User Manual

For Applicant of

Online Migration of Other Service Providers (OSP)
Old Registrations to Saral Sanchar Portal

Department of Telecommunications

Government of India
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**Purpose of this document**

This document attempts to describe the operational aspects of migration of DoT old portal data to DoT new site 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.
Welcome to Saral Sanchar Portal

About Saral Sanchar Portal

The Indian Telecommunications Sector has grown rapidly in the last few years. While Government reforms and initiatives have played a very important part, industry has been the major driver of this remarkable growth. The Department of Telecommunications is striving to play the role of an enabler for the growth of the telecommunications sector and thereby, of the digital economy.

Department of Telecom has taken some significant measures to improve the ease of doing business. It has been its endeavour to provide an environment, which is fair and transparent, encourages competition, promotes a level-playing field for all service providers, protects the interest of consumers and enables technological benefits to one and all.

‘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.

Read More...
**Step 1:**
To get access the data of Saral Sanchar Portal first login to system by clicking login link available in homepage of the portal.

**Step 2:**
After login to the system you will land on “Home Page”. There is provision to apply for 4 types of licenses. Click ‘OSP’ link.
**Applicant Level function:**

A) **Company Information.**
Verify the company information details submitted with this registration.

B) **Present Proposal**
   i) Enter registration number and date.
   ii) Verify all details of registration.
   iii) Enter challan details if available.
   iv) Upload Payment Challan Details if available.
   v) Save draft, Application Id will be generated and will be shown on top of application form.

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

There is no action required by applicant. Click next.

D) **Documents to be uploaded. (All * marked documents are mandatory & should be digitally signed)**
   i) Memorandum of Articles of Association agreement
   ii) Certificate of Incorporation issued by Registrar of Companies
   iii) Resolution of The Board of Directors
   iv) Power of Attorney duly
   v) Nature of Business
   vi) List of Present Directors of the company with Name, Address
   vii) Present shareholding pattern of the company
   viii) Network diagram
   ix) Shareholding pattern of Company A
   x) Shareholding pattern of Company B
   xi) Certificate from statutory Auditor of the company to certify that A & B
   xii) Other File if any
   xiii) OSP Registration Certificate
   xiv) OSP Amendment Certificate
   xv) Signed application

E) **Declaration**
   Certificates /Undertaking: agree to the DoT field units and conditions
**Step 3:**

In OSP there many links available in dashboard heading like Home, Change Password, Update Profile, OSP Migration/Amendment/Profile Dashboard, New OSP Registration and Helpdesk etc.

Click on “OSP Migration/Amendment/Profile Dashboard”. This will further shows three dashboards,

1. OPS Migration dashboard
2. OPS Amendment dashboard
3. OPS User Profile dashboard
To migrate registration details of DoT old site to Saral Sanchar Portal click on “OSP Migration/Amendment/Profile Dashboard” which will display the list of all registrations available in old DoT portal of logged applicant. This also shows details like Registration number, Registration date, OSP type and LSA etc.

User may click on “Migrate” link available for each row to migrate the data. After click on “Migrate” link below message will populated click ok.

Now application to be migrated is available in “OSP Active Application” list as per above popup. Click on OSP Active Application.
Now click on “Update” button to further process.
**Step-A: Company Information**

After Click on update, application form will appear as follows with all company information of details of particular registration selected for migration. Applicant may check all company information and click next.
Step-B: Present Proposal

After check all above details enter challan details if available and click on save draft button. Application Id will be generated and will be shown on top of application form. Click on next to access Step-C.
**Step-C: Sharing Infrastructure**

In case of sharing of infrastructure; it should be applied manually to respective DoT field separately.

In this step no any action required by applicant. Click ‘next’
Step-D: Documents to be uploaded.

A. Mandatory documents. (* Marked) (All documents required to be uploaded must be digitally signed)

S.No 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”.

S.No 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:

S.No 3a : 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

S.No 3b : 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”.

