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User Manual Ver. 1.2

Producer/Applicant

Central Board of Film Certification



June 13, 2023

Protean eGov Technologies Limited

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1. Background

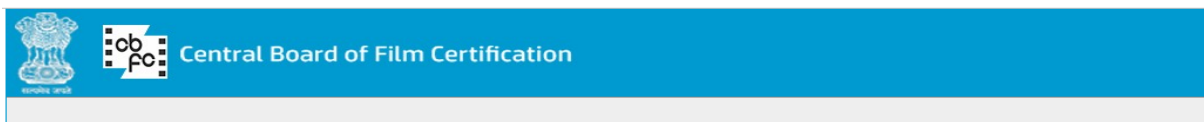
Ecinepramaan is an online system implemented by Central Board of Film Certification (CBFC) for enablement of online film certificate application, processing and issuance. Ecinepramaan will provide following online facility for Producers

- 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 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

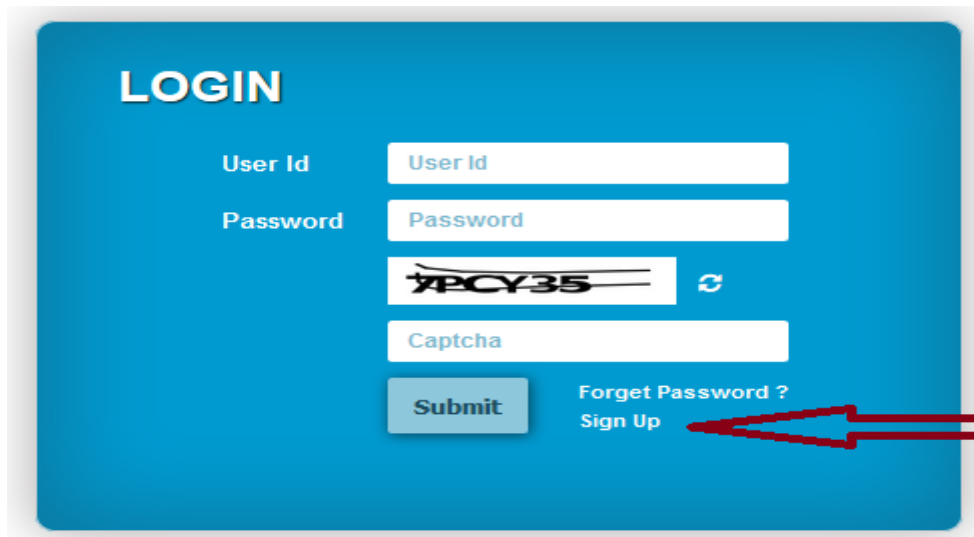
- User is required to access ecinepramaan using following URL <https://www.ecinepramaan.gov.in>. User can also visit to the CBFC portal using URL <https://www.cbfcindia.gov.in> and click on the link “ecinepramaan”.
- Following is the landing page of ecinepramaan system.

The image shows a screenshot of the 'LOGIN' form on the ecinepramaan system. The form is set against a blue background and contains the following fields and elements:

- LOGIN** (Section Header)
- User Id** label next to a text input field.
- Password** label next to a text input field.
- A CAPTCHA image with the text 'XPCY35' and a refresh icon.
- Captcha** label next to a text input field.
- Submit** button.
- Forget Password ? Sign Up** link.

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- Click on the “Sign Up link indicated with an arrow in the screen below



The screenshot shows a blue login form titled "LOGIN". It contains the following fields and elements:

- User Id**: A text input field with the placeholder "User Id".
- Password**: A text input field with the placeholder "Password".
- Captcha**: A field containing a captcha image with the text "7PCY35" and a refresh icon.
- Submit**: A blue button.
- Forget Password ?**: A text link.
- Sign Up**: A text link, which is highlighted by a red arrow pointing to it from the right.

