

## LICENCE RENEWAL

*From:*

Applicant's Name and Complete address

*To:*

The Asst. Wireless Adviser to  
Government of India,  
Ministry of Communication and Information Technology,  
WPC Wing, Amateur Cell,  
616, Sanchar Bhavan,  
20, Ashoka Road,  
NEW DELHI-110 001.

*Sir,*

**Sub: Renewal of the licence for \_\_\_\_\_ years.**

**Ref: Licence No \_\_\_\_\_ Callsign \_\_\_\_\_**

*I am herewith enclosing the following:*

1. DD for Rs \_\_\_\_\_ No. \_\_\_\_\_ drawn in the favour of PAY AND ACCOUNTS OFFICER (HQ), Department of Telecommunications, payable at State Bank of India, Service Branch, New Delhi.
2. A xerox copy of the licence.

I declare that, I have made more than 40 contacts and request your goodself to renew my licence for another..... years and oblige.

*Thank you,*

Yours faithfully,

{Signature of the licence 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 alongwith original licence
3. Late renewal Rs. 10.00 for every six months alongwith Licence fee.

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

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