

User Manual
For
Application for Changes in existing approved permission of
Direct-to-Home (DTH)
Broadcast Seva
Ministry of Information and Broadcast

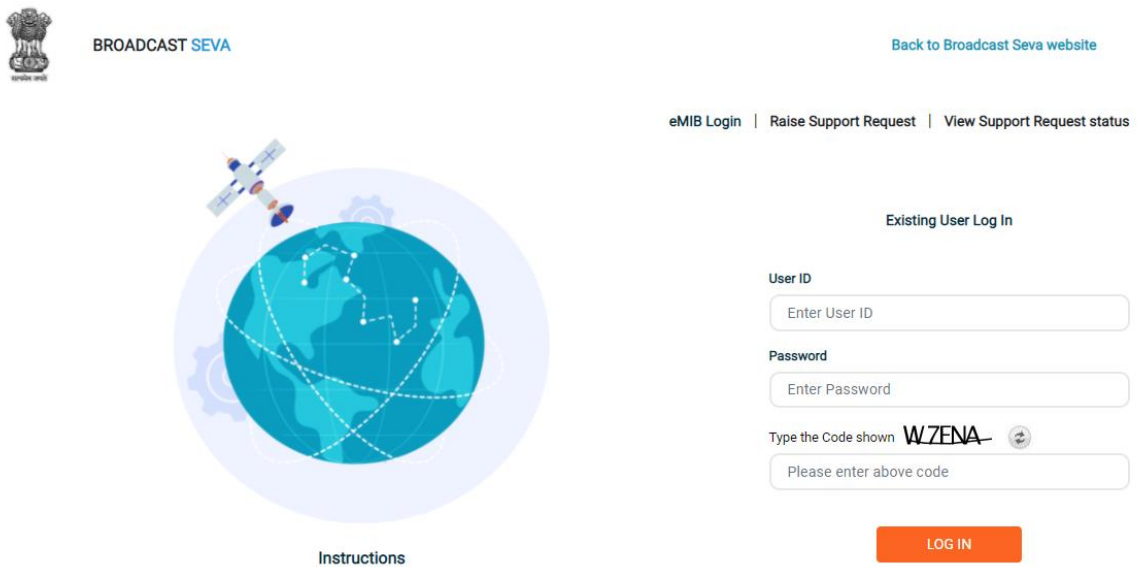
Service 2- Application form for updating any changes in existing license for Direct-To-Home

Link for logging in the portal (UAT Environment):

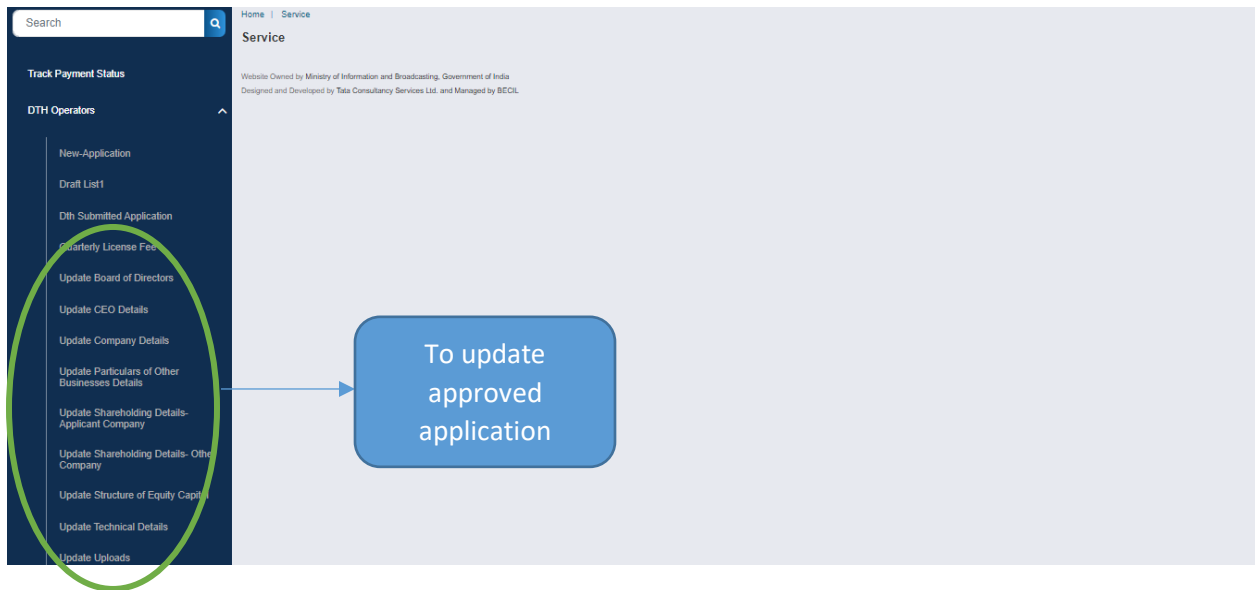
<https://alb-uat-prtweb-589507420.ap-south-1.elb.amazonaws.com/digigov-portal-web-app/>

Applicant Login:

1. Existing user will login in below screen:



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



3. On clicking on- 'Quarterly License Fee' below form opens with details of payment purpose auto populated

The screenshot shows the 'Processing Fees' form. The 'Payment Purpose' field is populated with 'Quarterly fee payment OF DTH'. The 'Payment Date' field is empty. The 'Payment Amount' field contains '0.0'. The 'Application No.', 'Transaction Ref No.', and 'Payment Status' fields are empty. A 'Proceed to Pay' button is located below the 'Payment Amount' field. At the bottom, there is a 'Year' dropdown menu with the text '---Select Option---'. There are also links for 'Refresh Payment Status' and 'Download Details'.

