

RELIANCE JIO INFOCOMM LIMITED

<TRUECONNECT>

END USER GUIDE -CONSENT AND CONTENT TEMPLATE REGISTRATION (PE)



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1. ABOUT THE DOCUMENT

DOCUMENT HISTORY

Document Owner	Jio Platforms Limited
Version Number	1.3
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Softcopy Filename	Content and Consent Template Registration (PE)

2. INTRODUCTION

1) Consent:

"Consent" means any voluntary permission given by the customer to sender to receive commercial communication related to specific purpose, product, or service. Consent may be explicit or inferred. "Explicit consent" means such consent as has been verified directly from the Recipient in a robust and verifiable manner and recorded by Consent Registrar as defined under these regulations. "Inferred Consent" means any permission that can be reasonably inferred from the customer's conduct or the Relationship between the Recipient and the Sender

2) Consent templates:

means a template of content which is presented to the customer while acquiring his consent and clearly mentions purpose of the consent and details of sender.

3) Content Template:

a) For Transaction:

means a template of content registered by any sender with the access provider for sending transactional message, service message or transactional voice call, service call for the purpose of commercial communication and contains content which may be a combination of fixed part of content and variable part of content, where fixed part of content is that part of content which is common across all commercial communications sent to different recipients for same or similar subject; variable part of content is that part of content which may vary across commercial communications sent to different recipients for same or similar subject on account of information which is very specific to the particular transaction for a particular recipient or may vary on account of reference to date, time, place or unique reference number;

Eg: Message which contains One Time Password (OTP) and requires to complete a banking transaction initiated by the bank customer.

b) For Promotion

means a template of content registered by any sender with the access provider for sending promotional message or promotional voice call for commercial communication and contains content which is fixed content and common across all commercial communications sent to different recipients for same or similar subject;



c) For Service Inferred:

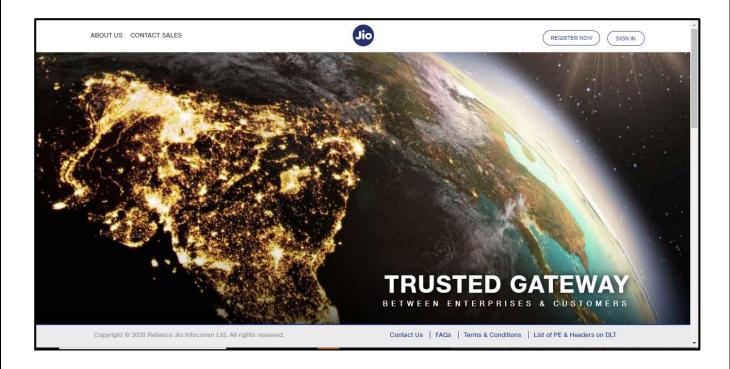
Informative SMS other than OTP will fall into the category of Service Implicit route. Using this route, important notifications regarding product and services such as purchase confirmation messages, order status, alerts, reminder SMS, etc. can be conveyed to the customers. Promotional SMS cannot be transmitted using the Service Implicit route.

- Confirmation messages of a net banking or a credit/debit transaction.
- Product purchase confirmation.
- delivery status of a parcel.
- OTP required for e-commerce website, app login, social media apps, KYC, etc.
- Messages from schools regarding attendance/transport.
- Messages from hospitals/clinics regarding appointment/discharge reports.
- Service messages from car workshops, gadget service centers.

d) For Service Explicit:

SMS sent to the registered customers after receiving their consent will come under the category of Service Explicit SMS. As an example, if a ICICI Bank customer has given consent to receive promotional offers from ICICI, then these SMS will be included in the Service Explicit category. If at any point of time, the customer withdraws and opt-out of receiving these texts, then the SMS will be considered Promotional.

