

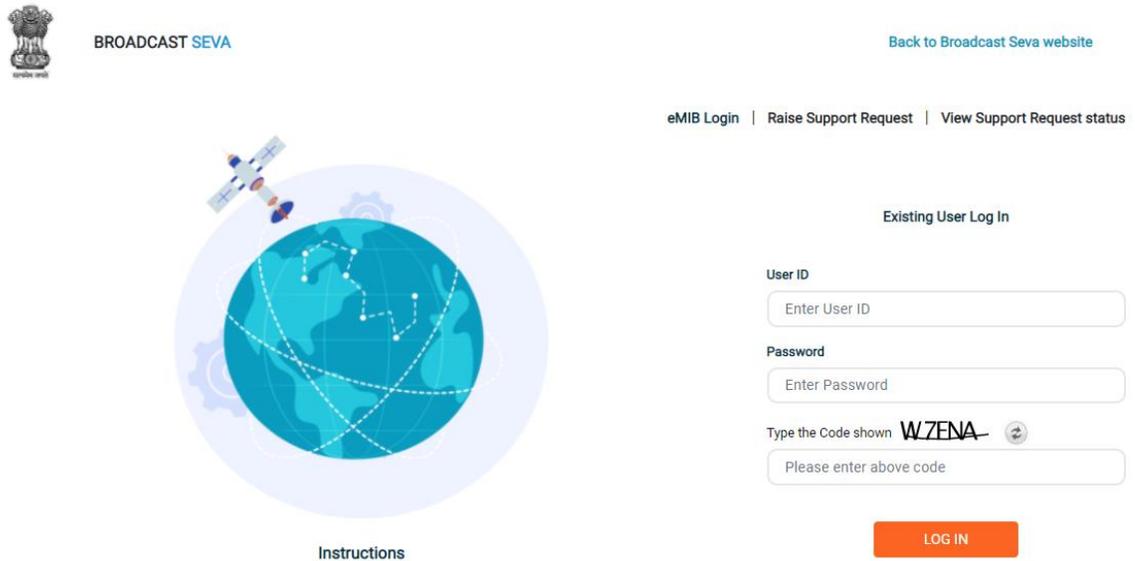
User Manual
For
Application for change in channel category
Broadcast Seva
Ministry of Information and Broadcast

Service 3 : Application for change in channel category

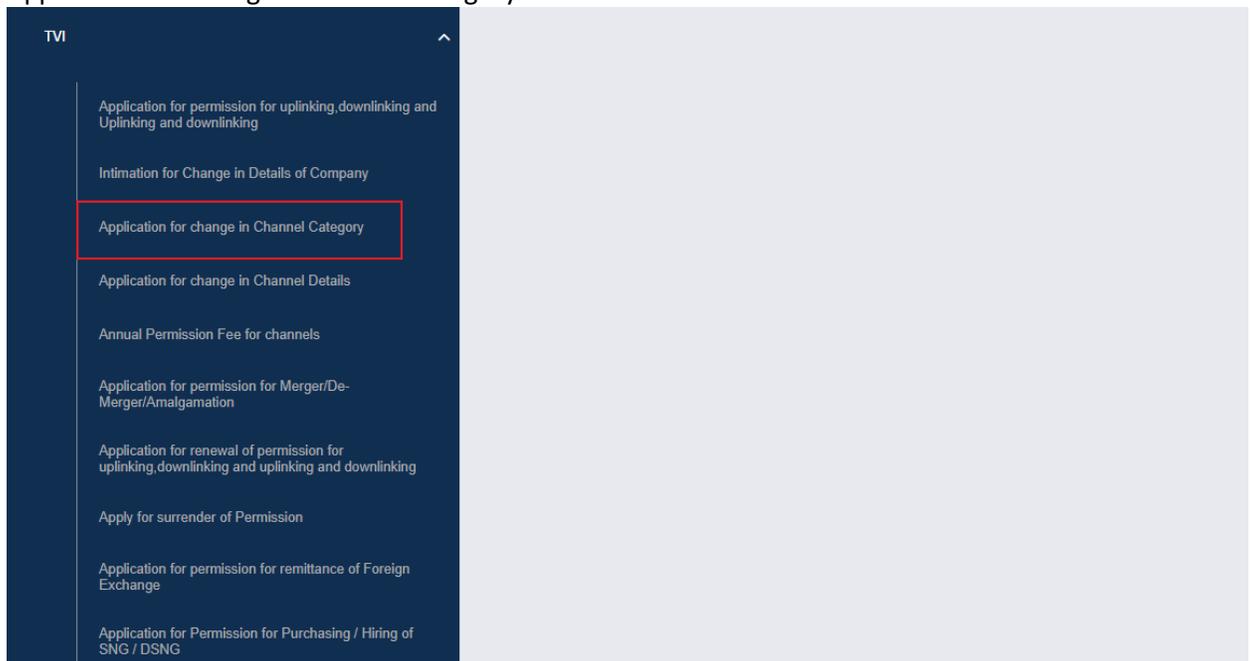
User login into portal and provides User credentials:

Applicant Login:

1. Existing user will login in below screen:



2. On logging in, with credentials- left corner denotes menu where user can find service: Application for change in channel category.



