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:



ROADCAST SEVA	Back to Broadcast Seva website
• 1	eMIB Login Raise Support Request View Support Request status
11000	Existing User Log In
	User ID
	Enter User ID
	Password
	Enter Password
	Type the Code shown
	Please enter above code

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

Broadca	cast Seva		User Manual for Change Details of MSO	
		BROAD	DCAST SEVA View Profile 2 Logout	
	MSO-		Home Services Website owned by The Ministry of Information and Broadcasting (MB) Designed, Developed and Hosted by TATA Consultancy Services	Feedback

- 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	Download Certificate Submit Change Request	Application for MSO Operationaliz
2	AS/NEW-REQUEST/14092021/102845	14-09-2021 14:34:56	Pending	View	
3	AS/NEW-REQUEST/12092021/102787	12-09-2021 12:56:06	Sent Back To Applicant	Update	
4	AS/NEW-REQUEST/06092021/102761	06-09-2021 11:46:04	Approved	Download Certificate Submit Change Request	Application for MSO Operationaliz
5	AS/NEW-REQUEST/25082021/102683	25-08-2021 15:31:53	Pending	View	
6	AS/NEW-REQUEST/27042021/100902	11-08-2021 02:31:20	Pending	View	
7	AS/NEW-REQUEST/11082021/102668	11-08-2021 01:03:00	Status Awaited	View	Application for MSO Operationaliz
8	AS/NEW-REQUEST/10082021/1005	10-08-2021 23:42:55	Pending	View	
9	AS/NEW-REQUEST/10082021/1004	10-08-2021 23:17:44	Approved	Download Certificate Submit Change Request	Application for MSO Operationaliz
10	AS/NEW-REQUEST/10082021/1003	10-08-2021 23:02:12	Rejected	View	
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		User Manual	or Change De	etails of MSO	
Home Service	Application for MSO				
Compar	ny User Applicant upload				
	Company Details				
	Select the details to b				
	Name and address of the Company	Joining and leaving direct	ors	Share holding pattern	
				Save	& Next
Select t	he details to be change	d			
		Joining and leaving directors		Share holding pattern	
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Broadcast Seva	User Manual for Change Details of MSO
New Residential Address	
a) Line 1*	b) Line 2
c) Country* India	d) State/UT*
e) District*	f) City/Town/Village*
g) Taluka/Tehsił*	h) PIN Code*
i) Mobile Number/ Landline with Cod	e

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:

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g) Taluka/Tehsil*		h) PIN Code*
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i) Mobile Number/ Landline with Co	ode	
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c) Country*		d) State/UT*

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a) Line 1*		b) Line 2	
	11		
c) Country*		d) State/UT*	
India	~	Select	
e) District*		f) City/Town/Village*	
Select	~		
g) Taluka/Tehsil*		h) PIN Code*	
i) Mobile Number/ Landline with Code			

Save & Next

Change Details of Directors:

Select the details to be changed							
Name and address	□ Name and address of the Company		ors	Share holding pattern			
Directors							
Leaving			Z Joining				
	Existing Director D	etails		Existing Director Details			
Director Details Director 1 : sfsdfsdf	fs		Select				
Directors	Details						
Salutation Name of Director *				Director Identification Number (DIN) *			
Mr	Name of Director			Director Identification Number (DIN)			
Gender *			Date Of Birth *				
○ Male ○ Female ○ T	ransgender		Date Of Birth				
Is he/she citizen of India	1? *						

Broadcast Seva User Manual for Change Details of MSO Choose File No File Uploaded Choose File No File Uploaded Date Of Birth Document* Address Proof Document* (Max Size:40 MB | Allowed Type:PDF | Max Files:1) (Max Size:40 MB | Allowed Type:PDF | Max Files:1) Residential Address a) Line 1* b) Line 2 c) Country* d) State/UT* India v --- Select ---~ e) District* f) City/Town/Village* --- Select ---× h) PIN Code* g) Taluka/Tehsil* Nabila Number/ Londing with Code 00000 h) PIN Code* g) Taluka/Tehsil* i) Mobile Number/ Landline with Code Director Name

Save & Next

Shareholder holder Change Details:

party User Applicant upload Company Details Select the details to be changed Meme and address of the Company I Johing and leaving directors Share Holder Details Type of Share Holder Name Address Certificate Of Incorporation Action Share Holder Type Share Holder Name Address Certificate Of Incorporation Action Share Holder Details per of Shareholder per of Shareholder per of
Select the details to be changed Image: I
Name and address of the Company Jolning and leaving directors If Share holding pattern Save & Next Save & Next Save of Share holder Details Add Reset Share Holder Type Share Holder Name Address Certificate Of Incorporation Action Save & Next Pre of Shareholder Save & Next ShareHolder Details Pre of Shareholder
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Mr Name of Individual: Date Of Birth of Individuals
der * Is he/she citizen of India? *
der * Is he/she citizen of India? * Iale O Female O Transgender © Yes O No
der * Is he/she citizen of India? * Iale O Female O Transgender © Yes O No i Shares held in the Applicant Company *
tation Name of Individual: * Date Of Birth of Individuals *
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c) Country*		d) State/UT	•	17
India		► Sele	ect	~
e) District*		f) City/Town	/Village*	
Select		~		
g) Taluka/Tehsil*		h) PIN Code	2* 	
i) Mobile Number/ Landline	a with Code			
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i) Mabila Number/ Lendline	with Code			
i) Mobile Number/ Landline	with Code			
	Add	Reset		
	Add			
Share Holder Type	Share Holder Name	Address	Certificate Of Incorporation	Action
Share Holder Type			Certificate Of Incorporation	Action
Share Holder Type				Action Save & Next
Share Holder Type	Share Holder Name	Address		
		Address		
	Share Holder Name	Address		

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company User Applicant upload	
Document Uploads	
Certificate of Incorporation *	Copy of Memorandum of Association *
Certificate of Incorporation *	Copy of Memorandum of Association *
Payment Receipt (1).pdf 👁	Payment Receipt (2),pdf ⊛
Copy of Articles of Association *	PAN Card *
Copy of Articles of Association required *	PAN Card *
Payment Receipt (1).pdf 👁	Payment Receipt (2).pdf 👁
Previous	Preview Close

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

				Search:			
S. No.	Application Number	¢	Application Date and Time	\$ Application Status	¢	Action	4
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		<u>View</u>	
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		View	
7	MIB/MSO-DAS/CHANGE-REQUEST/08102021/1001		11-08-2021 00:14:42	Approved			

Service > MSO-DAS > Grid for MSO Change Details