TRUECONNECT - CONSENT AND CONTENT TEMPLATE REGISTRATION

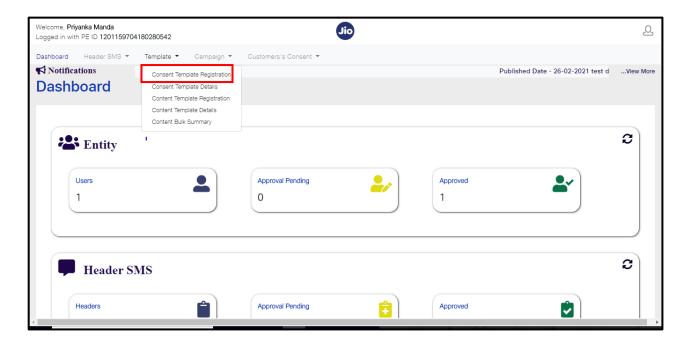




3. CONSENT TEMPLATE REGISTRATION

Step1: Login as principal entity using your user credentials

Step2: Click on "template" tab and select "consent template registration" option from the dropdown



Step3: Enter all the required Fields.

- 1) Template Name: name of the template to be registered
- 2) Brand Name: Brand name for which the consent is to be registered (Optional)
- 3) Template Content: template content Description

Error Messages received at the time of consent template registration:

- If you are trying to use a template name that has already been used, then you will receive an error message "Template name already exists". When you receive this error message, try using a different template name
- 2) If You use any objectional/restricted word in your content, then you will receive an error message "You are using the following restricted word(s) in your template content: XYZ. Please change the content. When you receive this error message, modify your content by removing the restricted words

Note: 1) Any commercial communication with inferred service/transactional content does not require a consent, hence, no consent template required for such messages

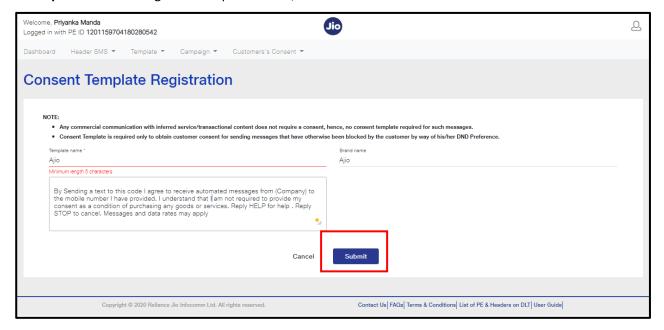
2) Consent Template is required only to obtain customer consent for sending messages that have otherwise been blocked by the customer by way of his/her DND Preference -

Example of consent template: "By sending a text to this code I agree to receive automated marketing text messages from (company) to the mobile number I have provided. I understand that I m not required

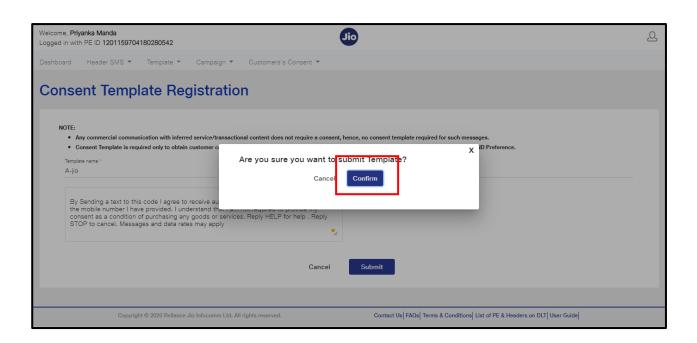


to provide my consent as a condition of purchasing any goods or services. Reply HELP for help. Reply STOP to cancel. Message and data rates may apply"

