

Application for Amateur Radio Club Licence

General Guidelines:

Amateur Radio Club license is issued to a bonafide Amateur Radio society, club or a school, college, or an institution or a university in India, which has the aim of investigations in the field of radio or the training of persons in radio communication techniques without pecuniary interest.

The license shall be issued in the name of an authorized official of the society, club, school, college, institute or a university in India holding an Amateur Radio license. The applicant must be holder of General Grade Licence and must not have any other club license in his/her name.

License fee: Rs. 1000/- for 20 years (or till validity of licence of the custodian)

The following documents are to be submitted:

1. Covering Letter
2. Application for club licence in the prescribed format.
3. Attested copy of birth certificate of the custodian of the club (General Grade Licence holder). (The name of attesting officer must be given.) Only Birth Certificate/SSC Certificate/Passport Copy/Aadhar Card is accepted. Ration Card/ Voter Id/ PAN Card/ Driving Licence etc, is not valid.
4. Nationality certificate of the custodian of the club in the prescribed format. (The name of signing officer must be given.)
5. Two stamp size photographs of the custodian of the club.
6. The prescribed fee (Rs.1000/-) is to be paid through Non Tax Receipt Portal (NTRP) available on website The prescribed fee is to be paid through Non Tax Receipt Portal (NTRP) available on website <https://bharatkosh.gov.in>

First please register in the above mentioned website, under Ministry “**Telecommunications**”. After logging into it, go to:

Make your payment: Receipt for DOT.

Purpose: Amateur Licence

Payment Type: Licence Fee

Function Head: 127500103050100 - Proficiency Certificate

PAO: 077188 - Controller of Communication Accounts, PAO HQ

DDO: 205155- DDO, SO(Cash), New Delhi

Amount INR: .1000

After making successful payment, take printout of the receipt of payment and enclose it with the application.

7. Original copy of constitution of Club/Society signed by all office bearer on each page

8. Minutes of relevant meeting.
9. Authorization letter issued by office bearer of club/society, authorizing Applicant for custodian of wireless equipment and filling Amateur License Application on behalf of club
10. Consent / No objection certificate from the owner of premises where the club station is to be installed.
11. Copy of Amateur Radio licence / Renewal card of custodian of the club.
12. Self declaration and licence copy & renewal copy of 5 members of the club (if available).

The application must be sent by Speed Post / Registered with acknowledgement due (not by courier) to:

The Assistant Wireless Advisor to Govt. of India,
Ministry of Communications,
Department of Telecommunications, WPC Wing,
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi – 110 001.

Application for Amateur Radio Club Licence

From:

Date:

Name:

Address:

Tel//Cell no.

To

The Assistant Wireless Advisor to Govt. of India,
Ministry of Communications, Department of Telecommunications,
WPC Wing, Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi – 110 001.

Dear Sir,

Subject : Application for issue of Amateur Radio Club Licence –Regarding
Ref. Licence NoCall sign VU2.....valid upto.....

I am enclosing the following documents for the issue of an Amateur Radio
Club Licence at.....
for which I am the Custodian.

- 1) Application for club licence.
- 2) Attested copy of birth certificate of the custodian of the club (General Grade Licence holder).
- 3) Nationality certificate of the custodian of the club.
- 4) Two passport size photographs of the custodian of the club.
- 5) Print out of online payment receipt for Rs.1000/- made in online portal <https://bharatkosh.gov.in>
- 6) Copy of constitution of the club signed by all office bearers on each page.
- 7) Authorization letter issued by office bearer of club/society, authorizing the applicant for custodian of wireless equipment and filling Amateur License Application on behalf of club
- 8) Minutes of relevant meeting.
- 9) Consent / No objection Certificate from the owner of premises where the station is to be located
- 10) Copy of Amateur Radio licence / Renewal card of custodian of the club.
- 11) Self declaration and licence copy & renewal copy of 5 members of the club (if available).

The choice of callsign is as follows:

1. VU2

2. VU2

3. VU2

I declare that there is no other club licence issued in my name till now. I request you to issue the club licence at the earliest.

Thanking you,

Yours faithfully,

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Application for a licence to establish, maintain and work an Amateur Wireless Telegraph Station by an Amateur Radio Society or Club or a School, College or an Institute of a University in India.

(See rules 6 & 8)

1. Name and address of the Amateur Radio Society/Club/School/Institute etc

.....
.....

2. Particulars of authorised official of the Society/Club/School etc. in whose favour licence is desired:

Name:

Designation:

Date of Birth

Place of Birth

Nationality

Occupation

3.(a) Category of licence applied for

(b) Exact location of the station

General Grade (Club Station)

4. Particulars of Amateur Wireless Telegraph Station licence held by the authorised official

Category of licence

No.

Date of Issue

5. Particulars of the Amateur Radio Society or club, school etc.

a) If registered, give the particulars:

b) In case of school, college or institute, give the name of Board or University by which it is recognised.

c) Give in brief its aims and objectives :

d) If affiliated to any Radio Amateur organisation, give its particulars:

e) Give the names of office bearers :

f) Mode of operation of the station including its normal hours of working : 24 hrs on all authorised bands and modes

6. Particulars of Apparatus to be used:

Category of Apparatus

Manufacturer's name

Type No

Frequency range

RF Power output.

Transmitter

Receiver

Frequency Measuring Device

DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing if false therein and nothing materials has been concealed therefrom. I also agree that in case any information given by me hereinbefore is found false at a later date, the licence, if granted, will be cancelled.

I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorised or directed to do so, the purport of any message which I may transmit or receive by means of any wireless operated by me or which may come to my knowledge in connection with the operation of said apparatus.

I have carefully read and understood the rules contained in the Indian Wireless Telegraphs (Amateur Service), Rules 1978 and undertake to abide by them and observe the conditions of licence. The licensed stations shall not be made accessible to any unauthorised person at any time.

Signature of witness:

Name (in block letters):

Address:

Date:

Signature of applicant:

Name (in block letters):

Date:

Place:

Note:

1. An attested copy of birth certificate or school leaving certificate must be accompanied along with the application.
2. Enclose a certificate in support of nationality in the prescribed Performa, indicated in Appendix III from one of the officers listed therein.
3. Attach a copy of the rules and regulations or constitution.
4. Attach the minutes of the relevant meeting.

Appendix III

NATIONALITY CERTIFICATE

Certified that I have known Shri. / Smt / Kum
son / daughter of Shri..... for the last..... years and
that to the best of my knowledge and belief he/she bears a good moral character.
He/She is ofnationality. He/She is not related to me.

Address:

Signature:

Dated:

Designation:

Seal:

Note- This certificate should be from one of the officers listed below:-

1. Gazetted officers of Central or State Governments.
2. Members of Parliament or State Legislatures.
3. Sub-Divisional Magistrate/Officer.
4. Tahsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.
5. Principal / Head Master / Head Mistress of the recognized institutions (School / College)