- Online Registration form will Appear on the screen. Form is divided into following three tabs
 - Applicant details
 - Principle Place of Business
 - Supporting documents
- Applicant details
 - All demographic details of the applicant are captured on this tab
 - Mandatory fields are marked with astrix “*”.
 - Help is provided in the form of tooltips

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Title *	Mr.
First Name *	Ranjit
Middle Name	S
Last Name *	Jadhav
Name of Production House	RSJ Productions
CBFC Office Location *	Mumbai
Email *	ranjitj@rsjproductions.co.in
Mobile Number *	9878736554
Telephone no *	02223449891
Aadhaar *	298787898777
PAN	ADTHJ8789H
TAN	SHGH76789H
User ID *	Ranjitj@rsj
Producer Identity Number	ASD3445AS

User ID should be minimum 8 characters to 12 characters. Special characters are allowed

Close Next Clear

- 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.

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The screenshot shows a registration form with the following fields:

- टाइटल * (Dropdown menu)
- प्रथम नाम * (Text input)
- मध्यनाम (Text input)
- कुलनाम * (Text input)
- प्रोडक्शन हाउस का नाम (Text input)
- सी. वी. एफ. सी. कार्यालय * (Dropdown menu)
- ईमेल * (Text input)
- मोबाइल नंबर * (Text input)
- आवेदक का टेलीफोन * (Text input)
- आधार * (Text input)
- पैन (Text input)
- टैन (Text input)
- पूवर आईडी * (Text input with search icon)
- निर्माता आईडी (Text input)

- 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

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Address Line-1 * RSJ Productions

Address Line-2 World Tower

Address Line-3 MG Roag

Country * India

State * Maharashtra

City * Mumbai

PIN Code * 400013

Additional Business Address Details

Address Line-1

Address Line-2 Value can be 60 character alphanumeric which may contain Special characters

Address Line-3

Country

State

City

PIN Code

Close Previous Next Clear

- “Previous” button on the bottom right corner can be used to browse to the previous tab.
- Supporting Documents

Applicant Details Principle Place Of Business Supporting Documents

Supporting Documents

Supporting Documents * [Click here to upload documents](#)

Hint Question *

Answer *

Captcha * 3PY97X Captcha

Declaration :
"By entering my contact details I authorize Central board of film certification to Call, Email or SMS me with reference to this enquiry. This overrides the DND registration of TRAI".
 Accept

Declaration Place *

Declaration Date 04/03/2017

Close Previous Clear Submit

- Applicable supporting documents

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

Supporting Documents

Upload Documents

Document Type

Document

Browse

Max Size: 31456.00KB Uploaded: 65.64KB Remaining: 31390.36KB **Add**

Available Documents (3)

Address Proof - Aadhaar Card issued by the Unique Identification Authority of India dup.pdf (21.88KB) **x**

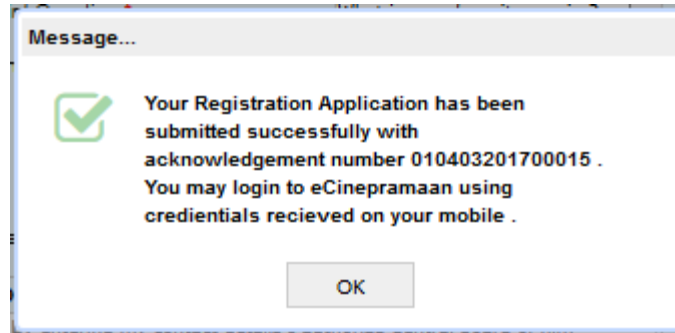
Company Proof - Certificate of Registration issued by the Registrar of LLPs dup.pdf (21.88KB) **x**

Identity Proof - Elector's photo identity card dup.pdf (21.88KB) **x**

OK

- 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.

