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No.

Dated: \_\_\_\_\_

To  
ADG (DS),  
Department of Telecommunications,  
Room No. 1021, Sanchar Bhawan,  
20, Ashoka Road, New Delhi-110001.

Subject: Request for surrender of Unified License.  
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 along with ISP Authorization under the Condition No. 10.3 Chapter-I, General Conditions.

Following documents are enclosed in this regard:

Sl No.	Details of Documents	Enclosed as	Page Nos
1.	Board resolution regarding decision of the company to surrender the Unified License along with ISP Authorization(s) giving detail of authorized signatory, including signature, of the licensee company.	Annex-I	...to...
2.	Copy of the advance notice of 30 days issues to the customers.	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) and company secretary (where ever required) 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

Checklist of the documents required to be submitted along with the request  
/application for surrender of 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, Room No. 1021, 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) Advance notice of 60 days to DoT for surrender of Unified License as prescribed under condition 10.3 of Chapter-I, General Conditions.
- (iv) Copy of the advance notice of 30 days issued to the customers, if the service is in operation.

**Note:**

1. All the documents are required to be certified by authorized signatory on each and every page. In addition, the documents mentioned at Sl. No. (ii) should also be authenticated and countersigned by Company Secretary giving his name with the stamp bearing his membership number.
2. Each page of the correspondence should be serially numbered including the covering letter.