

Government of India
Ministry of Communications
Department of Telecommunications
(Networks and Technology Division)
2nd Floor, Door Sanchar Bhawan, JLN Marg, New Delhi -110002

Dated:21.05.2024

Subject: Letter of Authorization (LoA) format for the registration of M2M SPs and/or WPAN/WLAN Connectivity Providers for M2M Services- reg

Several queries have been received by this office regarding the format for the Letter of Authorization (LoA) to be uploaded by entities while applying for the registration of M2M Service Providers and/or WPAN/WLAN Connectivity Providers for M2M Services.

2. In this regard, it is clarified that

- Company Applicants shall upload the Board Resolution of the company authorizing the designated signatory.
- Other Entities (Non-Companies) shall upload a Letter of Authorization on their official letter head authorizing the designated signatory.

The Sample LoA formats in respect of above is enclosed as Annexure I.

This is issued with the approval of DDG(NT),DoT HQ.

Signed by Ajay Nain

Date: 21-05-2024 16:47:26

Encl: Annexure I

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Copy to:

- O/o DDG-T, DoT LSA Units
- IT Wing, DoT HQ and BSNL ITPC – for uploading on the SaralSanchar Portal

1. Sample Format for Letter of Authorization (LoA) by Companies

Board Resolution Template
(On the letterhead of the company)

CIN Number -

Email id-

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF [Company Name]_____ HELD ON [Date]_____
AT [Address]_____

RESOLVED THAT the company has decided to authorize, Mr./ Ms. _____having Permanent Account Number (PAN) _____and is hereby authorized to sign and submit all the necessary papers, letters, forms, etc. to be submitted by the company in connection with the registration for M2M Service Provider and/or WPAN/WLAN Connectivity Providers for M2M Services, with the Department of Telecommunications (DoT) and its field units (LSAs). The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof.

RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by the designated director/Company Secretary of the company be furnished to the Department of Telecommunications (DoT) and its field units (LSAs) as may be required from time to time in connection with the above matter.

For the Organization,

(Seal & Signature)

Name: _____

Designation: _____

Date

2. **Sample Format for Letter of Authorization (LoA) by Business Entities
(Other than Companies)**

(On Business Entity Letter Head/ official Letter Head of the Government Department/Organization)

Subject: Letter of Authorization for the M2M Service Provider and/or WPAN/WLAN Connectivity Provider for M2M Services Registration

I/We, [Name of Proprietor/ name of partners/Karta/key persons of business entity/ HoD of the government organization], hereby solemnly affirm and declare that [Name of Authorized Signatory] is authorized to complete all necessary formalities in connection to the registration for M2M Service Provider and/or WPAN/WLAN Connectivity Providers for M2M Services, with the Department of Telecommunications (DoT) and its field units (LSAs) on the behalf of the (Name of Business Entity/ Central/ State Government Department/Organization/). Additionally, [he/she] is also authorized to sign any affidavits, applications, or documents on our behalf for this purpose. Their actions taken in relation to the said registration process will be binding on the [Name of Business Entity/ Central/ State Government Department/Organization/].

Signature of Proprietor/Partners/Key members of Entity/Head of Department of Govt. Organization)

Designation

Acceptance as an authorized signatory

I, [Name of authorized signatory], hereby solemnly accord my acceptance to act as authorized signatory for the above-mentioned activities. All my acts undertaken in this capacity shall be binding on the [Name of Business Entity/ Central/ State Government Department/Organization/].

Business Entity Name.....
Authorized Signatory Signature.....
Authorized Signatory Name.....
Date.....
Mobile Number.....
Email ID.....