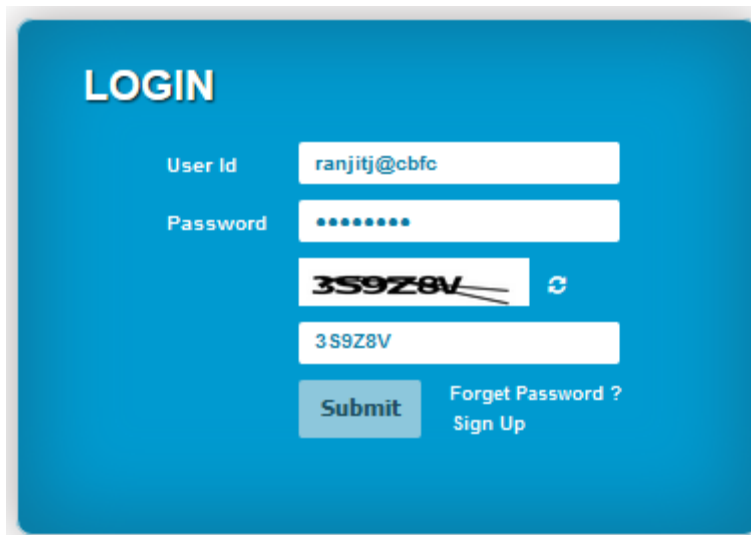
User Manual: ecinepramaan -Ver. 1.2



- User needs to mention the Acknowledgement number of Registration Application for any further communication with CBFC regarding the Registration Application processing.
- User ID and OTP will be sent to the user through SMS and email. User may login to ecinepramaan and view the status of Registration Application.
- On first login User is required to change his password by providing old password, new password and confirm password.
- User will not be able to apply for film certification unless his Registration Application is Accepted by CBFC and CBFC ID is allotted to the Applicant.

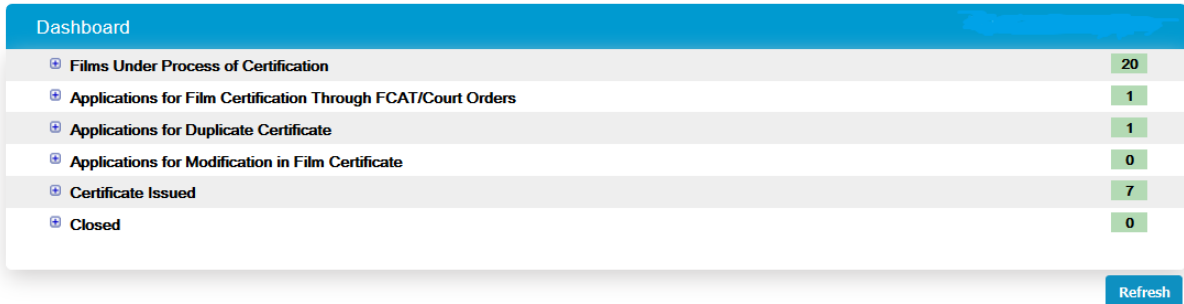
3. Login to ecinepramaan

- Provide User ID, Password and captcha on the login screen and click on Submit button



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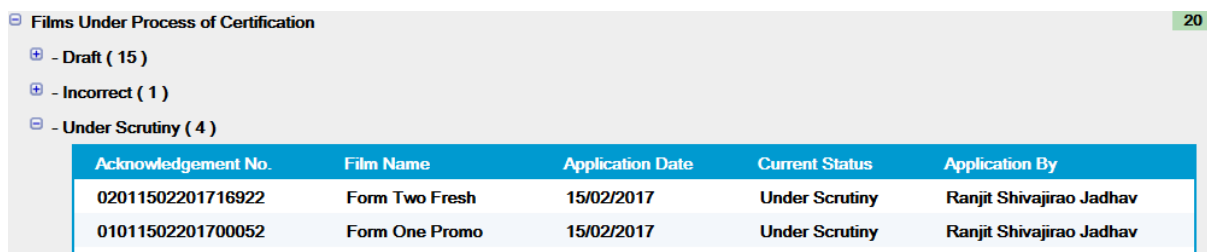
- After login following User Dashboard will appear



Dashboard	
Films Under Process of Certification	20
Applications for Film Certification Through FCAT/Court Orders	1
Applications for Duplicate Certificate	1
Applications for Modification in Film Certificate	0
Certificate Issued	7
Closed	0

Refresh

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



Films Under Process of Certification 20

- Draft (15)
- Incorrect (1)
- Under Scrutiny (4)

Acknowledgement No.	Film Name	Application Date	Current Status	Application By
02011502201716922	Form Two Fresh	15/02/2017	Under Scrutiny	Ranjit Shivajirao Jadhav
01011502201700052	Form One Promo	15/02/2017	Under Scrutiny	Ranjit Shivajirao Jadhav

- 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”



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- 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.