S.No 4: Nature of Business. - Upload the file.
In this step, user has to upload “Nature of Business” 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))

S.No 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”.

S.No 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.

S.No 7: Vendor Certificate for logical partitioning in the EPABX being shared in case of option 2 of item C3.

S.No 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.)

S.No 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.)

S.No 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.)

i) Network diagram - the OSP must clearly mention in the diagram whether it is using Sharing of Infrastructure or Centralized 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 Centralized 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”. While upload system shows alert whether ND is TSP approved Yes/No. Applicant may click option ‘Yes’ if ND is TSP approved else click ‘No’.
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.

S.No 12: Shareholding pattern of Company A

S.No 13: Shareholding pattern of Company B

S.No 14: Certificate from statutory Auditor of the company to certify that A & B are Group Companies.

S.No 15: Other supporting documents, if any like balance sheet, annual report etc. to establish that company A & company B are Group Companies.

S.No 16: Other File if any: If applicant want intimate DoT. Upload the file.

S.No 17: OSP Registration Certificate: Applicant should upload the OSP Registration Certificate previously issued.

S.No 18: OSP Amendment Certificate: Applicant should upload the OSP Amendment Certificate if any.
After uploading all document click ‘next’. 
**Step-E: Declaration**

Certificates / Undertaking: agree to the DoT field units and conditions.

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.dot.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 aterments 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 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 EPABX or CUG without delay to the concerned DoT field unit. I/we would provide Unhindered access to the premises and the network(s) to the DoT Authorities for checking compliance to the terms & conditions of the OSP Registration.

I agree to the Terms and conditions.
Press submit button for submission of application.

After click on ‘Ok’.

After click on ‘Ok’.
System ask to upload digitally signed application.
download application, digitally sign the upload the digitally signed application.

Upload digitally signed application and click on final submit.
After submitting digitally signed application now it is sent to DoT for scrutiny. And it pending at DoT for scrutiny.
**Actions of DoT:**

Case 1: Revert the application for query if any.

Case 2: Approve the application.

Case 3: Rejection of the application.

**Case 1: Revert the application:**
Click on ‘Update’ to see and comply the DoT requirement. Check all steps from A to E and see the comments, queries raised by DoT against details or uploaded files.
DoT reverted this application and asked to upload correct Memorandum and Article of Association.

Here applicant may also check previously uploaded MAA.
Upload the valid and correct MAA and submit the application.

After submitting application, Applicant required to upload digitally signed application.

After click on ‘Upload signed application’
Download the application, sign digitally and upload the application.
After submitting digitally signed application now it is sent to DoT for scrutiny. And it pending at DoT for scrutiny.
Case 2: Approval of the application:

i. Approval of the migration with amendment

After acceptance of application with amendment in applicant dashboard two options views.

1. Download certificate.

2. Upload Annual Return.
AR documents to be upload.

Upload AR documents in PDF & Excel format are required to be upload.
After scrutiny and approval of AR from DoT applicant may get to download certificate.
Here OSP application migrated.
ii. **Approval of the migration without amendment**
Case 3: Rejection of the Migration.

After submission of application for registration. If DoT rejected the application. The status of rejected application is in applicant dashboard along with DoT remarks.
User Manual

(Volume –I)

For Applicant of

Migration of Other Service Providers (OSP) old data to Saral Sanchar Portal (Manually)

Department of Telecommunications

Government of India
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- KPO
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- Network Operating Centre
- Others
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At bottom information about ‘ALL Rights Reserved.’ Website Content Managed by and Website Designed, Developed and Hosted by is also available.
**Step-1:**

**Registration:-**

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.

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).

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.

