

24-64/2021-DGT/2
Government of India
Ministry of Communications
Department of Telecommunications
DGT HQ

Dated 09.03.2023

OFFICE MEMORANDUM

Subject – Inspection proformas for carrying out inspection of licensees-reg.

Vide No. 1-50(17)/2017-Estt. dated 20.04.2018, LSAs were entrusted with responsibility of carrying out inspection of Licensees. Vide email dated 02.09.2022, inspection proformas were circulated to LSAs for carrying out the inspections.

2. The inspection proformas have been further revised based on recent guidelines with regard to Net neutrality and Trusted Telecom Equipment & Source and same are enclosed herewith for further necessary action. The inspection proforma for IP-1 registration remains unchanged.
3. LSA may conduct additional audit/seek information from Licensee as required for ensuring compliance to License conditions and other extant rules and guidelines.

This issues with the approval of Competent Authority.

Encl: As above


09.03.2023

(Sumit Singh)
ADG-II (Technology)
DGT HQ

Email: adgnt.hq-dgt-dot@gov.in

To,

1. Head of LSA, all LSAs

Copy to,

1. PPS to DGT
2. DDG(AS)\DDG(CS)\DDG(DS), DoT HQ
3. DDG(T), all LSAs
4. DDG(T), KTK LSA for submitting revised SRS document for the inspection proformas for its integration in Saral Sanchar Portal.



Government of India

Ministry of Communications and Information Technology
Department of Telecommunications

_____ LSA
Address: _____

Inspection Schedule of Licensee (UL-Access Service)

Instructions:

- 1.To be filled by the Nodal Officer or Authorized signatory.*
- 2.All pages must be signed.*
- 3.Attachments shall be provided in softcopies in CDs/DVDs/Pen drive. All PDF files shall be signed (Digitally or ink signed)*
- 4.File types should be Excel, Word, or Plain text only. Large files may be zipped.*
- 5.If document(s) mentioned here have been submitted already during earlier inspections, same need not be submitted again, and a proper remark may be placed against that particular point here.*

A. General

1. Name of the Licensee. _____

2. License No. _____ Dated. _____

(Copy of license to be submitted)

3. Service Areas _____

4. Name, designation and contact details of the Authorized Signatory:

Tel No. _____ Mobile No.: _____

E-mail Id. _____

5. Name, designation and contact details of the Nodal Officer:

Tel No. _____ Mobile No.: _____

E-mail Id. _____

6. Services offered: Please tick whichever is applicable

Sl	Service Name	Yes/No	Name of Service (If applicable)
1	Wireline telephone		
2	Wireless/Mobile telephone		
3	Non-Voice Messaging (SMS)		
4	Internet Services		
5	Internet telephony		
6	Leased circuits		
7	VPN		
8	National/International Roaming		
9	Voice Mail		
10	Email		
11	Audiotex		
12	Video Conferencing		
13	CUG		
14	Voice chat		

15	Broadband		
16	Broadband VAS (Pl Specify)		
17	3G Service		
18	3G VAS (Pl specify)		
19	3G Fax		
20	Location Based Services (LBS)		
21	Data Services (WAP/GPRS/EDGE) (PL MENTION)		
22	IN Services		
23	EVDO/WLL Services		
24	IP TV		
25	Audio Conference		
26	Mobile Number Portability (MNP)		
27	GSM PCO		
28	CDMA/WLL PCO		
29	Unified Messaging Service (Voice Mail/FAX Message/ Email/Email To Speech)		
30	MMS (Multimedia Messaging Service)		
31	Web Co-Location Services		
32	Web HOSTING		
33	BULK SMS		
34	Wi-Fi Hot spots		
35	Other services offered in the License Area		
36	Any other types of VAS		

7. Supplementary Services *(please tick on the services being provided)*

S N o	Service Name	Yes/No	Name of Service (If applicable)
1	Calling Number Identification Presentation		
2	Calling Number Identification Restriction		
3	Connected Number Identification Presentation		
4	Connected Number Identification Restriction		
5	Malicious Call Identification		
6	Call Forwarding Unconditional		
7	Call Forwarding on Mobile Subscriber Busy		
8	Call Forwarding on No Reply		
9	Call Forwarding on Mobile		

	Subscriber Not Reachable		
10	Call Transfer		
11	Mobile Access Hunting		
12	Call Waiting		
13	Call Hold		
14	Completion of Call to Busy Subscriber		
15	Three Party Service		
16	Conference Calling		
17	Closed User Group		
18	Advice of Charge		
19	Free phone Service		
20	Reverse Charging (Called or Calling MS)		
21	Barring of All Outgoing Calls		
22	Barring of Outgoing International Calls		
23	Barring of Outgoing International Call except those directed to the Home PLMN Country.		
24	Barring of All Incoming Calls		
25	Barring of All Incoming Calls when Roaming Outside the Home PLMN Country.		
26	Unstructured supplementary services data.		
27	Videotext and Facsimile		
28	Other Services, if any		

8. If there is only one switch to perform functions of ILD / NLD / Cellular / Basic and located at same station then whether the separate accounts of all the operations are maintained or not.
9. Self-Certificate for the adherence to the National Fundamental Plan and technical standard as prescribed from time to time by DoT in this respect.

B. Technical

(Details in the mentioned formats may be provided in a CD)

1. Detailed Network Diagram for 2G/3G/4G showing Interconnectivity between (mentioning Location, Bandwidth) all network elements like LR//IN/MME/ GGSN/SGSN/SMSC/MMSC /APServer/EIR/BSC/UMS/LBS/NGN/RBT/SSTP/MGW/GMGW etc. and MSC.

2. Equipment and Connectivity

a. Network Equipment – MSC / MGW /MME/ Wire line Switch

Sl. No.	Location	MSC /MGW /MME	Manufactured by	Commissioned Date	VLR Capacity	SP Code	GT Code	SW Version	REMARKS

b. Network Equipment – BSC / RAN

Sl. No.	Location	Parent MSC /MGW	Manufactured By	MODEL	Commissioned Date	Capacity	SW Version	Media of connectivity	Bandwidth of media	Remarks

c. Network equipment – BTS / Node-B/e-NodeB

Sl. No.	Location	Parent BSC	Manufactured By	SACFA Clearance (Yes/No)	Commissioned Date	Capacity(In Erlangs) /BW in Gbps	Self-Certified / TERM (LSA) Certified	SW Version	Media of connectivity	Remarks

3. Interconnection within same operator:

From	To	Type of traffic (Access/NLD /ILD/Others)	Type of signalling	Related ASR	TGP Name	% utilization / rejections	Remarks

4. Interconnection with other operators:

Name of MSC		From	To	Type of traffic	Type of Signalling	CCR		Action by the Licensee for augmenting the capacity, if required	
From	To	Type of traffic (Access/NLD/ILD/ Others)		Type of signalling	CCR	Related ASR	TGP Name	% utilization / rejections	Remarks

5. Direct connectivity to MSC / GMSC (Switching Nodes) of other operators

6. Frequency Band allocated

Name of TSP (Original Licensee)	UPLINK	DOWNLINK	BAND	Services (GSM/3G/CDMA/4G)

7. Additional Spectrum being used

Name of TSP (Original Licensee)	UPLINK	DOWNLINK	BAND	Services (GSM/3G/CDMA/4G)

8. Consolidated Traffic Report of all MSC/MSC Server /S-GW in the network during Time Consistent Busy Hour (TCBH) for One Week (As per Annexure-1)

9. Radio Performance Report during Time Consistent Busy Hour, BSC /RNC wise for one week. (AS per Annexure -I).
10. Count of subscriber as per billing system, IN, HLR / HSS and VLR/MME including roaming subscribers. (Screen shots of system terminal as proof)
11. What is the purging period for VLR/MME data base (is it 72 hours?)
12. The numbers allocated and VLR/MME Figure (V) as percentage of number allocated (V/N)?
13. Routing Analysis Table. of switch, Router configuration files of all the Major/Core routers.
14. Sub's terminal equipment's provided, Make /model and certifications (including Dongles) by the operator.

Sl. No	Equipment	Make	Model	Whether MTCTE compliant	If yes, MTCTE Certification No/Date

15. Sample of subscriber information/services as available in HLR /HSS & VLR MME. (Screenshots from HLR/HSS & VLR/MME)
16. Sample of subscriber information/services as available in IN. (Screenshots from IN).
17. Core Network Equipment's (4G/3G/2G) as in the format.

Sl. No.	Name Of Equipment	Manufactured By	Installation Date	LSA / Location	Quantity

18. Submit the copy of Acceptance test for interconnectivity carried out for each and every interface with any service provider.
19. Whether domestic traffic is routed through any switch/system located outside India?

20. SACFA Clearance details for various point to point radio links.

Sl. No.	Address of the Radio Link		Height of Tower/ building (GBT/RTT) in Mtrs		Frequency of Operation		Power Radiated by the Radio Equipment (in Watts)		SACFA ID/ SACFA Clearance Obtain
	A End	B End	A End	B End	A End	B End	A End	B End	

21. Whether limited mobility subscribers and WLL subscribers are restricted to SDCA and subs premises respectively?

22. Please furnish the total count of mobile numbers ported in and ported out till date. Also furnish the list of rejected cases along with the reasons for rejection in the last 3 months.