Middle Name	Shivajirao
Last Name *	Jadhav
Name of Production House	RJ Productions Limited
CBFC Office Location *	Mumbai
Email *	ranjitj@yahh.com
Mobile Number *	9819036512
Telephone no *	02224994781
Aadhaar *	525867889741
PAN	AFTPH3687N
TAN	GFGH55555H
User ID *	ranjitj@cbfc
Producer Identity Number	GHG66

- 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.

Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

Close Submit

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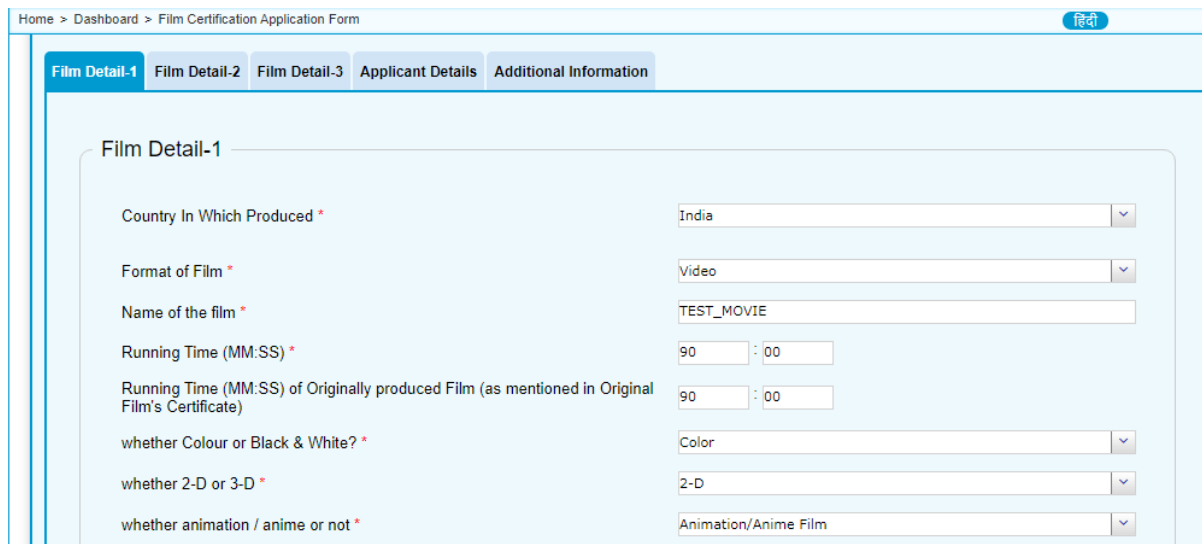
- User may provide Old Password, New Password and Confirm Password as New Password
- When clicked on Submit button, User password will be changed.
- User may logout from ecinepramaan by clicking on “Logout” button just next to “Change Password” button.

6. Application for Film Certification

- Click on the sub-Menu “Film Certification Application Form” of Menu “Application”



- Following Application form will appear

A screenshot of the 'Film Certification Application Form' web interface. The breadcrumb trail is 'Home > Dashboard > Film Certification Application Form'. The language is set to 'हिंदी'. The form has five tabs: 'Film Detail-1', 'Film Detail-2', 'Film Detail-3', 'Applicant Details', and 'Additional Information'. The 'Film Detail-1' tab is active. The form fields are: 'Country In Which Produced *' (dropdown: India), 'Format of Film *' (dropdown: Video), 'Name of the film *' (text: TEST_MOVIE), 'Running Time (MM:SS) *' (time: 90 : 00), 'Running Time (MM:SS) of Originally produced Film (as mentioned in Original Film's Certificate)' (time: 90 : 00), 'whether Colour or Black & White? *' (dropdown: Color), 'whether 2-D or 3-D *' (dropdown: 2-D), and 'whether animation / anime or not *' (dropdown: Animation/Anime Film).

- Form is divided into five Tabs
- User can select country name from ‘Country In which produced’ dropdown.
- User can apply for ‘Video’ or theatrical’ format by selecting the value from Format field
- User can apply for Original Language Application, Dubbed Application, Multiple language version Application by providing the value to the field “Whether Original Language or Dubbed”
- Auto-Populated fields will be displayed with the grey-background

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- In case if duration of the film is less than or equal to 10 mins and “Whether Original Language or Dubbed” is selected as “Multiple Language Versions” then user can provide multiple languages in language details grid. Based on the number of languages and duration certification fees will be calculated.

