

SCHEDULE-1

APPLICATION FORM FOR PREMIES LICENSE FOR A CYBER CAFE

To,
The commissioner of police,
Athwalines, Surat.Gujarat.India.

Sub :- Application for the grant of premises/ performance license for Cyber Cafe
providing services of internet / intranet connectivity in a public place.

Sir,

I, _____ undersigned,
Shri/ Smt./ Kum. _____ Ownre/proprietor of Cyber Cafe (as
defined under section 2(9) of Bombay Police Act.1951, definition of public amusement) by name
_____ hereby apply for grant of premises license at
following address. The place belongs to me/ us taken on rent / is on lease/ leave and license. Details are
follows :-

1. Full Name of Applicant - Owner :
2. Address :
3. Telephone number(s) :
4. Fax :
5. E-mail :
6. Occupation :
7. Date of Birth :
8. Nationality :
9. Name of Cyber Cafe :
10. Address of Cyber Cafe (or it at :
more than one Location, of each
location; use separate sheet, if
necessary)
11. Other name, if any of the establishment :
12. Whether premises are owned, leased,
rented or taken on leave and license
by applicant-owner ? (Specify)

13. If on rental, lease or leave and license, period of tenancy / lease/ or license.
14. Approximate Sq. ft. area of premises
15. Telephone Numbers at the Cyber Cafe with the name and address of the telephone subscriber (use separate sheet if necessary)
16. Email address of the cyber cafe
17. Exact nature of activities at the cyber cafe (attach Separate sheet if require) (eg. Also serving Beverage and snacks, ect.)
18. Name and address of conductor or operator of Cyber Cafe if other than applicant-owner
19. Number of branches with address and telephone numbers
20. Whether a similar license has been applied for, it so, give details.

Copy of documents attached (tick all that are applicable)

1. shops & establishments license.
 2. Eating house license. (if applicable)
 3. grade License (if applicable)
 4. copy of partnership deed, if partnership fir.
 5. rent receipt, if the place is on tent/ rent.
 6. Tax assessment / paid receipts
 7. Owner of the Cyber Face has of ensure that no dangerous . harmful electrical appliances are fitted in the Cyber Cafe
 8. Documents for fire safety equipment installed and its maintenance
 9. Bill of telephone (s) installed in the cyber cafe.
 10. Details showing educational institution within a radius of 500 mtrs.
 11. Ownership document if the place is owned by the applicant.
 12. Copy of memorandum & article of association (if applicable)
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13. Certificate mentioning that the owner of the cyber cafe is the member of the Association.
The Association has to submit the detail list of the member of their Association with the memorandum of article.
 14. Certificate from the ISP regarding particular of ISP connection including user name and allocation of static(fixed) IP address. This has to be (regularly maintained in the logbook maintained in the cyber cafe) by the cyber cafe owner.
 15. Certificate from the ISP that the applicant is allowed to share, resell distribute the ISP services in any manner.(if applicable)
 16. Full particulars of members of number of the machines installed, along with hardware configurations each client and server machine, all peripherals (list modem, scanners, webcams, micro phone and audio systems and Hard disk) with make and brand. The details are to be furnish with the form and then thereafter as and when it is changed the changes are to be maintained in the logbook of the cyber face by the cyber cafe owner.
 17. To prevent minors from viewing the pornographic sites they will be allowed only on the computers which are installed in open space. No cabins will be allowed in the cyber cafe and the height of the partition should not be more then 2.5 feet from the top of the screen.

18. Particulars of internal networking computer and other particulars and the site map of the network along with Ethernet addresses.

19. Particulars of hardware / Software Engineer / Consultant.

Copies of above documents are attached herewith.

If any other documents are required the same will be submitted as soon as we are informed.

Thanking you,

Yours faithfully,

SCHEDULE - II
PROFORMA UNDERTAKING
(on appropriate amount of stamp paper (Rs. 100))

I _____ S/o _____ an adult Indian
Inhabitant, aged _____ Yrs. residing at _____ do here solemnly affirm and state as
follows :

A. I say that I am the Sole Owner of _____ Situated at postal
address _____

B. I say that I have familiarized my self with the laws and regulation in force which concern the operation
of my Cyber Cafe and accordingly I hereby give the following undertaking.

- (1) That I shall permit use of the Cyber Cafe only against production of a suitable Photo ID Card (like
Driving License, Election Photo) (II) Card Passport Pan Card, Other authorized of illegal activity
take place within the said premises. In case of minors they will be allowed only after producing a
certificate from school/ college and ID if his / her parent.
- (2) That if it comes to my knowledge that a person is viewing some illegal / unauthorized / terrorist
related sites then I will inform the police about it.
- (3) That I will obtain the premises license as prescribed by the Commissioner of the Police, Surat City
and act accordingly.
- (4) That I will ensure that minor will be allowed only on the machine which are installed in the open
space and will not provide any partition for them. If it is not possible then they will be allowed on
the machines which are close to and are under the direct supervision of the owner of the cyber cafe.
- (5) That I will extend full co-operation to the police by immediately providing them will all records /
documents and when called upon to do so (for the officer no : below the rank or PSI will visit the
cyber cafe.
- (6) That I will maintain the details in the logbook at the cyber cafe about the particulars of any changes
in the data storage media (eg. Hard disks, tape drives, zip drives, JAZ drive, CD/DVD RW and
other similar hardware for storage media) made.
- (7) That I will maintain the details of the customers as per the prescribed format (Date, Name of the
Customer, Address, email address, telephone / mobile number, Type of ID, in time, out time)
- (8) That I will ensure that no cabins are allowed in the cyber cafe.

Solemnly affirm at Surat This _____ Day of _____ 201...

Identified by me,

M.G. Tailor (advocate)

SCHEDULE - III
Format for Register

Sr. No.	Computer Number	User's Name, Age, Sex, Address, Telephone, Number & E-mail Address	Signature	In Time	Out Time	Details of Identify	Issue by Identify	

- Notes 1. Said details are to filled by the user/client of the cyber cafe.
2. The said register is to be maintained for last three years.

By order and in the name of the Governor of Gujarat,

VICTOR MECWAN
Under Secretary of Government
Department of Science & Technology