Step4: After entering all the required fields, click on submit Button

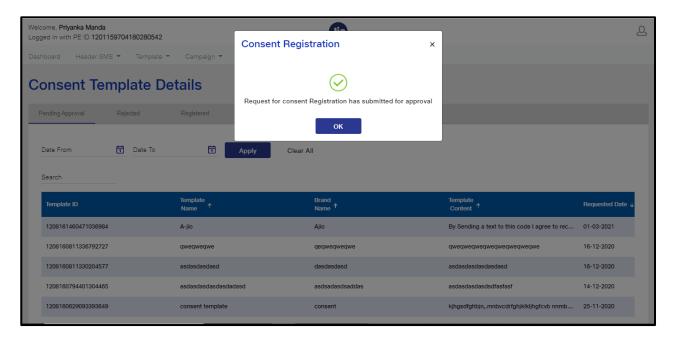


Step5: Click on confirm option



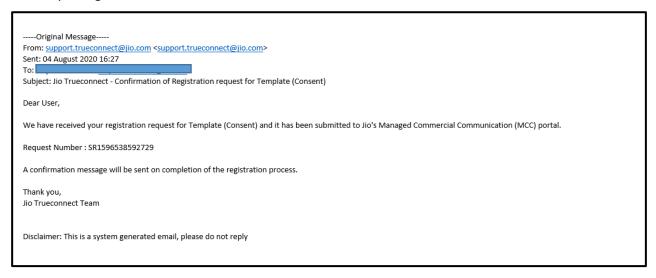
Step6: Your Request for Consent template registration will be Submitted Successfully





Step7: once your request for consent template registration is submitted successfully to the approver, you will receive a confirmation of registration through Email and SMS

Sample Registration Email:



once your consent template registration request is approved by the approver, you will receive confirmation mail and SMS on your registered Email id and Mobile Number



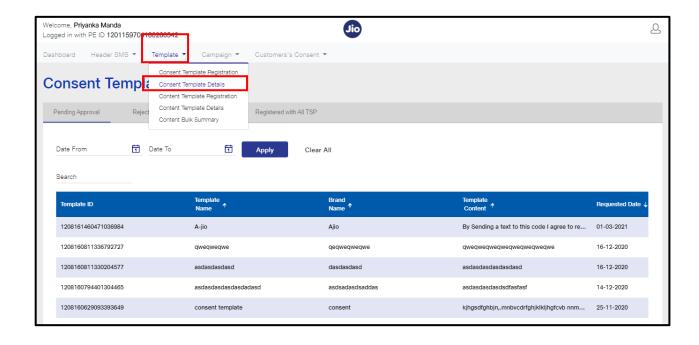
Sample Approval Email:



2.1 CONSENT TEMPLATE DETAILS

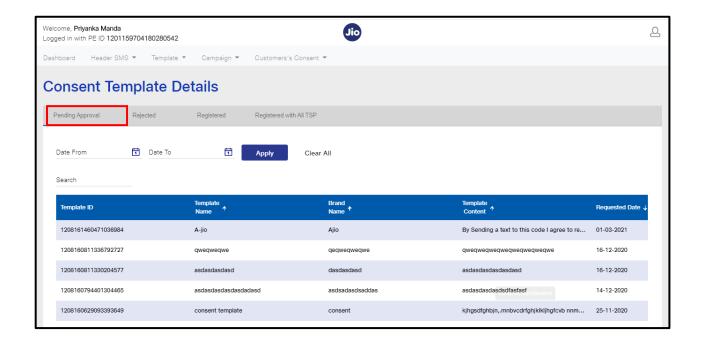
To view the details of your registered consent, follow the below steps

Step1: Click on "template" tab and select "consent template details" option from the dropdown





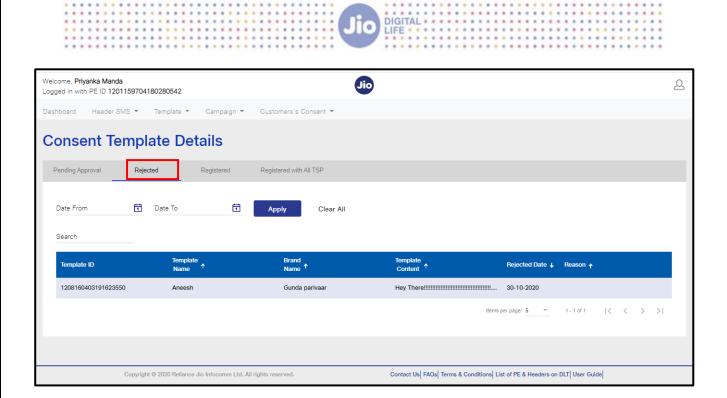
"Pending Approval" tab: This provide list of Consent Templates "Pending" for approval by the Registrar