Total Ported OUT Numbers	Total Ported IN Numbers	Net Ported Numbers

23. Numbering Series allotted.

CCITT E.164 Number series MSISDN Number Range(s):	Country Code(CC)	National Destination Code (NDC)	SN Range Start	SN Range Stop

24. M2M Numbering Series allotted for _____ LSA

Sl. No	M2M identifier	SN range Start	SN range Stop	Remarks

25. Compliance on MTCTE as per the DoT / TEC guidelines issued from time to time.

Sl. No.	Equipment	Make	Model	Whether MTCTE compliant	If yes, MTCTE Certificate No/Date

26. Status of IPv6 implemented as per DoT guidelines for:

- i. Core Network
- ii. Subscriber Terminals (CPE)

27. **Net Neutrality:**

- i) Whether the Licensee is compliant to Net Neutrality as per the guidelines issued by DoT from time to time. **Yes/No.**
- ii) If No, provide reasons for non-compliance:

C. Security

1. Any BTS / NodeB/eNodeB emanating signal which are useable near international Border? (Yes/No)
2. Any bulk encryption equipment employed in the network? (Yes/No)
3. Encryption: List of Customers using encryption

Sl. No.	Name of the Customer	Address	Whether permission has been taken from Telecom Authority	Whether decryption key, split into two parts, has been deposited with the telecom Authority

4. Arrangement of Lawful interception and monitoring facility.

Sl	Monitoring	Yes/No
1	At least 480 simultaneous calls with at least 30 simultaneous calls for each of the designated LEAs. Each MSC in the service area shall have the capacity for provisioning of at least 3000 numbers for monitoring	
2	Tracing facility for malicious calls	
3	Tracing facility for messages	
4	Tracing facility for Foreign in-roamers	
5	Interception of Speech	
6	Interception of SMS	
7	Interception of DATA (GSM, CDMA,3G,4G) (GPRS/EDGE/3G/EVDO)	
8	Interception of all VAS	
9	Interception of Video Calls	

5. Details of foreign personnel deployed for Operation and maintenance and their security clearance from Ministry of Home Affairs.
6. Name of National Roaming Partners and International Roaming partners and a sample copy of agreement.
7. Details of NLD and ILD partners and a sample copy of agreement.

8. Availability of Complete list of subscribers including their name and address on password protected licensee's web site. (Website ID & Username/Password for same)

URL of the web site:

User Name:

Password:

9. Any guideline issued by Licensee to prevent misuse of CLIR facility. Availability of CLIR Subscriber on password protected websites with their complete address details. (Website ID & Username/Password for same).

10. Record of Periodic inspections of Bulk user/Audiotex License holders' premises by Service Providers for checking their bonafide and to detect the misuse of such connections or leased circuits. (SAMPLE CASES SHOULD BE ATTACHED AS "BULK INSPECTION")? to check the format

11. Record of Periodic inspections of Leased circuits user's Including Audiotex License Holders premises by Licensee for checking their bonafide and to detect misuse by the Customer. Inspection reports to be cross checked. (Sample Check of Customers will be accompanied by Licensee)

12. CDRs are being stored for Two years. Yes/No. (Sample to be provided).

13. Whether analysis of CDRs for heavy users are being done? Copy of the reports submitted during the last quarter to Security unit to be furnish.

14. Whether analysis of CLI and detection of improper CLIs is being done? Copy of detected cases in the last quarter to be submitted to Compliance.

15. What is the procedure being followed to update the EIR periodically?

16. What steps are being taken to prevent IMEI cloning?

17. Whether calls with unauthorized IMEI, without IMEI or all zero IMEI are being checked and rejected?

18. ILL Customers:

- i. Whether licensee is obtaining compliance from its ILL customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of one year as per the directions/instructions issued by the licensor from time to time? (Yes/No)
- ii. Whether the licensee has entered into an agreement with each ILL customer which clearly mentions the activities that are prohibited. (Yes/No)
- iii. Provide the sample copy of agreement with ILL Customers along with
 - a. Network Diagram showing required details of the setup at ILL Customer premises
 - b. Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other licensee etc.) and reasons for taking the link by the customer.
- iv. List of Inspections carried out by the licensee on their ILL customers in last one year. Sample inspection reports to be submitted
- v. Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- vi. If yes, provide the details of action taken by the Licensee against the subscriber.

19. Audiotex license customers

- i. Whether licensee is obtaining compliance from its Audiotex licensee customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of one year as per the directions/instructions issued by the licensor from time to time? (Yes/No)
- ii. Whether the licensee has entered into an agreement with each Audiotex licensee customer which clearly mentions the activities that are prohibited. (Yes/No)
- iii. Provide the sample copy of agreement with Audiotex licensee Customers along with

Pl note:-

1. *Network Diagram showing required details of the setup at ILL Customer (Audiotex licensee customer) premises.*
2. *Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other ISP etc.) and reasons for taking the link by the customer.*

- iv. List of Inspections carried out by the Licensee on their all Audiotex licensee Customers in last one year. All inspection reports to be submitted.
- v. Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- vi. If yes, provide the details of action taken by the Licensee against the Audiotex License holder.

20.Names and Nationalities of Officers in key positions, and clearance from Ministry of Home Affairs if the officer is a foreigner.

Position	Nationality	Clearance from MHA (Yes/No)
Chairman		
Managing Director		
Chief Executive Officer		
Chief Technical Officer		
Chief Security Officer		
Chief Financial Officer		
Officer In charge of Lawful interceptions		

21.A list of Directors and their Nationalities.

22.Details of the system for enabling lawful interception from a centralized location.

23.Details of BULK SMS provision process.

24.Whether CDR contains all the parameters as per the latest instructions of DoT? Provide sample copy of CDRs of test numbers.

25.What is the present methodology adopted to communicate the location based information to LEAs?

26.Details of the Nodal officer appointed for Trusted Telecom Portal ,submitted to the Designated Authority i.e National Cyber Security Coordinator (copy of the letter shall be enclosed)

Sl No	Item	Details
1	Name of the Nodal officer	
2	Designation	
3	Date of Submission to the Designated authority	
4	Copy of the Nomination letter enclosed (YES/NO)	

27. Compliance on Trusted Sources as per the DoT /Designated Authority directions issued from time to time

Equipment	Make	Model	Whether Equipment is designated as “Trusted Product or not” by the Designated authority (Yes/No)	Whether permission has taken for upgradation/expansion of equipment which was not designated as Trusted Product. Details of the permission along with the copy (YES/NO/Not Applicable)

28. Whether Licensee is submitting the compliance letter regarding compliance of all conditions (format enclosed in the annexure) on 1st day of January and 1st day of July of every year to the Licensor? (Yes/NO). (The compliance letter is to be given by authorized signatory of the Licensee Company as per the DoT Ltr No 20-1236/2021-AS-I dated 5th July 2021) . Copy enclosed at **Annexure ‘II’**

- a. Please enclose the copy of the first and latest 2 compliance letters submitted.

D. Operations

1. Average time taken for provisioning of new connection.
2. Details of all emergency, public utility services and helpline to its subscribers.

1. List of National specific level 1 Short Codes

Sl No	Short code	Name of service	Remarks

2. List of State Specific level 1 Short Codes

Sl No	Short code	Name of service	Remarks

3. Provide the list of Audiotex License holders, those are being provided with telecom resources, as per the following format.

Sl. No.	Name of Audiotex Licensee	Address	Type of service provided	Details of BW/ Plan	Audiotex License No. with date	Remarks

4. Copy of QoS Reports submitted in last two Quarters to TRAI. (Performance & Inter-Operator minutes of O/g and I/c traffic) (AS PER FORMAT)
5. Details on Public Grievance redressal Mechanism and their redressal policies. What is the MTTR? Please furnish last three months figure (ENCLOSE THE METHODS IN FLOW CHART PATTERN)
6. Contracts entered into with CMTS Provider and other Licensed Telecom Service Provider for sharing of infrastructure /backbone. Whether copy of all such contracts submitted to Licensor. (Attach sample Copy)
7. Contracts entered NLD and ILD Licensees for sharing of infrastructure /backbone. Whether copy of all such contracts submitted to Licensor. (Attach Sample Copy)

Sl No	Nature of Contract	Name of NLD/ILD Provider	Period of contract	Date of submission of the Copy of the contract to DoT

- 8.** Contracts entered with Infrastructure Providers (IP-I) for sharing of infrastructure /backbone. Whether copy of all such contracts submitted to Licensor. (Attach Sample Copy)

Sl No	Nature of Contract	Name of NLD/ILD Provider	Period of contract	Copy of the contract submitted to Licensor

- 9.** Status of fulfillment of Roll –Out obligations as per License conditions.
 1) 10% MRO 2) 50 % MRO (Attach Certificate)
- 10.** MNP process & its Grievance redressed Mechanism. (Enclose Flowchart pattern).
- 11.** Postpaid & Prepaid Tariff. (Attach The Available Plans).
- 12.** Postpaid & Prepaid Schemes. (Attach The Available Schemes).
- 13.** Methodology for Registration of Demand for the telephone, mobile & broadband connections & provisions. (Attach the Methods in Flow Chart & Attach the sample CAF alongwith POA/POI).
- 14.** Samples of itemized bills provided to customers (*Bills in adequate details giving, Billing Cycle, Plan and Billing procedure.*) (Attach the Sample)
- 15.** Disaster Management – Preparedness Plan as per SoP-2020 including the following:
- i. Compliance on the status ICR Roaming (copies of agreements to be submitted
 - ii. Compliance on the status of PCR implementation
 - iii. Compliance on the status of CAP implementation
 - iv. Drills conducted during the past one year

E. Financial

1. Equity details as on Latest. (FINANCIAL STAKEHOLDERS), (AS PER FORMAT).

S No.	Name of promoters	Indian/Foreign	% of equity held	Net worth

2. Composite Foreign equity of the Licensee Company as per FDI Notification. Table from other to be added
3. Copy of Statement of Revenue and License Fee for the previous 8 quarters. (ATTACH THE HARD & SOFT COPIES OF SAME)
4. Copy of Audit report on statement of Revenue and License Fee. (ATTACH HARD & SOFT COPIES)
5. Copy of Annual Financial Statement. (PROFIT & LOSS, CASH FLOW & BALANCE SHEET, ATTACH HARD & SOFT COPIES OF SAME).

