User Manual

(For Applicant)

Online Permission of In Flight and Maritime Connectivity (IFMC)

Department of Telecommunications

Government of India

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and 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 hassle-free platform for various applicants.

Acronyms and Abbreviations

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

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **UL** : Unified License.
- IFMC : In Flight and Maritime Connectivity.

1.2 About In Flight and Maritime Connectivity(IFMC)

Only licensed service providers get permission to provide telecom services in aircraft and ships as per the rules. The goal of IFMC is to provide telecommunication services to the general public travelling on ships and aircraft.

Applicant can apply for permission for In Flight and Maritime Connectivity services. Saral Sanchar web base portal facilitates to apply for permission 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/Permission

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 DEPART स्वर्केष बक्ते TELECO	વિમાग MENT OF MMUNICATIONS		S	SARAL SANCHAR (Simplified Application For Registration And Licenses) A Portal for License Management in DoT
Home About Portal	Registration Login F	FAQs → Helpdesk Fee	Calculator Document CheckList	Orders/Circulars
	Login UserI Passwor Security Cod	d d le Enter Captcha Login	Forgot Forgot Password? User ID?	

After clicking Login you will be directed to this page.

		Home	Update Profile User Admin Helpdesk	
			Orders/Cit	rculars Submit Reports Document CheckList
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]
Status Of Applications				
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UL/UL(VNO)- Migrate Apply Now	of spectrum in IMT/5G bands for Captive Non-	based Communication Network	0 NOCC	
	Public Network (CNPN) Apply Now	Apply Now	Apply Now	

Click on IIG/IFMC/NOC-SIM/IP-1 Widget as shown in the above figure.

10.1	New IFMC Permission IFMC Inprocess Application IFMC Completed Application
IIG	Apply for New WMC Permission
IFMC	
NOC-SIM	

Dashboard would be populated. Click on 'New Apply for New IFMC Permission' Button. Application form would be populated.

2.2 IFMC Application :

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

Application form will appear as follows. Form will comprise of 4 steps viz. company info, Payment and Other details, Promoter and Other details and Undertaking.

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 1

Company Information: In this step the information about company entered

while registration will pop up and will be in disabled form.

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 Draf	t Validate Application	Preview Application Form	Submit
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ppli	ication ID: IF202	30012			
	CIN				
	U74899DL2000GOI1	01111			
	i) Corporate Offic assa District: Pune State : MAHARAS Pincode : 411015 Landline No: 111 Fax No: 111111 Fax No: 111111 Email : uttpalman ii) Registered Offi test District: Pune State : MAHARAS Pincode : 411015 Landline No: 112 Fax No: 111111 Email : test@gma	ce : SHTRA 1111111 11111 nna@gmail.com fice : SHTRA 21111111 1111 1111			
3	3. Address for Corresp test District: Pune State : MAHARAS Pincode : 411019 Landline No : 111 Fax : 11111111 Mobile No : 9876 Email : test@gma	ondence with Tel HTRA 111111111 11 543210 il.com	ephone/Fax/Mail :		
2	4. Authorised contact Name: Shivaya Desg: test Add: asasa District: Pune State: MAHARASI Pincode: 411019 Landline No: 111 Fax: 11111111 Mobile No: 98765 Email: test@gmai	Person /Signator HTRA 11111111 1 143210 I.com	y details :		

2.2.2 Step 2

Payment and Other Details: In this step the user has to enter details of license(s) and uploads as shown in the following screenshot. Processing fees of this application is Rs.50000/- . After submission of application ,payment option will be available. For addition of Issued License and NLD/VSAT license details click on + sign available in the respective grid , license details form will be popped up. Fill up the details and click on submit button. For uploading documents click on Choose file , then select file to be uploaded and click on upload button as shown in the below image.

