User Manual: Producer/Applicant

ecinepramaan

Central Board Of Film Certification (CBFC)

NSDL e-Governance Infrastructure Limited

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Index

1. Background........................................................................................................................................... 3
2. Registration on ecinepramaan................................................................................................................. 3
3. Login to ecinepramaan............................................................................................................................. 8
4. User Profile ............................................................................................................................................... 9
5. Change Password .................................................................................................................................... 10
6. Application for Film Certification Form-1 ............................................................................................... 11
7. Application for Film Certification Form-1A ............................................................................................ 19
8. Application for Film Certification Form-II ............................................................................................. 29
9. Application for Film Certification Form-IIA ........................................................................................... 39
10. Application for Duplicate Certificate .................................................................................................... 48
11. Application for Modification in Film Certificate .................................................................................. 51
12. Authorized Representative from Production House Registration ....................................................... 55
13. View Show Cause Notice issued by CBFC ............................................................................................. 57
14. Submit Suggested Cuts / Insertions ....................................................................................................... 58
15. Request For Representation ................................................................................................................... 60
16. Request For Review by Revising Committee ....................................................................................... 61
17. Approach FCAT ..................................................................................................................................... 63
18. Approach Court ..................................................................................................................................... 65
19. Request For Application Closure .......................................................................................................... 65
20. Upload of Script ..................................................................................................................................... 66
1. Background

Ecinepramaan is an online system implemented by Central Board of Film Certification (CBFC) for enablement of online film certificate application, processing and issuance. Ecinepramaan will provide following online facility for Producers

- Online Film certification Applications
- Upload of supporting documents
- Online payment of Applicable fees for film certification
- Facility to e-Sign the Film certification application along with its supporting documents online
- Track the status of Film certification Application online
- Receive Alerts from CBFC online
- Receive Show cause notice online
- Provision to respond to the Show cause notice online.
- Provision for Producers to appoint Authorized Representatives from Production House to work on their behalf for a particular Application

This document is aimed at providing more clarity and help for the Applicants to perform aforementioned various functions on ecinepramaan.

2. Registration on ecinepramaan

- User is required to access ecinepramaan using following URL https://www.ecinepramaan.gov.in. User can also visit to the CBFC portal using URL https://www.cbfcindia.gov.in and click on the link “ecinepramaan.
- Following is the landing page of ecinepramaan system.
• Click on the “Sign Up link indicated with an arrow in the screen below

![Login Screen](image)

• Online Registration form will appear on the screen. Form is divided into following three tabs
  o Applicant details
  o Principle Place of Business
  o Supporting documents

• Applicant details
  o All demographic details of the applicant are captured on this tab
  o Mandatory fields are marked with asterisk “*”.
  o Help is provided in the form of tooltips
Availability of User ID provided can be checked by clicking on the search icon.

Labels can be viewed in Hindi after clicking the button provided in top right corner.

Close/Next/Clear Buttons provided at bottom right corner of the screen.

- Contents on the screen can be cleared using “Clear” button.
- “Close” button can be used to close the screen.
- “Next” button can be used to browse through the Tabs. System will allow user to move to the next tab only when all contents on the previous tab are filled.

User can also click directly on the Tab Header to browse through the Tabs.

In case of any error, messages will be displayed along side the fields in red font.

- Principle Place of Business
  - Address details will be captured on this tab.
  - Pin code should be a valid Pincode.
  - User may provide Additional Address details if applicable.
- “Previous” button on the bottom right corner can be used to browse to the previous tab.

- **Supporting Documents**
Applicable supporting documents

- Click on the link “Click here to upload documents”. Following screen will appear

- Select the document type from the dropdown “Document Type”
- Select the document which is being provided from the dropdown “Document”
- Browse the supporting document and select the file to be uploaded
- Click on Add button and repeat the process for other document
- After adding all required supporting documents click on “OK” button.