<table>
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<tr>
<th>Address</th>
<th>Bharat Sancher Bhavan, Harish Chandra Methur Lane-1</th>
</tr>
</thead>
<tbody>
<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>0111457895</td>
</tr>
<tr>
<td>Fax Number (if any)</td>
<td>0114523687</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:bsn11@bsnl.co.in">bsn11@bsnl.co.in</a></td>
</tr>
</tbody>
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<tr>
<th>Address</th>
<th>Bharat Sancher Bhavan, Harish Chandra Methur Lane-1</th>
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<tr>
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<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>0114523478</td>
</tr>
<tr>
<td>Fax Number (if any)</td>
<td>0114455658</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:bsn11@bsnl.co.in">bsn11@bsnl.co.in</a></td>
</tr>
<tr>
<td>Mobile Number</td>
<td>9856234125</td>
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</tbody>
</table>

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.
Please do mobile and mail OTP validations before submitting.

Validated successfully!

Address: Harsh Chandra Mathur Lane-148, Janpath
State: DELHI
District: New Delhi
Pincode: 110001
Landline Number: 0112452345
Fax Number (If any): 0114523458
E-Mail: deep.itpcpune@gmail.com
Mobile Number: 9422034848

OTP Authentication

Mobile OTP
Enter Mobile OTP: [Field]
Generate OTP
Validate

E-Mail OTP
Enter Email OTP: [Field]
Generate OTP
Validate

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

Enter Captcha before submit
Enter Captcha: [Field]
Validate
Submit
After successful validation, the screen for OTP entry for mobile and email will appear and system validates for entered OTP.

**OTP Authentication**

- Enter both the OTPs and click on “Validate” button.
- If any changes, especially in authorised 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.

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. .

Enter your new password (it should fulfil 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.

If applicant is already using this portal and having login id and password. In this case Step-1 & Step-2 is not necessary and applicant may login to portal for migration.
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Certificates /Undertaking: agree to the DoT field units and conditions
**Step 3:**

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**Step 4:**

After login to the system you will land on “Home Page”. There is provision to apply for 4 types of licenses. Click ‘OSP’ link.
Step 5:

In OSP there many links available in dashboard heading like Home, Change Password, Update Profile, OSP Migration/Amendment/Profile Dashboard, New OSP Registration and Helpdesk etc.

Click on “OSP Migration/Amendment/Profile Dashboard”. This will further shows three dashboards,

4. OPS Migration dashboard
5. OPS Amendment dashboard
6. OPS User Profile dashboard
To migrate registration details manually in Saral Sanchar Portal click on “OSP Migration/Amendment/Profile Dashboard” which will display the list of all registrations available in old DoT portal of logged applicant. There is button “New Migration” to enter details manually.

After click on “New Migrate” link below form will open and display details of company information.
**Step-A: Company Information**

After Click on update application form will appear as follows with all company information of details of particular registration selected for migration. Applicant may check all company information and click next.

Applicant may check all company information and click next.
Step-B: Present Proposal
In this following information needs to fill

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

Type of OSP *

- Domestic
- International

Select OSP Type

iii) Type of Activity (Please select)

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

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

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

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

State, District from download and to enter PIN code.

State: Maharastra
District: Mumbai City
Pin code: 999999

vi) No of seats*

Sr. No. 2) No of seats Enter Digits only

vii) 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 “Trash” icon. Separate window will open to get your confirmation by pressing “delete” button.

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

In this proposed OSP centre Address, Address of foreign or local POP, State, Country, Bandwidth unit, existing bandwidth details etc.
5. Whether the proposed OSP Centre 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.

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 Centre 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 Centre will be inter-connected to any HOT Site Centre of the company/third party?

If yes, give connectivity details, addresses etc.*

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

If yes, give connectivity details, addresses etc.*
For this section, apply separately to respective DoT field unit.

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?

Or

(ii) Would the Centre be using Centralised EPABX architecture?

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)?

Sr. No. 11) Processing fee paid at the time of old registration (Not Mandatory)
Challan No: Date: Amount: 1000

(Challan document is not mandatory.)