Note: This service will be available to user(s) only if the user has permitted channel.

a) Applicant can start the process to apply for change in channel category:

The screenshot shows the 'Application for change in channel category' page. At the top left is the logo of the Ministry of Information and Broadcasting, Government of India, and 'BROADCAST SEVA'. At the top right, the user is identified as 'ABC LTD. (View Role)' with links for 'View Profile' and 'Logout'. The breadcrumb trail is 'Home | Services > TVI > Application for change in Channel Category'. Below the title bar, there is a search input field. A table with columns 'S. No.', 'Application Number', 'Application Date', 'Application Status', and 'Action' is present, but it is empty with the message 'No data available in table'. At the bottom, two orange buttons are visible: 'Start filling new application' (highlighted with a red box) and 'Start partial filled application'.

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

This screenshot is identical to the one above, showing the 'Application for change in channel category' page. In this view, a red box highlights the search input field and the empty table area, indicating the user's ability to view the status of existing applications. The 'Start filling new application' button remains highlighted with a red box.

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

Home | Services
Services > TVI > **Application for change in Channel Category**

Application for change in channel category

Search:

S. No.	Application Number	Application Date	Application Status	Action
No data available in table				

Showing 0 to 0 of 0 entries

[Start filling new application](#) [Start partial filled application](#)

3. On clicking on- “Start filing new application” Button, user receives the application form to apply for change in channel category :

Home | Services
Filling Application for permission to Change Channel Category

Channel Details | Net Worth | Editor Details | Key Executives | SHP & Director | Fee

Channel Details

1.1 Name of the Channel *
---Select Option---

1.2 Existing Category
---Select Option---

1.3 Proposed Category of the Channel
 News and Current Affairs Channel Non News and Current Affairs Channel

- 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: Channel DetailsTab

Home | Services

Filing Application for permission to Change Channel Category

Channel Details | Net Worth | Editor Details | Key Executives | SHP & Director | Fee

Channel Details

1.1 Name of the Channel *

---Select Option---

1.2 Existing Category

---Select Option---

1.3 Proposed Category of the Channel

News and Current Affairs Channel Non News and Current Affairs Channel

1.4 Operational status of the Channel

Operational Non Operational

1.5 Share holding pattern more than 51% for Indian Company & Individual?

Yes No

1.6 Affidavit Attachment :

- 1.Affidavit/Undertaking(Form1-A) for Downlinking
- 2.Affidavit/Undertaking(Form1-B) for Downlinking
- 3.Affidavit/Undertaking(Form1-A) for Uplinking
- 4.Affidavit/Undertaking(Form1-B) for Uplinking
- 5.Affidavit/Undertaking(Form1-C) for Uplinking

Download Common Affidavit Proforma :

Download PDF

Choose File Payment Receipt (1).pdf X

Common Affidavit Proforma*

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

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

(* marked fields are MANDATORY to fill)

Save & Next

Note: 1. User will see all permitted channel into Name of Channel Field. Once the user choose the name of channel to whom channel category is supposed to apply for change, the selected channel's existing category will auto populate in Existing Category Field.

Broadcast Seva

2. The proposed category of the channel will be auto populated for a new category, a different category from channel's existing category.

Tab 2: Net Worth Tab

Channel Details **Net Worth** Editor Details Key Executives SHP & Director Fee

Net Worth

1.1 Please mention your Net worth as per the upto date filling on MCA-21 Portal *

1.2 Balance Sheet Year : *
Note: Please select 3 Years

1.3 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
2019-2020	Appendix_J_eGCA_RFP_Volume_1_Help_Desk_Solution.pdf	View / Edit / Delete

Note: Add Button is used to add multiple balance sheet for different years.