- Select the Hint question from the dropdown “Hint Question” and provide the answer in the below text box. This information will be used in case if user has forgotten the password and wants to retrieve the same.
- Enter the captcha value as displayed on the screen. In case if Captcha value is not clear, same can be changed by clicking the button provided to the right.
- Go through the declaration and accept the same by clicking on the check box.
- Provide the details of Declaration place and finally submit the Registration Application by clicking on the “Submit” button the bottom right corner.
- Following message will appear on the screen.
3. Login to ecinepramaan

- Provide User ID, Password and captcha on the login screen and click on Submit button
After login following User Dashboard will appear

- User will be able to view his Applications in various buckets
- Each bucket has sub-buckets as mentioned below

User can save the half-filled Film certification applications as Draft
- User may click on the Application displayed on the screen to take any further action
- Dashboard may be refreshed by clicking on the “Refresh” button on the bottom right corner of the screen

4. User Profile
- User may access his/her profile by clicking the sub-menu “Applicant Profile” in the Menu “Applicant”
After clicking on the “Applicant Profile” menu, following screen will be displayed. All the three tabs filled by User as a part of Registration form will be displayed. User may browse through the same.

- All fields will be non-editable except the following three fields
  - Email
  - Mobile Number
  - Telephone Number
- User may make changes to these three fields and submit the same. User profile will be updated accordingly.
- On the top left corner of the screen below the Page header, path will be displayed so that user may view on which page he/she is currently. User may click on any link in the path to reach that page.

5. Change Password

- User may change password by clicking on Change password button provided in the screen Header on the right corner.
6. Application for Film Certification Form-1

- Click on the sub-Menu “Application For Certification Form-I” of Menu “Applicant”

Following Application form will appear
- Form-I is divided into four Tabs
- User can apply for Fresh Application, Dubbed Application, Short /Promo/Language or Revised Application by providing the value to the field “Form Type”
- Auto-Populated fields will be displayed with the grey-background
  - In case if “Form Type” selected is “Short/Promo/Language”, Application Type value will be “Promo”. User can select value for “Promos/Language *”. Value could be “Language Version” or “Other Short Films”
  - In case if value selected for field “Promos/Language *” is “Language Version”, Language details grid will be displayed where user can provide multiple languages.

- In case of Language version, Applicant can provide previous certificate details if available. Details of the film will be auto-populated based on certificate number provided.

- In case if value selected for field “Promos/Language *” is “Other Short Films”, Grid named “Short Films” will be displayed where user can enter the details of short films.

- Voluntary Cut Details
  - In case if user wants to provide Voluntary Cut details User is required to select “Yes” from the dropdown of field “Have any cuts been made voluntarily by the applicant?” and then click on the grid below to enter Cut details.
When User click on the above grid following pop-up screen will be displayed.

- Cut or Insertion details can be entered in this screen. When clicked on “OK” button details will be populated in the Grid.
- User can select any details already entered from the grid and either edit and save the same or delete by clicking on the “Delete” button.
- Pop-up screen can be closed by clicking on “Close” button.
- Details populated in Cut Details Grid can be viewed by using horizontal scroll bar.
- Count of number of cuts will be displayed at the bottom right corner of the grid.

- Producer Details
  - By default details of the Applicant who has logged in will be populated in the Producers Grid as mentioned below.
Complete details can be viewed using the horizontal scroll bar.

User can click on the populated details in “Producer Detail” grid. Following screen will appear:

- User may Delete the details and add fresh details.
- User may add multiple producers.
- User is required to only enter CBFCID of the producers. System will auto-populated the required details.

- **In case of dubbed or Remake**
  - On “Film Details-2” Tab, User is required to select “Yes” for the field “Whether the present film is a dubbed version or a remake of any other film? If so, state the particulars along with full details of certificates issued to that film.”
  - Provide the certificate Number of the Original Film. Details will be auto-populated as mentioned in the screen below.

- **In case of any dialogue/commentary in any other Language**
Details can be added in the same manner as mentioned for the above grids.