			C			
		Save Draft	Validate Applica	ation Preview Applica	tion Form Submit	
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5.Details of p Note:Please	ayment of process refer fee calculator	ing fee in Rs. menu for fee ca	lculation.			
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If already details are submitted and user wants to change it then he has to click on " \checkmark " icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on " \hat{m} " icon. Separate window will open to get your confirmation by pressing "delete" button.

2.2.3 Step 3 *Promoter and Other Details:*

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In this step enter details of promoter and Equity and upload documents.

		Save Draft	Validate App	plication Pre	view Applica	ation Form	ubmit	
Step 1 Company Information	Step 2 Payment & Other Details	Step 3 Promoter & Other Det	Step 4 Undertaking					
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Promoter Deta	ails	(0)				0	E in . or	
+ / =	Name Of Promoter/Pa	artner/Snarenoider		Type		Country	Equity %	Networth (In Lakh
8B. Equity der Indian	tails(in percentage) Total of India	in and foreign Foreign i)Land Border Country ii)Others	should be 100 Sharing	0	Total 0		
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	Step 1 Company Information	Step 2 Payment & Other Details	Step 3 Promoter & Other Details	Step 4 Undertaking				
	8A. Details of	Promoters / Partn	ers / Shareholder	s in the Company	:			
	Promoter Deta	ils Name Of Promoter/Pa	artner/Shareholder		Туре	Country	Equity %	Networth (in Lakhs o
	+ / =	Add Record			×			I-4 -4
	8B. Equity det	Name Of Promoter/Par	rtner/Shareholder					
1	Indian	Туре		INDIAN	~	Т	otal	
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	8C. FDI up to	100% under autor	natic route. Certif	ied copy of FIPB	/ FIPP ap	proval is required t	o be enclosed in ca	se if FDI is from an

8A. As shown in image above 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, Country, equity percentage and net worth.

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

To delete already submitted details click on " \hat{m} " icon. Separate window will open to get your confirmation by pressing "delete" button.

2.2.4 Step 4 Undertaking:

		Save Draft	lidate Application Prev	iew Application Form	
Step 1 Company Information	Step 2 Payment & Other Details	Step 3 Promoter & Other Details	Step 4 Indertaking		
Cartificates (In deside bits as	/		/	
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accompa C. I undersi Tribunal D. I undersi then the E. I undersi DoT with G. I undersi later, thi compete such new	nied with the appl tand that all matte (s) in Delhi or New tand that if at any application and th tand that if a tany ath that in case o in 15 days from th tand that in case i s authorisation , ir nt authority and I v process and I sha t the declaration and	Ication processing f rs relating to the ap Delhi only. time, any avermen e authorisation if g cation processing f f any change(s) in f is decided to change. is decided to chang respective of the re shall have to apply all pay all the revise the tick the checkbox	e, shall be summarily r plication or authorisation made or information fu anted thereto on the ba e is non-refundable irre he information furnishe e the applicable annual naining validity, shall si s per new proess at that i fees.	ejected. on if granted will be subject to jurisdiction of rnished for obtaining the authorisation is fou sis of such application, shall be cancelled. spective of any reason whatsover. d above, at a later date, the same shall be int fee or chnage the present Process of authori rand cancelled after the specified period as do it point of time, as per terms and conditions a	courts or und incorrec timated to th isation, at a lecided by th applicable fo
accompa C. I undersi Tribunal(D. I undersi then the E. I undersi PoT with G. I undersi later, thi compete such new Kindly accep	nied with the appl tand that all matte (s) in Delhi or New tand that if at any application and th tand that in case o in 15 days from th tand that in case it s authorisation , ir nt authority and I v process and I sha t the declaration and ate for digitally sig	Ication processing f rs relating to the ap Delhi only. time, any avermen e authorisation if g cation processing fo f any change(s) in the e date of change. is decided to change respective of the re- shall have to apply all pay all the revised the tick the checkbox ned document shou	e, shall be summarily r plication or authorisatic made or information fu anted thereto on the ba e is non-refundable irre e information furnishe e the applicable annual naining validity, shall si s per new proess at tha I fees. d be from Licensed CAs	ejected. In if granted will be subject to jurisdiction of rnished for obtaining the authorisation is fou sis of such application, shall be cancelled. spective of any reason whatsover. d above, at a later date, the same shall be int fee or chnage the present Process of authori and cancelled after the specified period as d it point of time, as per terms and conditions a as per cca.gov.in .	courts or und incorrec timated to th isation, at a lecided by th applicable fo

