

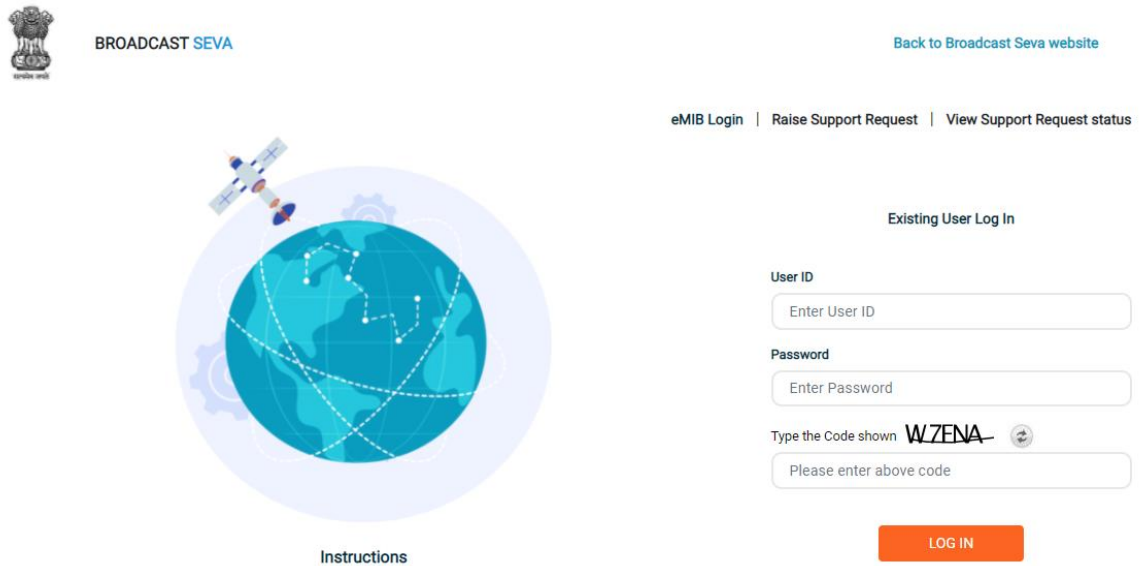
User Manual
For
Intimation for change in details of Company
Broadcast Seva
Ministry of Information and Broadcast

Service 2 : Intimation for change in details of Company

User login into portal and provides User credentials:

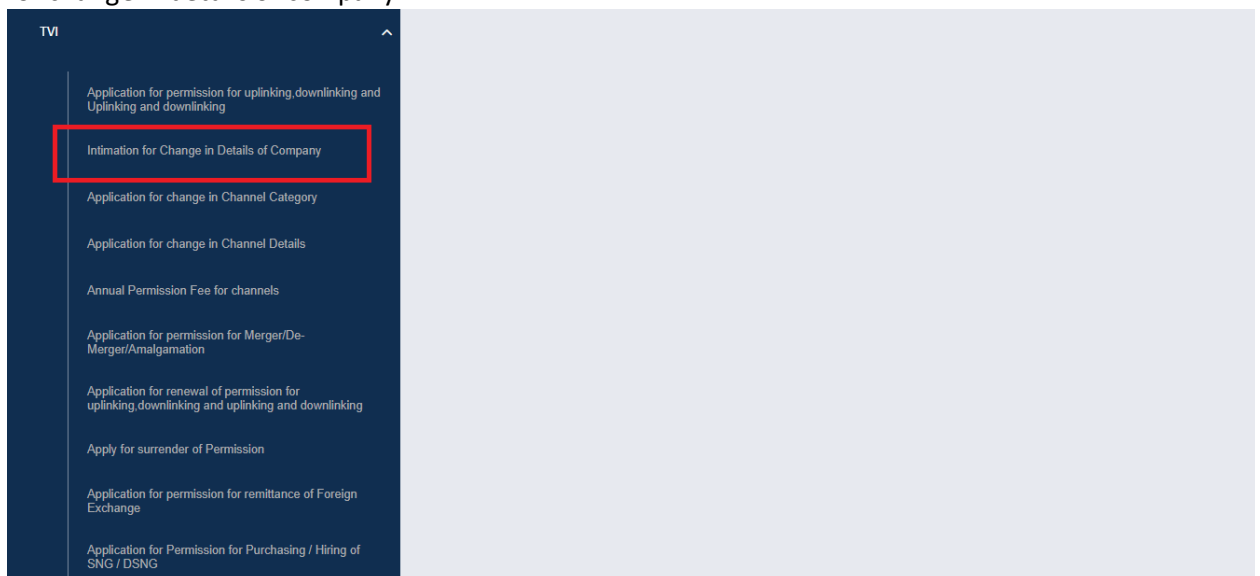
Applicant Login:

1. Existing user will login in below screen:



Instructions

2. On logging in, with credentials- left corner denotes menu where user can find service: Intimation for change in details of company.



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

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a) Applicant can start the process to intimation for change in details of company:

The screenshot shows the 'Application Intimation for Change in Details of Company' page. At the top left is the Government of India logo and the 'BROADCAST SEVA' logo. At the top right, there is a user profile icon with '(View Role)', 'View Profile', and 'Logout' links. Below the header, there is a breadcrumb trail: 'Home | Services > TVI > Intimation for Change in Details of Company'. The main heading is 'Application Intimation for Change in Details of Company'. Below this is a search bar. A table with columns 'S. No.', 'Application Number', 'Application Date', 'Application Status', and 'Action' is shown, but it contains no data. Below the table are two buttons: '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 above, showing the 'Application Intimation for Change in Details of Company' page. In this version, a red box highlights the search bar and the table area, which currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The 'Start filling new application' button is also visible below the table.

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

Home | Services
Services > TVI > Intimation for Change in Details of Company

Application Intimation for Change in Details of Company

Search:

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

Showing 0 to 0 of 0 entries

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

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3. On clicking on- “Start filing new application” Button, user receives the application form for intimation for change in details of Company:

Home | Services

Company Details

Company details to be changed

For Intimation For Permission

(* marked fields are MANDATORY to fill)

[Save & Next](#)

Broadcast Seva

- Company Details has two radio button : For Intimation , For Permission . For both options, there are some Mandatory as well as Optional fields to enter value(s)/ upload attachment(s).

Home | Services

Company Details

Company details to be changed

For Intimation For Permission

(* marked fields are MANDATORY to fill)

Save & Next

- 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: Company Details Tab

Home | Services

Company Details

Company details to be changed

For Intimation For Permission

(* marked fields are MANDATORY to fill)

Save & Next

When User selects, For Intimation, screen layout will like below:

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Home | Services

Company Details

Company details to be changed

For Intimation For Permission

Select the details to be changed *

- Name
- Registered Address
- Change of authorized Person, Contact details
- Resignation of Directors
- Resignation of Key Executives

(* marked fields are MANDATORY to fill)

Save & Next

When User selects any of checkbox, Change Detail Tab appear. If User selects Change of Authorised Person contact details checkbox, Authorised Contact Person tab appear.

Home | Services

Company Details Change Details Authorised Contact Person

Company details to be changed

For Intimation For Permission

Select the details to be changed *

- Name
- Registered Address
- Change of authorized Person, Contact details
- Resignation of Directors
- Resignation of Key Executives

(* marked fields are MANDATORY to fill)

Save & Next


User selects the check box and clicks on Save and Next Button.