In case if Language to be provided is not in drop-down, user can select Other Option. In that case “Other Language” field will be enabled for data entry.

- Film Details-3

In the above screen If the answer to the field “Has any previous application been made to certify this film suitable for public exhibition in India? Is so” is “No” then all the fields displayed in the above screen will be disabled.

In case if selected “Yes” and value selected for the field “What was the result of the application?” is other than “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter certificate number of that film and details will be auto-populated.
In case if selected “Yes” and value selected for the field “What was the result of the application?” is “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter value to the field “Whether Application Made on ecinepramaan?”. If value provided is “Yes” in that case user is required to provide Acknowledgement Number of the previous Application. Related details will be auto-populated.

If value provided for the field “Whether Application Made on ecinepramaan?” is “No” in that case user is required to enter File Number
If value provided for the field “Does the film contain any dialogue, song, poem, speech or commentary in any language other than English or in Indian language? If so, specify the language and reels in which they occur. *” is “Yes” in that case user is required to click on the Language details grid and enter the details as explained above.

On Applicant details Tab, If Applicant is same as Producer, user is required to check the field “Click Here if Applicant Details are same as Producer”. Applicant details will be auto-populated.

User is required to upload the supporting documents same as done for Registration. Film script is one of the supporting documents.

User is required to go through the declaration and accept the same. Fees will be auto-populated.

After submit user will be able to view pre-view in non-editable mode of the Application.
After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to ‘Print’ is also provisioned.

After clicking Submit button on the preview, following pop-up will be displayed.

- User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

- User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.
After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.

7. Application for Film Certification Form-1A

Click on the sub-Menu “Application For Certification Form-IA” of Menu “Applicant”
Following Application form will appear

- Form-IA is divided into four Tabs
- User can apply for Fresh Application, Dubbed Application, Short/Promo/Language or Revised Application by providing the value to the field “Form Type”
- Auto-Populated fields will be displayed with the grey-background

In case if “Form Type” selected is “Short/Promo/Language”, Application Type value will be “Promo”. User can select value for “Short Film Type *”. Value could be “Language Version” or “Other Short Films”

In case if value selected for field “Short Film Type *” is “Language Version”, Language details grid will be displayed where user can provide multiple languages.
- In case of Language version, Applicant can provide previous certificate details if available. Details of the film will be auto-populated based on certificate number provided.
In case if value selected for field “Short Films Type**” is “Other Short Films”, Grid named “No. OF Short Films” will be displayed where user can enter the details of short films.

Voluntary Cut Details
- In case if user wants to provide Voluntary Cut details User is required to select “Yes” from the dropdown of field “Have any cuts been made voluntarily by the applicant? *” and then click on the grid below to enter Cut details.

- When User click on the above grid following pop-up screen will be displayed
Cut or Insertion details can be entered in this screen. When clicked on “OK” button details will be populated in the Grid.

User can select any details already entered from the grid and either edit and save the same or delete by clicking on the “Delete” button.

Pop-up screen can be closed by clicking on “Close” button.

Details populated in Cut Details Grid can be viewed by using horizontal scroll bar.

Count of number of cuts will be displayed at the bottom right corner of the grid.

- **Producer Details**
  - By default details of the Applicant who has logged in will be populated in the Producers Grid as mentioned below.

<table>
<thead>
<tr>
<th>#</th>
<th>CBFC ID of Producer</th>
<th>Name of Producer</th>
<th>Address of Producer</th>
<th>Country</th>
<th>State</th>
<th>City</th>
<th>Other City No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PMUM2017000112</td>
<td>Randhir Singh</td>
<td>ADDO</td>
<td>India</td>
<td>Maharashtra</td>
<td>Mumbai</td>
<td></td>
</tr>
</tbody>
</table>

Complete details can be viewed using the horizontal scroll bar

User can click on the populated details in “Producer Detail” grid. Following screen will appear