Accept the Undertaking. Click on "Validate Application" button to validate the application. If application is validated, "Preview Application Form" button will be enabled. Download the application and check the application, if all are correct, application may be submitted by "Submit" button.



Once submit button is clicked , confirmation pop up will come as shown in the avove image. Click on "Yes" button to submit the application.



After submission of application, Payment option will be available.

2.3 Online Payment of Processing Fee

~	PDF	EXCEL							Sear	ch:
3	S.No?	Application Id	Application Creation Date	Company Name	License Type	¢ LSA	Application Status	Action	•	
4C	1	IF20230012	27-10-2023 10:37:55	TEST PVT LIIMITED	IFMC Services		Payment Pending	Make Payment and Upload Signed Application	ն	Ø
SIM	Showin	ng 1 to 1 of 1 en	tries							Previous 1

Click on "Make Payment and Upload Signed Application" button, it will redirect to payment page.

Make payment	
Type of license: IFRC License	
ree to be particulor rs./ Subout	

In Payment page, Fees of Rs 50000 will be shown. Click on Pay now Button, it will redirect to payment portal. and after successful payment transaction user has to upload digitally signed application.

On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway as shown in the below image.

											Q	6 ☆	± □	U Upda
										English	A- A A			
Bharatk®	sh Portal							Col	ntroller G	eneral c liture, Minis	of Accou	ints nce		
	Home	About Us U	ser Guide Con	tact Us FAQs	Terms And Con	ditions Cha	rge-back and	Refund Policy						
								4						
	Payment Purpose		Depositor's Det	aits	Confin	n info		Pay						
Paym	nent Mode Online													
Der	positor's Details													
Name	,		TEST PVT LIMITED											
Addm	ess 1		asasa		Address 2									
City			Pune		District									
State			MAHARASHTRA		Country		INDIA							
Pince	ide/Zipcode		411019		Email		test@gmail.co	m						
Mobil	ie No. (+91)		9876543210											
TAN					TIN									
Put	rpose Details													
5r. No.	Ministry	PAO Name		DDO Name		Purpose and Payn	ent Type	Payment Period / Frequency	Amount (In INR)					
1	TELECOMMUNICATIONS	CONTROLLER OF COM ACCOUNTS, PAO HEAD	UNICATION QUARTER[077188]	Department of Telecomm DDO, 50(Cash), New Delh	unications (HQ), i[205155]	IFMC - Saralsancha HQ, Application Pre	r -CCA- ccessing Fee	One Time	50000					
						INR fifty thousand	I only		Total::50000					
♦ Ba	ĸck								Confirm 🔶					

Click on 'Confirm' Button at Bottom.