Tab 2: Change Details Tab

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Company Details	Change Details	Authorised Contact Person
-----------------	-----------------------	---------------------------

Change of Name of the Company

1. Existing Company Details	1. New Company Details
1.1 Name ABC Ltd.	1.1 Enter the new name of the Company * 1.1 Enter the new name of the Company
	1.2 Select the date of certificate of ROC * 1.2 Select the date of certificate of ROC 
	1.3 Support Certificate from MCA (INC 24) * Choose File No File Uploaded Support Certificate from MCA (INC 24)* (Max Size:40 MB Allowed Type:pdf Max Files:1)

Change of Address of the Company

1. Existing Address Details	1. New Address Details
1.1 Address ad India Jharkhand PALAMU sd 213123	New Address Details a) Line 1* New Lane1 b) Line 2 c) Country* India d) State/UT* Haryana e) District* JIND f) City/Town/Village* Jind g) Taluka/Tehsil h) PIN Code* 223434 i) Landline Number with STD Code* 13 234534534

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Select the date of change of address of the Company *

07/09/2021



Support Certificate from MCA (INC 22) *

Choose File

Appendix_11_eGCA_RFP_Volume_1_Guiding_Principle_for_Cloud.pdf X

Support Certificate from MCA (INC 22)*

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

Resignation of Directors

1. Existing Director Details

Director Details

Director 1 : Mrs. as

Please select the director leaving *

Mrs. as

DIR 12 form from MCA 21 Portal *

Choose File

No File Uploaded

DIR 12 form from MCA 21 Portal.*

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

Resignation of Key Executives

1. Existing Key Executive Details

Executive Details

Executive 1 : Mrs. ghj

Please select the executive leaving *

Mrs. ghj

Letter of Consent for resigning / leaving of executives *

Choose File

No File Uploaded

Letter of Consent for resigning / leaving of executives*

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

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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

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Tab 3: Authorised Contact Person

Note: This tab will visible only if the user select the check box - change of Authorised person, contact details from Company Details tab.

Home | Services

Company Details | Change Details | **Authorised Contact Person**

1. Authorised Contact Person

1.1. Name of the Authorised Signatory *

---Select Option---

1.2. Designation of the Authorised Signatory *

1.3. Email ID *

1.4. Mobile Number/Telephone Number *

STD Code

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

Prefix	Name	Designation	Email Id	STD	Phone Number	Action
Mrs.	Shweta	Officer	shweta@gmail.com	11	332332223	View/Edit / Delete

Board Resolution

[Choose File](#) No File Uploaded

Board Resolution *

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


(* marked fields are MANDATORY to fill)

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


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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:




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ABC LTD.
(View Role) | [View Profile](#) | [Logout](#)

Home | Services



Your request has been submitted successfully. Request id generated against your request is 107295, and E-application is 2021-22/TVI/ChangeDetailCompany/0000107295

[OK](#)

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The status of application can be seen by user :

[Home](#) | [Services](#)

Application Intimation for Change in Details of Company

Search

S. No.	Application Number	Application Date	Application Status	Action
1	2021-22/TVI/ChangeDetailCompany/0000107295	20-Sep-2021	Pending	View Query

Showing 1 to 1 of 1 items

[Start filling new application](#)

[Start partial filled application](#)

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When user selects For Permission Radio Button in Company Details Tab:

[Home](#) | [Services](#)

[Company Details](#)

Company details to be changed

For Intimation For Permission

Select the details to be changed *

Appointment of Directors

Appointment of Key Executives

(* marked fields are MANDATORY to fill)

[Save & Next](#)

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The User can select any of one check box or both, as per requirement.

If the user selects, appointment of Directors check box, Director Detail Tab will be added into service's screen.

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Home | Services

Company Details | Director Details

Company details to be changed

For Intimation For Permission

Select the details to be changed *

Appointment of Directors

Appointment of Key Executives

(* marked fields are MANDATORY to fill)

Save & Next

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If the user selects appointment of Key Executives, Key Executives Detail will appear on screen.