- User may Delete the details and add fresh details.
- User may add multiple producers.
- User is required to only enter CBFCID of the producers. System will auto-populated the required details.
• Film Details -2

- In the screen above for radio button options 1, 2 and 4 previous certificate details needs to be provided and other film details will be auto-populated. In case of option 3, its drop down will be enabled and value to be provided could be

• In case of any dialogue/commentary in any other Language

  o Details can be added in the same manner as mentioned for the above grids.
  o In case if Language to be provided is not in drop-down, user can select Other Option. In that case “Other Language*” field will be enabled for data entry
Film Details-3

- In the above screen if the answer to the field “Has any previous application been made to certify this film suitable for public exhibition in India? Is so *” is “No” then all the fields displayed in the above screen will be disabled.
- In case if selected “Yes” and value selected for the field “What was the result of the application?” is other than “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter certificate number of that film and details will be auto-populated.

- In case if selected “Yes” and value selected for the field “What was the result of the application?” is “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter value to the field “Whether Application Made on ecinepramaan?”. If value provided is “Yes” in that case user is required to provide Acknowledgement Number of the previous Application. Related details will be auto-populated.
If value provided for the field “Whether Application Made on ecinepramaan?” is “No” in that case user is required to enter File Number.

- If value provided for the field “Does the film contain any dialogue, song, poem, speech or commentary in any language other than English or in Indian language?” is “Yes” in that case user is required to click on the Language details grid and enter the details as explained above.
- On Applicant details Tab, If Applicant is same as Producer, user is required to check the field “Click Here if Applicant Details are same as Producer”. Applicant details will be auto-populated.
User is required to upload the supporting documents same as done for Registration. Film script is one of the supporting documents.

User is required to go through the declaration and accept the same. Fees will be auto-populated.
After submit user will be able to view pre-view in non-editable mode of the Application.

After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.

After clicking Submit button on the preview, following pop-up will be displayed.

User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar
holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.

- After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.
8. Application for Film Certification Form-II

- Click on the sub-Menu “Application For Certification Form-II” of Menu “Applicant”

- Following Application form will appear

- Form-II is divided into four Tabs
- User can apply for Fresh Application, Dubbed Application, Short/Promo/Language or Revised Application by providing the value to the field “Form Type”
- Auto-Populated fields will be displayed with the grey-background

- In case if "Form Type" selected is "Short/Promo/Language", Application Type value will be "Promo". User can select value for "Promos/Language *". Value could be “Language Version” or “Other Short Films”.

- In case if value selected for field “Promos/Language *” is “Language Version”, Language details grid will be displayed where user can provide multiple languages.
  - In case of Language version, Applicant can provide previous certificate details if available. Details of the film will be auto-populated based on certificate number provided.

- In case if value selected for field “Promos/Language*” is “Other Short Films”, Grid named “No. OF Short Films” will be displayed where user can enter the details of short films.

- Voluntary Cut Details
  - In case if user wants to provide Voluntary Cut details User is required to select “Yes” from the dropdown of field “Have any cuts been made voluntarily by the applicant? *” and then click on the grid below to enter Cut details.
When User click on the above grid following pop-up screen will be displayed:

- Cut or Insertion details can be entered in this screen. When clicked on “OK” button details will be populated in the Grid.
- User can select any details already entered from the grid and either edit and save the same or delete by clicking on the “Delete” button.
- Pop-up screen can be closed by clicking on “Close” button.
- Details populated in Cut Details Grid can be viewed by using horizontal scroll bar.
- Count of number of cuts will be displayed at the bottom right corner of the grid.

- Producer Details
  - User is required to enter the producer details by clicking on the below mentioned grid.
- Complete details can be viewed using the horizontal scroll bar.
- User may Delete the details and add fresh details.
- User may add multiple producers.

- If the value provided to the field “In what other language/languages, if any, has this been DUBBED? Where the title is not the same in each language, state the title of each version in which it has been dubbed. *” is “Yes”, provision to enter Language details and its Title.