Balance Sheet Year	Balance Sheet of the Company	Action
2019-2020	Appendix_J_eGCA_RFP_Volume_1_Help_Desk_Solution.pdf	View / Edit / Delete
2018-2019	Appendix_I1_eGCA_RFP_Volume_1_Guiding_Principle_for_Cloud.pdf	View / Edit / Delete
2017-2018	Privacy Regime.pdf	View / Edit / Delete

1.4 Net Worth Certificate :*

Choose File Payment Receipt (1).pdf

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

1.5 CA Certificate :*

Download Proforma [Download PDF](#)

Choose File 1100923_Fire Safety awareness_Completion_Certificate (1).pdf

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

Previous [Save & Next](#)

User will click on save and Next Button to save the application and move further into application.

User can also go back into application by pressing the button "Previous". However, before move to Go BACK, it is necessary to save application first, by press the button "Save and Next", otherwise the current selected tab's filled information may lost.

Tab 3: Editor Details Tab

Home | Services

Filling Application for permission to Change Channel Category

Channel Details Net Worth **Editor Details** Key Executives SHP & Director Fee

1. Editor Details

1.1. Name *

---Select Option- 1.1. Name

1.2. Professional experience (in years)

1.2. Professional experience (in years)

1.3. Citizenship

Indian

1.4. Date of Appointment *

1.4. Date of Appointment 

1.5. Email ID *

1.5. Email ID

Add Reset

Prefix	Name	Experience	Citizenship	Date Of Appointment	Email Id	Action
--------	------	------------	-------------	---------------------	----------	--------

(* marked fields are MANDATORY to fill)

Previous Save & Next

Note: This tab is optional for user in case of channel new category belongs to “non –news category”.

User will click on save and Next Button to save the application and move further into application.

Tab 4: Key Executives Tab

Home | Services

Filing Application for permission to Change Channel Category

Channel Details Net Worth Editor Details **Key Executives** SHP & Director Fee

Key Executives details

1. Name of Executive *
---E v 1. Name

2. Date of Birth *
2. Date of Birth

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

4. Designation of the Key Executive *
---Select Option---

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 Key Executive *
10. PAN of the Key Executive

11. Residential Address

a) Line 1*

b) Line 2

Broadcast Seva

c) Country*

e) District*

g) Taluka/Tehsil

d) State/UT*

f) City/Town/Village*

h) PIN Code*

Same as Residential Address

12. Permanent Address

a) Line 1*

b) Line 2

c) Country*

e) District*

g) Taluka/Tehsil

d) State/UT*

f) City/Town/Village*

h) PIN Code*

13. Official Address

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

Broadcast Seva

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) *	14.2 Criminal proceedings *
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Reset"/>	

Executive Name	Date of Birth	Designation	Email ID	PAN of the Executive	Action
ghj	19/08/1980	Others	gh@gmail.com	AWKPK4567L	View/Edit/Delete

Note: Company's existing Key Executives details will appear in tab. If the user wants to change the address details of Key Executives, user will click on edit Button.

1. Once the User clicks on Edit Button, Selected Key Executives detail's field detail will populate.
2. Address Fields will in editable format. User can change the address detail.
3. User clicks on Update Button to update the address of selected key executives.

Home | Services

Filing Application for permission to Change Channel Category

Channel Details Net Worth Editor Details **Key Executives** SHP & Director Fee

Key Executives details

1. Name of Executive *	2. Date of Birth *
<input type="text" value="Mrs"/> <input type="text" value="ghj"/>	<input type="text" value="19/08/1980"/> <input type="button" value="Calendar"/>
3. Does He/She has any Shares in the Company? *	4. Designation of the Key Executive *
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Others"/>
Other Designation of the Key Executive *	
<input type="text" value="Managing Director"/>	
5. Is He/She citizen of India? *	6. Date of Appointment *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="17/08/2021"/> <input type="button" value="Calendar"/>

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7. Email ID *

gh@gmail.com

8. Telephone Number/Mobile Number *

12312123

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

Yes No

10. PAN of the Key Executive *

AWKPK4567L

11. Residential Address

a) Line 1*

dsf

b) Line 2

c) Country*

India

d) State/UT

Jharkhand

e) District*

HAZARIBAGH

f) City/Town/Village*

dsas

e) District*

HAZARIBAGH

f) City/Town/Village*

dsas

g) Taluka/Tehsil

h) PIN Code*

131231

Same as Residential Address

12. Permanent Address

a) Line 1*

dsf

b) Line 2

c) Country*

India

d) State/UT

Jharkhand

e) District*

HAZARIBAGH

f) City/Town/Village*

dsas

Broadcast Seva

g) Taluka/Tehsil

h) PIN Code*

131231

13. Official Address

a) Line 1*

asdsa

b) Line 2

c) Country*

India

d) State/UT

Jammu And Kashmir

e) District*

BARAMULLA

f) City/Town/Village*

dasdas

g) Taluka/Tehsil

h) PIN Code*

123123

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

Yes No

14.2 Criminal proceedings *

Yes No

Update

Reset

Executive Name	Date of Birth	Designation	Email ID	PAN of the Executive	Action
ghj	19/08/1980	Others	gh@gmail.com	AWKPK4567L	View /Edit / Delete

(* marked fields are MANDATORY to fill)

Previous

Save & Next

User will click on save and Next Button to save the application and move further into application.

