




## Standard List of Documents for National COCP connections – Voice and M2M

S.No	Document	Details of requirement
1	CAF	<p><b>Each circle CAF to be filled.</b> 1 CAF in each service area (circle) shall be required to be filled by the company/Organization, duly signed by the Authorized signatory irrespective of the no of connections. Single CAF per circle for multiple connections is valid for <b>Pvt Ltd Cos, Public Ltd Cos , Government Bodies, Partnership Firms, Education Trusts, Societies, Charity Trusts, NGOs, Foreign Missions / Embassies, Sole Proprietorships etc.</b></p>
		<p>Authorized Signatory to sign + Company Seal / Stamp, Business Entity stamp at relevant places on CAF. Authorized signatory to sign across photograph. No stamp on the photograph</p>
		<p>In case of single authorized signatory pan India, DOT clarification dated 9<sup>th</sup> Aug 2012 on outstation customers' needs to be followed. Local reference details - name, address and phone no needs to be collected and the same needs to be telephonically verified.</p>
2	Declaration of user details for Vodafone connections	<p>For Bulk connections =&gt;10 :- <b>Circle wise</b> List of MSISDN, end user names and designation to be included on company letter head in the given format with company stamp and signed by the Authorized signatory.</p> <div style="text-align: center;">  </div> <p>7-Draft declaration of user details of Vod</p>
3	Declaration of no. of mobile connections for other operators.	<p>For Bulk connections =&gt;10 :- The number of mobile connections used by the Bulk user from other operators shall be declared at the time of filling the CAF in the given format, circle wise, on company letter head duly signed by the authorized signatory.</p> <div style="text-align: center;">  </div> <p>4-Draft Declaration of bulk connections fr</p>
4	PV Certificate	<p>In case of <b>VGE / NC / Govt. accounts</b>, the <u>PV Certificate</u> signed off by Authorized Signatory and Account Manager would be counted a deemed PV done.</p> <p>In view of them not being around at all times, PV can be done and the form can be filled up by the DSA / Channel Partners in case of VGE / NC / Govt.</p> <p>This will have to be stamped and signed by the DSA / Channel Partner on the PV Form. Also, we will get the Authorized Signatory to stamp and sign on the form. It is to be collected along with all the other documents and submitted at the Activations desk as part of the process. Without the PV Form for VGE / NC / Govt., the activations request would get rejected.</p> <p>In case of <b>SME</b>, the PV will be done as per the normal process by C&amp;C &amp; followed by activations, PV is mandatory before activation of connections</p> <div style="text-align: center;">  </div> <p>29-10 Draft Declaration Customer</p>
5	MNP documents	<p><b>Each circle MNP form to be filled.</b> 1 MNP form for each circle can be filled irrespective of the no of connections.</p>
		<p>List of MSISDN with corresponding UPC code to be given as an attachment on company letter head.</p>
		<p>Last Bill copy and payment receipt to be furnished.</p>
		<p>The porting request will have to <b>mandatorily be accompanied by an authorization letter from the authorized signatory</b> of the subscriber on company letter head in the format provided in the regulation</p>
		<p>Maximum <b>50 numbers</b> can be submitted in one group. New CAF and documentation will be required for the next set of numbers.</p>

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6	Authorized signatory documents	The <b>authorized signatory nomination letter</b> should be issued by Company Secretary /Proprietor/ Any of the partners as the case maybe. Supporting documents able to prove their authority to sub authorize must be provided.
		The authorization letter can be signed by anyone director, partner, trustee or company officer mentioned in the MOA / Board Resolution / POA / partnership deed / trust deed
		A letter with Board resolution on the name of Authorized signatory to confirm his/her authorization to sign and take responsibility on the behalf of their respective companies especially for Public Limited and Private limited Companies, is also acceptable
		<b>Proof of Identity</b> (Detailed List of documents acceptable as per DOT Document List of 9 <sup>th</sup> Aug 2012
		<b>Proof of Address</b> for authorized signatory is not required.
		For Central & State Government Official/offices: Furnishing POI & POA of the authorized/designated authority is dispensed with. However, the competent/ designated authority is to issue a self-certification on the letter head mentioning his full name & designation, department & local contact number duly sealed with full signature with his coordination officer's name & contact number shall meet the requirement of POI & POA. A photograph of the designated authority must be affixed on the letter. (As per DOT guideline of 9th Aug 2012)
		<b>Alternate number</b> of the Authorized signatory to be captured.
7	Change in Authorized Signatory	<b>Authorized signatory nomination</b> letter/board resolution clearly mentioning the effective date of the powers given to the new authorized signatory. <b>POI</b> of the Authorized Signatory.
		New CAF not required at the time of change of authorise signatory. Document for Declaration of user details for Vodafone connections and Declaration of no. of mobile connections for other operators to be signed by the new authorised signatory.
8	Proof of Identity of Organization.	<ol style="list-style-type: none"> <li>1. <b>For a Pvt Ltd / Public Ltd company:</b> Copy of Certificate of Incorporation issued by the registrar of companies.</li> <li>2. <b>For Registered Partnership Firm:</b> Copy of certificate of registration issued by Registrar of firms.</li> <li>3. <b>For Education Trusts / Societies / Charity Trusts/NGOs :</b> Copy of Registered Education Trust Deed <b>OR</b> Society registration certificate <b>OR</b> Copy of certificate of registration number issued by Charity Commissioner.</li> <li>4. <b>For Sole proprietorship Firms:</b> Shop Establishment Certificate issues by registrar of firms (in case the name of the proprietorship is different from the owner.) <b>OR</b> Copy of certificate of registration issued by Registrar of firms.</li> <li>5. <b>For Foreign Missions / Embassies :</b> Self attested copy of authority of Foreign mission/embassy in favour of authorised signatory on letter head with Embassy stamp and sign of official on the letter.</li> <li>6. <b>Government Bodies:</b> Identity Proof <b>not required</b> for central / state government offices. Self-Certification on letter head with coordination officer's name and organisation stamp will suffice.</li> </ol> <p>**Certificate of Incorporation and registration certificates of organizations are available online, however Government &amp; Courts have <b>not yet accepted online downloaded copies</b> as an evidence of proof thus <b>copy of original COI issued by ROCs is MUST.</b></p>
9	Proof of address of Organization.	If the address on the certificate of Incorporation/Registration certificate is not matching with address in CAF then address proof is required for the company's registered office. (Detailed List of documents acceptable as per DOT Document List of 9 <sup>th</sup> Aug 2012).
		<b>For all other local offices</b> across various circles, list of local addresses on a company letter head will suffice.
		In NHQ locations where <b>companies do not have their own local offices/users working from home</b> , the authorised signatory can issue a letter on company letter head mentioning the same