Representative of Licensee Company

Signature:

Name:

Designation:

Annexure-I

TRAFFIC REPORT (Parameters)

The essential parameters required in traffic reports (MSC wise) are:

1. Trunk Group Name
2. POI operator
3. Busy Hour
4. Incoming traffic (in Er)
5. Outgoing traffic (in Er)
6. Incoming Call completion ratio
(IC CCR= Incoming successful calls / Total Incoming Calls)
7. Incoming Answer to Seizure Ratio
(IC ASR = Incoming calls Answered / Total Incoming calls seizure)
8. Outgoing Call completion ratio
(OG CCR= Outgoing successful calls / Total Outgoing Calls)
9. Outgoing Answer to Seizure Ratio
(OG ASR = Outgoing calls Answered successfully / Total Outgoing calls seizure)
10. Total Incoming calls
11. Total Incoming seizure
12. Total Incoming calls Answered
13. Total Outgoing calls
14. Total Outgoing seizure
15. Total Outgoing calls Answered
16. % congestion
17. Total traffic handled

Annexure 'II'

Format for Compliance

Subject: Compliance to Amendments in Telecom Licenses issued by Department of Telecommunications for procurement of Telecommunication Equipment from Trusted Sources – reg.

This is to certify that we do hereby comply with the norms to be followed by licensee in license condition no.

- i) Clause 39.7.1 of Unified License **OR**
- ii) Clause 41.6A(iii) (a) of UAS License **OR**
- iii) Clause 23.7 A(x) of NLD or 23.7A(x) of ILD License **OR**
- iv) Clause 1.10.12 of ISP License Granted Under Guidelines dated 08.03.2002 **OR**
- v) Clause 34.29 of ISP License Granted Under Guidelines dated 24.08.2007 **OR**
- vi) 38.7.1 of UL(VNO) (**whichever is applicable**) issued by DoT vide license amendment dated 10.03.2021 & 15.03.2021 for procurement of Telecommunication equipment.

(Signature of Authorized Signatory)

Name:

Designation:

Date:

Email Id:

M. No:

Name of Licensee:

Type of License held:

UASL/UL/UL(VNO)/NLD/ILD/ISP

License No.

Service Area:



**Government of India
Ministry of Communications
Department of Telecommunications
(DG Telecom Wing)
_____ LSA**

Address _____

Inspection Schedule of UL (VNO) ISP Licensee

Instructions:

- 1. To be filled by the Nodal Officer or Authorized signatory.*
- 2. All pages of the Inspection Schedule must be signed.*
- 3. Attachments should be provided in softcopies in CDs, signed with date by Nodal officer/ authorized signatory giving reference of covering letter. Sensitive data including Subscriber details as per Annexure-I, ILL subscriber details as per Annexure-II and CDRs of Internet Telephony should be submitted in password protected files. File types should be Excel, Word, csv or Plain text only. Large files may be zipped.*
- 4. Annex separate sheet for furnishing details where sufficient space is not available in the pro forma.*

A. General Information

1. Name of the Licensee Company: _____

2. Complete postal address with Telephone/FAX Nos./E-Mail

i) Corporate Office _____

ii) Registered Office _____

3. License No. _____ Dated. _____

4. Effective Date of License _____ Valid unto _____

(Scanned Copy of License to be attached; If license is renewed, copy of the earlier license is also to be attached)

5. Category of UL (VNO) ISP: (CAT-A/CAT-B/CAT-C): _____

6. Service Area: _____

(Write name of District/SSA and name of State in case of Category "C")

7. Whether the Licensee has:

(i) DTH service License from Ministry of Information and Broadcasting.
(Yes/No)

(ii) Authorization for both UL (VNO) Access Service and Internet Service in a common geographical area: (Yes/No)

If yes, under which Service authorization the internet services are being provided

(iii) VSAT Service authorization: (Yes/No)

(iv) M2MSP/ WPAN/WLAN Connectivity Provider/ PDOA/IP-I services: (Yes/No)

If yes, Registration number and Date of Registration to be provided

Signature and official stamp _____

8. Name, designation and contact details of the Authorized Signatory:

Tel No. _____ , Mobile No.: _____

E-mail Id. _____

(Enclose copy of Board resolution or Power of Attorney authorizing the authorized signatory)

9. Name, designation and contact details of Nodal Officer:

Tel No. _____ , Mobile No.: _____

E-mail Id. _____

10. Details of Promoters/Partners/shareholder in the company

S No.	Name of promoters	Indian/Foreign	% of equity held	Net worth

11. Certified copy of approval of Government of India for Foreign Equity (If Applicable): _____

12 Services offered:

SL	Services	(YES/NO)	Date of start of service	Brand Name
1	Internet access			
2	Internet Lease Line (ILL)			
3	Internet Telephony			
4	Unified Messaging Services (UMS)			

5	Internet Service using Cable Network of authorized Cable Operators using as last mile linkage			
6	Internet through DTH (a) Only Download (b) Both Download and Upload			
7	IPTV			
8	Any Other			

B. Technical Information about the Network

1. Network Diagram with the following details to be provided:
 - a. Upstream Bandwidth and upstream BW provider name.
 - b. All common core elements like Billing server, log servers, firewall etc. to be shown. If not located in the Node premises, location also to be provided.
 - c. Any elements in Cloud also need to be shown with details of Cloud Provider.
2. Disaster recovery setup/arrangement available also to be shown in the diagram, with all the elements which would be used in case of a disaster. In case Geographical Disaster setup is provided, the location also to be indicated, along with the connectivity details.
3. Details of Equipment deployed by the Licensee:

Sl. No.	Equipment	Specs/ Standards	Manufactured By	Whether MTCTE compliant	If yes, MTCTE Certification No/Date

4. List of ISP Nodes/ Point of Presence (PoP) in the following format:

S. No	ISP Node/ PoP	Location	Complete Address	Contact Person with Phone Number	Date of Commissioning/ Start of Service at the ISP Node	Date of Intimation to DoT for starting the node	Managed By(Self/ Name and contact details of 3 rd Party)	Name and contact details of the last mile provider(s) involved, if any

5. IPV6 Implementation

(i) Public IPv4 & IPv6 addresses allocated /obtained from the Upstream ISP

Sl.No.	IP addresses obtained from other ISPs/ agencies	
	IP address	Name and address of the ISP

(ii) Whether the network is IPV6 compliant? If so:

- a) Type of transition technique used: _____
- b) How many customers are using IPV6? : _____

c) How much IPV6 traffic is flowing in Licensee’s Network (last one month in GBs / Percentage of total traffic)? _____

6. (a) Details of the Upstream Bandwidth taken:

Sl.No.	Name and address of Service Provider from whom bandwidth is taken	Location details ISP Node where the bandwidth is terminated	Upstream bandwidth Capacity in MB/GB	Type of Media	Date of commissioning

7. Details of the domain name taken by the operator.

Sl. No.	Domain name

8. Details of NLD links taken from NLD Providers

Sl No.	NLD Provider Name	A End Address	B End Address	Purpose: PoP/ILL/ISP	Capacity	Circuit ID

9. Details of the Radio Links, if any, and the SACFA Clearance thereof from the WPC wing of DoT in the format as below:

Sl. No.	Address of the Radio Link		Height of Tower/ building (GBT/RTT) in Mtrs		Frequency of Operation		Power Radiated by the Radio Equipment (in Watts)		SACFA ID/ SACFA Clearance Obtained and the details thereof
	A End	B End	A End	B End	A End	B End	A End	B End	

10. List of Wi-Fi Hotspots:

Sl. No.	Location		User/Client Details	Backhaul Media	Backhaul Bandwidth
	District	Address			

11. List PM-WANI PDOs to whom Bandwidth is provided:

Sl. No.	PDO Name/ID	Address of the PDO	Bandwidth Provided	Date of Provisioning

12. Net Neutrality:

- i. Whether the Licensee is compliant to Net Neutrality as per the guidelines issued by DoT from time to time. **Yes/No.**
- ii. If No, provide reasons for non-compliance:

C. List of all Channel Partners (franchisee/distributors/Last Mile Providers)

- 1. Provide list in the Format placed at Annexure – IV.
- 2. Provide sample copy of the agreement signed.

D. Security & Monitoring of Customers/Network

1. IPDR:

- (i) Whether the Licensee /NSO is maintaining IPDR for Internet including Internet Telephony Service for a minimum period of two year? (Yes/No)
- (ii) Attach a few samples (One hour duration of IPDR) to confirm that the parameters of IPDR are being maintained as per the directions /instructions issued by the Licensor from time to time?
- (iii) In case NSO is maintaining IPDRs. Name and Address of NSO along with agreement copy.

2. Session Logs:

- (i) Whether the Licensee/ NSO is maintaining log-in/log-out details of all subscribers for services provided such as internet access, e-mail, Internet Telephony, IPTV etc for a minimum period of two year. (Yes/No)
- (ii) Sample logs of all users connected and the services they are using for duration of 2 days to be provided.
- (iii) In case NSO is maintaining IPDRs. Name and Address of NSO along with agreement copy

3. ILL Customers:

- (i) Whether Licensee is obtaining compliance from its ILL customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of two year as per the directions/instructions issued by the licensor from time to time? (Yes/No)
- (ii) Whether the Licensee has entered into an agreement with each ILL customer which clearly mentions the activities that are prohibited. (Yes/NO)
- (iii) Provide the sample copy of agreement with ILL Customers along with (a) Network Diagram showing required details of the setup at ILL Customer premises (b) Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other ISP etc.) and reasons for taking the link by the customer.
- (iv) List of Inspections carried out by the ISP on their ILL customers in last one year. (Sample inspection reports to be submitted).
- (v) Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- (vi) If yes, provide the details of action taken by the Licensee against the subscriber.

