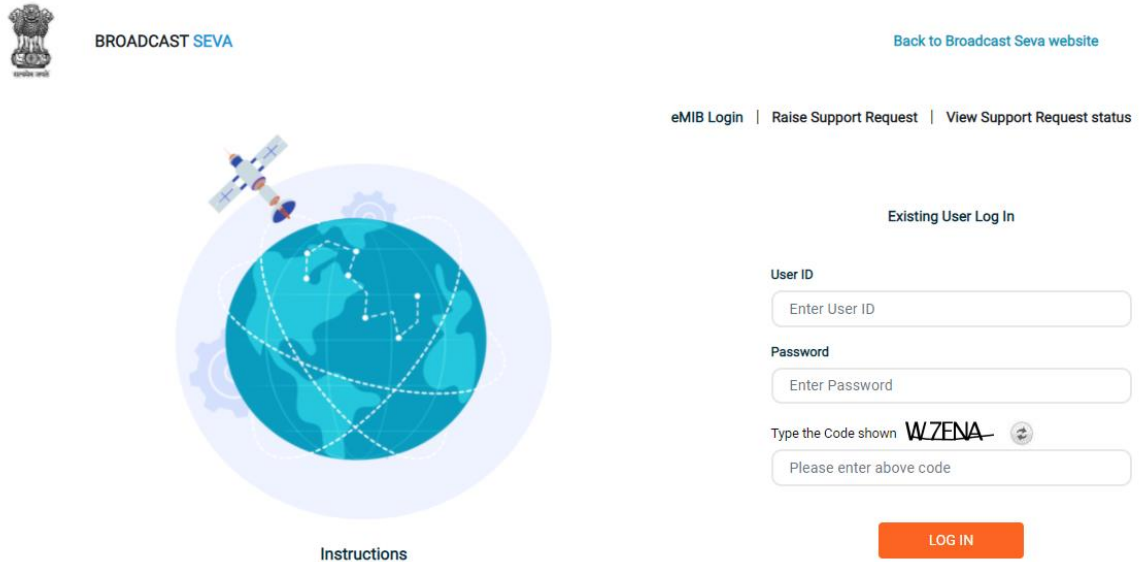


User Manual
For
Application for Merger/DeMerger/Amalgamation
Broadcast Seva
Ministry of Information and Broadcast

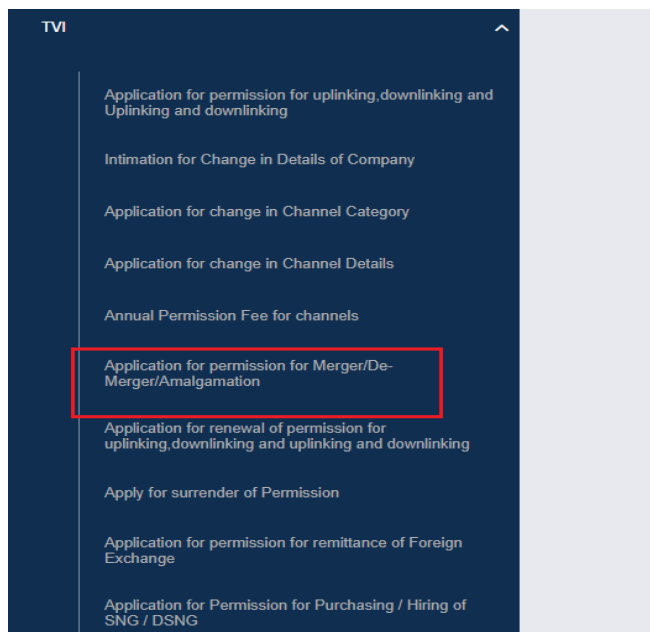
Service 6- Application for Merger/DeMerger/Amalgamation

Applicant Login:

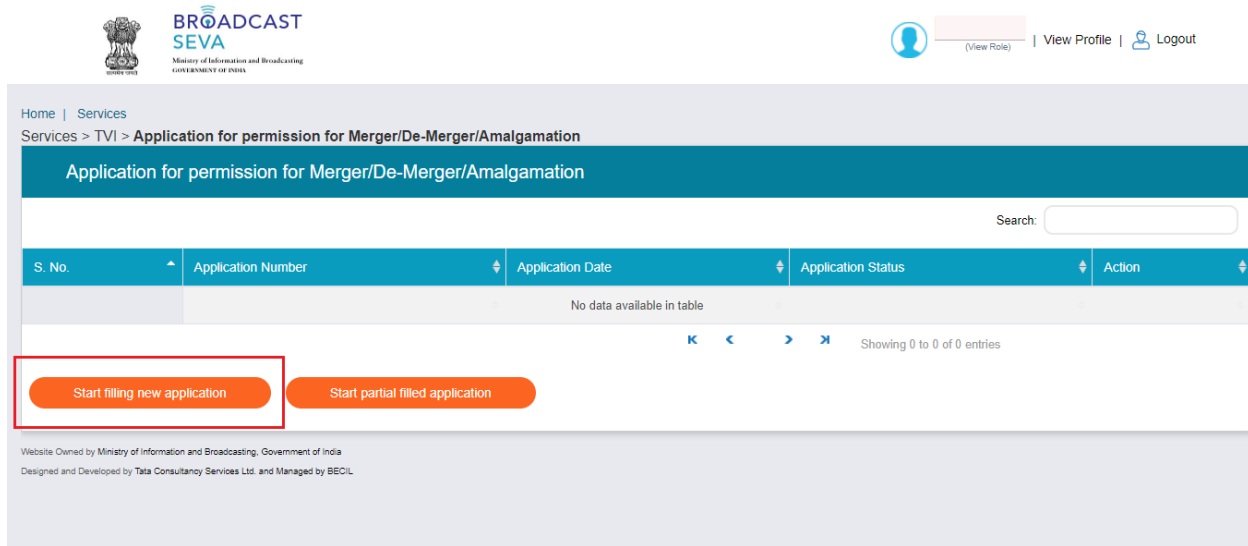
1. Existing user will login in below screen:



2. On logging in, with credentials- left corner denotes menu where TVI services are available. For Merger/DeMerger, User will select Application for permission for Merger/De-Merger/Amalgamation:

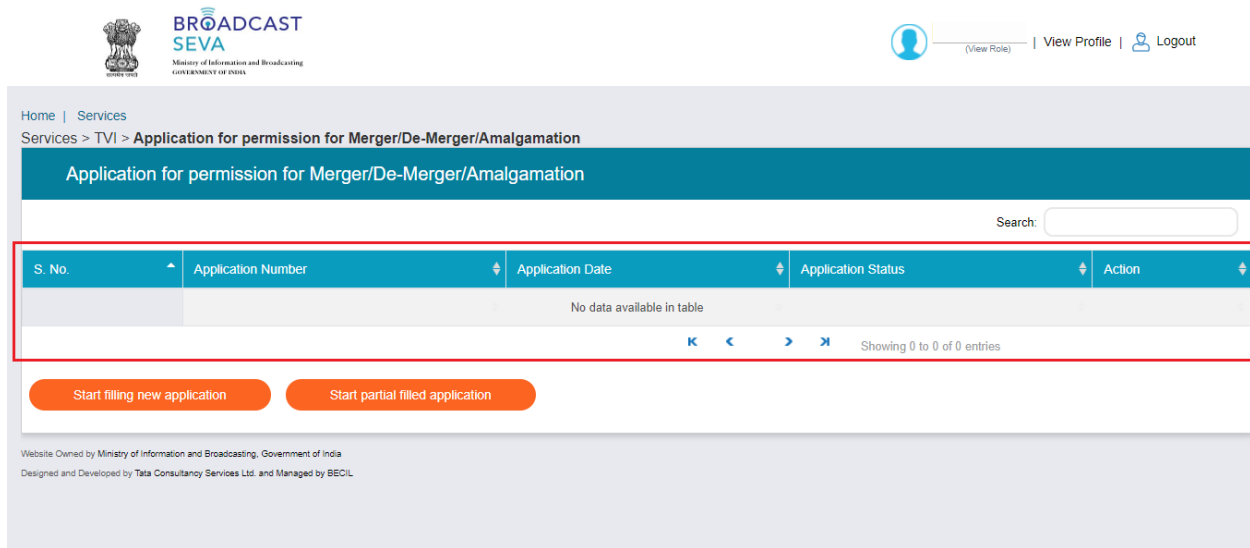


a) Applicant can start the process to get permission for merger/Demerger/Amalgamation.