#	Language	Other Language
1	Hindi	
2	Kannada	
3		

Number of Languages used in the film : 2

- On the basis of duration of the film, user can select genere of the film .
- Application through regional office will be auto-populate as per regional office of applicant. However user can change the regional office.

Language of the Subtitles/Captions * Urdu

Genre/Kind of Film * Crime

Source(s)/References for the Films

Application Through the Regional Office * Kolkata

Application for Certification for public exhibition of a film produced in India at * AGRA

Save Clear Next Close

- User can select required certificate type from ‘Specify the certificate requested’ dropdown.
- User can apply for conversion of category for previous ‘A’ certified movie. User needs to enter previous film certificate number and acknowledgement number. Based on the entered details film name , language and certificate number will auto-populate.

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Film certification application form for public exhibition of a film produced in India (See sub-rule (1) of rule 21)

Film Detail-1 **Film Detail-2** Film Detail-3 Applicant Details Additional Information

Film Detail-2

Specify the Certificate requested * U

Whether it is an application for CATEGORY CONVERSION (A to UA/U) in case of the film already certified in Adult category in the applied language Yes

Whether Certificate to Adult version of this Film was issued after 27 March 2017 Yes

Search for Acknowledgment No. of Adult Certified Film's Application 1A082609201700035

Adult-rated Film's Certificate Number DIL/3/5/2021-KOL

Certificate Date 16/07/2021

Film Title QQQQ

Original language English

- 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.

Have any cuts been made voluntarily by the applicant?* Yes

CUTS DETAILS						
#	Cut/Insertion	Reel No/Location	Cut Type	Description	Length Deleted (Feet From)	Le
1						

Number of Cuts : 0

- When User click on the above grid following pop-up screen will be displayed

Ok New Delete Close

Cut/Insertion * Cut

Reel No/Location * 2

Cut Type * Visual

Description * Tone down the violence

Length Deleted (Feet From) * 1

Length Replaced (Feet From) * 2

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- 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.

PRODUCER DETAIL							
#	CBFC ID of Producer	Name of Producer	Address of Producer	Country	State	City	Other City Ni
1	PMUM2017000132	Ranjit Shivajirao Jadhav	ADDD	India	Maharashtra	Mumbai	
2							

- 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

PRODUCER DETAIL							
#	CBFC ID of Producer	Name of Producer	Address of Producer	Country	State	City	Other City Ni
1	PMUM2017000132	Ranjit Shivajirao Jadhav	ADDD	India	Maharashtra	Mumbai	
2							

✓ Ok + New 🗑 Delete ✖ Close

CBFC ID of Producer *

Number of Producers Involved : 1

- 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-1” Tab, User is required to select “Dubbed Language” for the field “Whether Original Language or Dubbed *”
 - Provide the certificate Number of the Original Film. Details will be auto-populated as mentioned in the screen below

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to that film. *	
Certificate Number of Original Film	CIS/1/5/2017-MUM
Certificate Date	15/02/2017
Original language	Hindi Partly English
Film Title	Form One Fresh

• Film Details-3

Name of the Director *	Name
Whether any precertification advice/consultation/script verification/approval was obtained and if so the details thereof <i>Not more than 250 characters</i>	
Has any previous application been made to certify this film suitable for public exhibition in India , for the language of film mentioned in present application?	No
Has the exhibition of this film been at any time suspended or the film declared uncertified by the Central or any State Government? *	No

[Delete](#) [Save](#) [Previous](#) [Next](#) [Close](#)

- 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? for the language of film mentioned in present application? *” is “No” then fields related to certificate details of previous application will not be display to the user.
- In case if selected “Yes” then user needs to enter acknowledgement number of that film and details will be auto-populated.

Has any previous application been made to certify this film suitable for public exhibition in India , for the language of film mentioned in present application?	Yes
What was the result of the previous application?	A
Whether the application was made after 27 March 2017?	Yes
File Number/Acknowledgement No. of previous application	1A011704201700041
Acknowledgement Date.	17/04/2017
Certificate was refused? *	No
Has the exhibition of this film been at any time suspended or the film declared uncertified by the Central or any State Government? *	No

- 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.