5. Audiotex license customers

- (i) Whether licensee is obtaining compliance from its Audiotex licensee customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of two year as per the directions/instructions issued by the licensor from time to time? (Yes/No)
- (ii) Whether the licensee has entered into an agreement with each Audiotex licensee customer which clearly mentions the activities that are prohibited. (Yes/NO)
- (iii) Provide the sample copy of agreement with Audiotex licensee Customers along with
 - (a) Network Diagram showing required details of the setup at ILL Customer premises
 - (b) Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other ISP etc.) and reasons for taking the link by the customer.
- (iv) List of Inspections carried out by the ISP on all their Audiotex licensee customers in last one year. (All inspection reports to be submitted).
- (v) Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- (vi) If yes, provide the details of action taken by the Licensee against the Audiotex License holder.

6. Router Configuration files of all the routers present in the ISP network on a CD

7. An access to the website link with user name and password to be provided for monitoring the MRTG of the ILL customers.

8. Whether UDP traffic of the customers is monitored regularly and suspected customers are reported to DDG (Security) of respective LSA? If yes, provide the list of suspected customers and copy of intimation to DOT.

9. Details of all foreign personnel deployed by the ISP for installation, operation and Maintenance of the ISP network.

Sl. No	Name of Foreign Personnel	Country	Whether Security Clearance has been obtained from Ministry of Home Affairs

10. Names and Nationalities of Officers in key positions:

(i)

Position	Name	Nationality	Clearance from MHA for the current year (if position is held by foreign nationals) (YES/NO)
Chairman			
Managing Director			
Chief Executive Officer (CEO)			
Chief Financial Officer (CFO)			

(ii) Officer In charge of Lawful interceptions:

b. Name of officer: _____

c. Designation: _____

d. Nationality: _____

11. Details of remote access to the network.

Sl. No.	Details of the Remote Access (Vendor/Supplier)	Address of remote location	Country	DOT Approval Detail	Whether Trail of RA is being maintained

12. Whether suitable technical device has been provided at Indian end to the designated security agency / licensor through which a mirror image of the remote access information is accessible online?

13. Whether annual Security Audit carried out by the authorized agency if any? If so, copy of the latest certificate may be attached.

14. Whether organizational policy on security and security management of the networks is submitted to DOT HQs for vetting. Copy of the acknowledgement to be submitted.

15. Details of Provisions made for Interception & Monitoring as per clause 8 of Chapter IX of the License agreement for the provision of Internet Service (Including Internet Telephony),

13. Details of the Nodal officer appointed for Trusted Telecom Portal ,submitted to the Designated Authority i.e National Cyber Security Coordinator (copy of the letter shall be enclosed)

Sl No	Item	Details
1	Name of the Nodal officer	
2	Designation	
3	Date of Submission to the Designated authority	
4	Copy of the Nomination letter enclosed (YES/NO)	

14. Compliance on Trusted Sources as per the DoT /Designated Authority directions issued from time to time

Equipment	Make	Model	Whether Equipment is designated as “Trusted Product or not” by the Designated authority (Yes/No)	Whether permission has taken for upgradation/expansion of equipment which was not designated as Trusted Product. Details of the permission along with the copy (YES/NO/Not Applicable)

15. Whether Licensee is submitting the compliance letter regarding compliance of all conditions (format enclosed in the annexure) on 1st day of January and 1st day of July of every year to the Licensor? (Yes/NO). (The compliance letter is to be given by authorized signatory of the Licensee Company as per the DoT Ltr No 820-01/2006-LR (Vol-II) (Pt-3) 15.07.2021 . Copy enclosed at **Annexure ‘V’**

a. Please enclose the copy of the first and latest 2 compliance letters submitted.

E. Reports being furnished

1. Provide the following:
 - (i) Copy of last two quarter reports (latest) sent to Licensor furnishing the details of ISP Nodes or Points of Presence with their locations and number of broadband/leased/dial up subscribers.

F. Consumer Complaints/ Grievances Redressal Mechanism

1. Give the details of the Consumer Complaints/Grievance Registration and Redressal mechanism available. How many levels of Appellate Authority are functional?
2. Sample Copy of logs of complaints reported by the subscribers with details of action taken on the same may be provided.

G. Tariff Details

1. Details of tariff packages for services offered.

H. Awareness of end user filters to customers (Parental Control filters)

1. Steps taken by ISP to spread awareness among its subscribers about the use of Parental Control filters in the end user machines through messages of e-mail, invoices, SMS, websites etc. Samples may be provided

I. Subscriber Details

1. The detailed list of current Customers Data in the format as in Annex – I
2. The **website address** containing Customer Data in the format as in Annexure-I along with the User Name and Password

URL _____

Username _____

Password _____

3. The detailed list of current ILL customers in the format as in Annexure– II
4. The **website address** containing ILL Customer Data in the format as in Annexure-II along with the User Name and Password

URL _____

Username _____

Password _____

5. Whether Customer Application forms of all Customers along with their POA/POI copies are being maintained by the ISP. Details of locations where CAFs are stored. Sample copies (say 10) of Customer application forms of the same.
6. Sample bills of above subscribers for a period of 1 year or date of activation of service, whichever is earlier.

J. Data related to Internet Telephony (for ISP having ITSP Permissions)

1. Whether the Licensee is maintaining CDR for Internet Telephony Service for a minimum period of one year?
2. The CDRs of the Internet Telephony Calls for the last one month in CD should be provided in a format as in Annexure – III.
3. Provide the volume of Internet Telephony traffic flowing through its network for the last three months on monthly basis.

K. Accounting and Revenue Statements

1. Submit the copy of Statement of Revenue and License fee for the last 4 quarters along with the relevant documents and fee receipts.

S.No.	Year	AGR	LF Payable (8 % of AGR)	Actual License fee paid	Receipt No. and date

2. Submit copy of Audit Report on Statement of Revenue and License Fee for the last Financial Year.
3. Submit copy of last two accounting statements submitted to the Licensor.
4. Submit copy of statement of Radio Spectrum Charges (if applicable) along with the relevant documents and fee receipts.

Authorized Signatory of Licensee Company

Name:
Designation:
Date:

Annexure 'V'

Format for Compliance

Subject: Compliance to Amendments in Telecom Licenses issued by Department of Telecommunications for procurement of Telecommunication Equipment from Trusted Sources – reg.

This is to certify that we do hereby comply with the norms to be followed by licensee in license condition no.

- i) Clause 39.7.1 of Unified License **OR**
- ii) Clause 41.6A(iii) (a) of UAS License **OR**
- iii) Clause 23.7 A(x) of NLD or 23.7A(x) of ILD License **OR**
- iv) Clause 1.10.12 of ISP License Granted Under Guidelines dated 08.03.2002 **OR**
- v) Clause 34.29 of ISP License Granted Under Guidelines dated 24.08.2007 **OR**
- vi) 38.7.1 of UL(VNO) whichever is applicable} issued by DoT vide license amendment dated 10.03.2021&12.03.2021 for procurement of Telecommunication equipment.

(Signature of Authorized Signatory)

Name:

Designation:

Date:

Email Id:

M. No:

Name of Licensee:

Type of License held:

UASL/UL/UL(VNO)/NLD/ILD/ISP

License No.

Service Area:

Annexure - I (FORMAT FOR THE CUSTOMER LIST OF INTERNET SERVICE PROVIDER (ISP))

Sl No	User ID	Name	Address	PoP	Activation Date	Tariff Plan	Band Width	Type of Customer	Last Mile Access	Last Mile Access Provider
								Business, office, Home User others etc	OFC/Radio /Sat /DSL/ CAT5 etc	In case taken from TSPs/ IP-1/Cable Operators /Franchisee/Others)

Annexure-II- Format for Internet Lease Line (ILL) customers

Name of Customer	IP Address Allotted	Capacity of Bandwidth Provided	Address of Installation	Date of Installation/ Commissioning	Purpose of ILL	Contact person along with Phone Number and E-mail ID

Signature and official stamp _____

Annexure – III: FORMAT FOR CDRs (Internet Telephony)

A	B	C	D	E	F	G	H	I	J
Calling/ Called Station-IP	Called/ Called Number	DATE	TIME	Duration	Tariff	Charges	Protocol	Type of Customer	Tariff Type
		dd-mm-yyyy)	(hh:mm:ss)	(seconds)	Rs./Per Minutes	Actual Charges of the Call	H.323/ or any SIP other	Retail/Corporate/ PCO/Reseller/ Call Centre etc.	Pre-paid/ Post-paid

Annexure IV: List of all Channel Partners (franchisee/ distributors / LCO/Last Mile Providers):

S. No	Name of channel Partner	Complete Address	Contact details & Email ID of Channel Partner	Date of Activation of channel partner	Whether Authorized cable operator (If yes, Regn/License No.) & Date of Ministry of	Location of ISP Node(s)/ POP(s) involved	No. of customers served	Locality served by Channel partner	Date of agreement and agreement period.

