

**Checklist of the documents required
to be submitted along-with the request/ application for
surrender of ISP licence after start of service**

- (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 ISP licence before start of service under relevant clause of ISP licence and detail of authorised signatory including name and designation along-with the specimen signature.
- (iii) 30 days advance notice to DoT for surrender of licence as prescribed under Clause 10.3 Schedule 'C' Part II / Condition 10.9 Part-I (as applicable) of Licence Agreement.
- (iv) 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)
- (v) Proof regarding start of service like;
 - (a) Demand Note/Bill Copy from Telecom Service Provider from where bandwidth taken along with the receipt for making such payment.
 - (b) Mode of connectivity between the ISP node and the upstream bandwidth provider.
 - (c) Mode of providing services to the subscribers (whether dialup, leaseline, cable TV, Fibre, radio etc.) along with proof of payment for taking the necessary resources (eg. E1/R2 Lines)
 - (d) Any other proof, which proves commencement of service in the licensed service area like- Quarterly reports etc.
 - (e) Proof of submission of License fee as per relevant clause(s) of the license.
- (vi) Proof of surrendering the resources (like leased line, gateway connectivity, E1/R2 Lines etc.) taken from MTNL/BSNL/Other Authorized Telecom Service Providers with an effective date.

Note:

- (i) All the documents are required to be certified by authorized signatory on each and every page.

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 ISP licence after start of service.

Ref: ISP Licence No. _____, Dated _____, Service Area- _____

Sir,

With reference to above referred licence, it is submitted that vide board resolution dated _____, company has decided to surrender the ISP Licence under the Clause 10.3 Schedule 'C' Part II / Condition 10.9 Part-I (as applicable) of Licence Agreement.

Following documents are enclosed in this regard:

Sr. No.	Detail of Documents	Enclosed as	Page Nos. (e.g. 4 to 9)
1.	Board resolution regarding decision of the company to surrender the ISP licence before start of service under clause no. _____ of ISP licence and Authorization giving detail of authorized signatory, including Signature, of the licensee company.	Annex-I	_ to _
2.	30 days advance notice to DoT for surrender of licence as prescribed under Clause _____ of Licence Agreement.	Annex-II	_ to _
3.	An Undertaking regarding advance notice of 15 days to the customers, if the service is in operation.	Annex-III	_ to _
4.	Proof regarding start of service.	Annex-IV	_ 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 the ISP licence before start of service may kindly be processed.

(Name & Signature of Authorized signatory)
Company Stamp