Upload payment challan copy

After feeding challan details save the data. After successful saved data system generates application id. And system allow upload challan details file. Challan details are optional.
### APPLICATION FORMAT FOR MIGRATION (MANUAL) OF OSP APPLICATION

**Step A**

#### Period
- From: [Start Date] to [End Date]

#### Nature of the OSP
- [Services Provided]

#### Type of OSP
- [Type of OSP]

#### Type of Activity
- [Activity]

#### Name of the Proposed OSP Centre
- [Name]

#### Address of the Proposed OSP Centre
- [Address]

#### Phone Number
- [Phone]

#### Zip Code
- [Zip Code]

#### State
- [State]

#### District
- [District]

#### Village
- [Village]

#### Pin Code
- [Pin Code]

#### Any other information or remarks
- [Remarks]

#### Date
- [Date]

---

### Step B

#### Name of the Applicant
- [Applicant Name]

#### Address of the Applicant
- [Address]

#### Contact Number
- [Contact Number]

#### Email ID
- [Email ID]

#### Relationship with the Applicant
- [Relationship]

#### Date
- [Date]

---

### Step C

#### Name of the Area
- [Area Name]

#### No. of Population
- [Population]

#### Total Number of Telephones
- [Total Telephones]

#### Type of Area
- [Type of Area]

#### Date
- [Date]

---

### Step D

#### Information about the Existing Centre
- [Existing Centre Information]

#### Date
- [Date]

---

### Step E

#### Information about the Proposed Centre
- [Proposed Centre Information]

#### Date
- [Date]

---

### Additional Information

#### Any other information or remarks
- [Remarks]

#### Date
- [Date]

---

### Instructions

- [Instructions]

---

### Application Details

- [Application Details]

#### Date
- [Date]
**Step-C: Sharing Infrastructure**

In case of sharing of infrastructure; it should be applied manually to respective DoT field separately.

In this step no any action required by applicant. Click ‘next’
Step-D: Documents to be uploaded.

"All documents to be uploaded should be in pdf format (Digitally Signed). The certificates should be from licensed CAs as per ca.gov.in."

A. Mandatory documents

Sr. No. 1: Memorandum & Articles of Association

Authorized Signatory

Uploaded Successfully

Sr. No. 2: Certificate of Incorporation issued by Registrar of Companies

Name of the signatory: Raghavendra Varindr/Signed on: 17-09-2010 18:04:03

Uploaded Successfully

Authorization to the Authorized Signatory

Sr. No. 3a: Resolution of the Board of Directors

Name of the signatory: Raghavendra Varindr/Signed on: 17-09-2010 18:04:03

Uploaded Successfully

Sr. No. 3b: Power of Attorney duly notified authorizing the signatory with attached signature (Digitally Signed),

B. Optional documents

(To be submitted if B differs from uploaded Mandatory Documents(A))

Sr. No. 4: Nature of business (Name of the signatory: Raghavendra Varindr/Signed on: 17-09-2010 18:04:03)

Choose File: No file chosen

C. Documents required for Sharing of infrastructure/Work from Home.

Sr. No. 5: Vendor Certificate for logical partitioning in the EPARK being shared in case of option 2 of Item C.

Sr. No. 6: Undertaking that the Bank Guarantee of Rs. 20 lakhs in the prescribed format would be submitted at the time of signing the agreement in case of option 1 of Item D.

Sr. No. 7: 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 D.

Sr. No. 8: 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 1 of Item D.

Sr. No. 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 D.

Sr. No. 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 1 of Item D.

Sr. No. 11: 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 D.

Sr. No. 12: 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 1 of Item D.

Sr. No. 13: 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 D.

Sr. No. 14: 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 1 of Item D.

Sr. No. 15: 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 D.

Ir. No. 16: 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 1 of Item D.

Ir. No. 17: 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 D.

Ir. No. 18: 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 1 of Item D.

Ir. No. 19: 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 D.

Sr. No. 20: Declaration on the accuracy of the data submitted in the form and the correctness and completeness of any representation or statement.

Sr. No. 21: 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 1 of Item D.

Sr. No. 22: 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 D.

Sr. No. 23: 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 1 of Item D.

Sr. No. 24: 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 D.
C. Mandatory documents.(* Marked) (All documents required to be uploaded must be digitally signed)

S.No 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”.