Signature and official stamp _____



**Government of India
Ministry of Communications
Department of Telecommunications
(DG Telecom Wing)
_____ LSA**

Address _____

Draft Inspection Schedule of [UL/ISP/ITSP]

Instructions:

- 1. To be filled by the Nodal Officer or Authorized signatory.*
- 2. All pages of the Inspection Schedule must be signed.*
- 3. Attachments shall be provided in softcopies in CDs/DVDs/Pen drive. All PDF files shall be signed (Digitally or ink signed) Sensitive data including Subscriber details as per Annexure-I, ILL subscriber details as per Annexure-II and CDRs of Internet Telephony should be submitted in password protected files.*
- 4. File types should be Excel, Word, csv or Plain text only. Large files may be zipped.*
- 5. Annex separate sheet for furnishing details where sufficient space is not available in the pro forma.*

A. General Information

1. Name of the Licensee Company: _____
2. Complete postal address with Telephone/FAX Nos./E-Mail
 - i) Corporate Office _____

 - ii) Registered Office _____

3. License No. _____ Dated. _____
Effective Date of License _____ Valid upto _____
(Scanned Copy of License, along with amendments issued from time to time to be attached; (If license is renewed, copy of the earlier license is also to be attached))
4. License Type: [UL/ISP/ITSP] _____
5. Category of ISP: (CAT-A/CAT-B/CAT-C): _____
6. Service Area: _____
(Write name of District/SSA and name of State in case of Category "C")
7. Whether the Licensee has:
 - (i) DTH service License from Ministry of Information and Broadcasting. (Yes/No)
 - (ii) Authorization for both Access Service and Internet Service in a common geographical area: (Yes/No)

If yes, under which Service authorization the internet services are being provided _____
 - (iii) VSAT Service authorization: (Yes/No)
8. Name, designation and contact details of the Authorized Signatory:

Tel No. _____ , Mobile No.: _____

E-mail Id. _____

(Enclose copy of Board resolution or Power of Attorney authorizing the authorised signatory)

9. Name, designation and contact details of Nodal Officer:

Tel No. _____ , Mobile No.: _____

E-mail Id. _____

10. Details of Promoters/Partners/shareholder in the company

S No.	Name of promoters	Indian/Foreign	% of equity held	Net worth

11. Certified copy of approval of Government of India for Foreign Equity (If Applicable): _____

12 Services offered:

SL	Services	(YES/NO)	Date of start of service	Brand Name
1	Internet access			
2	Internet Lease Line (ILL)			
3	Internet Telephony			
4	Unified Messaging Services (UMS)			
5	Internet Service to VSAT service subscribers			
6	Internet Service using Cable Network of authorized Cable Operators using as last mile linkage			
7	International internet gateway services to other licensed ISPs			

8	Internet through DTH (a) Only Download (b) Both Download and Upload			
9	IPTV			
10	Any Other			

B. Technical Information about the Network

1. Network Diagram with the following details to be provided:
 - a. Upstream Bandwidth, upstream BW provider name, Google peering, Amazon, Netflix, etc and backbone for inter-node connectivity.
 - b. All common core elements like Billing server, log servers, firewall etc to be shown. If not located in the Node premises, location also to be provided.
 - c. Any elements in Cloud also need to be shown with details of Cloud Provider.
2. Details of interconnectivity with other Internet Service Providers/ UL/UL(VNO) having authorization of Internet Service.

Sl No	Downstream	ISP Name	BW obtained/ Provided	Circuit ID

3. Disaster recovery setup/arrangement available also to be shown in the diagram, with all the elements which would be used in case of a disaster. In case Geographical Disaster setup is provided, the location also to be indicated, along with the connectivity details.
4. Details of Equipment deployed by the Licensee:

Sl. No.	Equipment	Specs/ Standards	Manufactured By	Whether MTCTE compliant	If yes, MTCTE Certification No/Date

5. List of ISP Nodes/ Point of Presence (PoP) in the following format:

S. No	ISP Node/ PoP	Location	Complete Address	Contact Person with Phone Number	Date of Commissioning/ Start of Service at the ISP Node	Date of Intimation to DoT for starting the node	Managed By(Self/ Name and contact details of 3 rd Party)	Name and contact details of the last mile provider(s) involved, if any

6. IPV6 Implementation

(i) Public IPv4 & IPv6 addresses allocated /obtained from the Upstream ISP/APNIC/IRINN

Sl.No.	IP addresses obtained from other ISPs/ agencies		IP address obtained from APNIC / IRINN	
	IP address	Name and address of the ISP/ Agency	IP address	Agency Name

(ii) Whether the network is IPV6 compliant? If so:

- a) Type of transition technique used: _____
- b) How many customers are using IPV6? : _____

c) How much IPV6 traffic is flowing in Licensee’s Network (last one month in GBs / Percentage of total traffic)? _____

7. (a) Details of the Upstream Bandwidth taken:

Sl.No.	Name and address of Service Provider from whom bandwidth is taken	Location details ISP Node where the bandwidth is terminated	Upstream bandwidth Capacity in MB/GB	Type of Media	Date of commissioning

(b) Details of the content Peering bandwidth

Sl.No.	Name of Content Provider & address of the Node	Location details ISP Node where the bandwidth is terminated	Bandwidth MB/GB	Type of Media	Date of commissioning

8. Whether the ISP’s network has any connectivity with PSTN/PLMN/GMPCS networks in the country? If so, details thereof

Sl. No.	Service Provider Name	Service availed PSTN/PLMN/GMPCS	Agreement Date/Period

9. Details of the domain name taken by the operator.

Sl. No.	Domain name

10. Details of NLD links taken from NLD Providers

Sl No.	NLD Provider Name	A End Address	B End Address	Purpose: PoP/ILL/ISP	Capacity	Circuit ID

--	--	--	--	--	--	--

11. Details of the Radio Links, if any, and the SACFA Clearance thereof from the WPC wing of DoT in the format as below:

Sl. No.	Address of the Radio Link		Height of Tower/ building (GBT/RTT) in Mtrs		Frequency of Operation		Power Radiated by the Radio Equipment (in Watts)		SACFA ID/ SACFA Clearance Obtained and the details thereof
	A End	B End	A End	B End	A End	B End	A End	B End	

12. List of Wi-Fi Hotspots:

Sl. No.	Location		User/Client Details	Backhaul Media	Backhaul Bandwidth
	District	Address			

13. List PM-WANI PDOs to whom Bandwidth is provided:

Sl. No.	PDO Name/ID	Address of the PDO	Bandwidth Provided	Date of Provisioning

14. Whether the ISP established International Internet Gateway. If yes, then provide following:

Sl. No.	Address of the location having International Internet Gateway	Security clearance/ DOT approval details	Medium (Satellite/Submarine Cable)	Bandwidth	List of ISPs connected to gateway

15. Net Neutrality:

- i. Whether the Licensee is compliant to Net Neutrality as per the guidelines issued by DoT from time to time. **Yes/No.**
- ii. If No, provide reasons for non-compliance:

C. List of all Channel Partners (franchisee/distributors/Last Mile Providers)

- 1. Provide list in the Format placed at Annexure – IV.
- 2. Provide sample copy of the agreement signed.
- 3. Provide sample copies of the CAF & Bills generated for customers in respect of Channel Partners (franchisee/distributors/Last Mile Providers).

D. Security & Monitoring of Customers/Network

- 1. IPDR:
 - (i) Whether the Licensee is maintaining IPDR as per the present DoT instructions for Internet including Internet Telephony Service for a minimum period of two year? (Yes/No)
 - (ii) Attach a few samples (One hour duration of IPDR) to confirm that the parameters of IPDR are being maintained as per the directions/instructions issued by the Licensor from time to time?

2. Session Logs:

- (i) Whether the Licensee is maintaining log-in/log-out details of all subscribers for services provided such as internet access, e-mail, Internet Telephony, IPTV etc for a minimum period of two year. (Yes/No)
- (ii) Sample logs of all users connected and the services they are using for duration of 2 days to be provided.

3. ILL Customers:

- (i) Whether Licensee is obtaining compliance from its ILL customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of two year as per the directions/instructions issued by the licensor from time to time? (Yes/No)
- (ii) Whether the Licensee has entered into an agreement with each ILL customer which clearly mentions the activities that are prohibited. (Yes/NO)
- (iii) Provide the sample copy of agreement with ILL Customers along with (a) Network Diagram showing required details of the setup at ILL Customer premises (b) Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other ISP etc.) and reasons for taking the link by the customer.
- (iv) List of Inspections carried out by the ISP on their ILL customers in last one year. (Sample inspection reports to be submitted).
- (v) Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- (vi) If yes, provide the details of action taken by the Licensee against the subscriber.

4. Internet Service provided through VSAT: All compliances, as listed above, applicable for ILL customers are to be submitted for VSAT customers also.

5. Audiotex license customers

- (i) Whether licensee is obtaining compliance from its Audiotex licensee customers that they maintain the usage of IP addresses/Network Address Translation (NAT) syslog, in case of multiple users on the same ILL, for a minimum period of two year as per the directions/instructions issued by the licensor from time to time? (Yes/No)

- (ii) Whether the licensee has entered into an agreement with each Audiotex licensee customer which clearly mentions the activities that are prohibited. (Yes/NO)
- (iii) Provide the sample copy of agreement with Audiotex licensee Customers along with
 - (a) Network Diagram showing required details of the setup at ILL Customer premises
 - (b) Details of other communications links (PSTN, NLD, ILD, WLL, GSM, other ISP etc.) and reasons for taking the link by the customer.
- (iv) List of Inspections carried out by the ISP on all their Audiotex licensee customers in last one year. (All inspection reports to be submitted).
- (v) Whether the Licensee has detected any misuse of Internet Leased Line? (Yes/No)
- (vi) If yes, provide the details of action taken by the Licensee against the Audiotex License holder.

6. Router Configuration files of all the routers present in the ISP network on a CD

7. An access to the website link with user name and password to be provided for monitoring the MRTG of the ILL customers.