Home | Services

Company Details | Key Executive Details

Company details to be changed

For Intimation For Permission

Select the details to be changed *

Appointment of Directors

Appointment of Key Executives

(* marked fields are MANDATORY to fill)

Save & Next

Director Detail Tab:

Company Details

Director Details

Key Executive Details

Enter the detail of Proposed Director

1. Name *

Mr Alok

2. Date of Birth *

09/09/1974

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

Yes No

4. Director Identification Number (DIN) *

12123123

5. Is He/She citizen of India? *

Yes No

6. Date of Appointment *

15/09/2021

7. Email ID *

alok@gmail.com

8. Telephone Number/Mobile Number *

224234

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

Yes No

10. PAN of the Director

AWKPK6780L

11. Residential Address

a) Line 1 *

New Lane

b) Line 2

c) Country *

India

d) State/UT *

Haryana

e) District *

KAITHAL

f) City/Town/Village *

sdsd

g) Taluka/Tehsil

h) PIN Code *

234234

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Same as Residential Address

12. Permanent Address

a) Line 1*

New Lane

b) Line 2

c) Country*

India

d) State/UT

Haryana

e) District*

KAITHAL

f) City/Town/Village*

sdsd

g) Taluka/Tehsil

h) PIN Code*

234234

13. Official Address

a) Line 1*

New Lane 2

b) Line 2

c) Country*

India

d) State/UT*

Goa

e) District*

NORTH GOA

f) City/Town/Village*

edfsd

g) Taluka/Tehsil


h) PIN Code*

123123

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

Yes No

PAN

[Choose File](#) Appendix_J_eGCA_RFP_Volume_1_Help_Desk_Solution.pdf 

PAN*

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

14.2 Criminal proceedings *

Yes No

DIN

[Choose File](#) No File Uploaded

DIN*

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

Invalid Attachment. File name is not valid.


Age proof

[Choose File](#) D2I-IS.pdf 

Age Proof*

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

ID Proof copy

[Choose File](#) Payment Receipt (3).pdf 

ID Proof*

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

Broadcast Seva

Add Button is used to add director detail into table:

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

Director Name	Date of Birth	DIN	Email ID	PAN of the Director	Action
Alok	09/09/1974	12123123	alok@gmail.com	AWKPK6780L	View / Edit / Delete

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

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)*
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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)


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[OK](#)

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Key Executives Details Tab:

Home | Services

Company Details | **Key Executive Details**

Key Executives details

1. Name of Executive *	2. Date of Birth *
Mrs. Rajni	14/09/2021
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	CEO
5. Is He/She citizen of India? *	6. Date of Appointment *
<input checked="" type="radio"/> Yes <input type="radio"/> No	14/09/2021
7. Email ID *	8. Telephone Number/Mobile Number *
rajni@gmail.com	3534534
9. Does He/She has a valid passport? *	10. PAN of the Key Executive *
<input type="radio"/> Yes <input checked="" type="radio"/> No	AWKPK5678L

11. Residential Address

a) Line 1 *	b) Line 2
New Lane 1	
c) Country *	d) State/UT *
India	Gujarat
e) District *	f) City/Town/Village *
GANDHINAGAR	dv
g) Taluka/Tehsil	h) PIN Code *
	234234

Broadcast Seva

Same as Residential Address

12. Permanent Address

a) Line 1*

New Lane 1

c) Country*

India

e) District*

GANDHINAGAR

g) Taluka/Tehsil

b) Line 2

d) State/UT

Gujarat

f) City/Town/Village*

dv

h) PIN Code*

234234

13. Official Address

a) Line 1*

New Lane 3

c) Country*

India

e) District*

KURUKSHETRA

g) Taluka/Tehsil

b) Line 2

d) State/UT*

Haryana

f) City/Town/Village*

dfs

h) PIN Code*

234353

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

Yes No

14.2 Criminal proceedings *

Yes No

PAN*

Choose File FAQAllocation.pdf X

PAN*

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

ID Proof copy*

Choose File FAQAllocation (2).pdf X

ID Proof*

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

Age proof*

Choose File ASP 2020 .pdf X

Age Proof*

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

Broadcast Seva

Add Reset

Executive Name	Date of Birth	Designation	Email ID	PAN of the Executive	Action
Rajni	14/09/2021	CEO	rajni@gmail.com	AWKPK5678L	View / Edit / Delete

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

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OK

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