



# Bangladesh Telecommunication Regulatory Commission

## License Issuance & Management System (LIMS)

### User Manual For VSAT (Applicant)

### Version 1

Developed by  
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## 1. Log in to LIMS:

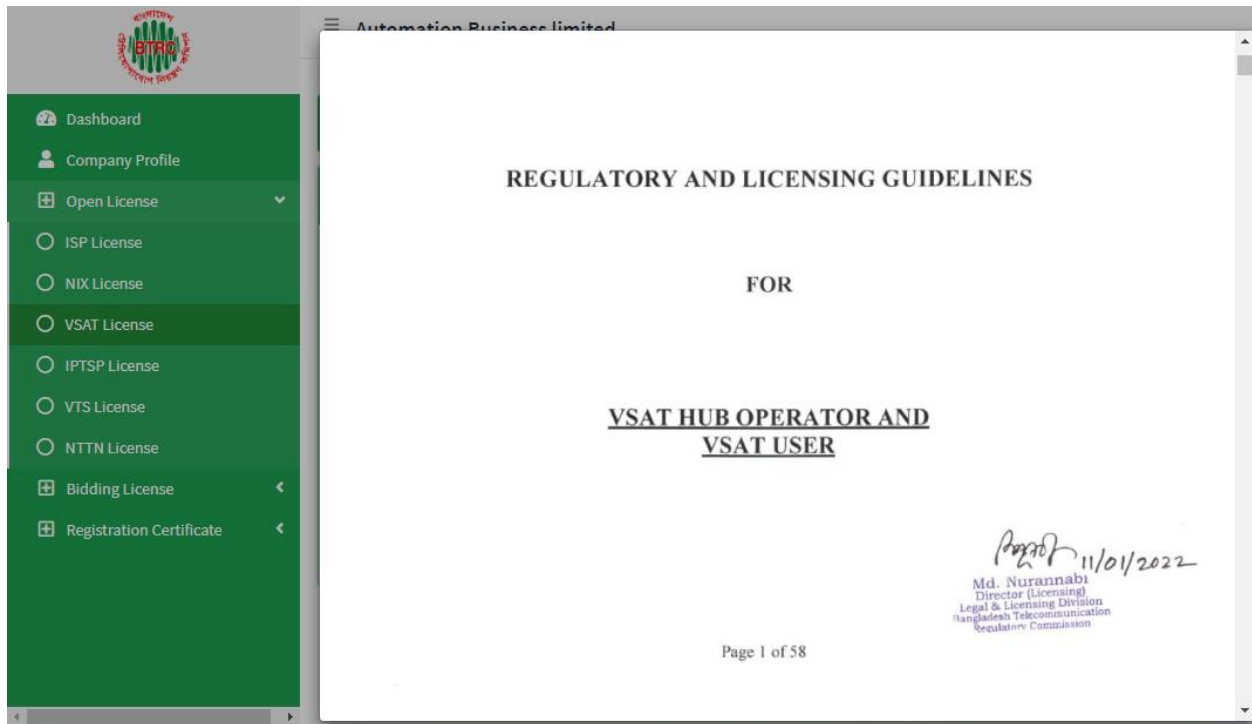
To log into the LIMS system, visit the link <https://lims.btrc.gov.bd/>. For using BTRC LIMS Portal user has to Log in/ Sign up. In that case LIMS Log in/ Sign up usage guidelines can be followed.

## Application for IPTSP License Issue:

After logging in, click on the VSAT License Issue submenu from the Open License menu of BTRC License Service. After clicking on VSAT License Issue, the following page will appear.

The screenshot displays the user interface for the LIMS system. At the top, there is a header with the BTRC logo, the text 'Automation Business limited', and the user's name 'Rubyat Jesmin Shammi'. Below the header, there are four main navigation buttons: 'Issue', 'Renew', 'Amendment', and 'Surrender'. The 'Issue' button is selected. Underneath, there is a section titled 'Application for VSAT License'. This section includes a search bar, a dropdown menu set to 'VSAT License Renew', and a table. The table has columns for 'Tracking no', 'Current desk', 'Process type', 'Reference data', 'License No', 'Status', 'Modified', and 'Action'. The table is currently empty, displaying 'No data available in table'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- If you click on the issue button on the above page, the guideline will appear.
- Following the guideline, we have to submit the information accordingly. Guideline are given on the following page.