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Home > Dashboard > Application For Certification Form-I

Click Here if Applicant Details are same as Producer :

CBFC ID of Applicant * : PMUM2017000132

Name of the Applicant : Ranjit Shivajirao Jadhav

Address of the Applicant : ADDD

Country of the Applicant : India

State of the Applicant : Maharashtra

City of the Applicant : Mumbai

Telephone : 02224994781

Mobile Number : 9819036512

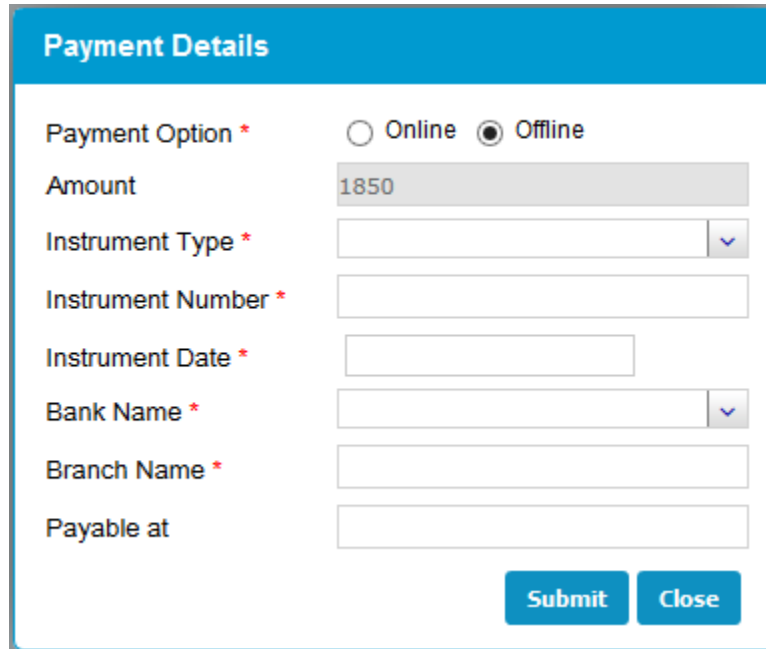
E-Mail : ranjitj@yahoo.com

- 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 Date	: 05/03/2017
Form Type	: Fresh
Application type	: Fresh
Application Through the Regional Office	: Chennai
Application for Certification for public exhibition of a film produced in India at	: Abohar
Name of the film	: QWRWR
Language of the film	: Marathi
Number of Reels	: 23
Gauge of the film	: 8MM
Length of the film in feet	: 2000
Length of the film in Meter	: 609.6

- 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.

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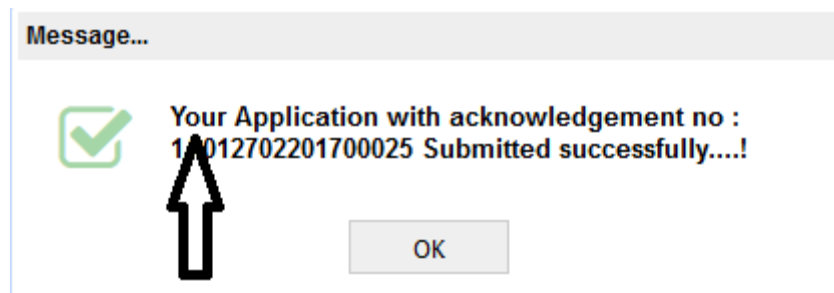


The screenshot shows a 'Payment Details' form with the following fields and options:

- Payment Option ***: Radio buttons for 'Online' and 'Offline' (selected).
- Amount**: Text input field containing '1850'.
- Instrument Type ***: Dropdown menu.
- Instrument Number ***: Text input field.
- Instrument Date ***: Text input field.
- Bank Name ***: Dropdown menu.
- Branch Name ***: Text input field.
- Payable at**: Text input field.

Buttons: 'Submit' and 'Close'.