8. Whether UDP traffic of the customers is monitored regularly and suspected customers are reported to DDG (Security) of respective LSA? If yes, provide the list of suspected customers and copy of intimation to DOT.

9. Details of all foreign personnel deployed by the ISP for installation, operation and Maintenance of the ISP network.

Sl. No	Name of Foreign Personnel	Country	Whether Security Clearance has been obtained from Ministry of Home Affairs

10. Names and Nationalities of Officers in key positions:

Position	Name	Nationality	Clearance from MHA for the current year (if position is held by foreign nationals) (YES/NO)
Chairman			
Managing Director			

Chief Executive Officer (CEO)			
Chief Financial Officer (CFO)			

(ii) Officer In charge of Lawful interceptions:

b. Name of officer: _____

c. Designation: _____

d. Nationality: _____

11. **Remote Access:**

- i. Whether any 'Remote Access permission" has been received by the Licensee as per the present DoT instructions for 'Remote Access'?
- ii. Whether suitable technical device has been provided at Indian end to the designated security agency/licensor through which a mirror image of the remote access information is accessible online?"

12. Whether annual Security Audit carried out by the authorized agency if any? If so, copy of the latest certificate may be attached.

13. Details of Provisions made for Interception & Monitoring as per clause 8 of Chapter IX of the License agreement for the provision of Internet Service (Including Internet Telephony).

14. Whether websites are blocked by the ISP or Upstream provider : _____

15. List of websites blocked by the ISP as intimated by the Telegraph Authority to be provided.

16. Details of the Nodal officer appointed for Trusted Telecom Portal ,submitted to the Designated Authority i.e National Cyber Security Coordinator (copy of the letter shall be enclosed)

Sl No	Item	Details
1	Name of the Nodal officer	
2	Designation	
3	Date of Submission to the Designated authority	
4	Copy of the Nomination letter enclosed (YES/NO)	

17. Compliance on Trusted Sources as per the DoT /Designated Authority directions issued from time to time

Equipment	Make	Model	Whether Equipment is designated as “Trusted Product or not” by the Designated authority (Yes/No)	Whether permission has taken for upgradation/expansion of equipment which was not designated as Trusted Product. Details of the permission along with the copy (YES/NO/Not Applicable)

18 . Whether Licensee is submitting the compliance letter regarding compliance of all conditions (format enclosed in the annexure) on 1st day of January and 1st day of July of every year to the Licensor? (Yes/NO). (The compliance letter is to be given by authorized signatory of the Licensee Company as per the DoT Ltr No 820-01/2006 – LR/ Vol-II) (Pt-3) dated 15.07.2021) . Copy enclosed at **Annexure ‘V’**

- a. Please enclose the copy of the first and latest 2 compliance letters submitted.

E. Reports being furnished

1. Provide the following:
 - (i) Copy of last two quarter reports (latest) sent to Licensor furnishing the details of ISP Nodes or Points of Presence with their locations and number of broadband/leased/dial up subscribers.
 - (ii) Copy of last two monthly statements of VSAT subscribers served with their locations and details of leased line interconnection with the VSAT Hub. (Applicable if Licensee is providing internet service to VSAT subscribers)
 - (iii) Copy of previous two QoS Reports submitted to the TRAI in the pro forma prescribed by TRAI.

F. Consumer Complaints/ Grievances Redressal Mechanism

1. Give the details of the Consumer Complaints/Grievance Registration and Redressal mechanism available. How many levels of Appellate Authority are functional?
2. Sample Copy of logs of complaints reported by the subscribers with details of action taken on the same may be provided.

G. Tariff Details

1. Details of tariff packages for services offered.

H. Awareness of end user filters to customers (Parental Control filters)

1. Steps taken by ISP to spread awareness among its subscribers about the use of Parental Control filters in the end user machines through messages of e-mail, invoices, SMS, websites etc.

I. Subscriber Details

1. The detailed list of current Customers Data in the format as in Annex – I
2. The **website address** containing Customer Data in the format as in Annexure-I along with the User Name and Password

URL _____

Username _____

Password _____

3. The detailed list of current ILL customers in the format as in Annexure– II
4. The **website address** containing ILL Customer Data in the format as in Annexure-II along with the User Name and Password

URL _____

Username _____

Password _____

5. Whether Customer Application forms of all Customers along with their POA/POI copies are being maintained by the ISP. Details of locations where CAFs are stored. Sample copies (say 10) of Customer application forms of the same.

6. Sample bills of above subscribers for a period of 1 year or date of activation of service, whichever is earlier.

J. Data related to Internet Telephony (for ISP having ITSP Permissions)

1. Whether the Licensee is maintaining CDR for Internet Telephony Service for a minimum period of one year? The CDRs of the Internet Telephony Calls for last one month in a CD should be provided in a format as in Annexure – III.
2. Provide the volume of Internet Telephony traffic flowing through its network for the last three months on monthly basis.
3. VOIP minutes Provider details:

S No	Name of the VOIP minutes provider	Address of the VOIP provider	Agreement copy with VOIP minutes provider	Whether Purchase of VOIP minutes from authorized Service provider.

K. Accounting and Revenue Statements

1. Submit the copy of Statement of Revenue and License fee for the last 4 quarters along with the relevant documents and fee receipts.

S.No.	Year	AGR	LF Payable (8 % of AGR)	Actual License fee paid	Receipt No. and date

2. Submit copy of Audit Report on Statement of Revenue and License Fee for the last Financial Year.
3. Submit copy of last two accounting statements submitted to the Licensor.
4. Submit copy of statement of Radio Spectrum Charges (if applicable) along with the relevant documents and fee receipts.

Authorized Signatory of Licensee Company

Name:

Designation:

Date:

Signature and official stamp _____

Annexure 'V'

Format for Compliance

Subject: Compliance to Amendments in Telecom Licenses issued by Department of Telecommunications for procurement of Telecommunication Equipment from Trusted Sources – reg.

This is to certify that we do hereby comply with the norms to be followed by licensee in license condition no.

- i) Clause 39.7.1 of Unified License **OR**
- ii) Clause 41.6A(iii) (a) of UAS License **OR**
- iii) Clause 23.7 A(x) of NLD or 23.7A(x) of ILD License **OR**
- iv) Clause 1.10.12 of ISP License Granted Under Guidelines dated 08.03.2002 **OR**
- v) Clause 34.29 of ISP License Granted Under Guidelines dated 24.08.2007 **OR**
- vi) 38.7.1 of UL(VNO) (whichever is applicable) issued by DoT vide license amendment dated 10.03.2021 & 12.03.2021 for procurement of Telecommunication equipment.

(Signature of Authorized Signatory)

Name:

Designation:

Date:

Email Id:

M. No:

Name of Licensee:

Type of License held:

UASL/UL/UL(VNO)/NLD/ILD/ISP

License No.

Service Area:

Annexure - I (FORMAT FOR THE CUSTOMER LIST OF INTERNET SERVICE PROVIDER (ISP))

Sl No	User ID	Name	Address	PoP	Activation Date	Tariff Plan	Band Width	Type of Customer	Last Mile Access	Last Mile Access Provider
								Business, office , Home User others etc	OFC/Radio /Sat /DSL/ CAT5 etc	In case taken from TSPs/ IP-1/Cable Operators /Franchisee/Others)

Annexure-II- Format for Internet Lease Line (ILL) customers

Name of Customer	IP Address Allotted	Capacity of Bandwidth Provided	Address of Installation	Date of Installation/ Commissioning	Purpose of ILL	Contact person along with Phone Number and E-mail ID

Signature and official stamp _____

Annexure – III: FORMAT FOR CDRs (Internet Telephony)

A	B	C	D	E	F	G	H	I	J
Calling/ Called Station-IP	Called/ Called Number	DATE	TIME	Duration	Tariff	Charges	Protocol	Type of Customer	Tariff Type
		dd-mm-yyyy)	(hh:mm:ss)	(seconds)	Rs./Per Minutes	Actual Charges of the Call	H.323/ or any SIP other	Retail/Corporate/ PCO/Reseller/ Call Centre etc.	Pre-paid/ Post-paid

Annexure IV: List of all Channel Partners (franchisee/ distributors / LCO/Last Mile Providers):

S. No	Name of channel Partner	Complete Address	Contact details & Email ID of Channel Partner	Date of Activation of channel partner	Whether Authorized cable operator (If yes, Regn/License No.) & Date of Ministry of	Location of ISP Node(s)/ POP(s) involved	No. of customers served	Locality served by Channel partner	Date of agreement and agreement period.

Signature and official stamp _____



सत्यमेव जयते

**Government of India
Ministry of Communications
Department of Telecommunications
_____ LSA**

Address _____

Draft Inspection Schedule of UL (NLDO)

Instructions:

- 1. To be filled by the Nodal Officer or Authorized signatory.*
- 2. All pages of the Inspection Schedule must be signed.*
- 3. Attachments shall be provided in softcopies in CDs/DVDs/Pen drive. All PDF files shall be signed (Digitally or ink signed)*
- 4. File types should be Excel, Word, csv or Plain text only. Large files may be zipped.*
- 5. Annex separate sheet for furnishing details wherever sufficient space is not available in the proforma.*

Signature and official stamp _____

A. GENERAL

1. Name of the Licensee. _____

2. Complete postal address with Telephone/FAX Nos./E-mail

i) Corporate Office _____

ii) Registered Office _____

iii) Correspondence add. _____

3. License No. _____ Dated. _____

Effective Date of License _____ Dated. _____

[Scanned Copy of License to be submitted. If license is renewed, copy of the earlier license is also to be attached]

4. Name, Designation & Contact Details of authorized signatory.

Tel No. _____ Mobile No: _____

E-mail Id _____

5. Name, Designation and Contact Details of Nodal Officer.

Tel No _____ Mobile No. _____

E-mail id _____

6. List of service Authorizations:

7. Services offered _____

(Lease Line on Circuit Switch or Managed IP Switch /CUG / VPN / POI with other telecom service licensee /any other Services)

8. Sample Copy of Agreement with various Telecom Service Provider regarding the carriage of switched bearer telecommunication services. (Sample copy for each type of Service viz. VPN / Lease Line / ILD / UASL/ Basic etc.)

