

**User Manual**  
**For**  
**Application for Change Details for MSO**  
**Broadcast Seva**  
**Ministry of Information and Broadcast**

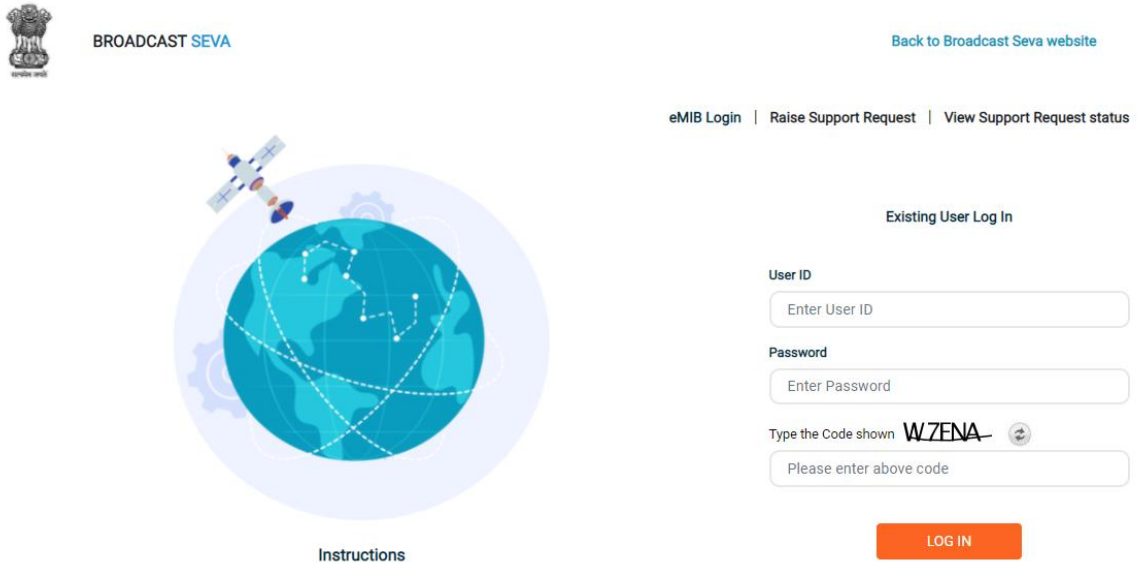
### **Service 1- Application form for Filling MSO Application**

Link for logging in the portal (UAT Environment):

<https://alb-uat-prtweb-589507420.ap-south-1.elb.amazonaws.com/digigov-portal-web-app/>

Applicant Login:

1. Existing user will login in below screen:



2. On logging in, with credentials- left corner denotes menu where:

- a) Applicant can start the process to Change Details of MSO.
  - b) Applicant can view the status of his existing applications (Grid).
  - c) Applicant can view status for his grant for request from Change Details of MSO Grid.
3. On clicking on- 'View/Update MSO Application' ->See the Action column-> User can click on that request where " Submit Change Request" link is enabled and then user can able to file request for Change Details of MSO.

S. No.	Application Number	Application Date and Time	Application Status	Action	MSO Operationalization
1	AS/NEW-REQUEST/28092021/102849	28-09-2021 21:47:39	Approved	<a href="#">Download Certificate</a> <a href="#">Submit Change Request</a>	<a href="#">Application for MSO Operationalize</a>
2	AS/NEW-REQUEST/14092021/102845	14-09-2021 14:34:56	Pending	<a href="#">View</a>	--
3	AS/NEW-REQUEST/12092021/102787	12-09-2021 12:56:06	Sent Back To Applicant	<a href="#">Update</a>	--
4	AS/NEW-REQUEST/06092021/102761	06-09-2021 11:46:04	Approved	<a href="#">Download Certificate</a> <a href="#">Submit Change Request</a>	<a href="#">Application for MSO Operationalize</a>
5	AS/NEW-REQUEST/25082021/102683	25-08-2021 15:31:53	Pending	<a href="#">View</a>	--
6	AS/NEW-REQUEST/27042021/100902	11-08-2021 02:31:20	Pending	<a href="#">View</a>	--
7	AS/NEW-REQUEST/11082021/102668	11-08-2021 01:03:00	Status Awaited	<a href="#">View</a>	<a href="#">Application for MSO Operationalize</a>
8	AS/NEW-REQUEST/10082021/1005	10-08-2021 23:42:55	Pending	<a href="#">View</a>	--
9	AS/NEW-REQUEST/10082021/1004	10-08-2021 23:17:44	Approved	<a href="#">Download Certificate</a> <a href="#">Submit Change Request</a>	<a href="#">Application for MSO Operationalize</a>
10	AS/NEW-REQUEST/10082021/1003	10-08-2021 23:02:12	Rejected	<a href="#">View</a>	--