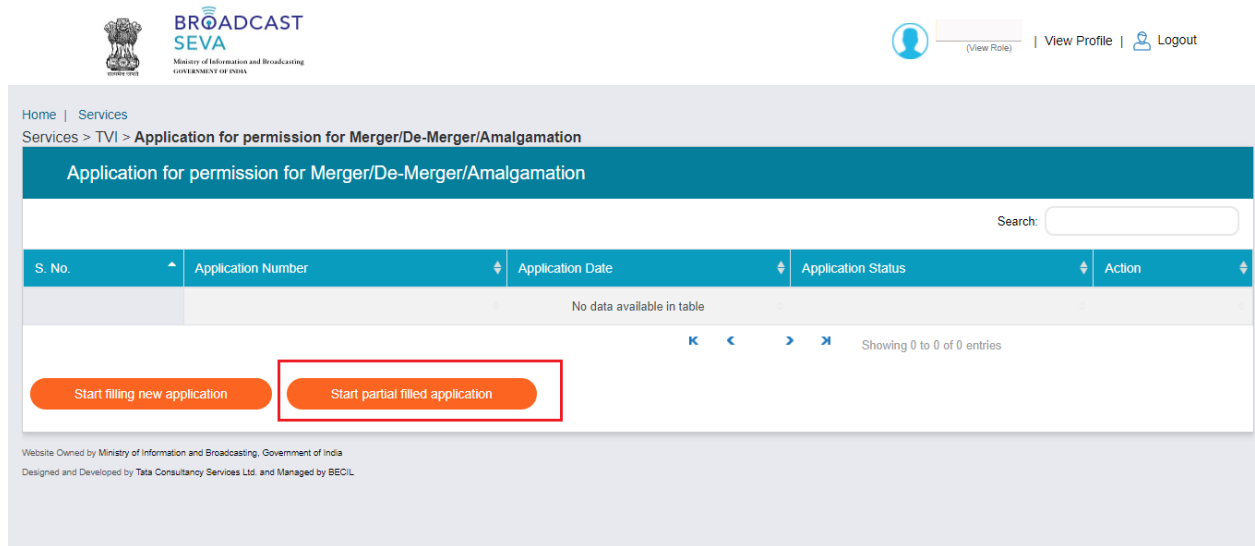
The screenshot shows the Broadcast Seva application interface. At the top left is the Government of India logo and the Broadcast Seva logo. At the top right is a user profile icon with a role name, and links for 'View Profile' and 'Logout'. Below the header, there is a breadcrumb trail: 'Home | Services' and 'Services > TVI > Application for permission for Merger/De-Merger/Amalgamation'. The main heading is 'Application for permission for Merger/De-Merger/Amalgamation'. Below this is a search bar. A table with columns 'S. No.', 'Application Number', 'Application Date', 'Application Status', and 'Action' is shown, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Two orange buttons are visible: 'Start filling new application' (highlighted with a red box) and 'Start partial filled application'. At the bottom, there is a footer with website ownership and development information.

b) Applicant can view the status of his existing/applied applications, which is sent to MIB.



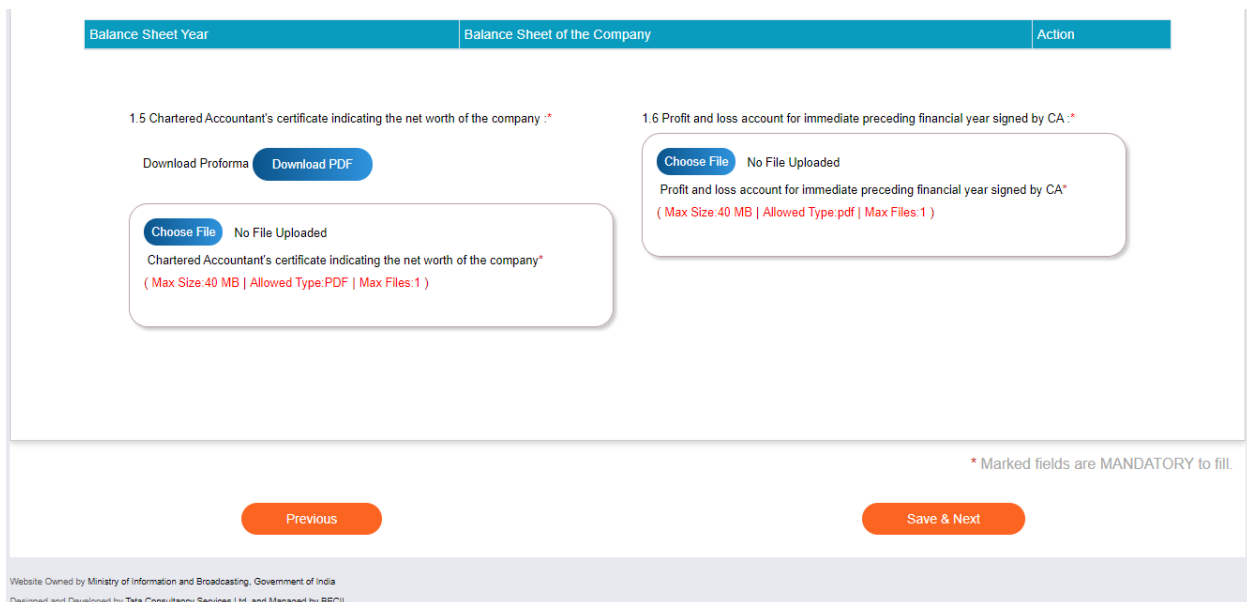
This screenshot is identical to the one for step a, showing the Broadcast Seva application interface. The 'Start filling new application' button is highlighted with a red box. The rest of the page, including the header, breadcrumb trail, search bar, table, and footer, is the same as in the previous screenshot.