9. If there is only one switch to perform functions of ILD / NLD / Cellular / Basic and located at same station then whether the separate accounts of all the operations are maintained or not.

10. Certificate for the adherence to the National Fundamental Plans like National Numbering Plan, Signaling Plan, Routing Plan, National Frequency Allocation Plan and any other plan, as applicable to the respective service authorization, issued by Department of Telecommunications and technical standards as prescribed by Licensor from time to time.

B. TECHNICAL

1. Complete list of POP's (Switching and Transmission Center) along with location of POP, POP Address, Type of POP, Switching Type, and contact details of POP Head.

Sl. No	PoP Location	PoP Address	Type of PoP	Switching Type	Contact Details

2. Interconnectivity (POI) details with
- a. Cellular/ UASL service provider
 - b. Basic service provider
 - c. NLD Service provider
 - d. ILDO service provider
 - e. ISP / ITSP service provider
 - f. VPN Service Provider
 - g. Any other Telecom License not covered above.

i. Interconnectivity details for (a), (b), (c), (d)

Sl. No	Type of PoP	Name of Operator	E1 / BW provided	Signaling type	Purpose of POI

ii. Interconnectivity details with (e), (f) and (g)

Sl. No	Type of POI	Name of Operator	BW provided	A end	B end	Purpose of POI

3. Overall Network Diagram showing various POP and POI.

Signature and official stamp _____

4. Traffic Reports (for individual POI with Access Providers, ILD Operator, NLD Operator) from POP during Busy Hour of One week.
5. CCR report (for individual POI) from POP during Busy Hour
6. CDR for Individual POI for One week (Including I/c and O/g Trunk Group Name)
7. Disaster recovery setup/arrangement available to be shown in the diagram, with all the elements which would be used in case of a disaster.
8. Routing Analysis Table
9. Brief description on Traffic Overflow Management
10. Certificate regarding SACFA Clearance for various point to point radio links, if any.
11. Details about the deployment of Media Gateway Switch along with the Purpose.
12. Copy of Reports submitted in last two Quarters to TRAI. (Performance & Inter-Operator minutes of O/g and I/c traffic)
13. Details of equipment deployed by the Licensee:

Sl. No.	Equipment	Specs/ Standards	Manufactured By	Whether MTCTE compliant	If yes, MTCTE Certificate No/Date	Whether cleared from Trusted Portal	If yes, details of clearance

C. SECURITY

1. Any bulk encryption equipment employed in the network? Prior approval of licensor is to be checked.
2. Arrangement of Lawful interception and monitoring facility along with Diagram.
3. Details of foreign personnel deployed for Installation, and their security clearance from Ministry of Home Affairs.
4. Details of foreign personnel deployed for Operation and maintenance and their security clearance from Ministry of Home Affairs.

5. Names and Nationalities of Officers in key positions, and clearance from Ministry of Home Affairs if the officer is a foreigner.

Position	Nationality	Clearance from MHA (Yes/No)
Chairman		
Managing Director		
Chief Executive Officer		
Chief Financial Officer		
Chief Technical Officer	Must be Resident Indian Citizen	
Chief Security Officer		
Officer In charge of Lawful interceptions		

6. Licensee to check the bonafide use of the Leased circuits and to detect misuse by the Customer. Provide the copies of periodical inspection report along with network diagram.
7. Whether NLD service Licensee has permitted connectivity or similar type of any service to any other person or any licensee (including those Other Service Provider who do not require license under section 4 of the Indian Telegraph Act,1885) whose license is either terminated or suspended or not in operation at any given point of time.
8. A list of Directors and their Nationalities.
9. Details of the Nodal officer appointed for Trusted Telecom Portal ,submitted to the Designated Authority i.e National Cyber Security Coordinator (copy of the letter shall be enclosed)

Sl No	Item	Details
1	Name of the Nodal officer	
2	Designation	
3	Date of Submission to the Designated authority	
4	Copy of the Nomination letter enclosed (YES/NO)	

10. Compliance on Trusted Sources as per the DoT /Designated Authority directions issued from time to time

Equipment	Make	Model	Whether Equipment is designated as “Trusted Product or not” by the Designated authority (Yes/No)	Whether permission has taken for upgradation /expansion of equipment which was not designated as Trusted Product. Details of the permission along with the copy (YES/NO/Not Applicable)

11. Whether Licensee is submitting the compliance letter regarding compliance of all conditions (format enclosed in the annexure) on 1st day of January and 1st day of July of every year to the Licensor? (Yes/NO). (The compliance letter is to be given by authorized signatory of the Licensee Company as per the DoT Ltr No 10-54/2020-CS-III (Vol-II)/85 dated 7th July 2021) . Copy enclosed at **Annexure ‘I’**

- a. Please enclose the copy of the first and latest 2 compliance letters submitted.

D. CUSTOMER RELATED INFORMATION

- 1. Customer List for following Services:
 - a. Voice Service (Deploying TDM Switching)
 - b. Voice Services (Deploying Managed IP switching)
 - c. Leased Line (Name / Address / Bandwidth / Location and contact detail for A end / Location and contact detail for B End / Transmission Media Used)
 - d. VPN (Name / Address / Bandwidth / Network diagram for VPN Connectivity / Transmission Media Used between various connectivity)
 - e. CUG
 - f. Any other Services

Signature and official stamp _____

2. Record of Periodic inspections of Bulk user premises by Service Providers for checking their bonafides. Inspection reports to be cross checked. Complete list of Bulk connections as on date.

E. Ownership of the Licensee company as on

i.

S No.	Name of promoters	Indian/Foreign	% of equity held	Net worth

- ii. Composite Foreign equity of the Licensee Company as per FDI Notification.
- iii. Name of Chairperson and Directors on the Board of the company along with their Nationalities

F. Accounting and Revenue Statements

1. Copy of Statement of Revenue and License Fee for the previous 8 quarters.
2. Copy of Audit report on statement of Revenue and License Fee.
3. Copy of Annual Financial Statement

Authorized Signatory of Licensee Company

Signature: _____

Name: _____

Designation: _____

Format for Compliance

Subject: Compliance to Amendments in Telecom Licenses issued by Department of Telecommunications for procurement of Telecommunication Equipment from Trusted Sources – reg.

This is to certify that we do hereby comply with the norms to be followed by licensee in license condition no.

- i) Clause 39.7.1 of Unified License **OR**
- ii) Clause 41.6A(iii) (a) of UAS License **OR**
- iii) Clause 23.7 A(x) of NLD or 23.7A(x) of ILD License **OR**
- iv) Clause 1.10.12 of ISP License Granted Under Guidelines dated 08.03.2002 **OR**
- v) Clause 34.29 of ISP License Granted Under Guidelines dated 24.08.2007 **OR**
- vi) 38.7.1 of UL(VNO) **(whichever is applicable)** issued by DoT vide license amendment dated 10.03.2021 & 15.03.2021 for procurement of Telecommunication equipment.

(Signature of Authorized Signatory)

Name:

Designation:

Date:

Email Id:

M. No:

Name of Licensee:

Type of License held:

UASL/UL/UL(VNO)/NLD/ILD/ISP

License No.

Service Area:

Signature and official stamp _____



**Government of India
Ministry of Communications
Department of Telecommunications**

_____ LSA

Address _____

Draft Inspection Schedule of UL (ILDO)

Instructions:

- 1. To be filled by the Nodal Officer or Authorized signatory.*
- 2. All pages of the Inspection Schedule must be signed.*
- 3. Attachments shall be provided in softcopies in CDs/DVDs/Pen drive. All PDF files shall be signed (Digitally or ink signed)*
- 4. File types should be Excel, Word, csv or Plain text only. Large files may be zipped.*
- 5. Annex separate sheet for furnishing details where sufficient space is not available in the proforma.*

Signature and official stamp _____

A. GENERAL

1. Name of the Licensee. _____

2. Complete postal address with Telephone/FAX Nos./E-Mail

i) Corporate Office _____

ii) Registered Office _____

iii) Correspondence add. _____

3. License No. _____ Dated. _____

Effective Date of License _____ Valid up to _____

[Scanned Copy of License to be submitted. If license is renewed, copy of the earlier license is also to be attached]

4. Name, Designation & Contact Details of authorized signatory

Tel No: - _____ Mobile No: _____

E-Mail Id. _____

5. Name, Designation & Contact Details of the Nodal Officer:

Tel No. _____ Mobile No. _____

E-mail Id. _____

6. List of service Authorizations:

7. Services offered: Please tick whichever is applicable

a) International Telephone Services.

b) International Leased Data Service.

c) International Leased Voice Grade Service.

d) International Leased Tele-printer Service.

Signature and official stamp _____

- e) International Television (TV) Transmission Service.
- f) International Programme Transmission (Voice Cast) facility to Press Correspondents/News Agencies/Broadcast Organizations.
- g) International Facsimile Service.
- h) International Business Service (IBS).
- i) Press Broadcast and Development Press Broadcast Service.
- j) Video Conferencing:
 - i. International Video Conference
 - ii. Domestic Video Conference limited to VSNL Gateways at Mumbai, New Delhi, Calcutta and Chennai.
- k) INMARSAT services except Land Mobile.
- l) T-FAX Services.
- m) Gateway Electronic Mail Service (GEMS 400).
- n) Gateway Packet Switching Service (GPSS).
- o) Gateway Electronic Data Interchanging Service (GEDIS).

