

When filling out the application form for obtaining ISP Authorization, documents to be kept handy and key things to remember include the following:

S.N.	Document Required	Details	Remarks
1.	Application form (to be filled online)	a) All paras of Application form to be filled. b) Name of the service area to be filled as per Guidelines. c) Details of existing license, if any, to be provided. d) Details of Promoters/ Partners/shareholder in the company etc. to be provided. e) Processing fee to be submitted preferably through Bharatkosh (non-refundable)	The name of authorised signatory mentioned as at s.no. 4 of the application should match with the digital signature done on the application form.
2.	Copy of Certificate of Incorporation (CoI) along with Articles of Association (AOA) and Memorandum of Association (MOA)	a) Certificate of Incorporation along with complete copy (all pages) of AoA and MoA to be submitted. Each and every page to be certified by Company secretary/ Statutory Auditor and countersigned by Authorized Signatory of the company. b) Provision of Internet service should exist in main object clause of MoA	Registered office Address in the application form should be same as mentioned in Certificate of Incorporation. If Registered office has been changed, then a certified copy of Form INC-22 / Form 18 with GAR & Challan copy (to be certified from Company Secretary/ Statutory Auditor) is to be submitted.
3.	Board resolution regarding appointment of statutory auditor/company secretary along with specimen signature of CA/CS.	a) Board resolution on company letter head is to be submitted for appointment of statutory auditor/company secretary along with specimen signature of CA/CS. To be signed by authorised signatory.	The Board resolution should be post the date of Certificate of Incorporation. The Board resolution should clearly specify the duration of appointment of CA/CS i.e. the CA/CS should be authorised to issue certificates on behalf of the company on the date of issue of aforesaid certificates.
4.	Original Power of Attorney by resolution of board of Directors that the person signing the application is authorized	a) The Power of Attorney in favour of authorized signatory on a non-judicial stamp paper of Rs.100/-. To be given through Board Resolution. To be signed by a person other than in whose favour it is being given. It should	The name given in PoA should be same as mentioned at S.no. 4 of the application.

	signatory on stamp paper	<p>bear the seal of the company. It should be notarized. It should have specimen signature of Authorized signatory.</p> <p>b) A separate Board Resolution on company letterhead duly signed by board of Directors is also to be submitted.</p>	
5.	Certificates to be issued by CA/CS (as appointed by Board Resolution)	<p>a) Promoters Details</p> <p>b) Equity Details</p> <p>c) Foreign Equity Details</p>	The certificates must have a valid UDIN.
6.	Foreign Equity Details	<p>a) In case of foreign equity, details of promoters/ investors at all levels tracking back up to the Ultimate Beneficiary Ownership along with place of incorporation, citizenship & percentage of ownership/sharing at all levels.</p> <p>b) A self-declaration in the form of undertaking that the applicant is complaint with Press note 3 dated 17.04.20 and will intimate in case there is a change to the said undertaking in terms of Para 3.1.1(b) Press note 3 dated 17.04.20.</p>	<p>A block diagram of shareholding pattern may also be provided for ready reference.</p> <p>The certificates to be issued by authorised signatory and countersigned by CA/CS.</p>

Post submission of the application along with supporting documents, the complete application is scrutinized and after approval, the Letter of Intent (LoI) is issued to the applicant. The LoI contains various details like service area authorization, details of Entry fee (non-refundable), Performance Bank Guarantee (PBG) and Financial Bank Guarantee (FBG) to be paid, previous authorisations, if any and effective date of license agreement, among others.

The Applicant company is required to submit compliance to LoI, to Field Unit concerned of DoT, within a period of 60 calendar days from the date of issue. Further extension for submission of LOI compliance, up to 30 days, shall be considered on request of the applicant company to LSA concerned. No extension of LOI shall be considered beyond 90 days and, in such cases, the LOI is liable to be cancelled and the applicant company has to apply afresh on <https://saralsanchar.gov.in>. The License Agreement, in the prescribed format shall be signed within 45 calendar days from the date of receipt of LOI compliance.