

Workflow for requesting DoT to take on record the change in the details of the registrant (Name, registered address, e-mail ID or contact no.)

1. The Registrant may submit a request letter on the SaralSanchar Portal requesting for taking on record the change in the name and/or contact Details of the registrant (registered address, e-mail ID or contact no.). The registrant shall upload the following documents -

- i. Application: This application should be submitted on the entity's letterhead, signed by the authorized signatory, and addressed to ADG (T), XX LSA, Department of Telecommunications requesting to take on record the change in Name or Registered Address or contact details of the registrant. (XX - Name of the LSA where M2M SP is registered, e.g., HR, DEL, KTK).
- ii. Supporting Document: For name change - A duly certified copy of the Certificate of Incorporation of the company issued by ROC in the new name or any other relevant document that supports the applications and mentions updated details.

1.1 Simultaneously, the registrant shall also update their profile in the "Profile Update" Section in the SaralSanchar Portal.

2. The approving authority for the request submitted by the registrant, as described above, is the same as that for issuing the Registration Certificate for M2MSP and WLAN-WPAN connectivity providers.

3. The request will be processed by the nodal DoT LSA unit (which processed the initial application) online through the SaralSanchar Portal without any manual intervention.

- **If Approved:** If the submitted documents verify the registrant's request, a system-generated confirmation acknowledging the change will be issued to the registrant. (The draft format for issuing confirmation is attached as Annexure-I.) The registrant can also download a copy of this confirmation from the SaralSanchar Portal at any time.
- **If Not Approved:** If the submitted documents do not sufficiently verify the applicant's request, the request will be either rejected or the nodal DoT LSA shall seek additional documents/clarification from the registrant. Upon receipt of requisite document/clarification, the case shall be processed accordingly.

4. The registrant's request shall be processed by nodal DoT LSA units within 30 calendar days.

5. The SaralSanchar Team will update the database/records to reflect the revised details in all reports and subsequent communications.

Government of India
Ministry of Communications
Department of Telecommunications

Registration No.- XXXXXXXX**Dated: DD.MM.YYYY**

To

<Updated Name>
(Earlier <previous name>, if applicable)

Subject: Change in the details of the registrant

Reference: Your letter dated DD.MM.YYYY

With reference to the subject mentioned above, it is to state that the change in details of the registrant has been taken on record.

2. Consequently, the following change/amendment, as substituted details of the registrant in place of the existing details in all places appearing in the above-said registration certificate and subsequent amendments, is hereby conveyed.

	Existing Details	Change/Amendment
Registration No.	XX	XX
Type of Registration	M2M Service Provider and/or WPAN/WLAN Connectivity Provider for M2M Services	M2M Service Provider and/or WPAN/WLAN Connectivity Provider for M2M Services
Name	AA	BB
Registered Address	CC	DD
E-mail ID	EE	FF
Contact No.	GG	HH

3. Other terms and conditions of the registration shall remain unchanged.

Note: This is a computer-generated document. Signature is not required.

QR Code: