

SCHEDULE-I

APPLICATION FORM FOR PREMISES LICENSE FOR A BROWSING CENTRE

From

To

The Commissioner of Police,
Greater Chennai.

Sub: Application for the grant of premises/performance license for
Browsing centre providing services of internet/internet
connectivity in a public place.

Sir,

I, _____ the
undersigned, Shri/Smt./Kum

Owner/Proprietor of Browsing centre (as defined under Sec -34 (1) of
the Tamil Nadu City Police Act, 1888) definition of public place, by
name

hereby apply for grant of premises license at the following address. The
place belongs to me/us taken on rent/is on lease/leave and license.

Details are as 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 Browsing centre
10. Address of Browsing Centre (or, if 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 lease and license by applicant-owner? (Specify)
13. If on rental, lease or leave and license, period of tenancy/lease/license.
14. Approximate Sq.ft. area of premises
15. Telephone numbers at the browsing centre with the name and address of the telephone subscriber (use separate sheet if necessary)
16. E-mail address of the browsing centre
17. Exact nature of activities at the browsing centre, (attach separate sheet if required) (eg. Also serving Beverage and snacks, etc.)
18. Name and address of conductor or operator of Browsing centre if other than applicant-owner
19. Number of branches with address and telephone numbers
20. Whether a similar license has been applied for, if so, give details.

Copies of documents attached (tick all that are applicable)

- i. Shops & Establishments License
- ii. Eating house license (if applicable)
- iii. Grade License (if applicable)
- iv. Copy of partnership deed, if partnership firm
- v. Rent Receipt, if the place is on rent/lease
- vi. Tax assessment/paid receipts
- vii. Owner of the Browsing centre has to ensure that no dangerous/harmful electrical appliances are fitted in the Browsing centre.
- viii. Document for fire safety equipment installed and its maintenance.
- ix. Bill of telephone(s) installed in the browsing centre.
- x. Ownership document if the place is owned by the applicant
- xi. Copy of memorandum & articles of association (if applicable)
- xii. Certificate mentioning that the owner of the browsing centre is the member of the Association. The Association has to submit the detailed list of the member of their Association with the Memorandum of Article.
- xiii. Certificate from the ISP regarding particulars 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 browsing centre) by the Browsing centre Owner.

- xiv. Certificate from the ISP that the Applicant is allowed to share, resell, distribute the ISP services in any matter(if applicable)
- xv. Full particulars of number of machines installed, along with hardware configurations of each client and server machine, all peripherals (list modems, scanners, web cams, microphones, audio systems and Hard-disk) with make and brand. The details are to be furnished 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 Browsing centre Owner.
- xvi. To prevent minors from viewing the pornographic sites they will be allowed only on the computers which are installed in open space, no closed cabins will be allowed in the browsing centre and the height of the partitions should not be more than 2.5 feet from the top of the screen.
- xvii. Particulars of internal networking computer and other peripherals and the site map of the network along with Ethernet addresses.
- xviii. 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 OF UNDERTAKING

(On appropriate amount of stamp paper)

I, _____ S/o, D/o, W/o
_____ an adult Indian inhabitant, aged _____
years residing at _____

do hereby solemnly affirm and state as follows:

A . I say that I am the sole proprietor/Partner/Owner of M/s
_____ situated at
postal address _____

B. I say that I have familiarized myself with the laws and regulations in force which concern the operation of my Browsing centre and accordingly I hereby give the following undertaking:-

1. That I shall permit use of Browsing centre only against production of a suitable photo ID Card (like Driving License, Election Photo ID Card, Passport, PAN Card, other authorized ID card, etc.). I shall ensure that no unauthorized or illegal activity takes place within the said premises. In case of minors they will be allowed only after producing a certificate from school/college and ID of his/her parents.
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 Police, Greater Chennai 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 browsing centre.
5. That I will extend full co-operation to the police by immediately providing them with all records/documents as and when called upon to do so. (for the officer not below the rank of Inspector of Police who is empowered to visit the browsing centre).
6. That I will maintain the details in the logbook at the browsing centre 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 number, Type of ID, in time out time)
8. That I will ensure that no closed cabins are allowed in the browsing centre.
9. That I will abide any instruction issued in public interest and order.

Solemnly affirmed at Before me.

Chennai, this -----Day of ----- 20-----

Identified by me.

Notary Public

SCHEDULE-III

Format for Browser Register

Sl. No.	Com puter No.	User's Name, Age, sex, address, Telephone No. & E-mail address	Signature	In time	Out time	Details of Identity	Issue of Identity	Remarks

Notes: 1. Said details are to be filled by the user/client of the browsing centre.

2. The said register is to be maintained for a minimum period of three calendar years.

Commissioner of Police,
Greater Chennai.