

Government of India
Ministry of Communications
Department of Telecommunications
(Access Services Wing)
Sanchar Bhawan, 20, Ashoka Road, New Delhi – 110 001

File No: 800-29/2010-VAS (Vol. I)

Dated: 09.03.2018

To

All Unified Licensees (having Access Service Authorization)/ Unified Access Services Licensees (UASL)/ Cellular Mobile Telephone Service (CMTS) Licensees.

Subject: Use of 'Aadhaar' e-KYC service of Unique Identity Authority of India (UIDAI) for issuing new mobile connections and re-verification of existing subscribers in case of Bulk Connections Category- regarding.

Ref1: Letter no. 800-29/2010-VAS dated 16.08.2016.

Ref2: Letter no. 800-26/2016-AS.II dated 23.03.2017.

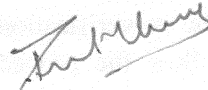
This is with reference to instructions issued vide above mentioned letters regarding use of Aadhaar based E-KYC process for issuing new mobile connection to subscribers and re-verification of existing mobile subscribers.

2. In this regard, the undersigned is directed to convey the approval of competent authority that Aadhaar based E-KYC process issued vide above referred letters shall be used for issuing new bulk mobile connections as well as re-verification of existing bulk mobile connections as per the procedure mentioned below:

a) New Bulk Connections:

- (i) The Licensee will create a website portal for bulk mobile connections category. The authorized signatory of the company/organization creates a login-id on the Licensee's portal and generates the Purchase Order (PO) of his/her entity/company /organizations along with the details regarding number of mobile connections required.
- (ii) After generating PO, the Authorized Signatory will upload the following documents:
 - a) Document that establishes the identity and Address of the entity/company /organizations as per existing instructions.
 - b) Authorization letter for Authorized Signatory (Board Resolution/Letter from Proprietor or Partner/Letter from the person authorized to issue the same showing delegation of authority).
 - c) End user list containing name and designation of each user for each mobile number to be given in the entity/company /organizations.

Note: All the documents should contain the signature along with date and seal of the Authorized signatory. However, as per the prevailing instructions, for Govt. of India undertaking companies, Govt. of India Offices/State Govt. offices, the aforesaid requirement of identity and address proof are not required and self certification on the letter head will suffice along with the name and designation of the coordinating officer.

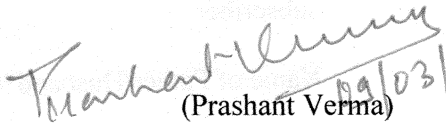


- (iii) After final submission, the Authorized signatory will provide a declaration that all details are correct (count of user list to be displayed in declaration) and the documents attached by him/her are authentic and if found forged, actions as per the law of the land should be applicable to him/her.
- (iv) Thereafter, the Licensee will generate a unique "transaction-id" of alphanumeric of 8 characters (valid for 48 hours) to the Authorized Signatory which will be shared by him/her with the Point of Sale (POS) of the Licensee at the time of Aadhaar based E-KYC authentication process.
- (v) The Authorized Signatory will visit the POS of the Licensee or vice-versa. The POS of Licensee then initiates the authentication process as mentioned in instructions dated 16.08.2016 by entering the transaction-id from Authorized Signatory and authenticates itself through biometric based authentication process.
- (vi) Thereafter, the Authorized Signatory will authenticate itself through biometric based authentication process and the demographic data received from UIDAI such as name, photograph, gender, date of birth and address shall be captured in Customer Acquisition Form (CAF) in un-editable format. Rest of the other mandatory/relevant details shall be filled in the CAF. The Authorized Signatory will make declaration that:
 - (a) The information provided by me and the data received from UIDAI in my respect is correct.
 - (b) This biometric authentication can be treated as my signature and this should be considered as my consent for authentication through UIDAI under Aadhaar Act, 2016 & rules/regulations made under the said Act.
 - (c) I have received the SIM cards (total number/count of SIM cards).For this declaration, the Authorized Signatory will be once again authenticated through biometric based authentication process however this time the response from UIDAI will only be in the form of success or fail. The Licensee server will be required to make a check, that the Aadhaar number now entered by the Authorized Signatory is same as was entered by him earlier, prior to capturing biometrics at this stage.
- (vii) In case a company or entity wants bulk connections across many Service Areas, the Authorized signatory shall generate separate POs for each Service Area, unique transaction-id corresponding to each PO. However, a separate E-KYC process as mentioned in para (v) & (vi) above, shall be followed for issuing mobile connections in each Service Area. Thus, a separate CAF and separate E-KYC process shall be there for each Service area.
- (viii) Before activating the SIM cards, the Licensee shall check and ensure the completeness and correctness of all necessary documents attached by the Authorized Signatory and performs the physical verification of the Company/entity's premise.
- (ix) The sample format of CAF in case of new bulk connections is attached as **Annexure-I**.
- b) Re-verification of existing bulk connections:**
 - (i) In reference to the re-verification process issued vide instructions dated 23.03.2017, the Licensee shall follow the procedure for re-verification of existing bulk connections as mentioned below.