- Applicant to update payment amount and click proceed to pay
- Applicant further needs to select Year and Quarter for the payment being made
- Lastly to update other description and upload Gross Revenue provisional audited report and submit

– Details of Board of Directors & Key Executives to be updated

Details of Company Details of the CEO Other Director(s) Details Equity of SHP Particular of Other Business(es) Shareholding Details (Other Co.) Shareholding Details (Applicant Co.)
 Technical Details Form-E Form-F Status of Application Fees

1. Enter the details of Directors

<p>1. Name *</p> <p>---Select 1. Name</p>	<p>2. Date of Birth *</p> <p>2. Date of Birth</p>
<p>3. Does He/She has any Shares in the Company? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>DIN Attachment *</p> <p>No File Uploaded</p>	<p>4. Director Identification Number (DIN) *</p> <p>4. Director Identification Number (DIN)</p>
<p>5. Is He/She citizen of India? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>6. Date of Appointment *</p> <p>6. Date of Appointment</p>
<p>7. Email ID *</p> <p>7. Email ID</p>	<p>8. Telephone Number/Mobile Number *</p> <p>8. Telephone Number/Mobile Number</p>

Applicant to update

- Personal information, Residential, Permanent and Official Address
- Applicant to fill Self Declaration includes PSA, NSA and Criminal Proceedings
- Add details of all Directors, Foreign Nationals and Key Executives, cross check the details in tabular form at end of the screen once saved
- Save & Next

– Equity & SHP

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Details of Company Details of the CEO Other Director(s) Details Equity of SHP Particular of Other Business(es) Shareholding Details (Other Co.)
 Shareholding Details (Applicant Co.) Technical Details Form-E Form-F Status of Application Fees

1. Equity and SHP Details

<p>1.1 SHP as on date *</p> <p>04/08/2021</p>	<p>1.2. Authorised Share Capital of the Company *</p> <p>12</p>
<p>1.3. Share Paid Up Capital *</p> <p>12</p>	

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

<p>1. Type of Share Holder *</p> <p>---Select Option---</p>	<p>1. Name *</p> <p>---Select 1. Name</p>
<p>3 Direct Investment</p>	
<p>3.1 Number of Shares *</p> <p>3.1 Number of Shares</p>	<p>3.2 % of total paid up shares *</p> <p>3.2 % of total paid up shares</p>
<p>4 Portfolio Investment</p>	
<p>4.1 Number of Shares *</p> <p>4.1 Number of Shares</p>	<p>4.2 % of total paid up shares *</p> <p>4.2 % of total paid up shares</p>
<p>5. Date of Birth *</p> <p>5. Date of Birth</p>	<p>6 Citizenship *</p> <p>Indian</p>
<p>7. Email ID *</p> <p>7. Email ID</p>	<p>8. Telephone Number/Mobile Number *</p> <p>8. Telephone Number/Mobile Number</p>
<p>9. Does He/She has a valid passport? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>10. PAN No. of ShareHolder/Company *</p> <p>10. PAN No. of ShareHolder/Company</p>

3. Details of shareholders holding less than 10% equity

S.No.	Category of Shareholders	Share Holding			
		Direct Investment		Indirect Investment	
		No. of Shares	No. of Shares	% of total paid up Shares	% of total paid up Shares
1	Indian Individual	5	55.0	5	5.0
2	Indian Company	5	5.0	55	% of total paid up Shares
3	Foreign Individual	5	5.0	5	5.0
4	Foreign Company	5	No. of Shares	5	5.0
5	FI	5	5.0	5	5.0
6	NRI	5	5.0	5	5.0
7	OCB	5	5.0	5	5.0
8	PIO	5	5.0	5	5.0
9	Any Other	5	5.0	5	5.0

- Applicant to update Equity and Shareholding pattern details
- Applicant to further update Details of Shareholder’s holding 10% or more equity/shares
- Applicant to fill personal information, Residential, Permanent and Official Address
- Applicant to further update Details of Shareholder’s holding less than 10% equity/shares
- Save & Next

– Particular of Other Businesses

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Particulars of Other Businesses

Does Applicant Company involved/transact in any other business

Yes No

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- Applicant to update if involved in other businesses

– Shareholding Details Other Company

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Shareholding Details (Other Company)

Does other Broadcasting Company and Cable Network Company hold shares in the Applicant Company

Yes No

Name of the Company Activity (Broadcasting or Cable Network) % age of equity holding in the Applicant Company

Name of the Company Activity (Broadcasting or Cable Network) % age of equity holding in the Applicant Comp