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Home | Service

Filing Application for MSO

Company User Applicant upload

### Company Details

Select the details to be changed

Name and address of the Company     Joining and leaving directors     Share holding pattern

Save & Next

### Select the details to be changed

Name and address of the Company     Joining and leaving directors     Share holding pattern

### Name and address of the Company

Name Of the Company \*

XCZXCZXCZXC

### Existing Residential Address

a) Line 1*	b) Line 2
asdas	dasdas
c) Country*	d) State/UT
India	Jharkhand
e) District*	f) City/Town/Village*
BAKUL	asdas

**New Residential  
Address**

a) Line 1*	b) Line 2
<input type="text"/>	<input type="text"/>
c) Country*	d) State/UT*
<input type="text" value="India"/>	<input type="text" value="--- Select ---"/>
e) District*	f) City/Town/Village*
<input type="text" value="--- Select ---"/>	<input type="text"/>
g) Taluka/Tehsil*	h) PIN Code*
<input type="text"/>	<input type="text"/>
i) Mobile Number/ Landline with Code	
<input type="text"/>	<input type="text"/>

**Change in Director Details:**

- This form is divided into 2 tabs- Each tab has both mandatory and non-mandatory fields.
- Applicant have three type of changes and applicant can fill changes details as required on selection of any type of change like Name & Address/ Change in Directors details and Change in Shared Holder details.
- At the end of each tab there is an option for – ‘Save and Next’.
- User can save and then continue filling application at a later date or time.

**Name and Address of Company Type screens:**

Select the details to be changed

- Name and address of the Company
- Joining and leaving directors
- Share holding pattern

Name and address of the Company

Name Of the Company \*

XCZXCZXCZXC

Existing Residential Address

a) Line 1\*

asdas

b) Line 2

dasdas

c) Country\*

India

d) State/UT

Jharkhand

e) District\*

f) City/Town/Village\*

e) District\*

PAKUR

f) City/Town/Village\*

asdas

g) Taluka/Tehsil\*

asdas

h) PIN Code\*

234234

i) Mobile Number/ Landline with Code

234

2342424

New Residential Address

a) Line 1\*

b) Line 2

c) Country\*

India

d) State/UT\*

--- Select ---

<p>a) Line 1*</p> <input type="text"/>	<p>b) Line 2</p> <input type="text"/>
<p>c) Country*</p> <div style="border: 1px solid #ccc; padding: 2px;">India</div>	<p>d) State/UT*</p> <div style="border: 1px solid #ccc; padding: 2px;">--- Select ---</div>
<p>e) District*</p> <div style="border: 1px solid #ccc; padding: 2px;">--- Select ---</div>	<p>f) City/Town/Village*</p> <input type="text"/>
<p>g) Taluka/Tehsil*</p> <input type="text"/>	<p>h) PIN Code*</p> <input type="text"/>
<p>i) Mobile Number/ Landline with Code</p> <div style="display: flex; gap: 10px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> </div>	

Save & Next

**Change Details of Directors:**

Select the details to be changed

Name and address of the Company
 Joining and leaving directors
 Share holding pattern

Directors

Leaving
 Joining

Existing Director Details	Existing Director Details
Director Details Director 1 : <span style="color: blue;">sfsdfsdfs</span>	Select <input type="checkbox"/> <span style="color: blue;">sfsdfsdfs</span>

Directors Details

Salutation	Name of Director *	Director Identification Number (DIN) *
<div style="border: 1px solid #ccc; padding: 2px;">Mr</div>	<input style="width: 90%;" type="text" value="Name of Director"/>	<input style="width: 90%;" type="text" value="Director Identification Number (DIN)"/>
Gender *		Date Of Birth *
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender		<input style="border: 1px solid #ccc;" type="text" value="Date Of Birth"/>
Is he/she citizen of India? *		