c) Applicant can open partial filled save application and fill the application.



3. On clicking on- “Start filing new application” Button, user receives the application form for apply for Merger/DeMerger/Amalgamation:

- Application form is divided into 9 tabs. Each tab has both mandatory and non-mandatory fields.
- 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.



4. Sample application form:
 Tab 1: Applicant Tab
 Note:

Broadcast Seva

1. User will select permission of Channel, Teleport which are going to be moved into merged Company from Field 2. Permission proposed to transfer.
2. Multiple selection is allow through Ctrl+Shift Key.
3. The selected permission of channel, Teleport will visible in Field 4.5 Permission proposed to be transferred.

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

Applicant

1. Name of Applicant *

2. Permission proposed to be transferred *

3. Details of existing Permission Holder Company

3.1 Corporate Identification Number(CIN) *

4. Proposed Entity Details

4.1 Permission For *

4.2 Name of new Company Proposed *

4.3 Corporate Identification Number(CIN) *

4.4 Date of Incorporation *

4.5 Permission proposed to be transferred *

4.6 Registered Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

Broadcast Seva

g) Taluka/Tehsil

i) Landline Number with STD Code*

h) PIN Code*

4.7 Document Uploads in Respect of Proposed Company

1. Court order in respect of amalgamation scheme

[Choose File](#) No File Uploaded

Court order in respect of amalgamation scheme
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

2. Share holding and loan agreements

[Choose File](#) No File Uploaded

Share holding and loan agreement
(Max Size:40 MB | Allowed Type:pdf | Max Files:5)

3. RoC Certificate *

[Choose File](#) No File Uploaded

RoC Certificate*
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

4. Memorandum/Article of Association*

[Choose File](#) No File Uploaded

Memorandum/Article of Association*
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

5. Foreign Direct Investment(FDI) Approval,if any

[Choose File](#) No File Uploaded

FDI (Foreign Direct Investment) Approval
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

6. Affidavit Attachment *

Download Affidavit Proforma :

[Download PDF](#)

[Choose File](#) No File Uploaded

Affidavit Attachment*
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

7. The Latest due MGT-7 filled on MCA-21 Portal

[Choose File](#) No File Uploaded

The Latest due MGT-7 filled on MCA-21 Portal
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

Note: Please download proforma of affidavit. Please notarized it. After notarizing, signed it, upload scanned copy, and also send it through speed Post.

(* marked fields are MANDATORY to fill)

[Save & Next](#)

Tab 2: Net Worth Tab

Broadcast Seva

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

1. Net Worth Details

1.1 Last filing year : *

---Select Option---

1.2 Net Worth as declared by you : *

1.2 Net Worth as declared by you :

1.3 Balance Sheet Year :

---Select Option---

1.4 Balance Sheet of the company

[Choose File](#) No File Uploaded

Balance Sheet of the company
(Max Size:40 MB | Allowed Type:PDF | Max Files:1)

[Add](#) [Reset](#)

Balance Sheet Year	Balance Sheet of the Company	Action
1.5 Chartered Accountant's certificate indicating the net worth of the company :*	1.6 Profit and loss account for immediate preceding financial year signed by CA :*	

Download Proforma [Download PDF](#)

[Choose File](#) No File Uploaded

Chartered Accountant's certificate indicating the net worth of the company*
(Max Size:40 MB | Allowed Type:PDF | Max Files:1)

[Choose File](#) No File Uploaded

Profit and loss account for immediate preceding financial year signed by CA*
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

* Marked fields are MANDATORY to fill.

[Previous](#) [Save & Next](#)

Note: Add Button is used to add year wise Balance sheet Year.

