

**Checklist of the documents required
to be submitted along-with the request/ application for
surrender of ISP licence before 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) Surrender charges equivalent to 2.5% or 5% of PBG (as applicable) in the form of Demand Draft drawn in favour of "Pay & Accounts Officer (HQ), DoT" payable at New Delhi.

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 before 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.	Surrender charges equivalent to _____% of PBG in the form of Demand Draft.	Annex-III	_ 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