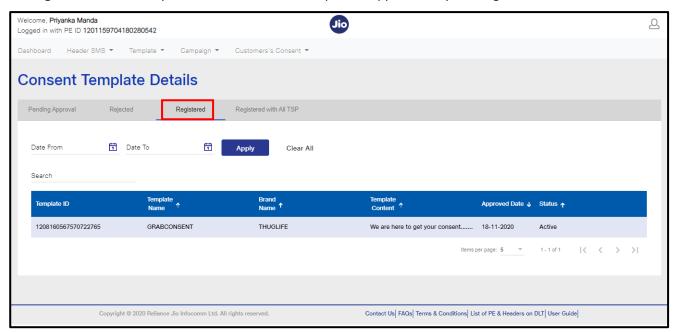
"Rejected" tab: This provide list of Consent Templates "Rejected" by the Registrar

The consent template registration request can be rejected by the approver due to the following Reasons

- 1) The Consent template already exists
- 2) The format of the consent template is invalid
- 3) The template is too long
- 4) The Consent template includes objectionable word(s)
- 5) There are too many variables in the template
- 6) The content is misleading
- 7) The Content matches with another Entity's template
- 8) Against SEBI policy
- 9) Look-alike with a government programs/initiatives etc

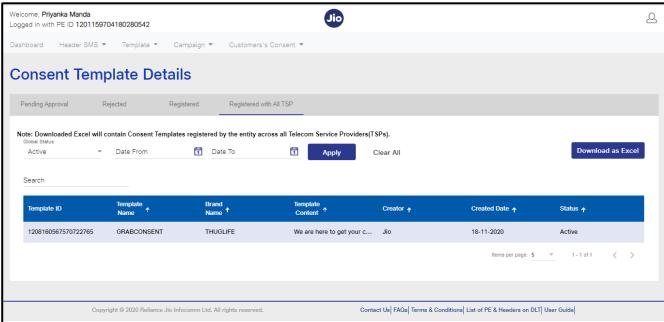


"Registered" tab: This provide list of Consent Templates "approved" by the Registrar

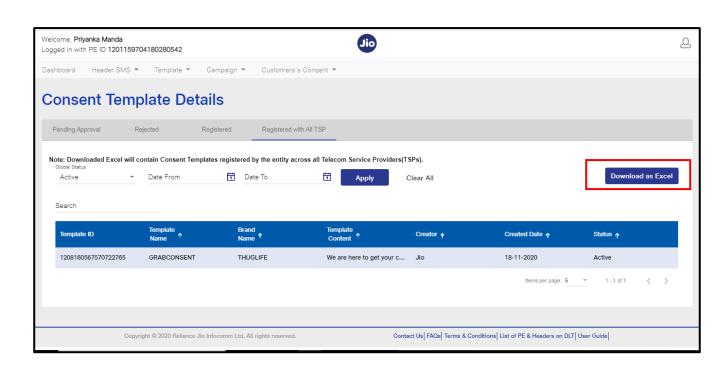


"Registered with All TSP": This Provides list of Consent Templates registered by the entity across all Telecom Service Providers (TSPs).





To Download the list in Excel Format, click on "Download as Excel" Option

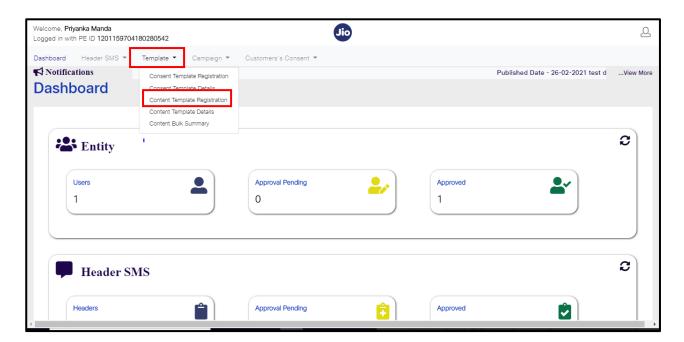




4. CONTENT TEMPLATE REGISTRATION

Step1: login as Principal Entity using your user credentials

Step2: Click on "template" tab and select "content template registration" option from the dropdown



Step3: Enter all the required Field

- 1) Category: Select the category of the content as below
 - 1. Banking/Insurance/Financial products/ credit cards.
 - 2. Real Estate.
 - 3. Education
 - 4. Health Ex
 - 5. Consumer goods and automobiles
 - 6. Communication/Broadcasting / Entertainment/IT
 - 7. Tourism and Leisure
 - 8. Food and Beverages
 - 1. Others Category that doesn't appear in 1-8
- 2) Type of Communication: Select Promotion/Service Explicit/Service Inferred/ Transaction.