Bharatk sh Government of India Receipts Portal						Controller General of Account Dept. of Expenditure, Ministry of Finance	ts
	Home About Us User	Guide Contact Us	FAQs Terms	And Conditions	Charge-back and Refund Polic	y .	
Payment. Gat The payment can Payment Gateway	eway be made by a depositor using all In s available below. The payment via	lian Credit Cards or Deb American Express Credi	it Cards (except Dine t Card (AMEX) can be	s Club Card) and also made through SBI eP	o via the Internet Banking of ay payment gateway	banks through the any	
wallable thro	ugh Kotak Bank, HDFC Bank, SBlePa	y and Bank of Baroda Pa					
C Concess By Annual Success Rd	ne est Success Rate 85 %	O Contained Success Rate 85 %	Success Rate 83	O Success Rate 2	79 % Success Rate 78 %		
Success R	Ate - No. of Successful Transactions / Total N	o. of Transactions in a period o	if 30 days.				
Net bankinj	g Debit card Credit card	UPI					
Enter th	e letter shown Enter the letter :	hown			SyuqE5 OGet a n	ew Captcha	
After you clici	<pre>c on 'Pay' button, you will be redirect</pre>	ed to a secure gateway. A	After completing the p	ayment you will be re	directed back		
Note: Please V	Walt and do not Press Back or Refresh	button of your browser	while your transaction	is being processed.			
Disclaimer ir and check th Failfarf, ther you can exp	n case you do not receive transac se status of the transaction using a proceed to reinitiate a transact ect the refund to be credited to y	tion status as success of the " track your payme on for same purpose a your account in 3-5 wo	or failure after comp ent " link on Bharati gain. In case the an rking days.	leting all steps in p osh home page. If t ount is debited fror	ayment process, then wait he status of your transactio n your account for the Faill	for 30 minutes on is shown as Ref case, then	
I acknowled	dge and confirm that I have read and	agree to the Terms And o	condition.				
					Back	Pay	

Select Payment Gateway, Enter Captcha, Tick Terms and Conditions and click on 'Pay' Button.

BharatKosh NTRP	Reference No : 271023000635
	Amount : 50000.00
Cards	
Pay using 🛛 visa 🛁 🗪 🕬	
For Maestro cards, please enter Expiry Date and CVV no. If available or else ignore and proceed.	
Card number : * Enter Your Card Number	
Card holder name : Enter Card Holder Name	
Expiry date : MM ~ YYYY ~	
CVV number :	
PAY NOW	
Cancel	
Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter WorkDDD-Versetter Work	
Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purpose, your following details have been logged.	
IP address 210.212.169.195 and access time Pri Oct 27 10:55:43 IST 2023.	

After completion of payment , upload signed application option will be avaiable.

2.4 Upload Application :

After completion of payment , upload signed application option will be avaiable.

19-1	New	IFMC Permission	IFMC Inprocess Application IFMC Co	mpleted Application					Faurch
IIG	PDF	EXCEL							search:
	S.No ²	Application Id 🛛 🍦	Application Creation Date	Company Name 🎄	License Type 🛛 🌩	LSA \$	Application Status	Action \$	¢
IFMC	1	IF20230012	27-10-2023 10:37:55	TEST PVT LIIMITED	IFMC Services		Pending for upload signed application	Upload signed application	6
NOC-SIM	Showin	g 1 to 1 of 1 entries	1						Previous 1 Next
									\mathbf{X}

Click on "Upload signed application" button, Upload signed application form will be populated as shown in the below image.

Home / WPC / Upload Signed Appl	lication -Application Id: 1F20230012
IFMC- Upload Signed Application	
Download Application:	Download Application
Upload Digitally Signed Application:	Uplead Digitally Signed Application(in pdf format enty) Choose File No file chosen
	Submit

Download the completed application in PDF format by clicking on "**Download Application**" button as shown in the above image. Upload the digitally signed PDF application and click submit of the application.

Application successfully submitted. Application is available to DoT nodal for scrutiny of application. Status of application is available under "IFMC Inprocess Application" tab as shown in the below image.

IP 1	_										
	New	IFMC Permission	IFMC Inprocess Application IFMC Co	mpleted Application							
IIC	PDF	EXCEL							Sear	ch:	
110	S.Not	Application Id	Application Creation Date	Company Name 👙	License Type 🕴	LSA \$	Application Status	Action \$			¢
IFMC	1	IF20230012	27-10-2023 10:56:02	TEST PVT LIIMITED	IFMC Services		Applied for Permission	Pending for scrutiny	6	Ø	
NOC-SIM	Showin	ig 1 to 1 of 1 entrie	25							Previous	1 Next

Scrutiny :

Now the Application has been sent to nodal for Scrutiny. Based on Application, Nodal has 3 options ie

- 1) Revert Application so that Applicant can do some changes and again Resubmit
- 2) Reject Application.
- 3) Accept Application and Generate Certificate

Application Status can be seen in the Dashboard be searching the Application ID.