- Details can be added in the same manner as mentioned for the above grids.
In case if Language to be provided is not in drop-down, user can select Other Option. In that case “Other Language*” field will be enabled for data entry

- Film Details-3

In the above screen If the answer to the field “Has any previous application been made to certify this film (under its present or any other title) in a) India, b) United States of America, c) United Kingdom, d) Any other country *” is “No” then all the fields displayed in the above screen will be disabled.

In case if selected “Yes” and value provided for field “In Which Country?” is “India”. Provision to enter certificate number. Details of the film will be auto-populated.

In case if selected “Yes” and value selected for the field “What was the result of the application?” is “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter value to the field “Whether Application Made on ecinepramaan?”. If value provided is “Yes” in that
case user is required to provide Acknowledgement Number of the previous Application. Related details will be auto-populated.

- If value provided for the field “Whether Application Made on ecinepramaan?” is “No” in that case user is required to enter File Number.

- If value provided for the field “Does the film contain any dialogue, song, poem, speech or commentary in any language other than English or in Indian language? “ is “Yes” in that case user is required to click on the Language details grid and enter the details as explained above.
- On Applicant details Tab, If Applicant details will be auto-populated from the profile of the logged in user.
- Importer details can be either entered by the User or if Importer is same as Applicant then same can be auto-populated by clicking in the checkbox of the field “Click here if Importer details are same as Applicant details”

- User is required to upload the supporting documents same as done for Registration. Film script is one of the supporting documents.
- User is required to go through the declaration and accept the same. Fees will be auto-populated.
• After submit user will be able to view pre-view in non-editable mode of the Application.

• After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.
• After clicking Submit button on the preview, following pop-up will be displayed.
User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

User is required to provide the Aadhaar number and click on “Get OTP" button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.
After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.
9. Application for Film Certification Form-IIA

- Click on the sub-Menu “Application For Certification Form-IIA” of Menu “Applicant”

- Following Application form will appear

  o Form-II is divided into four Tabs
  o User can apply for Fresh Application, Dubbed Application, Short /Promo/Language or Revised Application by providing the value to the field “Form Type”
Auto-Populated fields will be displayed with the grey-background

- In case if “Form Type” selected is “Short/Promo/Language”, Application Type value will be “Promo”. User can select value for “Short Film Type *”. Value could be “Language Version” or “Other Short Films”
- In case if value selected for field “Short Film Type*” is “Language Version”, Language details grid will be displayed where user can provide multiple languages.
  - In case of Language version, Applicant can provide previous certificate details if available. Details of the film will be auto-populated based on certificate number provided.

- In case if value selected for field “Short Film Type*” is “Other Short Films”, Grid named “No. OF Short Films” will be displayed where user can enter the details of short films.

- Voluntary Cut Details
  - In case if user wants to provide Voluntary Cut details User is required to select “Yes” from the dropdown of field “Have any cuts been made voluntarily by the applicant? *” and then click on the grid below to enter Cut details.
When User click on the above grid following pop-up screen will be displayed

- Cut or Insertion details can be entered in this screen. When clicked on “OK” button details will be populated in the Grid.
- User can select any details already entered from the grid and either edit and save the same or delete by clicking on the “Delete” button.
- Pop-up screen can be closed by clicking on “Close” button.
- Details populated in Cut Details Grid can be viewed by using horizontal scroll bar.
- Count of number of cuts will be displayed at the bottom right corner of the grid.

**Producer Details**
- User is required to enter the producer details by clicking on the below mentioned grid.
User Manual: ecinepramaan - Ver. 1.1

- Complete details can be viewed using the horizontal scroll bar
- User may delete the details and add fresh details.
- User may add multiple producers.