Promotional message template:

Promotional message means commercial communication that can be sent to a mobile subscriber whose preferences are not set (not on DND). Or, any commercial communication that an enterprise can send to an intended Recipient after taking consent to send such messages.

Eg: Get XYZ Pro again for just ₹33/month or pick XYZ Plus upgrades tailored for you like the Unlimited XYZTunes Plan or the Ad-Free Music Plan for ₹25/month!

Transaction message template:



Transactional message means a message which contains One Time Password (OTP) and requires to complete a banking transaction initiated by the bank customer. This is applicable to all banks including national/ scheduled/ private/ Govt. and MNC banks.

Eg: 12345 is the OTP for your transaction & is valid till 1pm. IST for one transaction upto Rs. 1-XYZ Bank

Note: Type of communication "transaction" will only be available if the category type selected is "banking/insurance/financial products/credit cards"

Service Inferred message template:

Service Inferred: Any messages, arising out of customer's actions or his relationship with the Sender, that is not promotional, and is not in the interest of the customer to block such communications. These messages may or may not be triggered by a subscriber-initiated transaction and will not be blocked for subscribers who have otherwise blocked service messages also.

Refer samples below:

- o Confirmation messages of a net banking or a credit/debit transaction
- o Product purchase confirmation; delivery status of a parcel
- o OTP required for e-commerce website, app login, social media apps, KYC, etc.
- Messages from home operator; Messages from schools regarding attendance/transport
- Messages from hospitals/clinics regarding appointment/discharge reports
- Govt./TRAI/DoT mandated messages, advisories, messages from state Govt., LEAs, local authorities, traffic advisories, election commission, disaster management advisories
- Service messages from car workshops, gadget service centres
- Day-end/ month-end settlement alerts to securities/demat account holders

Service explicit message template:

Any service message which doesn't fall under the category of service message (Implicit) will be sent only against service explicit, digitally verified/verifiable consent that has been taken from the subscriber by the respective enterprise.

Eg: Welcome to XYZ App!. Your Subscription is now active till 1st May. Login now to play add free and download music offline!

3) Consent ID: Select the consent ID to be associated with the content template (Consent id Field is optional for promotional and Service Explicit Messages and not required for Service Inferred and transactional messages)

Note: All your Consent templates registered with Jio (TrueConnect) that are in active state will be displayed in the dropdown list

- 4) Template Type: Select SMS/VOICE
- 5) Content Template Name: Name of the template
- 6) Choose Header: choose header from the dropdown list to be associated with the content template **Note**: All your registered headers across all the TSP'S that are in active state will be displayed in the dropdown list.

More than one header can be selected from the dropdown

7) Template Content: Template of the content to be used for commercial communication

Note:



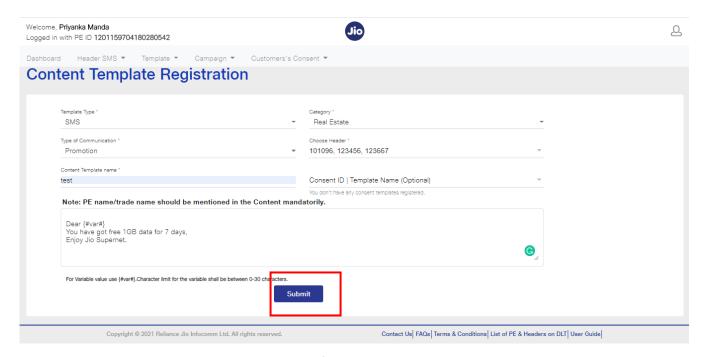
- 1. For variable values in the content use {#var#} without any space. It is to be noted that once template is approved, the allowed length of variable character while scrubbing the message, is between zero (0) to Thirty (30) characters."
- 2. promotional content in service explicit category messages will not be approved
- 3. Request you to review all your Service Explicit contents, and if they are promotional in nature, pls re-register them under promotional category.
- 4. The registrar shall be reviewing all previously approved content templates in service explicit category.
- 5. If observed promotional content in service explicit, the registrar shall blacklist/block/deactivate that particular content
- 6. It is mandatory to have brand name in all category of messages from 22nd April 2021 onwards. Any template requests without brand/entity/trade name will be summarily rejected.