2.5 Reverted Application :

If there are any discrepancies in the application, nodal will revert back the application to applicant for modification of application. Application will be available on the dashboard to update the application as shown in the below image.

Ordere/Circulare Submit	
	it Reports Document CheckList
Welcome Shivaya (TEST PVT LIIMITED)	
IP 1 New IFMC Permission IFMC Inprocess Application IFMC Completed Application	
PDF EXCEL Su	iearch:
S.No: Application Id	\$
IFMC 1 IF20230012 27-10-2023 10:56:02 TEST PVT LIMITED IFMC Services After scrutiny reverted to update Update	6
NOC-SIM Showing 1 to 1 of 1 entries	Previous 1 Next

Click on "Update" button. Reverted application form will be populated .



As shown in the above image, scrutiny point 6 D is not accepted by nodal. Download uploaded remarks by DoT as shown in the above image. As per remark modify the application and resubmit the application again.

Home Update Profile User Admin Helpdesk

Submit Reports Orders/Circulars Document CheckList

Home / Unified License /	Modification for IFMC License -	Application Id:IF2023001	2	
REVERTED APPLICATION APPLICATION FOR IFMC Perm	nission under UL License. Save Draft Validate App	plication Preview Applicat	tion Form Submit	
Scrutiny for Sr.No. 6D,20, h	as not accepted by DOT.			
IF20230012_REJ_v0.pdf		Remarks By DO		
Step 1 Step 2 Company Information Payment & Other Detail	Step 3 Step 4 Promoter & Other Details Undertaking			
5.Details of payment of proce Note:Please refer fee calculat	essing fee in Rs. tor menu for fee calculation.			
Application Processing Fee (6A. Details of Service provide Which Service Is Provided: 6B. Details of the License(s)	Rs.): 50000 ed data	arization(s) (AS / ISD-A)	vunder IEMC	
Issued License Details				Date of Lineares
Name of Licensee N TEST PVT LIMITED	Name of License /Service authori: ISP-A	Service area Mumbai	No. of License C001/2017	2017-07-15
6C. Details of the License(s) any other authorization unde	(NLD / V-SAT) or authorization er IFMC ?	(s) (NLD / V-SAT) under	Unified License,/Wheth	er you have applied for
Name of Licensee	Service authors - No.	or the use/Authorisation	Date of License	Satellite system used
TEST PUT AMITED	NLD	N1234	2017-10-27	NO
such agreement. (To be certified Traba30012 CCCA. v0 add Choose File No file ch 6E. Location of Satellite Gate	I by the Director duly authorised by the Ket Verifield P2: Upload again IOSEN	(Upload)	,	
7 Certified copy of Certificat Companies, India, in case of corresponding authority of th (To be certified by the Comp A.Copy of registration (in pdf for F20230012_COR_v0.pdf	e of Registration along with Me company incorporated under the country where the company any Secretory/Statutory Audito mat only)	norandum and Articles of the Companies Act, 2013 o is registered, in case of fo r and countersigned by th ventile	Association to be encle r under any previous co oreign airline / shipping he Director duly authori	osed. (From Registrar of impany law or from i company). sed by the company.)
B.Article of Association(in pdf for IF20230012_AOA_v0.pdf	mat only)	Verified		
C.Memorandum of Association (ir IF20230012_MOA_v0.pdf	ı pdf format only)	Verified		
The certificate for digitally sig	gned document should be from	Licensed CAs as per cca.g	jov.in.	
	Save Draft Validate Appl	ication Form Preview App	plication Form Submit	

As per DoT remark upload the correct document (in the 6D) as shown in the above

image.