Film Details - 2

- In the screen above for radio button options 1, 2 and 4 previous certificate details need to be provided and other film details will be auto-populated. In case of option 3, its drop down will be enabled and value to be provided could be
Film Details-3

- In the above screen if the answer to the field “Has any previous application been made to certify this film (under its present or any other title) in a) India, b) United States of America, c) United Kingdom, d) Any other country” is “No” then all the fields displayed in the above screen will be disabled.
- In case if selected “Yes” and value provided for field “In Which Country?” is “India”. Provision to enter certificate number. Details of the film will be auto-populated.
In case if selected “Yes” and value selected for the field “What was the result of the application?” is “Certificate Refused” or “Refused Unrestricted” in that case user needs to enter value to the field “Whether Application Made on ecinepramaan?”. If value provided is “Yes” in that case user is required to provide Acknowledgement Number of the previous Application. Related details will be auto-populated.

If value provided for the field “Whether Application Made on ecinepramaan?” is “No” in that case user is required to enter File Number.

- If value provided for the field “Does the film contain any dialogue, song, poem, speech or commentary in any language other than English or in Indian language? “ is “Yes” in that case user is required to click on the Language details grid and enter the details as explained above.
- On Applicant details Tab, If Applicant details will be auto-populated from the profile of the logged in user.
Importer details can be either entered by the User or if Importer is same as Applicant then same can be auto-populated by clicking in the checkbox of the field “Click here if Importer details are same as Applicant details”

User is required to upload the supporting documents same as done for Registration. Film script is one of the supporting documents.
User is required to go through the declaration and accept the same. Fees will be auto-populated.
• After submit user will be able to view pre-view in non-editable mode of the Application.

![Application Form Image](image)

• After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.
• After clicking Submit button on the preview, following pop-up will be displayed.

![Payment Details](image)

• User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.
• User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar.
holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.

- After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.
10. Application for Duplicate Certificate

- Click on the sub-Menu “Application For Duplicate Certificate” of Menu “Applicant”

- A single Tab form will open where Applicant details will be auto-populated

- User needs to enter the certificate number for which duplicate certificate needs to be issued. Film details will be auto-populated.
User is required to upload the applicable supporting documents.

User is required to go through the declaration and accept the same by clicking on the check box.

Finally Application for duplicate certificate can be submitted by clicking on the “Submit” button on the bottom right corner of the screen.

Application preview will be displayed after going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.

After clicking Submit button on the preview, following pop-up will be displayed.
- User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

- User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.

- After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.
11. Application for Modification in Film Certificate

- Click on the sub-Menu “Application For Modification in Film Certificate” of Menu “Applicant”

- A single Tab form will open where Applicant details will be auto-populated
User Manual: ecinepramaan - Ver. 1.1

- User needs to enter the certificate number for which duplicate certificate needs to be issued. Film details will be auto-populated.

- User is required to upload the applicable supporting documents.
- User is required to enter details of Alterations required in below mentioned grid.

- User is required to go through the declaration and accept the same by clicking on the check box.
- Fees will be auto-populated.

- Finally Application for Modification in certificate can be submitted by clicking on the “Submit” button on the bottom right corner of the screen.
Application preview will be displayed

After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.

After clicking Submit button on the preview, following pop-up will be displayed.

User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.
- After payment Certification Application will be submitted and system will display success message along with the acknowledgement number.
12. Authorized Representative from Production House Registration

- Click on the Menu “Authorized Representative of Company” that is seen in Applicant/Producer dashboard.

- User is required to enter few details of the film for which Authorized Representative from Production House needs to be appointed.
- After appointment of Authorized Representative from Production House, he/she will be able to perform all activities related to the film for which he/she has been appointed.

- User is required to enter Address and Contact details of the Authorized representative from Production House being appointed.
After Submission, User ID and OTP will be sent to Authorized Representative from Production House through email and SMS.

Authorized Representative from Production House will be able to login using the credentials provided. On first Login, System will force the user to change the password.