I have read the guidelines for this License/Certificate.

- After reading the full guideline then click on the “I have read the guidelines for this License/certificate” then click on Next button. After clicking the Next button, the following form will be displayed. Fill the required information according to the field of this form.



**Automation Business limited**

- Dashboard
- Company Profile
- Open License
  - ISP License
  - NIX License
  - VSAT License
  - IPTSP License
  - VTS License
  - NTTN License
- Bidding License
- Registration Certificate

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Rubyat Jesmin Shammil

### Application for VSAT-HUB Operator/ VSAT User License/ VSAT RT User License Issue

- 1. Basic Information
- 2. VSAT Information
- 3. Attachment & Declaration
- 4. Payment & Submit

**VSAT License Information**

License Categories \*  Origin or Satellite Type \*

**Company/Organization Information**

Company/ Organization Name  Company Type \*

**Registered Office Address**

District \*  Upazilla/Thana \*

Address \*

**permanent office address**

District \*  Upazilla/Thana \*

Address \*

**Applicant Profile**

Name of Applicant \*  Mobile Number \*

Telephone No \*  Email \*

District \*  Upazilla/Thana \*

Address \*  Website

**Shareholder/ Partner/ Proprietor Information**

Total No. of Share \*  Total Share Value \*

**Shareholder/ Partner/ Proprietor Details**

Name \*  Image \*  No file chosen  
(File Format: \*.jpg, \*.jpeg, \*.png | Width: 300PX, Height: 300PX | Max Size: 4 MB) You may update your image.

Designation \*

Email \*

Mobile Number \*  Date of Birth \*

% Of Share \*  Nationality \*

No. of Share \*  Share Value \*

Close Save as Draft Previous Next

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➤ Company/Organization Information will be filled with required information if Company Profile is updated.



- Registered Office Address will be filled with required information if Company Profile is updated.
- If Permanent Office Address Registered Office Address is the same then click on As Same as Registered Office. In this case, the necessary information will be filled. If not, the same fields must be filled.
- **Applicant Profile:** Applicant must add various personal details as required.
- **Contact Person:** Contact person also needs to add various personal details and must be added Person Image.

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### Application for VSAT-HUB Operator/ VSAT User License/ VSAT RT User License Issue

1. Basic Information | 2. VSAT Information | 3. Attachment & Declaration | 4. Payment & Submit

**Satellite Communication Service Provider Information**

SL No.	Service Provider Name	Service Details	Location	Action
1	<input type="text" value="Enter Service Provider Name"/>	<input type="text" value="Enter Service Details"/>	<input type="text" value="Enter Location"/>	<input type="button" value="+"/>

**VSAT Hub Operator Information**

SL .No	Place Name (Installed/Existing)	Geographical Location (Measured by Set)	Action
1	<input type="text" value="Place name(installed existing)"/>	<input type="text" value="Geographical Location (Measured by Set)"/>	<input type="button" value="+"/>

**List of Equipment for Monitoring**

SL No.	Equipment Name	Storage Capacity	Data	Action
1	<input type="text" value="Equipment Name"/>	<input type="text" value="Storage Capacity"/>	<input type="text" value="Data"/>	<input type="button" value="+"/>

Close | Save as Draft | Previous | Next

- fill up all required fields will be filled as per the instructions given by BTRC.
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



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Application for VSAT-HUB Operator/ VSAT User License/ VSAT RT User License Issue