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

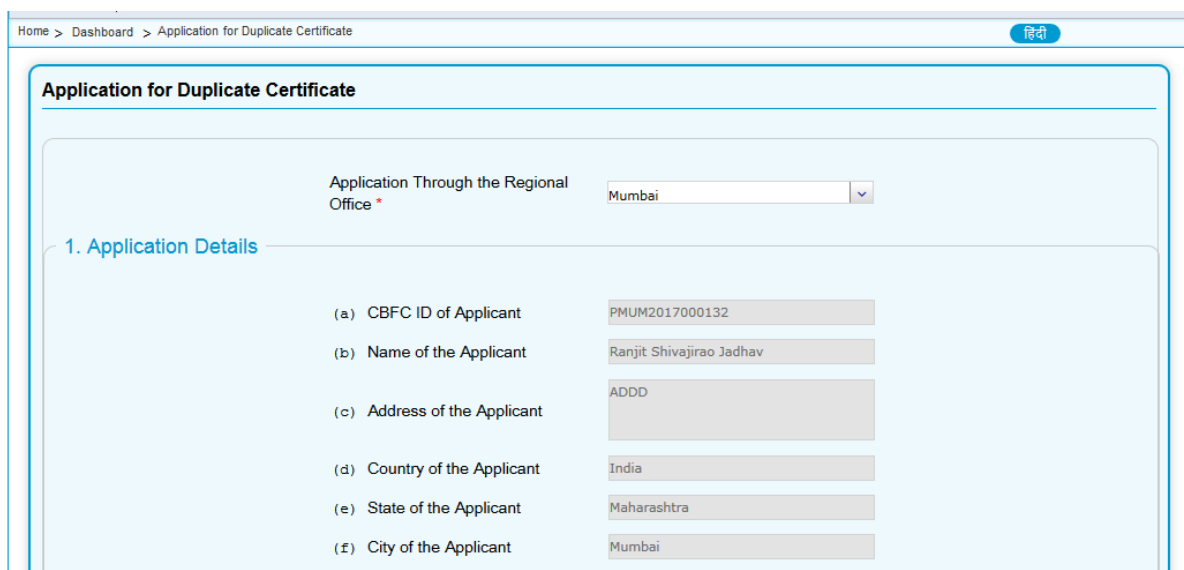


7. Application for Duplicate Certificate

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



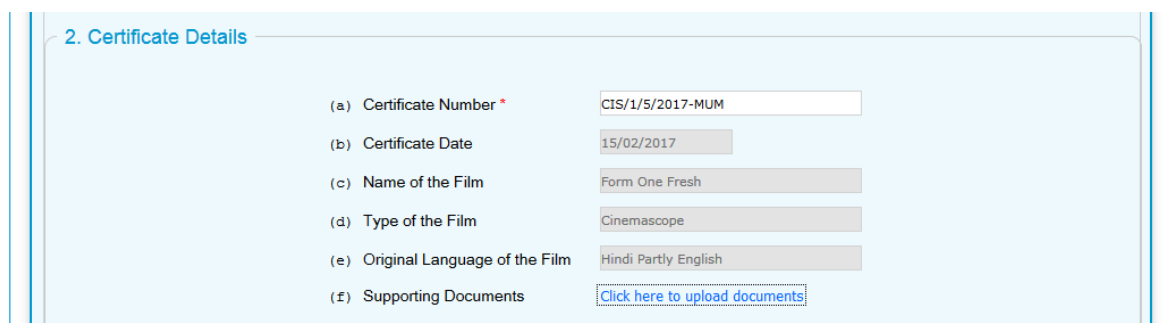
- A single Tab form will open where Applicant details will be auto-populated



The screenshot shows a web browser window with the URL 'Home > Dashboard > Application for Duplicate Certificate'. The page title is 'Application for Duplicate Certificate'. Below the title, there is a dropdown menu for 'Application Through the Regional Office *' with 'Mumbai' selected. The main section is titled '1. Application Details' and contains the following fields:

(a) CBFC ID of Applicant	PMUM2017000132
(b) Name of the Applicant	Ranjit Shivajirao Jadhav
(c) Address of the Applicant	ADDD
(d) Country of the Applicant	India
(e) State of the Applicant	Maharashtra
(f) City of the Applicant	Mumbai