After login, Dashboard will be displayed similar to the Registered User but the only difference is that Authorized Representative from Production House will be able to view details or take actions for the only film for which he/she has been appointed.
13. View Show Cause Notice issued by CBFC

- Registered User can view showcase notice issued by CBFC on his Dashboard. Show Cause notice will also be sent by Email.

- On clicking the row highlighted above following screen will be displayed. In some cases there will be multiple options to choose. In this case click on “Open”.

- Following Notice response screen will be displayed.
Click on the "View Notice" link to view the notice issued by CBFC.

Bharat Bhavan, 91-E, Walkeshwar Road,
Mumbai 400006

Date: 05/03/2017

To,
Ranjit Shivajirao Jadhav
Addd
Mumbai 400013
Maharashtra

Sir/s,
With reference to your application to the Central Board of Film Certification dated for a certificate under the Cinematograph Act, 1952 to exhibit the film entitled FORM TWO FRESH (English). I am directed by the Board to inform you that the film has been viewed by the Examining Committee and the Board has come to the conclusion that the film may be suitable for

14. Submit Suggested Cuts / Insertions

On the Notice Response screen select the option “Submit suggested cuts/insertion” and click on the “Submit” button.
Following screen will appear

User can select the cuts from Grid and provide remarks if required

User is required to go-through deceleration and accept the same by clicking on check box.

When clicked on “Submit”, User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.
After payment of e-Sign Cut details will be submitted to CBFC.

15. **Request For Representation**

- On the Notice Response screen select the option “Request for Representation” and click on the “Submit” button.

- User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.
After payment of e-Sign Representation Request will be submitted and system will display success message.

16. Request For Review by Revising Committee

On the Notice Response screen select the option “Request for review of the Film by Revising Committee “Submit” button.

When clicked on “Submit” button, following screen will appear.

When clicked on submit, Payment screen will be displayed.

following pop-up will be displayed.
• User can select mode of payment as Online or Offline. In case of Online payment, User will be redirected on the payment gateway where user is required to make actual payment. In case of Offline mode, User is required to fill in the details of the payment on the screen and submit the same.

• User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen. OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.

• After payment of e-Sign “Request for Review by Revising Committee” will be submitted and system will display success message.
17. **Approach FCAT**

- On the Notice Response screen select the option “Approach FCAT “Submit” button.

When clicked on “Submit” button, Application will be marked for FCAT.

After the review of Application by FCAT, User can enter the details of FCAT review to initiate the certification process.

- When clicked on the Application in above grid, following screen will be displayed where user can enter FCAT details
User is required to enter names of committee members of FCAT
User is required to enter Cut details suggested by FCAT
User is required to upload scanned copy of FCAT Order as supporting document
User is required to click on the Terms & Conditions Link, go-through the same and accept the same by clicking on check-box.
When clicked on “Submit” button, preview of the FCAT request will be displayed

User can click on the edit button of preview page and edit the request else if clicked on “Submit”, User is required to provide the Aadhaar number and click on “Get OTP” button on the below screen.
• OTP will be sent on the mobile number of the Aadhaar holder. User is required to enter the OTP and click on submit. After submit User will be redirected to the Payment gateway for making online payment for e-Sign.

![eSign](image)

• After payment of e-Sign “FCAT Request” will be submitted and system will display success message.

18. **Approach Court**

• On the Notice Response screen select the option “Approach Court “Submit” button.
• Flow remains same as FCAT request

19. **Request For Application Closure**

• On the Notice Response screen select the option “Request For Application Closure” button and click on “Submit”
System will ask for Remarks. Enter the remarks and submit again, Application will be closed. Same can be revised by the Applicant if required.

20. **Upload of Script**

When Film Certification Application is approved by CBFC, Request for uploading script will be displayed to the user on his/her Dashboard.
User can select the application and go to script upload screen

- User can browse and select the script and upload the same. Script should be in PDF format only where words can be searched.
- User is required to go through the declaration and accept the same. When user clicks on submit, CD Sealing process will be initiated.