S.No 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:

S.No 3a : 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

S.No 3b : 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”.

S.No.4: Nature of Business. - Upload the file.

In this step, user has to upload “Nature of Business” by clicking “choose File” button and then selecting file and upload using “upload button”.

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

S.No 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”.

S.No 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.

S.No 7: Vendor Certificate for logical partitioning in the EPABX being shared in case of option 2 of item C3.

S.No 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.)

S.No 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.)

S.No 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.)

ix) Network diagram - the OSP must clearly mention in the diagram whether it is using Sharing of Infrastructure or Centralized 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:
S.No 11: Network diagram - the OSP must clearly mention in the diagram whether it is using Sharing of Infrastructure or Centralized 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”. While upload system shows alert whether ND is TSP approved Yes/No. Applicant may click option ‘Yes’ if ND is TSP approved else click ‘No’.

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.

S.No 12: Shareholding pattern of Company A

S.No 13: Shareholding pattern of Company B

S.No 14: Certificate from statutory Auditor of the company to certify that A & B are Group Companies.

S.No 15: Other supporting documents, if any like balance sheet, annual report etc. to establish that company A & company B are Group Companies

S.No 16: Other File if any: If applicant want intimate DoT. Upload the file.
S.No 17: OSP Registration Certificate: Applicant should upload the OSP Registration Certificate previously issued.

S.No 18: OSP Amendment Certificate: Applicant should upload the OSP Amendment Certificate if any.

**Step-E: Declaration**

Certificates /Undertaking: agree to the DoT field units and conditions
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.
download application, digitally sign the upload the digitally signed application.
After upload of signed application now it is pending for scrutiny with DoT.

**Actions of DoT:**

Case 1: Revert the application for query if any.
Case 2: Approve the application.
Case 3: Rejection of the application.
Case-1 [Approval of Migration]:

On scrutiny of application by DoT field unit if DoT found any difference or issue DoT may revert the application for further compliance.
Case-2 [Revert of Migration]:

Click on ‘Update’ to see and comply the DoT requirement. Check all steps from A to E and see the comments/queries raised by DoT against details or uploaded files.
**Step-A: Company Information**

### Application Format for Migration (Manual) of OSP Application

<table>
<thead>
<tr>
<th>Application ID: 0201900071</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIN</strong></td>
</tr>
<tr>
<td><strong>1. Company Name</strong></td>
</tr>
<tr>
<td><strong>2. Complete Postal Address of Company</strong></td>
</tr>
<tr>
<td><strong>A) Corporate Office</strong></td>
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<td><strong>B) Registered Office</strong></td>
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<td><strong>3. Address for Correspondence with Telephone/Mail</strong></td>
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<td><strong>4. Authorised Person Contact Details</strong></td>
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</table>

**SARAL SANCHAR**
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT
DoT reverted this application and query raised

1. No of seats not correct

Here applicant may check update correct data.
DoT found “Authorization of authorised signatory expired”

applicant may check and upload valid “Authorization of authorised signatory”
REVERTED APPLICATION
APPLICATION FORMAT FOR MIGRATION(MANUAL) OF OSP APPLICATION

Step A: Company Information  Step B: Present Proposal  Step C: Sharing of Infrastructure  Step D: Documents to be uploaded  Step E: Declaration

Certificates / Undertaking:

1. I/We hereby certify that I/We have carefully read the guidelines/forms 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.dot.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 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 EPAXX or OUG 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.

Sr. No. 1) Signed Application document:

[File attachment: 02019800071_OSPU_v1.pdf]
After submitting application, Applicant required to upload digitally signed application.

After click on ‘Upload signed application’

Download the application.
Sign digitally and upload the application.
Case-3 [ Rejection of Migration] :

After submission of application for registration. If DoT rejected the application. The status of rejected application is in applicant dashboard along with DoT remarks.

If application of migration rejected by DoT, reason or remark for rejection may download “Download DoT Remark” link available in action column.
Thank You