Tab 5: SHP & Director Tab

Home | Services

Filing Application for permission to Change Channel Category

Channel Details Net Worth Editor Details Key Executives **SHP & Director** Fee

1. Equity and SHP Details

1.1 SHP as on date *

1.2 Authorised Share Capital of the Company *

1.3 Share Paid Up Capital *

Note: Detail of this section will auto populate and in non-editable format.

2. Details of Shareholders holding 10% or more equity/shares

Sr No.	Type of Share Holder	Share Holder Name	Date of Birth / Date of Incorporation	Email ID	PAN of the Share Holder	Share Holder details holding more then 10% equity
1	Indian Individual	Mrs. wawe	15-Aug-1994	asd@gmail.com	AWKPK4568L	

3. Details of shareholders holding less then 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	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
2	Indian Company	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh

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3	Foreign Individual	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
4	Foreign Company	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
5	FII	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
6	NRI	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
7	OCB	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh
8	PIO	Name of Share Holc	No. of Shares	% of total paid up Sh	No. of Shares	% of total paid up Sh

Director details

1. Enter the details of Directors

1. Name *

---Selv

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

11. Residential Address

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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

Broadcast Seva

a) Line 1*

b) Line 2

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

Reset

Director Name	Date of Birth	DIN	Email ID	PAN of the Director	Action
as	09/08/1988	23467891	as@gmail.com	AWKPK3389L	View Edit / Delete

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

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

Download Proforma

Download PDF

Choose File No File Uploaded

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

(* marked fields are MANDATORY to fill)

Previous

Save & Next

Note: Company's all director details will appear into table of Director detail section . If the user wants to change the address details of any director, user will click on edit Button of selected director's record.

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1. Once the User clicks on Edit Button, Selected director detail's field details will populate.
 2. Address Fields will in editable format. User can change the address detail.
 3. User clicks on Update Button to update the address of selected director.
- User will click on save and Next Button to save the application and move further into application.

Tab 6: Fee

Home | Services

Filing Application for permission to Change Channel Category

Channel Details Net Worth Editor Details Key Executives SHP & Director **Fee**

Processing fee Details

* Application fee for Ministry of information and broadcasting

Payment Purpose * ? Processing fee for various changes in permitted TV channels

Payment Date * ?

Payment Amount * ? 0.0

[Proceed to Pay](#)

Application No * ?

Transaction Ref No * ?

Payment Status * ?

[Refresh Payment Status](#) | [Download Details](#)

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

Application Number	Payment Status	Challan Number	Challan Amount	Challan Date	Action
--------------------	----------------	----------------	----------------	--------------	--------

(* marked fields are MANDATORY to fill)

[Previous](#) [Preview](#) [Save as Draft](#) [Submit](#)

User fills the amount in Payment amount field and click on Proceed to Pay link.

Once payment is made successfully, the fields will be populated with data like below:

Broadcast Seva

Channel Details Net Worth Editor Details Key Executives SHP & Director **Fee**

Processing fee Details

Application fee for Ministry of information and broadcasting

Payment Purpose *	Payment Date *
Processing fee for various changes in permitted TV channels	21-09-2021 17:08:18
Payment Amount *	Proceed to Pay
1	
Application No *	
34955	
Transaction Ref No *	
11234566	
Payment Status *	
SUCCESS	

[Refresh Payment Status](#) [Download Details](#)

Note: User can download details of payment.

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

Application Number	Payment Status	Challan Number	Challan Amount	Challan Date	Action
34955	SUCCESS	11234566	1	21-09-2021 17:08:18	View

(* marked fields are MANDATORY to fill)

[Previous](#) [Preview](#) [Save as Draft](#) [Submit](#)

Once the user clicks on add Button, payment detail will be added into table itself.

Now, the user can make another payment, if he wants .

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

Once user submits the application, an acknowledgement will receive:



Your request has been submitted successfully. Request id generated against your request is 107338, and E-application is 2021-22/TVI/ChangeChannelCategory/0000107338

OK

Note: User can take print out for the acknowledgement by pressing CTRL+P .