Add Reset

Name of the Company	Activity (Broadcasting or Cable Network)	% age of equity holding in the Applicant Company	Action
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- Applicant to update if other Broadcasting company holding share in Applicant Company

- Shareholding Details Applicant Company

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Shareholding Details (Applicant Company)

Particular of Equity Holding of the Applicant in other Broadcast Companies and Cable Network Companies

Yes No

Name of the Company	Activity (Broadcasting or Cable Network)	% age of equity holding in the Applicant Company	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>
<input type="button" value="Previous"/>		<input type="button" value="Next"/>	

- Applicant to Particular of Equity Holding of the Applicant in other Broadcast Companies and Cable Network Companies

- Technical Details

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Technical Details

Space Segment of DTH Platform

Whether the Satellite is Indian Yes No

Type and No. of Transponders to be hired

No. of TV Channels in each Transponders

Name of the Satellite

Frequency Band of Operations

Details of Data rate, FEC, Modulation, Bandwidth and specific Frequency range for each TV Channel

Orbital Location of the Satellite

Transponder Center Frequencies

EIRP

Details of Uplinking Station

DTH uplink station location

Uplink Antenna Gain

Transponder Center Frequencies

Uplink frequency Band (Circle Approx.)

Uplink EIRP (Max)

No. of TV Channels in each Transponders

Uplink Antenna Size

Uplink EIRP (Min)

Details of Data rate, FEC, Modulation, Bandwidth and specific Frequency range for each TV Channel

Details of Downlink Station

Size of Downlink (Max.)

Antenna Size (Min.)

Proposed No. of Channels

- Applicant to update Space Segment of DTH Platform with annexure upload
- Applicant to update Details of uplinking Station with annexure upload
- Applicant to update Details of downlinking Station with annexure upload

- Details of Vertically Integrated Entity (Form E)

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Technical Details **Form-E** Form-F Status of Application Fees

Details of Vertically Integrated Entity(Form E)

Name of the Applicant Company
Aks

Information as on Date
02/08/2021

Total Operational Channel(s) Capacity
12

Name of the Broadcaster Company in which DTH operator have vertical integration
Name of the Broadcaster Company in which DTH operator ha

Percentage of total channel capacity reserved for vertical entity
Percentage of total channel capacity reserved for vertical entil

Number of Channel Reserve for integrated entity
Number of Channel Reserve for integrated entity

Add Reset

- Applicant to update Details of Vertically Integrated Entity(Form E)

- Application for Platform Service Channel (Form F)

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Technical Details Form-E **Form-F** Status of Application Fees

Application for Platform Service Channel (Form F)

Name of the Applicant Company
Aks

Head Office Address

a) Line 1*
dfghjk, Pincode - 345678

b) Line 2
dfgh

c) Country*
--- Select ---

d) State/UT
--- Select ---

e) District*
--- Select ---

f) City/Town/Village*
dfgh

g) Taluka/Tehsil*
dfgh

h) PIN Code*
345678

i) Landline Number with STD Code*
91 3456789045

- Applicant to update Application for Platform Service Channel
- Applicant to update Regional, Correspondence and Head office address
- Applicant to update Existing Platform Services Channels Offered
- Applicant to update New Platform Services Channels Offered (if any)

- Status of Application

Details of Company Details of the CEO Other Director(s) Details Equity of SHP Particular of Other Business(es) Shareholding Details (Other Co.) Shareholding Details (Applicant Co.)
 Technical Details Form-E Form-F **Status of Application** Fees

Issuance of Letter

Date Of Submission for security Clearance for MHA approval *

Date of Submission for Clearance Certificate Received from DoS *

Date of Non Refundable Entry fee for DTH - challan copy *

Clearance Certificate Received from MHA
 Yes No
 Clearance certificate MHA *
 DTH Licence.pdf
[Download Sample Document](#)

Clearance Certificate Received from Dept of Space
 Yes No
 Clearance certificate DOS *
 DTH Licence.pdf
[Download Sample Document](#)

Non Refundable Entry fee for DTH - challan copy
 Yes No
 Challan Copy *
 No File Uploaded
[Download Sample Document](#)

- Applicant to update Security Clearance Form and non-refundable fees details. Submit the application for MHA approvals
- If non refundable fees not paid, applicant to update the fields accordingly and make the payment in Fees TAB as per the drop-down provision

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DTH Approved Data

Search:

S.No.	Application Number	Application Date	Application Status
1	MIB/DTH/NEW-REQUEST/31082021/102731	31-Aug-2021	In-Progress
2	MIB/DTH/NEW-REQUEST/27082021/102688	27-Aug-2021	In-Progress
3	MIB/DTH/NEW-REQUEST/27082021/102685	27-Aug-2021	Approved

Showing 1 to 3 of 3 items

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Once application is submitted- applicant can check status by clicking on 'DTH Submitted Application'.

1. The status can be – 'In progress' for application, that means – it can either be pending with the Application Owner or Ministries.
2. The Status can be –'Approved' once it is approved at all levels
3. The Status can be – 'Rejected' basis the criteria for application is not met