
Ministry of Communication
Department of Telecommunications
License Service Area
Mumbai

Registration Certificate

Registration No: MU/M/1/100093/9118
Type of Registration: NEW REGISTRATION

Date: 27-09-2018

Subject: Registration for setting up an International OSP Center at OSP COMPANY Pandharpur, mumbai city, maharashtra-413221 by M/s OSP COMPANY.


M/s OSP COMPANY, having registered office at OMKAR HOUSE New Delhi DELHI 100001 has been registered under the Other Service Provider (OSP) category as defined in New Telecom Policy '99 (NTP'99) for setting up an an International OSP Centre at Pandharpur, mumbai city, maharashtra-413221 as per para 2.

2. This registration is subject to the terms and conditions of OSP registration available on the website www.dot.gov.in/osp.htm and the undertaking by the company in the form of declaration given along with the application form. Details of OSP centre and connectivity arrangements are indicated in Table-1.

3. For providing application services M/s OSP COMPANY shall take the telecom resources from any authorized service provider of DoT. Both the Authorized Telecom Service Provider and the OSP shall be responsible as per the terms and condition of their license/registration respectively towards any violation of the terms and conditions in the use of telecom resources.

4. The OSP shall ensure that there will be a logical separation between the telecom resources for OSP and the telecom resources for their other activities, if OSP share the telecom bandwidth with other activities of the same company or group of companies. There shall be no voice/ non voice traffic flow between them.

5. The OSP shall submit ‘Annual return’ to the registering authority in the prescribed Performa within six months (i.e. by 30 September) of completion of financial year indicating the details of the activities of the previous financial year and the status of their continuing OSP operation.

6. The Authority or its authorized representative shall have right to inspect the sites used for extending the Service and shall have the right to have unrestricted access to all installations/facilities.

7. This registration will be valid for twenty (20) years w.e.f. the date inscribed in this memo. In all future correspondence, please quote the Registration Number.

8. The intimation is required for any change in the address of POP at client end; addition of POP at client end, interconnection between the call centres of the same company / Group Company, with complete details of location and Network diagram of telecom resource used duly approved by telecom service provider. This intimation shall be sent by the registered OSP within 15 days of any change in the existing network diagram. For change in the name of company, the company will intimate the office along with necessary document i.e. CIC from ROC and MoA. This office will issue amendment after receipt of request.

9. Prior approval is required for any change in the address of the call centre/addition of new call centre / data centre / disaster recovery site.

10. The OSP shall submit a copy of the network diagram approved by all the Telecom Service Provider (TSP) from which it has taken the telecom resource to this office for record and verification with in three month from the date of issue of this registration or within one month from the date of commissioning of resource, whichever is earlier for first time and after that if there is any change in telecom resource the same shall be submitted within 15 days from taking the telecom resources.
11. All the terms and conditions issued by DoT from time to time regarding Other Service Provider category must be complied by the registered OSP.

12. This certificate does not allow sharing the infrastructure between the Domestic OSP Centre and International OSP Centre. For sharing the infrastructure between the Domestic OSP Centre and International OSP Centre a separate certificate is issued by this office.

13. In case of the OSP using the internet the OSP shall for the purpose of internet connectivity use the IP addresses those are registered in the name of an Indian entity that shall be traceable to the physical address (location) in India.

Table-1 : (Telecom Resources)

<table>
<thead>
<tr>
<th>Internet connectivity at OSP center</th>
<th>3848 Kbps</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSTN/PLMN/Others Connectivity at OSP Centre:</td>
<td>NA</td>
</tr>
<tr>
<td>Location of OSP centre(End A)</td>
<td>Type of End B</td>
</tr>
<tr>
<td>OSP COMPANY</td>
<td>POP</td>
</tr>
<tr>
<td>Panjeshpur, Mumbai city, Maharashtra-411324</td>
<td>Other OSP Centre (for inter-connectivity)</td>
</tr>
</tbody>
</table>

(Name of issuing ADG)
(ADG)
Mumbai, LSA
(Digitally Signed)

To,
OSP COMPANY
Kind Attention: HARI OM
Address: SAI NAGAR MUMBAI
Mumbai City
Maharashtra
400001

After click on “Upload Network Diagram” to upload Network Diagram.
Now in Applicant dashboard ND status shown as “Pending for ND scrutiny”.

After approved of Network Diagram by DOT field unit. ND status changed to ND accepted.
Case-2 [ Revert of Application] :

If application is reverted by DoT for want of compliances, in applicant dashboard ‘Update’ link is available. In application status column application revert message is shown. After click on ‘Update’. System displayed remarks of DoT. Applicant may update necessary update and upload documents and resubmit to DoT for further action.

To see and make necessary corrections in form and make required documents to upload applicant may click on “Update” link.
Column with remarks of DoT for correction and upload will be available to make corrections and upload valid document.
After submission of the completed application form, an alert for uploading digitally signed application is shown.

Click on “Upload signed application” link. System allows to download the application and upload digitally signed application.
After uploading digitally signed application. In applicant dashboard application status shows as “Pending for scrutiny”.

If approval of application by DoT field unit after resubmission of reverted application. In applicant dashboard ‘Download Certificate’ link is available. After click on ‘Download Certificate’. System displayed copy of certificate uploaded by DoT field unit. And upload Network Diagram option also available.
Case-3 [Reject of Application]:

In case of rejection of application /ND/AR by DoT.

To see reason of rejection of application click on “Download DoT Remark” link.
Thank You