Example of content template: Dear{#var#}, ← For Customer Name

You have got free 1GB/DAY data for 7 days

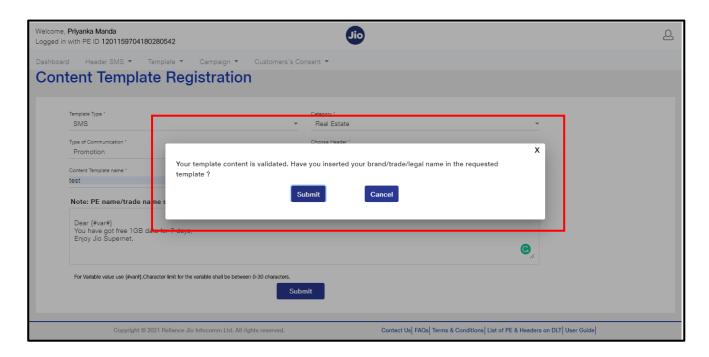
Enjoy Jio Super Net.

Step4: After entering all the required fields, click on submit Button



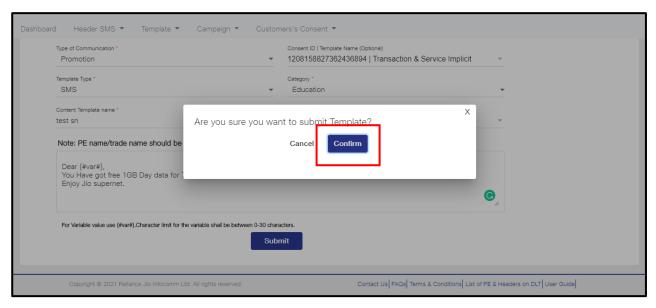
Step6: Your template content will be validated. If you have mentioned your brand name in the requested template, then click on submit button and if not then click on cancel button and mention your brand name in the template.





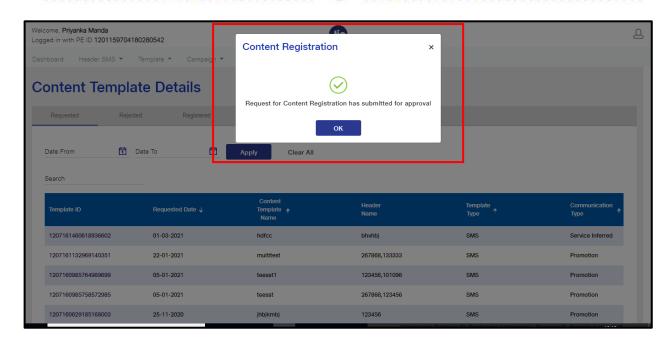
Validations at the time of content template registration:

- If you are trying to use a template name that has already been used, then you will receive an error message "Template name already exists". When you receive this error message, try using a different template name
- 2) If You use any objectional/restricted word in your content, then you will receive an error message "You are using the following restricted word(s) in your template content: XYZ. Please change the content. When you receive this error message, modify your content by removing the restricted words



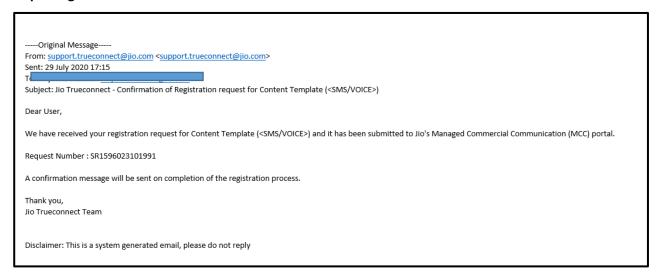
Step7: Once you click on confirm, your request for content template registration will be submitted successfully.





