

## LICENSE RENEWAL

From:

(Applicant Name and Address)

To:

The Asst.Wireless Adviser to  
Government of India,  
Ministry of Communication & I.T,  
6<sup>th</sup> Floor, Amateur Cell,  
Sanchar Bhavan,  
No.20, Ashoka Road,  
NEW DELHI-110 001.

Sir,

Sub: Renewal of the License for ..... years.  
Ref: License No..... Callsign.....  
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I am herewith enclosing the following:

1. DD for Rs..... No.....drawn in the favour of PAY AND ACCOUNTS OFFICER (HQ),  
Department of Telecommunication, payable at State Bank of India, Service Branch,  
New Delhi.
2. A xerox copy of the License.
3. Self-address envelope (size 27cms x 12.5 Cms) approx.

I declare that, I have made more than 40 contacts in each year during my period of License  
and request your goodself to renew my License for another..... years and oblige.

Thank you,

Yours faithfully,

{Signature of the License holder}

Note: You should keep the Log book for the authorities to verify the above declaration.

### **Change of Location:**

1. Temporary change of address (not more than 90 days) Fee: Rs.10.00
2. Permanent Change of address: Fee: Rs. 5.00 with original License
3. Late renewal Rs. 10.00 for every six months along with License fee or part thereof  
alongwith  
License fee within two years of expiry.

**Note:** Payments made to WPC by demand draft should be drawn in the favour of Pay &  
Accounts Officer (HQ),Department of Telecommunication payable at SBI, Service Branch, New  
Delhi. (Draft should be State Bank of India only)