Choose File No File Uploaded

Date Of Birth Document\*

( Max Size:40 MB | Allowed Type:PDF | Max Files:1 )

Choose File No File Uploaded

Address Proof Document\*

( Max Size:40 MB | Allowed Type:PDF | Max Files:1 )

**Residential Address**

a) Line 1\*

c) Country\*

India
▼

e) District\*

--- Select ---
▼

g) Taluka/Tehsil\*

i) Mobile Number/ Landline with Code

Select
▼

g) Taluka/Tehsil\*

i) Mobile Number/ Landline with Code

b) Line 2

d) State/UT\*

--- Select ---
▼

f) City/Town/Village\*

h) PIN Code\*

h) PIN Code\*

Add
Reset

Director Name	DIN	Address	DOB Document	Address Document	Action

Save & Next

Shareholder holder Change Details:



Company User Applicant upload

### Company Details

#### Select the details to be changed

- Name and address of the Company
- Joining and leaving directors
- Share holding pattern
- Joining

Save & Next

### ShareHolder Details

Type of Shareholder

Select

Add

Reset

Share Holder Type

Share Holder Name

Address

Certificate Of Incorporation

Action

Save & Next

### ShareHolder Details

Type of Shareholder

Individual

Salutation

Mr

Name of Individual: \*

Name of Individual:

Date Of Birth of Individuals \*

Date Of Birth of Individuals

Gender \*

Male  Female  Transgender

Is he/she citizen of India? \*

Yes  No

% of Shares held in the Applicant Company \*

% of Shares held in the Applicant Company

Email ID of Share Holding Company \*

Email ID of Share Holding Company

Mobile no. of Shareholder company \*

+91

Mobile no. of Shareholder company

**Residential  
Address**

a) Line 1*	b) Line 2
<input type="text"/>	<input type="text"/>
c) Country*	d) State/UT*
<input type="text" value="India"/>	<input type="text" value="--- Select ---"/>
e) District*	f) City/Town/Village*
<input type="text" value="--- Select ---"/>	<input type="text"/>
g) Taluka/Tehsil*	h) PIN Code*
<input type="text"/>	<input type="text"/>
i) Mobile Number/ Landline with Code	
<input type="text"/>	<input type="text"/>

g) Taluka/Tehsil*	h) PIN Code*			
<input type="text"/>	<input type="text"/>			
i) Mobile Number/ Landline with Code				
<input type="text"/>	<input type="text"/>			
<input type="button" value="Add"/> <input type="button" value="Reset"/>				
Share Holder Type	Share Holder Name	Address	Certificate Of Incorporation	Action

Screen will be change according to shareholder type

- 4. Applicant Upload screen will be display according to change type detail.

Company User **Applicant upload**

### Document Uploads

**Certificate of Incorporation \***

Certificate of Incorporation \*

Payment Receipt (1).pdf

**Copy of Articles of Association \***

Copy of Articles of Association required \*

Payment Receipt (1).pdf

**Copy of Memorandum of Association \***

Copy of Memorandum of Association \*

Payment Receipt (2).pdf

**PAN Card \***

PAN Card \*

Payment Receipt (2).pdf

Previous
Preview
Close

5. Applicant can see the Change Detail request status from “Grid for MSO Change detail”

Service > MSO-DAS > **Grid for MSO Change Details**

### Grid for MSO Change Details

Search:

S. No.	Application Number	Application Date and Time	Application Status	Action
1	MIB/MSO-CD/NEW-REQUEST/28092021/102863	28-09-2021 22:10:33	Approved	
2	MIB/MSO-CD/NEW-REQUEST/12092021/102792	12-09-2021 13:43:23	Approved	
3	MIB/MSO-CD/NEW-REQUEST/11082021/102671	11-08-2021 02:34:53	Pending	<a href="#">View</a>
4	MIB/MSO-DAS/NEW-REQUEST/10082021/1004	11-08-2021 01:28:41	Approved	
5	MIB/MSO-DAS/CHANGE-REQUEST/10082021/1002	11-08-2021 01:16:21	Approved	
6	MIB/MSO-DAS/CHANGE-REQUEST/10082021/1002	11-08-2021 00:58:02	Pending	<a href="#">View</a>
7	MIB/MSO-DAS/CHANGE-REQUEST/08102021/1001	11-08-2021 00:14:42	Approved	

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