1. Basic Information

2. VSAT Information

3. Attachment & Declaration

4. Payment & Submit

Required Documents for attachment

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. Has any Application for License of VSAT-HUB Operator been rejected before? \*  
 Yes  No
2. Has any Application for License of VSAT-HUB Operator been rejected before? \*  
 Yes  No
3. Do the Applicant(s) any Share Holder(s) Partners hold any other Operator from the Commission? \*  
 Yes  No
4. I hereby certify that I have carefully read the guidelines/terms and conditions, for the license and I undertake to comply with the terms and conditions therein.  
(Terms and Conditions of License Guidelines for VSAT-HUB Operator are available at [www.btrc.gov.bd](http://www.btrc.gov.bd))
5. I hereby certify that I have carefully read the section 36 of Bangladesh Telecommunication Regulation Act, 2001 and I am not disqualified from obtaining the license.
6. I understand that this application if found incomplete in any respect and or if found with conditional compliance shall be summarily rejected.
7. I understand that if at any time any information furnished for obtaining the license is found incorrect then the license if granted on the basis of such application shall deemed to be cancelled and shall be liable for action as per Bangladesh Telecommunication Regulation Act, 2001.

- **Declaration:** The required information must be filled.
- After filling up the above form, click Next button and the following form will get the option for payment.



**Payment:** The applicant will see the payment details along with his/her personal information and will have to click (✓) to agree to the terms and click the submit button.

**Application Submission Payment:** Payment can be made in two ways. Online Payment and Pay Order.

**Online Payment:** After clicking the submit button, the payment should be completed through Sonali Payment Gateway.

➤ Note: First time investors need to pay application fee which is mentioned. And when the application is processed from the director's desk then (Request for Payment) the Government Fee has to be paid according to the Investment Plan.

**Pay Order:** In Pay Order Information on the above page Pay Order Copy, Pay Order Number, Pay Order Date, Bank Name, Branch Name must be filled.

➤ I agree with Terms and Conditions must be selected.



After filling all the information and clicking the Submit button, the Preview Form will be available.

Application for VSAT-HUB Operator/ VSAT User License/ VSAT RT User License Issue Close

VSAT License Information

License Categories	VSAT User	Origin or Satellite Type	National Satellite
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Company/Organization Information

Company/ Organization Name	Automation Business limited	Company Type	Private Limited
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**Registered Office Address**

District	Bagerhat	Upazilla/Thana	Bagerhat Sadar
Address	II		

**parmanent office address**

District	Bagerhat	Upazilla/Thana	Bagerhat Sadar
Address	II		

Application Fee Payment

Payment Type	online_payment	pay_order	Online Payment	Pay Order
Contact name	Rubyat Jesmin Shhami	Contact email	rubyatshammiss@gmail.com	
Contact phone	01760448234	Contact address	Joypurhat	
Pay amount	10000	VAT on pay amount	1000	
Total Amount	11000			
Payment Status	Not Paid			

**Vat/ Tax and Transaction charge** is an approximate amount, those may vary based on the Sonali Bank system and those will be visible here after payment submission.

Terms and Conditions

I agree with the Terms and Conditions

Go Back
Payment

Check all the information on this page and click on the Payment button Application.

Submit and confirmation message will be sent to your phone and phone message and mail with Tracking Id.

### Some Application Information:





Automation Business limited Rubyat Jesmin Shammi

Issue Renew Amendment Surrender

Application for VSAT License

List Favourite Search VSAT License Issue

Show 25 entries Search:

Tracking no	Current desk	Process type	Reference data	License No	Status	Modified	Action
☆ VSAT-20230810-0000001	Chairman	VSAT License Issue	Applicant Name: Rubyat Jesmin Shammi, Company Name: Automation Business limited, Email: rubyatshammiss@gmail.com, Phone: 01760448234,		Submitted	6 seconds ago	Open

Showing 1 to 1 of 1 entries Previous 1 Next

- Click Open button from Application for VSAT License Issue.
- After clicking the Open button, the following window will appear.

Automation Business limited Rubyat Jesmin Shammi

Application status Payment information

Tracking no. : VSAT-20230810-0000001 Current desk : Chairman  
Date of submission : 10.08.2023

Download as PDF

Company/Organization Information

Company / Organization : Automation Business limited Company Type : Private Limited  
Name

Registered Office Address

District : Bagerhat Upazila / Thana : Bagerhat Sadar  
Address : ll

- Application Status, Payment information, Application Download as PDF, buttons will be available in this window.
  - **Application Status:** Application Status can be seen here.
  - **Payment information:** Clicking the button will show the payment information of the applicant.
- Download as PDF:** By clicking the button, the applicant can download the PDF form of the application.