

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

**A) RADIO TELEGRAPHY / TELEPHONY IN AERONAUTICAL SERVICES**

**1) Issue of RTR (Permit)**

- a) Application Form – AF1 & Annexure 1-A
- b) **Attested copy of foreign FRTOL (commonwealth countries and Philippines)**
- c) Attested copy of Flight Crew Licenses (CPL/ATPL/FEL) with Medical Certificate [Class-1].
- d) Attested copy of Passport and Visa
- e) Passport size photographs- 02 Nos.
- f) Issued for 20 years subject to the validity of foreign FRTOL & Flight Crew License.
- g) Payment of rupees Five Thousands (5000/-) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-1]

**2) Extension/ 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 Licenses (CPL/ATPL/FEL), Medical Certificate [Class-1] of same admin.
- d) Attested copy of Experience Certificate of 30 Hrs. of flying in an Aero Mobile Station (Certified flying Log Book including the first page bearing the name of candidate) or an experience certificate of not less than three months in a station working in the Aero-Mobile service.
- e) Passport size photographs- 02 Nos.
- f) Issued for 20 years subject to the validity of foreign FRTOL & Flight Crew License.
- g) Renewal fee of Rupees Five Thousands (5000/-) along with late fees (if any) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-1]
- h) Late fee as per rules [@ 2% per month or part thereof, subject to the minimum of Rs. 250/- per license. In case the delay is more than one year the said late fee shall be applied in an annually compounded manner].

**3) Issue for RTR (C) license against foreign FRTOL( Commonwealth countries and Philippines)**

- a) Qualify in the RTR(A) part -1 examination
- b) License will be issued from WPC HQ, New Delhi.
- c) Form Annexure 1-A & Form AF-1.
- d) Attested copy of valid FRTOL of commonwealth countries and Philippines
- e) Passport size photographs- 02 Nos.
- f) Undertaking as per pro-forma attached.
- g) Pay Fee of Rupees Five Thousands (5000/-) for License which will be valid for 20 years subject to validity of foreign FRTOL, through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-1]

**4) 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 Experience Certificate of 30 Hrs. of flying in an Aero Mobile Station (Certified flying Log Book including the first page bearing the name of candidate) or an experience certificate of not less than three months in a station working in the Aero-Mobile service.
- d) Passport size photos-02 Nos.
- e) Issued for 20 years subject to the validity of foreign FRTOL.
- f) Renewal fee of Rupees Five Thousands (5000/-) along with late fees (if any) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-1]
- g) Late fee as per rules [@ 2% per month or part thereof, subject to the minimum of Rs. 250/- per license. In case the delay is more than one year the said late fee shall be applied in an annually compounded manner].

**Note:** The details of payment head for making payment through NTRP i.r.o. S.No. (1) to (4) is as under:

**TABLE-1**

Purpose	Payment Type	Pay & Account Office (PAO)	Correspondence Address
RTR Permit/ RTR Conversion	License Fee/ License Renewal Fee/ Late Fee/ Fee for issue of duplicate license	077188-Controller of Communication Accounts, PAO HQ	Assistant Wireless Adviser (COP), WPC Wing, DOT, 6 <sup>th</sup> Floor, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001 Tel. No.+ 91 11 2303 6534/ +91 11 2303 6181 FAX. No. +91 11 2371 6111

**5) Issue of RTR (A) New License**

- a) Qualify in the RTR(A) full examination
- b) License will be issued from concerned RLOs
- c) Application Form – Annexure 1-A
- d) Passport size photographs- 02 Nos.
- e) Payment of rupees Five Thousands (5000) for 20 years and Ten Thousands (10000) for life time in respective RLOs through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-2]
- f) Self-addressed envelope with Rs 50/- stamp.

**6) Renewal of RTR (A)**

- a) **Application complete in all respect, for the purpose of RTR(A) Renewal may be send to the office, which issued initial RTR(A) license**
- b) Application Form – COP 23 , Annexure 1-A
- c) Attested copy of Experience Certificate of 30 Hrs. of flying in an Aero Mobile Station (Certified flying Log Book including the first page bearing the name of candidate) or an experience certificate of not less than three months in a station working in the Aero-Mobile service or renewal by test (RTR(A) Part I) as per order in force.
- d) Copy of RTR(A) license along with latest renewal slip (if any).
- e) Attested copy of Date of Birth certificate (DOB)
- f) Passport size photographs- 02 Nos.
- g) Payment of rupees Five Thousands (5000) for 20 years and Ten Thousands (10000) for life time { late fess (if any)} through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-2]

h) Late fee as per rules [ @ 2% per month or part thereof, subject to the minimum of Rs. 250/- per license. In case the delay is more than one year the said late fee shall be applied in an annually compounded manner].