Tab 3: Directors of proposed Company Tab

Broadcast Seva

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

Director details of Proposed Company

1. Enter the details of Directors of Proposed Company

1. Name of Director of Proposed Company *

---Select 1. Name

2. Date of Birth *

2. Date of Birth 

3. Does He/She has any Shares in the Company? *

Yes No

4. Director Identification Number (DIN)

4. Director Identification Number (DIN)

5. Is He/She citizen of India? *

Yes No

6. Date of Appointment *

6. Date of Appointment 

7. Email ID

7. Email ID

8. Telephone Number/Mobile Number

8. Telephone Number/Mobile Number

9. Does He/She has a valid passport? *

Yes No

10. PAN of the Director

10. PAN of the Director

10. Valid ID Proof *

[Choose File](#) No File Uploaded

Valid ID Proof*

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

11. Residential Address

Broadcast Seva

a) Line 1*

c) Country*

e) District*

g) Taluka/Tehsil

b) Line 2

d) State/UT*

f) City/Town/Village*

h) PIN Code*

Same as Residential Address

12. Permanent Address

a) Line 1*

c) Country*

e) District*

g) Taluka/Tehsil

b) Line 2

d) State/UT*

f) City/Town/Village*

h) PIN Code*

13. Official Address

a) Line 1*

b) Line 2

Broadcast Seva

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

14.1. Preventive detention proceedings (PSA / NSA etc) *
 Yes No

14.2 Criminal proceedings *
 Yes No

Director Name	Date of Birth	DIN	Email ID	PAN of the Director	Valid ID Proof	Action
(* marked fields are MANDATORY to fill)						

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Tab 4: Key Executives of Proposed Company Tab:

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

Key Executives details of Proposed Company

1. Enter the details of Key Executives of Proposed Company

1. Name of Executive of Proposed Company *

2. Date of Birth *

3. Does He/She has any Shares in the Company? *
 Yes No

4. Designation of the Key Executive *

5. Is He/She citizen of India? *
 Yes No

6. Date of Appointment *

7. Email ID *

8. Telephone Number/Mobile Number *

Broadcast Seva

9. Does He/She has a valid passport? *

Yes No

10. PAN of the Key Executive *

10. PAN of the Key Executive

11. Residential Address

a) Line 1*

b) Line 2

c) Country*

India

d) State/UT*

--- Select ---

e) District*

--- Select ---

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

Same as Residential Address

12. Permanent Address

a) Line 1*

b) Line 2

c) Country*

India

d) State/UT*

--- Select ---

e) District*

--- Select ---

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

13. Official Address

Broadcast Seva

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"/>

14.1. Preventive detention proceedings (PSA / NSA etc) *
 Yes No

14.2 Criminal proceedings *
 Yes No

Add

Reset

Note: 1. Add Button is used to add proposed key executive's record into table.

2. Reset Button is used to clear proposed key executive's record.

Executive Name	Date of Birth	Designation	Email ID	PAN of the Executive	Action
(* marked fields are MANDATORY to fill)					

Previous Save & Next

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Tab 5: Promoters/Owners of Proposed Company Tab:

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

Promoters/Owners details of Proposed Company

1. Enter the details of Promoters of Proposed Company

1. Type of Promoter/Owner *

2. Name *

3 Direct Investment

3.1 Number of Shares *

3.2 % of total paid up shares *

4 Portfolio Investment

4.1 Number of Shares *

4.2 % of total paid up shares *

5. Date of Birth *

6 Citizenship *

7. Email ID

8. Telephone Number/Mobile Number

9. Does He/She has a valid passport? *

Yes No

10. PAN of the Promoter *

11. Valid ID Proof *

[Choose File](#) No File Uploaded
Valid ID Proof*
(Max Size 40 MB | Allowed Type:PDF | Max Files:1)

Broadcast Seva

11. Residential Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

Same as Registered Address

12. Permanent Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

13. Official Address

a) Line 1*

b) Line 2

Broadcast Seva

c) Country*

India

d) State/UT*

--- Select ---

e) District*

--- Select ---

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

14.1. Preventive detention proceedings (PSA / NSA etc) *

Yes No

14.2 Criminal proceedings *

Yes No

Add

Reset

Type of Promoter	Promoter Name	Date of Birth / Date of Incorporation	Email ID	PAN of the Promoter	Valid ID Proof	Action
(* marked fields are MANDATORY to fill)						

Previous

Save & Next

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Tab 6: SHP of Proposed Company Tab