Once your registration request is successful, you will receive a confirmation through your registered email ID and SMS

Sample Registration Email:



Once the content template is approved by the approver, you will receive an approval SMS and now you can use the template for commercial communication



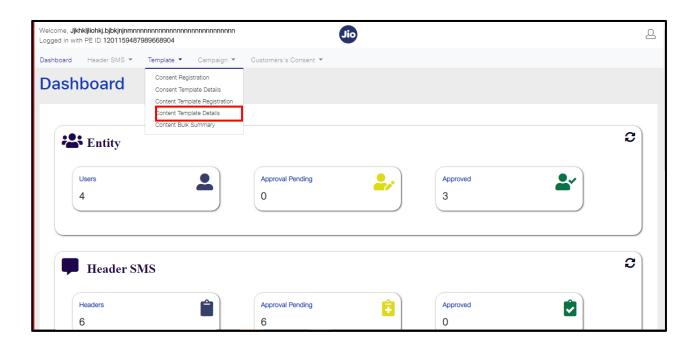
Sample Approval Email:



3.1 CONTENT TEMPLATE DETAILS

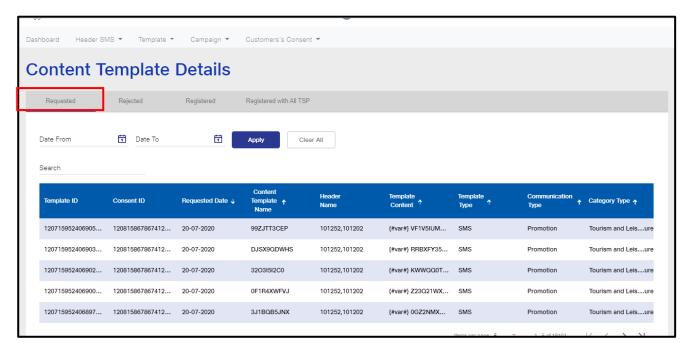
To view the details of your registered template, follow the below steps

Step1: Click on "template" tab and select "content template details" option from the dropdown

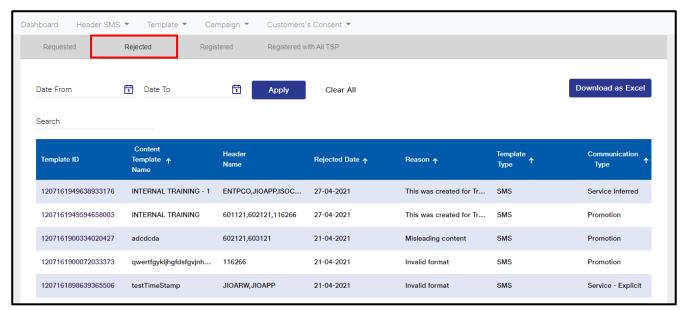


"Requested" tab, this provide list of Content Templates "Pending" for approval by the Registrar





"Rejected" tab, this provide list of Content Templates "Rejected" by the Registrar



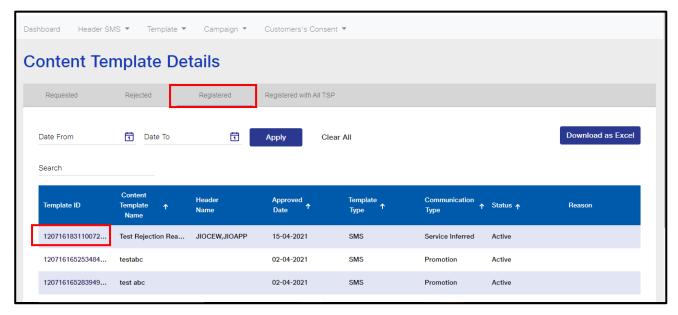
The content template registration request can be rejected by the approver due to the following Reasons

- 1) The Content template already exists
- 2) The format of the content template is invalid
- 3) The template is too long
- 4) The Content template includes objectionable word(s)
- 5) There are too many variables in the template
- 6) Where it appears to the Registrar that the variable character length in the content template may be more than the maximum allowed limit of Thirty (30) characters.
- 7) The content is misleading