Click on submit button to submit the application.

	На	me Update Profile	User Admin	telpdesk	
			Submit Report	orders/Circulars	Document CheckList
Home / WPC / Upload Signed Applicati	on -Application Id: IF20230012				
IFMC- Upload Signed Application					
Download Application:	Download Application				
Upload Digitally Signed Application:	Uplead Digitally Signed Application(in pdf format only) 152023012_ASIG_v0.pdf Ret Verifiel! Pfz Uplead again Choose File No file chosen	(Upload)			
	Submit				

Download application , signed it digitally and the upload the signed application . Then click on "Submit" button to submit the application. Application is pending for scrutiny.

							Home	Update Profile	User Admin He	lpdesk	
									Submit Reports	Orders/Circular	S Document CheckList
Velcome Shiva	iya (TEST	PVT LIIMITED)									
IP 1	_		_	_							
	New IFMC Permission IFMC Inprocess Application IFMC Completed Application										
IIG	PDF	EXCEL								Search:	
IP 1 IG Story Application IFMC Inprocess Application IFMC Completed Application IFMC PDF EXCEL Search: IG 1 IF20230012 27-10-2023 10.56 02 TEST PVT IFMC Services Resubmitted after Revertion Pending for scrutury Showing 1 to 1 of 1 entries Previous 1 Next											
IFMC	1	IF20230012	27-10-2023 10:56:02	TEST PVT LIIMITED	IFMC Services		Resubmitted after Revert	ion Pen	ding for scrutiny	G	Ø
NOC-SIM	Showin	g 1 to 1 of 1 ent	ries			1					Previous 1 Nex

2.6 Dashboard Details:

This dashboard has two buttons

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

S.NO	Forwarded Date	Forwarded By	Forwarded To	Application Status	Orders/Ci	rculars Sut	omit
1	27-10-2023 10:49:16	TEST PVT LIIMITED	TEST PVT LIIMITED	PRESUBMITTED			
2	27-10-2023 10:56:02	TEST PVT LIIMITED	Nodal	SUBMITTED			
3	27-10-2023 11:53:17	Nodal	TEST PVT LIIMITED	REVERTED			
4	27-10-2023 13:07:10	TEST PVT LIIMITED	TEST PVT LIIMITED	PRERESUBMITTED			s
5	27-10-2023 13:18:21	TEST PVT LIIMITED	Nodal	RESUBMITTED			
6	27-10-2023 13:22:22	Nodal	Nodal	CERTIFICATE_ISSUED		¢	
					ertificate	[6

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

Latest /	Attachments	Old Attachments		
Sr.No.	Document	Name	File Name	File Created Date
1	Certified license	copy of Commercial Agreement with the Indian telecom	IF20230012_CCCA_v1.pdf	27-10-2023 13:06:40
2	Copy of	registration	IF20230012_COR_v0.pdf	27-10-2023 10:45:21
3	Certified Memora	copy of Certificate of Registration along with ndum and Articles of Association (AOA)	IF20230012_AOA_v0.pdf	27-10-2023 10:45:24
4	Copy of Auditor company	registration certified by Company Secretary/Statutory and countersigned by Director duly authorized by the y	IF20230012_MOA_v0.pdf	27-10-2023 10:45:27
5	Equity D Auditor company	etails certificate from Company Secretary/Statutory countersigned by Director duly authorised by the y	IF20230012_EQUITY_v0.pdf	27-10-2023 10:46:07
6	FDI Pero	entage	IF20230012_FDI_v0.pdf	27-10-2023 10:46:33
7	Certified authoriti	copy of permission from the designated Indian ies to enter Indian airspace, to be attached.	IF20230012_CCPDIA_v0.pdf	27-10-2023 10:46:40
8	Power of person s	f Attorney by Resolution of Board of Directors, that the igning the application is authorized signatory	IF20230012_POA_v0.pdf	27-10-2023 10:47:22
9	Digitally	signed application submitted by applicant	IF20230012_ASIG_v1.pdf	27-10-2023 13:18:19
10	DOT Rer	narks	IF20230012_REJ_v0.pdf	27-10-2023 11:30:59
11	License	Certificate Issuence	IF20230012_IFLCI_v0.pdf	27-10-2023 13:36:46