- (ii) The authorized signatory of the company/organization creates a login-id on the Licensee's website portal and generates the re-verification request of existing bulk mobile connections of his/her company/entity/organizations along with the details regarding number of mobile connections to be re-verified and uploads the required documents on the Licensee's portal as mentioned in para a) (ii) above.
- (iii) The Licensee will generate a unique "transaction id" of alphanumeric of 8 characters (valid for 48 hours) in response to the request of the Authorized Signatory which will be shared by him/her with the POS of the Licensee at the time of Aadhaar based E-KYC authentication process. Thereafter, Aadhaar based E-KYC process i.e., the biometric authentication of POS of Licensee as well as Authorized Signatory, shall be followed as mentioned in para a) (v) & (vi) above.
- (iv) On successful completion of these activities, the Licensee shall ensure the completeness and correctness of all necessary documents attached by the Authorized Signatory before updating the existing data in its database with the E-KYC data.
- (v) The sample format of CAF in case of re-verification of existing bulk connections is attached as **Annexure-II**.

3. The other terms and conditions regarding bulk connections, such as maintaining of list of actual users and intimation of change in thereof within a week, updation of database by licensee and reconciliation by Authorized signatory/Licensee at the end of every three months, physical inspection of premise of Company/organizations by the Licensee once in a six month, etc., as mentioned in the instructions dated 09.08.2012, shall remain unchanged and shall be followed by the Licensee in its true letter and spirit.


(Prashant Verma)
ADG (AS-II)
09/03/18
Tele No.: 011-23354042/23036580

Copy to:

1. Secretary, MeitY, New Delhi.
2. Secretary, TRAI, New Delhi.
3. CEO, UIDAI, New Delhi.
4. DG (T), DoT HQ, New Delhi.
5. Advisor(s)/Sr. DDsG of LSAs.
6. JS (IS-I), MHA, North Block, New Delhi.
7. Director (AS-I)/Director(AS-III)/Director (AS-IV)/Director(AS-V)
8. COAI/AUSPI.

**APPLICATION FORM FOR NEW MOBILE CONNECTIONS
FOR BULK CONNECTION CATEGORY**

Unique Customer Application Form (CAF) No* - _____
Aadhaar Number of Customer*(As received from UIDAI): _____
Type of Connection*: Post-Paid/ Pre-Paid

Passport size
Photograph
(As received
from UIDAI)

1. Name of the Subscriber (Authorized Signatory)* _____
(As received from UIDAI)

1A: Unique e-KYC response code (authorization) along with date & time stamp received from UIDAI in respect of customer*

Unique response code* : _____ Date* : _____ Time* : _____

1B: Consent of Authorized Signatory *:

- I am an Authorized signatory of the Company
- The documents uploaded by me at the portal (Transaction id:) are authentic and if found forged, actions as per the law of the land should be applicable to me

Note: Please Tick appropriate option. Clicking an option will amount to certificate by the subscriber.

2. Name of Father/Husband*(As entered by subscriber) _____

3. Gender*: Male/Female

4. Date of Birth*
DD/MM/YYYY

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(As received from UIDAI)

(As received from UIDAI)

5. Complete permanent residential Address of subscriber i.e. the address currently available with UIDAI* (As received from UIDAI):

House No/Flat No _____ Street _____
Address/Village _____
Locality/ Tehsil _____
City/ District _____ State/UT _____
PIN CODE _____

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6. Status of Subscriber*:- Bulk

7. Nationality*(As entered by subscriber) _____

8. Tariff Plan Applied* - _____ 9. Value Added Services Applied (if any) _____

10. E-mail address (if any): _____ @ _____

11. Number of Mobile connections held in name of Applicant (Operator-wise)* - _____

12. Alternate Contact numbers, if any: Home: _____ Business _____ Mobile _____

13. Profession of Subscriber : _____ 14. PAN/GIR: _____

15. To be filled in cases of Post-paid connections -

(A) Form of Payment - Cash Cheque credit card Debit card

(B) If payment made by cash/cheque/credit card/debit card

(a) Bank A/c No. _____ (b) Bank Name _____

(c) Branch Name & Address _____

Declaration by subscriber

(A) The information provided by me & the data received from UIDAI in my respect is correct.

(B) This biometric authentication can be treated as my signature and this should be considered as my consent for authentication through UIDAI under Aadhaar Act, 2016 & rules/regulations made under the said Act.

(C) I have received total no. of SIM card (s).