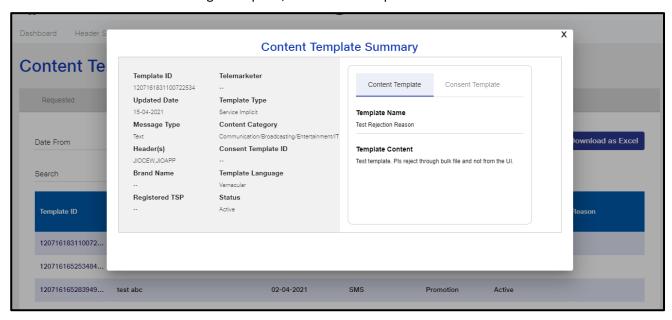


- 8) The Content matches with another Entity's template
- 9) Against SEBI policy
- 10) Look-alike with a government programs/initiatives etc

"Registered" tab, this provide list of Consent Templates "approved" by the Registrar

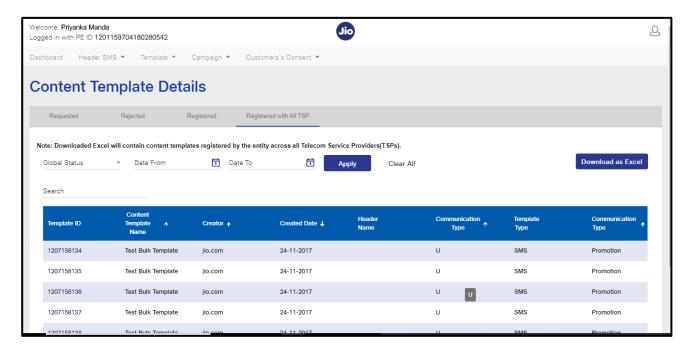


In order to view the details of single template, click on the template ID.

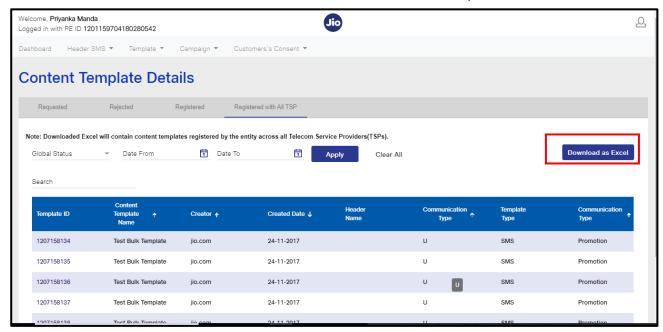




Registered with all TSP's: This Provides list of all the content templates registered by the entity across all Telecom Service Providers(TSPs).



In order to Download the list in Excel Format, click on "Download as Excel" Option



The list of all the templates registered by you across all the TSP will be available in the excel format



4	Α	В	С	D	E	F	G	Н	1	J	K	L	M	N
1 H	EADER	TEMPLATE_ID	TEMPLATE_NAME	CONSENT_ID	TEMPLATE_TYPE	CATEGORY	TEMPLATE_CONTENT	JIO_STATUS	REGISTERED_BY	VARIABLE_COUNT	APPROVAL_DATE			
2		1207158134	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
3		1207158135	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
4		1207158136	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
5		1207158137	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
6		1207158138	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
7		1207158139	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
8		1207158140	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
9		1207158141	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
10		1207158142	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
11		1207158143	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
12		1207158144	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
13		1207158145	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
14		1207158146	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
15		1207158147	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
16		1207158148	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
17		1207158149	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
18		1207158150	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
19		1207158151	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
20		1207158152	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
21		1207158153	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
22		1207158154	Test Bulk Template		Promotional	Banking/Insur	Dear Subscriber, This is	Active	JIO	0	23-11-2017			
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Need More Help?

If u need any further Help During the Content and consent Registration Process, you can reach out to our support team at $\underline{ \ \ \, Jio.ISOMCCSupport@ril.com}$



THANK YOU