

**Guidelines for Renewal of GOC at WPC - NEW DELHI**  
**(for Licenses issued from September 1997 to December 2006)**

On the expiry of the initial period of the validity of license it may be renewed for a further period of **TWENTY Years** at a time. Holder of the license can apply for renewal within **12 months** (One Year) before the date of expiry of the period of license, except as provided in **rule 8A**.

**CHECK LIST FOR RENEWAL**

- a. Renewal Application Form C.O.P - 23 ([Click to Download](#))
- b. Attested copy of Continuous Discharge Certificate (CDC) or Company Experience Certificate in original (6 months of last 5 years) or renewal by test as per order in force.
- c. Photocopy of GOC booklet and GOC Renewal Certificate.
- d. Renewal fees, to be paid only by online through Non-Tax Receipt Portal (NTRP) (<https://www.bharatkosh.gov.in/>) (Demand Draft is not accepted)
  - ☞ Option-1: Pay Rs. 5000/ - for 20 years Certificate validity
  - ☞ Option-2: Pay Rs. 10,000/ - for Life Time Certificate validity

[Click here to download the Step-by-Step Procedure for Online Payment](#)

**Copies of all required documents should be attested by Gazetted Officers of State Governments or Central Government's service.**

The application to be sent by Registered Post and superscribed as "**Renewal of GOC**" to  
THE ASSISTANT WIRELESS ADVISER TO THE GOVT. OF INDIA,  
MINISTRY OF COMMUNICATIONS & IT,  
DoT, WPC-WING, COP SECTION,  
6<sup>TH</sup> FLOOR, SANCHAR BHAWAN,  
20, ASHOKA ROAD, NEW DELHI - 110001.

**Rule. 8.A : Additional fees for late renewal**

- (1) In case the holder of the license does not apply for renewal prior to the date of expiry of license as under sub-rule (2) of rule 8, he may apply for the renewal of license within a period of two years after the date of expiry of the license on payment of an additional fee at the rate of two percent of the renewal fee payable per month subject to a minimum of two hundred and fifty rupees (Rs.250/-) and if the delay in renewal is more than twelve months, then, the additional fees under this rule shall be compounded annually subject to condition that in such cases the license shall be renewed for a period of five years from the date of expiry of the license.
- (2) In case the holder of the license does not possess the requisite experience as laid down by sub-rule (2) of rule 8, or applies for renewal of license after two years from the expiry of license, he shall be required to pass Part II of the GMDSS examination held by the Central government in the Ministry of Communications & IT at various centers and in such case the validity of the license shall be five years commencing from the date of declaration of results of the said examination.