

CHECK LIST

As on 06-08-2014

Required documents for appearing in examinations and Issuance / Renewal of COP Licences :

NOTE:

1. *Copies of all required documents should be attested by Gazetted Officers of State Governments or Central Governments service*
- 2 *Demand Draft /Banker's Cheque should be in favour of PAO (HQ), DOT, New Delhi or concerned CCA of the RLOs (details given at page No.4)*

1) Issue of RTR (Permit)

- a) Application Form – AF1& form annexure 1-A
- b) Attested copy of foreign FRTOL (commonwealth countries and Philippines)
- c) Attested copy of Flight Crew Licences (CPL/ATPL/FEL) from the same Administration from where foreign FRTOL is issued.
- d) Attested copy of Passport and Visa during issuance of FRTOL/Flight Crew Licence
- e) DD of rupees Five Thousands (5000/-).
- f) Passport size photographs- 02 Nos.

NOTE: Permit will be issued for maximum 20 years subject to the validity of foreign FRTOL & Flight Crew License whichever is earlier.

2) Renewal of RTR (Permit)

- a) Application Form – COP 23 , Annexure 1-A
- b) Attested copy of foreign FRTOL (commonwealth countries and Philippines)
- c) Attested copy of valid Flight Crew Licences (CPL/ATPL/FEL) of same administration from where foreign FRTOL is issued.
- d) Attested copy of certified log book as experience of 30 hrs of flying in an Aero Mobile Station or an experience of not less than three months in a station working in the Aero-Mobile service
- e) DD of rupees Five Thousands (5000/-)
- f) Passport size photographs- 02 Nos.

NOTE : Renewal for maximum 20 years subject to the validity of foreign FRTOL & Flight Crew License whichever is earlier.

3) Issue of RTR (A) new licence

- (a) Qualify in the RTR(A) full examination
- (b) Application Form – Annexure 1-A
- (c) Undertaking in the format given in the Result
- (d) Demand Draft of Rupees Five Thousands (5000/-) for twenty years & Rupees ten Thousands (10000/-) for life time

NOTE : License will be issued from concerned RLO from where full Examination is cleared.

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Documents required for appearing in the RTR (A) examination

- a. Application Form COP-1 with Certificate of Character and Nationality Certificate
- b. Educational certificate showing the Date of Birth
- c. Demand Draft of rupees Five Hundred (500/-)
- d. Online registration acknowledgement slip
- e. 2 Passport size photographs

4 Issue for RTR (C) licence against foreign FRTOL(Commonwealth Countries and Phillipines)

- a. Qualify in the RTR(A) part -1 examination
- b. Demand Draft of rupees Five Thousands (5000/-) for License which will be valid for maximum 20 years subject to validity of Foreign FRTOL
- c. Form Annexure 1-A
- d. Attested copy of valid FRTOL of commonwealth countries and Phillipines
- e. 2 Pass port size Photographs
- f. Undertaking in the format given in the RTR(A) exam result

NOTE: License will be issued from WPC Wing (HQ), Delhi

Documents required for appearing in the examination (Part –I Only)

- a) Application Form COP-1 with Certificate of Character and Nationality Certificate
- b) Educational certificate which showing the Date of birth
- c) Demand Draft of rupees Five Hundred (500/-) only
- d) Online registration acknowledgement slip
- e) 2 photographs
- f) Copy of valid Foreign FRTOL. (**Commonwealth Countries and Phillipines**)

5. Renewal of RTR (A)

- a. Application Form – COP 23 , Annexure 1-A
- b. Attested copy of certified log book as experience of 30 hrs of flying in an Aero Mobile Station or an experience of not less than three months in a station working in the Aero-Mobile service or renewal by test as per order in force.
- c. Demand Draft of rupees Five Thousands (5000) for 20 years and Ten Thousands (10000/-) for life time, late fee 2% per month minimum Rs. 250/-}, payable to concerned CCA of RLO from where initial License was issued.
- d. Attested copy of Date of Birth certificate (DOB)
- e. Copy of RTR(A) licence along with renewal slip

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6. Renewal of RTR (C)

- a. Application Form – COP 23 , Annexure 1-A
- b. Attested copy of valid Foreign FRTOL (commonwealth countries and Philippines)
- c. Attested copy of certified log book as experience of 30 hrs of flying in an Aero Mobile Station or an experience of not less than three months in a station working in the Aero-Mobile service
- d. Demand Draft of rupees Five Thousands (5000/-) + late fee 2% per month minimum Rs. 250/-
- e. Passport size photographs-02 Nos.

Note : License which will be renewed for maximum 20 years subject to validity of Foreign FRTOL

7. GMDSS (GOC) - Renewal

- a. Application Form – COP 23
- b. Attested copies of Continuous Discharge Certificate(CDC) or Company Experience Certificate in original (6 months of last 5 years) or renewal by test as per order in force.
- c. Demand Draft of rupees one thousand (1000/-) and late fee 2% per month minimum Rs. 250/-

Note:- Licence will be renewed for 5 years

8. Grant of Amateur License

After passing of examination conducted by various Wireless Monitoring Stations (W.M.S) / Regional headquarters (RHQ) of Wireless Monitoring Organisation of this Ministry and receipt of case sheet from W.M.S/ RHQ, candidates will be asked to provide;

- a. 2 Passport size photos
- b. Demand Draft (Rs. 1000/- for 20 years or Rs. 2000/- for life time).
- c. Copy of Date of Birth Certificate duly attested.
- d. Copy of result

Note: Licences will be issued subject to Inter Ministerial clearance.

9. Renewal of Amateur Radio License

- a. Application (Form Annexure-7)
- b. Demand Draft (Rs. 1000/- for 20 years or Rs. 2000/- for life time)
- c. Late fees as per Rules (Rs. 100/- per six months)
- d. Copy of Date of Birth Certificate duly attested.

10. Special Permission for Special Call sign and Temporary shifting of Station:

- a Application
- b. Permission from Institution / Local Administration
- c Individual Consent
- d Demand Draft of Rs 200/- for temporary shifting per station

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11. **Renewal of Maritime COP Licences - RTG, SND, SPL, RTIM FST, ROCG, RTR (M)**
- Application Form – COP 23
 - Attested copies of Continuous Discharge Certificate(CDC) or Company Experience Certificate in original (3 months in last 3 years)
 - Demand Draft of rupees Fifty (50/-)
 - Late fees as per rules.

Note:- Licences will be renewed for 3 years

Note : Duplicate copy of RTR(A) / RTR(C)/ RTR(P) or their renewals / extension may be obtained from the issuing office after payment of One Thousand Rupees (Rs. 1,000/-) in the form of Demand Draft

In case of issuance / Renewal of licence from RLOs Demand draft may be made as per following :-

- RLO Delhi Communication Accounts Officer (cash) CCA, New Delhi, payable at New Delhi
- RLO Mumbai Communication Accounts Officer (cash), Mumbai, payable at Mumbai
- RLO Chennai Communication Accounts Officer (cash) , Chennai, payable at Chennai
- RLO Kolkata Communication Accounts Officer O/o the CCA,WB Circle, payable at Kolkata

To

DWA (ASMS) for uploading on WPC website