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		and providing the user details for these locations. The verification is done for HQ locations only and Individual user verification is not required.
10	Agreement Copy.	<p><b>Standard Agreement Formats Attached.</b> (Please refer to the Legal Formats file).</p> <p>If contract is not signed, then circle specific PO with talk plan details, signed by the authorized signatory will suffice.</p> <p>Tariff enrollment form is not required if we have a contract copy or customer acceptance of the plan on letter head.</p>
11	Purchase Order.	<p>Centralized PO is acceptable for companies that have signed the agreement with us. Else circle specific PO is required</p> <p>In case of centralized PO, original copy of the PO should be on the company letter head and signed by the authorized signatory with company stamp. Scanned copy / Photocopy of the original PO should be accepted by all the other circles for activation.</p>
12	M2M	<p><b>In case of M2M deals,</b> the documentation process is the same as for Voice.</p> <p>Exceptions: For user details declaration as per DOT guideline of 9<sup>th</sup> Aug 2012 - Document signed by the authorized signatory on company letterhead, listing the IMEI number of the device mapped to the mobile number to be collected. Designation, obviously will not be required here. Besides the existing PO details, the authorized signatory to mention the details of the deal w.r.t. purpose, number of connections and location details (wherever applicable).</p> <p>For bulk connections, physical verification shall be mandatory before activation of the connection. This verification for Machine to Machine SIMs shall take place at the Authorised Signatory premise on the address given in the M2M CAF.</p> <p>The Authorize signatory shall at the end of three months, summarize the changes taken place during the month. In case no change, a certificate mentioning no change shall be collected. Additionally, bulk user premises should be inspected by the Service provider at least once in six months.</p>
13	Repeat Order	In case of any repeat orders from the existing account, it will be <u>treated as a new connection and a new CAF will be required and the entire process of documentation &amp; verification will be repeated</u>

### **General Instructions & accepted process documents for POI / POA : (To be taken on letterhead).**

1. In case of defence personnel - armed forces & paramilitary personnel where ID cards are not given to outsiders due to security reasons, Certificate issued by the an officer of the rank Lt Colonel under whom the officer/jawan is serving is authorized to issue a certificate, which will be accepted as a valid proof of identity and proof of address.
2. In case of Central Paramilitary personnel where ID cards are not given to outsiders due to security reasons, Certificate issued by the an officer of the rank Lt Colonel or above, for serving officers/jawan of central paramilitary forces & members of their families, which will be accepted as a valid proof of identity and proof of address.
3. Foreign Missions/agencies in India: Full name & address of the authorized officer in the letter head along with details of the officials etc., for whom the cellular mobile phone connection is intended to be furnished as a declaration. In case of periodical change in the user name the same to be intimated by the mission/agency to the service provider with complete details in letter head & data to be updated by the service provider.