NOTE: Except for Sr.No. (m), the above relates to provision of international links, switching Centre/international terminal Centre. The national extension and manual positioning will be operated by National Long-Distance Operator/Access Provider. Separate license is required for Global Mobile Personal Communications Services (GMPCS) including through INMARSAT.

8. Sample Copy of Agreement with various Telecom Service Provider regarding the carriage of various telecommunication services as per point no. 7 mentioned above. (Sample copy for each type of Service)
9. If there is only one switch to perform functions of ILD / NLD / Cellular / Basic and located at same station then whether the separate accounts of all the operations are maintained or not.
10. Certificate for the adherence to the National Fundamental Plan Fundamental Plans like National Numbering Plan, Signaling Plan, Routing Plan, National Frequency Allocation Plan and any other plan as applicable, issued by Department of Telecommunications and technical standards as prescribed by Licensor from time to time.

11. Detail of the inspection of Gateway done by the Licensor in past, if any.

B. TECHNICAL

1. Complete list of ILD Gateway Stations along with location, Address, Type (Voice/ data/ IPLC), Switch Type/Make/Version and contact details of Gateway Head.
2. Network Diagram showing Interconnectivity details between various Gateways.
3. Details of ILD Gateway Station under inspection
 - a. Co-ordinates of station along with name of city and state
 - b. Transmission System deployed (Please indicate technical details)
 - c. Total Fiber Capacity
 - d. Name of the Submarine (Optical Fiber) Cable/ Terrestrial system/ Satellite system (Copy of SACFA clearance/ application for SACFA clearance etc.)
 - e. Cable Landing stations (CLS) en-route/terminal stations
 - f. Repeater configuration
 - g. No of repeaters
 - h. Location of repeaters
4. Complete and detailed networking diagram including monitoring set-up.
5. Connected with CMS (Yes/ No):
6. Details of International Connectivity to International Long Distance Service Provider.
 - a. Transmission connectivity with other countries,
 - b. Built-up of bandwidth
 - c. Trunk Group Name / Signaling Used
 - d. Switching Type (TDM / Managed IP, Other)
7. Details of Inland Connectivity with
 - a. National Long Distance Service Provider
 - b. Access provider (Cellular / UASL / Basic Service Provider)
 - c. ISP / ITSP service provider
 - d. VPN Service Provider
 - e. Any other Telecom License not covered above.

Interconnectivity details for (a) & (b) should include: “Type of POI / Name of operator / E1 Provided / Signaling type / List of Trunk groups / Trunk Group ID codes & meaning/ Purpose of POI “

Interconnectivity details with (c), (d) and (e) should include “Type of POI / Name of operator /Bandwidth provided / A end / B end/ Purpose of POI “

8. Traffic Reports (for individual POI with Access Providers, NLD Operator) from Gateway during Busy Hour of One week
9. CCR report (for individual POI) from switching center during Busy Hour
10. Trunk Group Wise report of %ge of calls received without CLI and improper CLI from the foreign operators in 24 Hours along with the name of foreign country from which the call was originated. Also provide the detailed/ complete list of improper CLIs received during the period analyzed.
11. CLI (Calling Line Identity) Reports for %ge of No CLI and /or improper CLI calls received/transmitted/transited through ILD switch for POI with Access Providers, NLD Operator in 24 Hour. Also provide the detailed/ complete list of improper CLIs received during the period analyzed.
12. CDR for Individual POI for One week (Including I/c and O/g Trunk Group Name)
13. Routing Analysis Table
14. Brief description on Traffic Overflow Management
15. Certificate regarding SACFA Clearance for various point to point radio link, if any.
16. Details about the deployment of Media Gateway Switch along with the Purpose.
17. Details of Equipment deployed by the Licensee:

Sl. No.	Equipment	Specs/ Standards	Manufactured By	Whether MTCTE compliant	If yes, MTCTE Certificate No/Date	Whether cleared from Trusted Portal	If yes, details of clearance

C. ROLLOUT OBLIGATION (wherever applicable)

Minimum network roll out obligations:

Time period (from the effective date of License Agreement)	Establishment of International Gateway Facility (also called Gateway)	Whether fulfilled or not. Yes / No.
3 years	At least one Gateway Switch is to be installed having appropriate interconnections with at least one National Long Distance Service Licensee There is no bar in setting up of Point Of Presence or Gateway Switches in remaining location of Level I TAXs Preferably, these Gateways should conform to Open Network Architecture (ONA) i.e. should be based on Internationally accepted standards to ensure seamless working with other Carrier's Network.	

Copy of certificate furnished to licensor regarding the minimum network rollout obligation should be provided.

D. SECURITY

1. Any bulk encryption equipment employed in the network? Prior approval of licensor is to be checked.
2. Detailed write-up on Arrangement of Lawful Interception and monitoring facility and Availability of tracing facility for malicious calls, messages or communications.
3. Details of foreign personnel deployed for Installation, and their security clearance from Ministry of Home Affairs.
4. Details of foreign personnel deployed for Operation and maintenance and their security clearance from Ministry of Home Affairs.
5. Names and Nationalities of Officers in key positions, and clearance from Ministry of Home Affairs if the officer is a foreigner.

Position	Nationality	Clearance from MHA (Yes/No)
Chairman		
Managing Director		

Signature and official stamp _____

Chief Executive Officer		
Chief Financial Officer		
Chief Technical Officer	Must be Resident Indian Citizen	
Chief Security Officer		
Officer In charge of Lawful interceptions		

6. A list of Directors and their Nationalities.
7. Whether licensee is providing the list of his subscribers, to authorized security agencies directly as well as to the licensor which should be updated at quarterly intervals? Additions and deletions in this list should be reported on monthly basis to DoT.
8. Whether the licensee has done adequate verification of each and every customer before enrolling him as a subscriber. If not, then why ?
9. Whether ILD service Licensee has permitted connectivity or similar type of any service to any other person or any licensee (including those Other Service Provider who do not require license under section 4 of the Indian Telegraph Act,1885) whose license is either terminated or suspended or not in operation at any given point of time.
10. Copy of Reports submitted in last two Quarters to TRAI.(Performance & Inter-Operator minutes of O/g and I/c traffic)
11. Details of the Nodal officer appointed for Trusted Telecom Portal ,submitted to the Designated Authority i.e National Cyber Security Coordinator (copy of the letter shall be enclosed)

Sl No	Item	Details
1	Name of the Nodal officer	
2	Designation	
3	Date of Submission to the Designated authority	
4	Copy of the Nomination letter enclosed (YES/NO)	

Signature and official stamp _____

12. Compliance on Trusted Sources as per the DoT /Designated Authority directions issued from time to time

Equipment	Make	Model	Whether Equipment is designated as “Trusted Product or not” by the Designated authority (Yes/No)	Whether permission has taken for upgradation/expansion of equipment which was not designated as Trusted Product. Details of the permission along with the copy (YES/NO/Not Applicable)

13. Whether Licensee is submitting the compliance letter regarding compliance of all conditions (format enclosed in the annexure) on 1st day of January and 1st day of July of every year to the Licensor? (Yes/NO). (The compliance letter is to be given by authorized signatory of the Licensee Company as per the DoT Ltr No 10-54/2010-CS-III (Vol-II) / 85, dated 7th July 2021) . Copy enclosed at **Annexure ‘I’**

- a. Please enclose the copy of the first and latest 2 compliance letters submitted.

E. Customer related Information

1. Separate Customer List for each Services provided by the Licensee. The customer list should include Name/Address/Contact detail of customer/ information regarding the service with the detail thereof.
2. Record of Periodic inspections of Bulk user premises by Service Providers for checking their bonafide usage. Inspection reports to be cross checked. Complete list of Bulk connections as on date.
3. Licensee to check the bonafide use of the Leased circuits and other services to detect misuse by the Customer.

F. Ownership of the Licensee company as on

i.

S No.	Name of promoters	Indian/Foreign	% of equity held	Net worth

ii. Composite Foreign equity of the Licensee Company as per FDI Notification.

iii. Name of Chairperson and Directors on the Board of the company along with their Nationalities.

G. Accounting and Revenue Statements

- i. Copy of Statement of Revenue and License Fee for the previous 8 quarters.
- ii. Copy of Audit report on statement of Revenue and License Fee.
- iii. Copy of Annual Financial Statement

Authorized Signatory of Licensee Company

Signature: _____

Name: _____

Designation: _____

Format for Compliance

Subject: Compliance to Amendments in Telecom Licenses issued by Department of Telecommunications for procurement of Telecommunication Equipment from Trusted Sources – reg.

This is to certify that we do hereby comply with the norms to be followed by licensee in license condition no.

- i) Clause 39.7.1 of Unified License **OR**
- ii) Clause 41.6A(iii) (a) of UAS License **OR**
- iii) Clause 23.7 A(x) of NLD or 23.7A(x) of ILD License **OR**
- iv) Clause 1.10.12 of ISP License Granted Under Guidelines dated 08.03.2002 **OR**
- v) Clause 34.29 of ISP License Granted Under Guidelines dated 24.08.2007 **OR**
- vi) 38.7.1 of UL(VNO) (**whichever is applicable**) issued by DoT vide license amendment dated 10.03.2021 & 15.03.2021 for procurement of Telecommunication equipment.

(Signature of Authorized Signatory)

Name:

Designation:

Date:

Email Id:

M. No:

Name of Licensee:

Type of License held:

UASL/UL/UL(VNO)/NLD/ILD/ISP

License No.

Service Area: