

Checklist of the documents required for Surrender of ISP Authorization under Unified License

- (i) Application (format attached for ready reference) preferably on company letter head under the signature of Authorized signatory to ADG (DS), Department of Telecommunications, Cabin No. 3, Hall No. 1012, Sanchar Bhawan, 20- Ashoka Road, New Delhi-110001.
- (ii) Board resolution regarding decision of the company to surrender the Unified License and ISP Authorization under relevant clauses of Unified License and detail of authorized signatory including name and designation along with the specimen signature.
- (iii) An Undertaking regarding advance notice of 30 days to the customers, if the service is in operation. (That the Company will inform/notify to the customers by sending 30 days' advance notice for closure of Internet Service)

Note:

1. If the company has not started/commenced Internet service, then it is mandatory to clearly mention about this on company letterhead.

Dated:.....

To

ADG (DS)
Department of Telecommunications,
Cabin No. 3, Hall No. 1012, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001.

Subject: Request for surrender of Unified License (ISP Authorization).

Ref: Unified License No.....dated.....Service Area.....

Sir,

With reference to above referred Unified License, it is submitted that vide board resolution dated Company has decided to surrender the Unified License (ISP Authorization) for category for service Area..... under the Condition No. 10.3 Chapter-I, General Conditions of Unified License Agreement.

Following documents are enclosed in this regard:

Sr. No.	Details of Documents	Enclosed as	Page Nos
1.	Board resolution regarding decision of the company to surrender the Unified License (ISP Authorization) giving detail of authorized signatory, including signature of the licensee company.	Annex-I	...to ...
2.	An Undertaking regarding advance notice of 30 days to the customers, if the service is in operation. OR Declaration/Undertaking on company letter head, if the company has not started/commenced Internet Service	Annex-II	...to ...

It is certified that the above mentioned documents have been duly checked for proper entries and relevant details and all the papers are authenticated by authorized signatory (each and every page) as per the checklist of documents available on DoT website.

Our request for surrender of Unified License along with ISP Authorization may kindly be processed.

(Name & Signature of Authorized Signatory)

Company Seal