**Important Note: For Enterprise COCP customers, the original documents shall be retained at the headquarter circle and photocopies /scanned copies will be sent to the circles basis which the non HQ circle will need to activate connections. Only the circle specific CAF, MNP form, Declaration of user details for Vodafone connections and Declaration of no. of mobile connections for other operators will be sent as Originals to the circle.**

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**JNK, Assam & NE have special DOT guidelines, which are to be followed in addition to this guideline and documentation**

<b><u>In case of COCP connections, following are mandate as per TERM requirement for Assam &amp; NE</u></b>	
1	Applicability - A Government organization, an educational institution, a company, a firm or any other institution who applies for a multiple connection for its employees or members
2	List of employees or members who will use the mobile connection, with full names and addresses and their passport size photographs. This list is required on the Company/Institution letterhead. The list is required to be certified by the company/Institution.
3	Additional COCP connections over existing/repeat orders - Requirements are for POI/POA, CAF and photograph and also the certificate from the head of the Company/Institution on company's letter head.

<b><u>Documents required for JNK as per the clarifications issued by DOT</u></b>	
1	4 Photographs of the authorized signatory
2	POA of the authorized signatory
3	Local address proof of the company - As directed by the TERM cell in JNK, ,Any organization applying for COCP Connections in J&K must have a Local registration certificate (Eg, Certificate of Incorporation, Form C, etc) and local address proof (eg, Landline Bill, Central Sales Tax Registration Certificate etc).
4	In case of outstation Authorized signatory - POI and POA of local referee
5	User details - List of user on the letter Head with their permanent address and one photograph duly signed and stamed by authorized signatory.
6	F-16/Salary Slip/Appointment letter of the users.
7	All documents must be originally signed by the authorized signatory.

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For Proof of Identity Documents (All Identity Proof to have Photo)	For Proof of Address:
1. Passport	1. Passport
2. Arms License	2. Arms License
3. Driving License	3. Driving License (except Mumbai)
4. Election Commission ID Card	4. Election Commission ID Card
5. Ration Card with photo, for the person whose photo is affixed (except Mumbai & Maharashtra)	5. Ration Card with address (except Mumbai & Maharashtra);
6. CGHS / ECHS Card	6. CGHS / ECHS Card
7. Certificate of Address having Photo issued by MP / MLA / Group A Gazetted Officer in letter head	7. Certificate of Address having Photo issued by (a) MP / MLA / Group A Gazetted Officer in letter head
8. Certificate of Address with Photo from Govt recognized educational institutions  (for students only)	8. Certificate of Address with Photo from Govt recognized educational institutions (for students only)
9. Certificate of Photo Identity issued by Village Panchayat Head or its equivalent authority (for rural areas)	9. Certificate of Address issued by Village Panchayat Head or its equivalent authority (for rural areas)
10. Income Tax PAN Card	10. Water Bill (not older than last 3 months)
11. Photo Credit Card	11. Telephone Bill of fixed line (not older than last 03 months)
12. Address Card with Photo issued by Deptt. Of Posts, Government of India	12. Electricity Bill (not older than last 03 months)
13. Smart Card issued by CSD, Defence/ Paramilitary forces	13. Income Tax Assessment Order
14. Current Passbook of Post Office or any Scheduled Bank, having Photo	14. Vehicle Registration Certificate
15. Photo ID Card of Central / State Govt & PSUs	15. Registered Sale / Lease Agreement
16. Photo ID Card issued by Govt recognized educational institutions (for students only)	16. Address Card with Photo issued by Deptt. Of Posts, Govt of India
17. Caste & Domicile Certificate with Photo issued by State Govt like Assam and other states	17. Current Passbook of Post Office or any Scheduled Bank;
18. Pensioner Card having photo	18. Photo ID Card having address (of Central / PSUs or State Govt / PSUs Only)
19. Freedom Fighter Card having photo	19. Credit Card Statement (not older than last 03 months)
20. Kisan Passbook having photo	20. Caste & Domicile Certificate with Address & Photo issued by State Govt;
	21. Pensioner Card with address
	22. Freedom Fighter Card with address
	23. Kisan Passbook with address
21. AADHAR/ Unique Identity Number	24. AADHAR/ Unique Identity Number

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**To be taken on company letter head signed by authorized signatory with company stamp.**

**AUTHORISATION LETTER FOR PORTING OF CORPORATE MOBILE NUMBERS**

**(See regulation 6 (f))**

To,  
(The Recipient Operator)

\_\_\_\_\_  
\_\_\_\_\_

Subject: Port out of corporate mobile number.

I \_\_\_\_\_, the authorized signatory of M/s. \_\_\_\_\_  
\_\_\_\_\_ (name of the body corporate etc.), hereby authorize the port  
out of the following mobile number, allotted to M/s. \_\_\_\_\_ (name  
of body corporate etc.), from M/s \_\_\_\_\_  
\_\_\_\_\_ (name of the Donor Operator) to M/s. \_\_\_\_\_

(name of the Recipient Operator) in \_\_\_\_\_ (name  
of service area):-

S. No	Corporate Mobile Number	Unique Porting Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
to 50		

It is certified that I am the authorized signatory of the above mentioned mobile numbers and this information has been updated with the Donor Operator.

Name of Company :  
Authorized Signatory Name :  
Authorized Signatory contact No :  
Signature of Authorized Signatory :  
Authorized Signatory email ID :

Stamp of the Company/Corporate/Organization

Date :

**Note : If this letter has more than one page, each page shall be signed by the Authorized signatory**