2.7 Download Certificate

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

Welcome Shivaya (TEST PVT LIIMITED)									
IP 1	New IFMC Permission	IFMC Inprocess Application	IFMC Completed Application						
IIG	PDF EXCEL							Search:	
	S.No.	Application Id	Application Creation Date	Company Name	License Type	Application Status	Action	¢	\$
IFMC	1	IF20230012	27-10-2023 10:56:02	TEST PVT LIIMITED	IFMC Services	Certificate issued	Download Certificate	6 7 0	8
NOC-SIM	Showing 1 to 1 of 1 entrie	es						Prev	ious 1 Next

2.8 Profile Update without Scrutiny

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

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

STEPS:

1. After user login, click on any module

l	Welcome m	nmhytrs (kpl)					
l	Status Of A	O UL Apply Now	O UL-VNO Apply Now	O M2M Apply Now	O WPC Apply Now	0 OSP Apply Now	
2.	Click	on Update I	Profile			(Simplif	ied Application I
	Home	Change Password	d Update Profile	Profile Dashboa	rd Apply f	for License(UL)	Helpdesk

Orders/Circulars

MailBox

Fee Calculator

3. Update profile without scrutiny form will appear

Document Che

A Portal Tor License Managi						
	Home	Change Password	Update Profile	Profile Dashboar	d Helpdesk	
		Orders/Circula	rs MailBox	Fee Calculator	Document Checki	

Registration Type	
Registration Type	Company
CIN	u58974gj3654res854796
Company Name *	kpl
Date of Incorporation*	15-02-2000 clear
PAN*	aalov3852g

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

2.9 Profile Update with Scrutiny

STEPS:

1. After login, click on UL module

				Home	Change Password	Helpdesk
					Orders/Circula	rs Document
Welcome Venugopal (Ravipraves) Status Of Applications 2 UL Apply Now	O UL-VNO Apply Now	О м2м Арріу Now	5 wpc Apply Now		0 OSP Apply Now	

2. Click on Update Profile Menu on top



Mobile Number	9404683469
Upload File	Supporting document for updation of Authorised Address(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)
Request letter file upload*	Request letter for profile updation(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35) 20190000108_REQ_LTR_v0.pdf Uploaded
Other Documents to be uploaded,if any	Other Documents to be uploaded Choose File No file chosen
Validata	Submit

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

E-Mail	venumuc	harla2012@gmail.com	
Mobile N	Changes in Profile Details		×
Upload F		Old Profile Details	New Profile Details
Request	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)
Other Doo uploaded	cuments to be ,if any Other Do Ch	ocuments to be uploaded oose File No file chosen	Upload
	Validate		

4. After OTP Authentication , submit button will enable.

TP Authentication			
Mobile OTP	Mobile OTP	Click to generate OTP	Validate
E-Mail OTP	Mail OTP	Click to generate OTP	Validate
	DECET		
	(To reset any change	in the above registration form)	
Enter Captcha before	Enter Captcha	KRMXHr	

E-Mail OTP	Click to Regenerate OTP Validate Mail OTP veri
RESET	
RESET	
(To resolt any sha	
Enter Cantcha before	

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

	Ch	oose File No file chosen		Upload
atication				
	Mobile O	Confirmat	ion! nit profile updation?	
) I	Mall OTP		YES NO	
	RESET (To reset a	ny change in the above reg	istration form)	