Home
Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

1. SHP of Proposed Company

1.1 SHP as on date *

📅

1.2. Authorised Share Capital of the Company *

1.3. Share Paid Up Capital *

2. Equity and SHP Details

1. Type of Share Holder *

2. Name of Share Holder of Proposed Company *

3 Direct Investment

3.1 Number of Shares *

3.2 % of total paid up shares *

4 Portfolio Investment

4.1 Number of Shares *

4.2 % of total paid up shares *

5. Date of Birth*

6 Citizenship *

7. Email ID *

8. Telephone Number/Mobile Number *

9. Does He/She has a valid passport? *

Yes No

10. PAN of the Share Holder *

11. Residential Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

Broadcast Seva

g) Taluka/Tehsil

h) PIN Code*

Same as Residential Address

12. Permanent Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

13. Official Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

Add

Reset

Note: Add Button is used to add a record of shareholder into table.

Type of Share Holder	Share Holder Name	Date of Birth / Date of Incorporation	Email ID	PAN of the Share Holder	Action
----------------------	-------------------	---------------------------------------	----------	-------------------------	--------

3. Details of shareholders holding less than 10% equity

S.No.	Category of Shareholders	Name of Share Holder	Share Holding			
			Direct Investment		Indirect Investment	
			No. of Shares	% of total paid up Shares	No. of Shares	% of total paid up Shares
1	Indian Individual	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
2	Indian Company	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
3	Foreign Individual	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
4	Foreign Company	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
5	FII	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
6	NRI	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
7	OCB	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>
8	PIO	<input type="text" value="Name of Share Holde"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>	<input type="text" value="No. of Shares"/>	<input type="text" value="% of total paid up Sha"/>

Self declaration(Annexure A & Annexure B of MHA Proforma)

Self declaration(Annexure A & Annexure B of MHA Proforma)

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Self declaration(Annexure A & Annexure B of MHA Proforma)*
 (Max Size:40 MB | Allowed Type:pdf | Max Files 5)

Note: Kindly upload signed copies of Annexure- A and Annexure-B and also send hard copies of the same on the following address:
 To,
 Under Secretary
 TV(I) Section
 Room No. 652-A,
 M/o Information & Broadcasting
 A Wing ,Shastri Bhawan, Dr Rajendra Prasad Road,
 New Delhi - 110001

User will download the Annexures by click on button “ Download PDF” and will follow the instructions, mention on screen.

(* marked fields are MANDATORY to fill)

Previous

Save & Next

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Tab 7: Authorised Contact Person

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

1. Authorised Contact Person of Proposed Company

1.1. Name of the Authorised Signatory *

Mr

1.2. Designation of the Authorised Signatory *

1.3. Email ID *

1.4. Mobile Number/Telephone Number *

Add Reset

Prefix	Name	Designation	Email Id	STD	Phone Number	Action
Mr	Anshul	Officer	anshul@gmail.com	22	43453453	View / Edit / Delete

(* marked fields are MANDATORY to fill)

Previous

Save & Next

Tab 8: Declaration Tab

Broadcast Seva

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

Declaration

I/We hereby declare that the information given is true to the best of my knowledge.

I/We hereby declare to use the satellite, teleport and the frequency bands duly permitted by the government only and apply for separate permission for use of other satellite, teleport or frequency band.

I/We on behalf of M/s undertake to agree that our company will abide by all the provisions of the latest uplinking/downlinking guidelines and other relevant instructions/ modifications issued from time to time as per provision under the relevant guidelines.

Tab 9: Checklist Tab

Home | Services

Applicant	Net Worth	Directors of Proposed Company	Key Executives of Proposed Company	Promoters/owners of Proposed Company	SHP of Proposed Company
Authorised Contact Person of Proposed Company	Declaration	Checklist			

1. Application related Documents

Note: Kindly check & submit all the following documents in hard copy (so as to reach the Ministry within 10 days) To, Under Secretary Tv(I) Section Room No. 651M/o Information & Broadcasting Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi - 110001

- 1. Acknowledgement print out of the online application. *
- 2. Prescribed Affidavits in the name of proposed TV channel (s). *
- 3. Memorandum of Article of Association. *
- 4. Details of company & its directors in the prescribed format for security clearance from MHA. *
- 5. Balance Sheet of the company for the last 03 years. *
- 6. Chartered Accountant's certificate indicating the net worth of the company. *

(* marked fields are MANDATORY to fill)

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By click on Preview Button, User can see Print Preview of Application form and take print for the same.

By click on Submit Button, Application will submit to MIB.