**Note:** - (i) All Payments has to be made through NON TAX RECEIPT PORTAL(NTRP) only and enclose a copy of the payment receipt as a proof of payment with application completed in all respect. It may be noted that while making payment through NTRP, due care must be taken to make payment to Department of Telecommunications (DoT), for the purpose under RTR (A) License only. Payment made to any other Department/Ministry will not be taken into consideration. In case of any problem in making payment through NTRP, a "Help Desk" at room 1312, Sanchar Bhwan, New Delhi may be contacted for guidance and support on telephone (011-23328280, 23036242) and email: support.pfms-dot@nic.in.

(ii) **Application complete in all respect, for the purpose of RTR(A) Renewal may be send to the office, which issued initial RTR(A) license mentioned below:**

**TABLE-2**

License issued from	*Name of the payee under NTRP .	Address of the RLO where application to be submitted
WPC Wing, New Delhi	077188-Controller of Communication Accounts, PAO HQ	Assistant Wireless Adviser (COP), WPC Wing, DOT, 6th Floor, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001 Tel. No.+ 91 11 2303 6534/ +91 11 2303 6181 FAX. No. +91 11 2371 6111
RLO, Mumbai	077148-Controller of Communication Accounts, Maharashtra	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications ,3rd Floor, MTNL Telephone Exchange Bldg, Charkop, Sector-5, Kandivali (W), Mumbai-400 067 Tel No.+91 22 2868 3202/28672351 ,Fax No. +91 22 2867 3214
RLO, New Delhi	077177-Controller of Communication Accounts, New Delhi	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,Northern Regional Wireless Monitoring HQRS Campus, (PO) Ghitorni, New Delhi-30. Tel.No.+ 91 11 2650 2671/1712 FAX. No. +91 11 2650 2860
RLO, Chennai	077153-Controller of Communication Accounts, Tamilnadu	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,International Wireless monitoring Station Campus, (PO) Perungudi, Kandanchavadi, Chennai- 600 096.Tel.No.+ 91 44 2496 2070/ 2496 0172, FAX. No. +91 44 2496 4000
RLO, Kolkata	077155-Controller of Communication Accounts, West Bengal.  Drawing & Disbursing Officer:- 201589 DDO CCA	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,International Wireless Monitoring Station Campus, (PO) Sarkarpool, Gopalpur, Kolkata -700143. Tel. No. +91 33 2401 1431/2401 8801 FAX. No.+ 91 33 2401 4473

**DOCUMENTS REQUIRED FOR APPEARING IN THE EXAMINATIONS**

- 7) **Documents required for appearing in the examination in RTR (A) Part-I for grant of RTR(C) license against foreign FRTOL (Commonwealth countries and Philippines)**
- Application Form COP 1
  - Certificate of Character and Nationality
  - Educational certificate which showing the Date of birth
  - Online registration acknowledgement slip
  - Passport size photographs- 02 Nos.
  - Copy of valid Foreign Flight Radio Telephony Operator license.

g) Payment of rupees Five Hundred (500/-) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) to concerned RLO conducting the RTR (A) exam [also refer Table-2].

**8) Documents required for appearing in the examination of RTR (A) New License**

- a) Application Form COP 1
- b) Certificate of Character and Nationality
- c) Educational certificate showing the Date of Birth
- d) Online registration acknowledgement slip
- e) Passport size photographs- 02 Nos.
- f) Payment of rupees Five Hundred (500/-) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) to concerned RLO conducting the RTR (A) exam [also refer Table-2].

**NOTE:**

- Duplicate copy of RTR(A) and RTR(C) or their renewals /extension may be obtained from the issuing office after payment of One Thousand Rupees (Rs.1,000/-). Refer to rules for further details.
- For RTR (A) examinations, kindly contact respective RLOs, the contact numbers and address is given in TABLE-2.

**B) GLOBAL MARITIME DISTRESS & SAFETY SYSTEM (GMDSS) GENERAL OPERATOR'S [GOC] CERTIFICATE**

**9) Issue of GMDSS (GOC) license**

- a) Concerned RLOs may be contacted for any enquiry/ query. The details of contact number etc. is mentioned in Table-3.

**10) GMDSS(GOC) - Renewal**

- a) Renewal may be send to the office, which issued GMDSS (GOC) license initially.
- b) Application Form – COP 23.
- c) Attested copies of Continuous Discharge Certificate or Company Experience Certificate (a six month's experience of the relevant period i.e. during the last 5 years period prior to the date of expiry of license) or renewal by GMDSS Exam (Part II & III) as per order in force.
- d) Late fee as per rules [@ 2% per month or part thereof, subject to the minimum of Rs. 250/- per license. In case the delay is more than one year the said late fee shall be applied in an annually compounded manner].
- e) Payment through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) for Renewal of GMDSS (GOC) License – Rs 5000/- for 20 years/ or Rs. 10000/- for life time [also refer Table-3].

