

## 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 not have any other club license in his/her name.

**License fee:** Rs. 1000/- for 20 years (or till validity of licence 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.) Ration Card, Voter Id, PAN Card, Driving Licence etc, is not accepted.
4. Nationality certificate of the custodian of the club. (The name of signing officer must be given.)
5. Two stamp size photographs of the custodian of the club.
6. Crossed Demand Draft for Rs.1000/- from any Nationalised Bank in favour of 'PAO (HQ), D.O.T' payable at New Delhi.
7. Copy of constitution of the club.
8. Minutes of relevant meeting.
9. Copy of Amateur Radio licence / Renewal card of custodian of the club.
10. 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 Communication & IT  
Department of Telecommunications, WPC Wing  
Amateur Section, 6<sup>th</sup> 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 Communication & IT  
Department of Telecommunications, WPC Wing  
Amateur Section, 6<sup>th</sup> Floor, Sanchar Bhavan  
20 Ashoka Road  
**New Delhi – 110 001**

Dear Sir,

Subject : Application for issue of Amateur Radio Club Licence –Regarding  
Ref. Licence No .....Call 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 Secretary.

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 stamp size photographs of the custodian of the club.
5. Crossed Demand Draft no..... dated ..... for Rs.1000/- drawn on ..... Bank in favour of 'PAO (HQ), D.O.T' payable at New Delhi.
6. Copy of constitution of the club.
7. Minutes of relevant meeting.
8. Copy of Amateur Radio licence / Renewal card of custodian of the club.
9. 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

( )

**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 :

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:

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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 of .....nationality. He/She is not related to me.

Address:

Signature:

Dated:

Designation:

Seal:

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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)