Transaction Id* (issued by Licensee): _____ Date* : _____ Time* : _____

Unique response code* (declaration): _____ Date* : _____ Time* : _____

Fields to be filled by Service Provider/Authorized representative

16. IMSI No.* - _____ 17. Mobile Number allotted*- _____

18. Point of sale code* - _____ 18A. Point of Sale Name *: _____
(To be populated by Licensee) (To be populated by Licensee)

19. Point of sale agent name (As received from UIDAI)* _____

19A: Point of sale agent Aadhaar Number* (As received from UIDAI): _____

19B: Unique e-KYC response code along with date & time stamp received from UIDAI in respect of POS agent*

Unique response code*: _____ Date* : _____ Time* : _____

20. Complete Address of Point of Sale* (To be populated by Licensee):

House No/Flat No* _____ Street _____

Address/Village _____

Locality/ Tehsil* _____

City/ District* _____ State/UT * _____

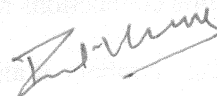
Pin Code* -

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21. Details of Add-on/Value Added facilities (like Internet, 3G, Call transfer facility, ISD facility, GPRS, navigation, Tariff plan etc.) activated on the SIM Card _____

SIM Activation Date & Time * -

Note: * indicates mandatory fields



**APPLICATION FORM FOR RE-VERIFIED MOBILE CONNECTIONS
FOR BULK CONNECTION CATEGORY**

Unique Customer Application Form (CAF) No* - _____
Aadhaar Number of Customer*(As received from UIDAI): _____
Type of Connection*: Post-Paid/ Pre-Paid

Passport size
Photograph
(As received
from UIDAI)

1. Name of the Subscriber (Authorized Signatory)* _____
(As received from UIDAI)

1A: Unique e-KYC response code (authorization) along with date & time stamp received from UIDAI in respect of customer*

Unique response code*: _____ Date* : _____ Time* : _____

1B: Consent of Authorized Signatory *:

- I am an Authorized signatory of the Company
- The documents uploaded by me at the portal (Transaction id:) are authentic and if found forged, actions as per the law of the land should be applicable to me

Note: Please Tick appropriate option. Clicking an option will amount to certificate by the subscriber.

2. Name of Father/Husband*(As entered by subscriber) _____

3. Gender*: Male/Female

4. Date of Birth*

(DD/MM/YYYY)

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(As received from UIDAI)

(As received from UIDAI)

5. Complete permanent residential Address of subscriber i.e. the address currently available with UIDAI* (As received from UIDAI):

House No/Flat No _____ Street _____

Address/Village _____

Locality/ Tehsil _____

City/ District _____ State/UT _____

PIN CODE _____

6. Status of Subscriber*:- Bulk

7. Nationality*(As entered by subscriber) _____

8. Tariff Plan Applied* - _____ 9. Value Added Services Applied (if any) _____

10. E-mail address (if any): _____ @ _____

11. Number of Mobile connections held in name of Applicant (Operator-wise)* - _____

12. Alternate Contact numbers, if any: Home: _____ Business _____ Mobile _____

13. Profession of Subscriber : _____ 14. PAN/GIR: _____

15. To be filled in cases of Post-paid connections -

(A) Form of Payment - Cash Cheque credit card Debit card

(B) If payment made by cash/cheque/credit card/debit card

(a) Bank A/c No. _____ (b) Bank Name _____

(c) Branch Name & Address _____

Declaration by subscriber

- (A) The information provided by me & the data received from UIDAI in my respect is correct.
- (B) This biometric authentication can be treated as my signature and this should be considered as my consent for authentication through UIDAI under Aadhaar Act, 2016 & rules/regulations made under the said Act.
- (C) The list of existing users and mobile numbers uploaded by me on the portal (Transaction id:) is correct and SIM cards of such mobile connections are under the possession of the Company.

Transaction Id* (issued by Licensee): _____ Date* : _____ Time* : _____

Unique response code* (declaration): _____ Date* : _____ Time* : _____

Fields to be filled by Service Provider/Authorized representative

16. IMSI No.* - _____ 17. Mobile Number allotted*- _____

18. Point of sale code* - _____ 18A. Point of Sale Name* : _____
(To be populated by Licensee) (To be populated by Licensee)

19. Point of sale agent name (As received from UIDAI)* _____

19A: Point of sale agent Aadhaar Number* (As received from UIDAI): _____

19B: Unique e-KYC response code along with date & time stamp received from UIDAI in respect of POS agent*

Unique response code*: _____ Date* : _____ Time* : _____

20. Complete Address of Point of Sale* (To be populated by Licensee):

House No/Flat No* _____ Street _____

Address/Village _____

Locality/ Tehsil* _____

City/ District* _____ State/UT* _____

Pin Code* -

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Note: * indicates mandatory fields