**Note:** -Application complete in all respect, for the purpose of GMDSS (GOC) Renewal may be send to the office, which issued GMDSS (GOC) license initially mentioned below:

**TABLE-3**

Purpose	Payment Type	Licence issued from	Pay & Account Office (PAO)	Address of the RLO where application to be submitted
GOC(GMDSS)	License Renewal Fee/ Late Fee/ Fee for issue of duplicate license	WPC Wing, New Delhi	077188-Controller of Communication Accounts, PAO HQ	Assistant Wireless Adviser (COP), WPC Wing, DOT, 6th Floor, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001 Tel. No.+ 91 11 2303 6534/ +91 11 2303 6181 FAX. No. +91 11 2371 6111
		RLO, Mumbai	077148-Controller of Communication Accounts, Maharashtra	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications ,3rd Floor, MTNL Telephone Exchange Bldg, Charkop, Sector-5, Kandivali (W), Mumbai-400 067 Tel No.+91 22 2868 3202/28672351 ,Fax No. +91 22 2867 3214
		RLO, New Delhi	077177-Controller of Communication Accounts, New Delhi	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,Northern Regional Wireless Monitoring HQRS Campus, (PO) Ghitorni, New Delhi-30. Tel.No.+ 91 11 2650 2671/1712 FAX. No. +91 11 2650 2860
		RLO, Chennai	077153-Controller of Communication Accounts, Tamilnadu	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,International Wireless monitoring Station Campus, (PO) Perungudi, Kandanchavadi, Chennai- 600 096.Tel.No.+ 91 44 2496 2070/ 2496 0172, FAX. No. +91 44 2496 4000
		RLO, Kolkata	077155-Controller of Communication Accounts, West Bengal.  Drawing & Disbursing Officer:- 201589 DDO CCA	Assistant Wireless Adviser,WPC Wing Regional Licensing Office, Ministry of Communications,International Wireless Monitoring Station Campus, (PO) Sarkarpool, Gopalpur, Kolkata -700143. Tel. No. +91 33 2401 1431/2401 8801 FAX. No.+ 91 33 2401 4473

**11) Renewal of Maritime COP Licences - RTG, SND, SPL, RTIM, FST, ROCG, RTR (M)**

- Application Form – COP 23
- Attested copies of CDC or Company Experience Certificate (a three month's experience of the relevant period i.e. during the last 3 years period prior to the date of expiry of license)
- Late fees as per rules.
- Payment of rupees Fifty (50/-) through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) [also refer Table-4]

**TABLE-4**

Purpose	Payment Type	Pay & Account Office (PAO)	Correspondence Address
Proficiency (Old Maritime /RTG/SND/R TIM)/SPL/RG OC/RTR M)	License Renewal Fee/ Late Fee/ Fee for issue of duplicate license	077188-Controller of Communication Accounts, PAO HQ	Assistant Wireless Adviser (COP), WPC Wing, DOT, 6 <sup>th</sup> Floor, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001 Tel. No.+ 91 11 2303 6534/ +91 11 2303 6181 FAX. No. +91 11 2371 6111

## C) AMATEUR STATION OPERATOR'S CERTIFICATE (ASOC)

### 12) Grant of Amateur License

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

- 2 Passport size photos
- Proof of Date of birth, Proof of Address, Details of Father's Name (Documents &/or Certificate)
- Payment through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) for General or Restricted Grade Amateur Station License - Rs 1000 for 20 years/ -Rs. 2000 for life time **[also refer Table-5]**.

### 13) Renewal of Amateur Radio License

- Application (Form Annexure-7) with declaration of making applicable contacts in amateur radio as per rule.
- Late fees as per rules [@ Rs. 100 per six months]
- Copy of previous renewal slip/Licence Certificate.
- Payment through NTRP Portal (<https://bharatkosh.gov.in/NTRPHome/Index>) for General or Restricted Grade Amateur Station License - Rs 1000 for 20 years/ -Rs. 2000 for life time. **[also refer Table-5]**

**Note:** The details of payment head for making payment through NTRP is as under:

**TABLE-5**

Purpose	Payment Type	Pay & Account Office (PAO)	Correspondence Address
Amateur license	License Fee/ License Renewal Fee/ Late Fee/ Fee for issue of duplicate license	077188-Controller of Communication Accounts, PAO HQ	Assistant Wireless Adviser (COP), WPC Wing, DOT, 6 <sup>th</sup> Floor, Sanchar Bhawan, 20 Ashok Road, New Delhi-110001 Tel. No.+ 91 11 2303 6534/ +91 11 2303 6181 FAX. No. +91 11 2371 6111

### 14) Grant of Special Call sign for Amateur Radio Station

- Application
- Individual Consent
- Copy of valid Amateur License

### NOTE:

- Copies of all required documents should be attested by Gazetted officers of State governments or Central Governments service.
- Late fees as per rules