Home	Change Password	Update Profile	Profile Dashboar	d Helpdesk	
	Orders/Circula	rs MailBox	Fee Calculator	Document CheckList	F

	Info:Application Complete/inprocess status of all modules(licences) UL/UL(VNO) Applications:1 OSP Applications:0 WPC Applications:1											
U	ser Pro	ofile Updatio	n 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	۵	Ø				
2		20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	ß	Ø				
3		20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED	۵.	Ø				
4		20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED	ß	Ø				
•								•				

Showing 1 to 4 of 4 rows

6. Can check the to whom the scrutiny assigned through

		Profile H	listo	ory for :20190	0000	0108					×	Helpdesk
										No	of Rows:1	ocument Checkl
		S.NO	Statu	5	Reque	est Forwarded By	Request Forward	ed To D	equest Forwarded ate	Remark		
Info:	Appli	ic 1	Req	uest applied	kfkg	yulyugl(applica	nt) nodal_asus	2	9-07-2019 2:08:35			
OSP A	Applic	a										
WPC /	Аррис	2									Close	1
User	Prof	ñ						_		_	Close	
Sr.No.	\$	Request ID	\$	Request Date		User ID 🕴	Application Stat	tus (Action		¢	
1	2	20190000108		2019-07-29 12:08:35		C201800850	Request applied		SCRUTINY PEND	ING	G	Ø
2	i.	20190000102		2019-07-25 11:45:37		C201800850	Request verified C Scrutiny)K after	COMPLETED		۵.	0
3	ä	20190000100		2019-07-23 15:59:12		C201800850	Request verified C Scrutiny)K after	COMPLETED		ß	0

7. Check the uploads through

6										_	nent Ch
Lates	st A	ttachments	Old Attachment	5							
Sr.No.	D	ocument Name	2	_		File Name		File Created	Date		
1		Request letter	for profile updatio	n		20190000108_REQ_LTF	R_v0.pdf	2019-07-2	9 12:01:20)	
2		Authorised cor	tact Person /Signa	atory	/ details	20190000108_AUTH_v	D.pdf	2019-07-2	9 12:01:12	2	
2										1.0	
										×	
User I Sr.No.	Pro	file Updatic Request ID	n dashboard † Request Date	¢	User ID 🕴	Application Status \$	Action		*		
User I Sr.No.	Pro	file Updatic Request ID 20190000108	 dashboard Request Date 2019-07-29 12:08:35 	÷	User ID \$ C201800850	Application Status \$ Request applied		PENDING	¢ [@	Ø]
User I Sr.No. 1	Pro	file Updatic Request ID 20190000108 20190000102	dashboard Request Date 2019-07-29 12:08:35 2019-07-25 11:45:37	¢	User ID + C201800850 C201800850	Application Status + Request applied Request verified OK after Scrutiny	Action SCRUTIN		+ ©	0]
User I Sr.No. 1 2	Pro t	file Updatic Request 1D 20190000108 20190000102 20190000100	dashboard Request Date 2019-07-29 12:08:35 2019-07-25 11:45:37 2019-07-25 11:45:37 2019-07-23 15:59:12	¢	User ID + C201800850 C201800850 C201800850	Application Status Request applied Request verified OK after Scrutiny Request verified OK after Scrutiny	Action SCRUTIN COMPLET	PENDING ED	+ 60 60 60	0]

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	6					
2	2010000102	2010-07-25	C201800850	Dequest 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 Pro	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		۵	Ø				

אסטוופ אעוווטפו	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	2019-07-29 12:08:35	C201800850	Resubmitted after Revertion	PENDING FOR RE-SCRUTINY	ß	Ø				
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	ß	Ø				

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

Sr.No. \$	Request ID 🕴	Request Date 🕴	User ID 🕴	Application Status 🕴	Action \$		\$
1	20190000108	2019-07-29 12:08:35	C201800850	Request verified OK after Scrutiny	COMPLETED	ß	Ø