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



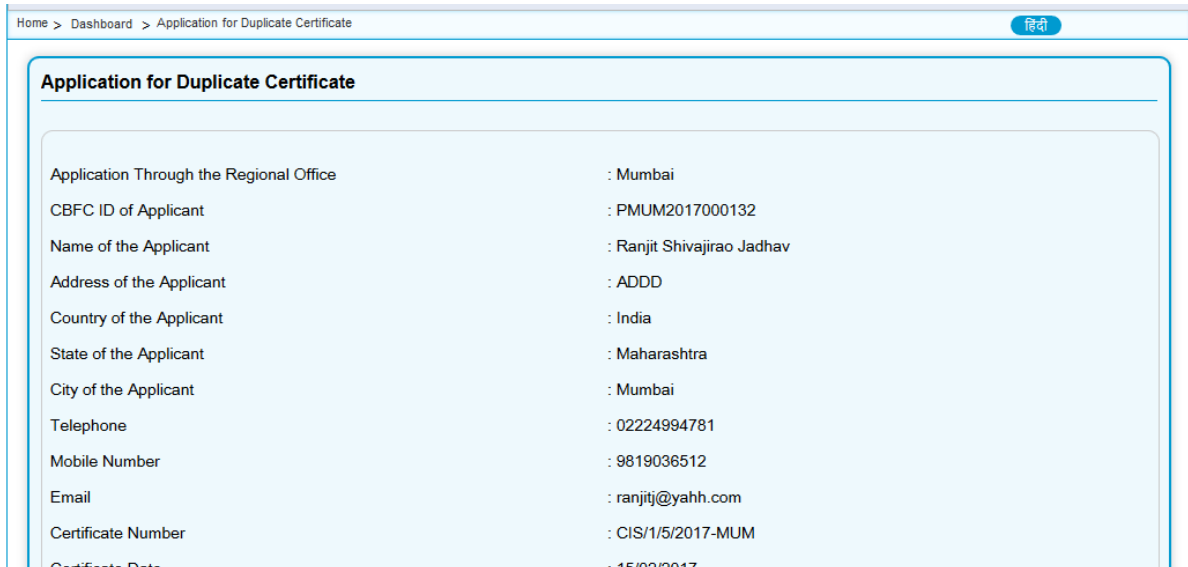
The screenshot shows the '2. Certificate Details' section of the form. It contains the following fields:

(a) Certificate Number *	CIS/1/5/2017-MUM
(b) Certificate Date	15/02/2017
(c) Name of the Film	Form One Fresh
(d) Type of the Film	Cinemascope
(e) Original Language of the Film	Hindi Partly English
(f) Supporting Documents	Click here to upload documents

- 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.

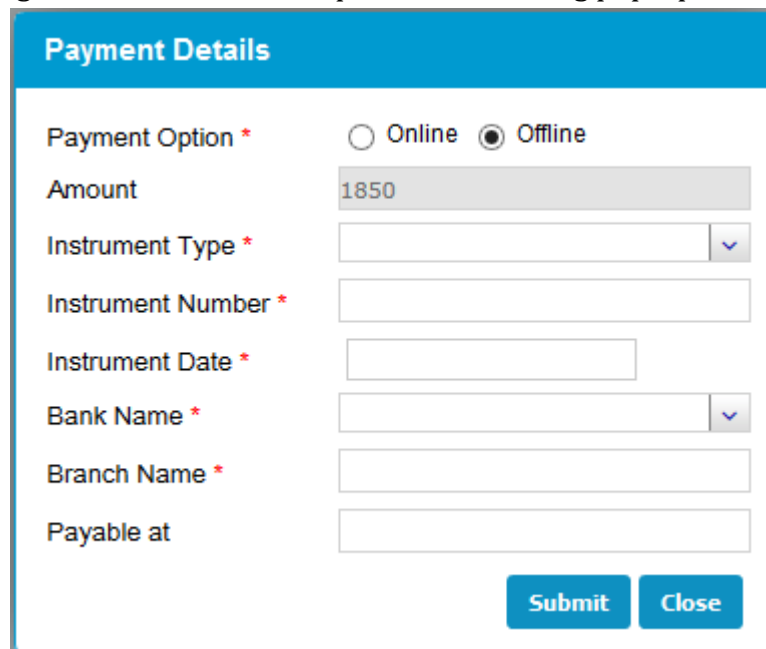
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- Finally Application for duplicate certificate can be submitted by clicking on the “Submit” button on the bottom right corner of the screen.
- Application preview will be displayed



Application Through the Regional Office	: Mumbai
CBFC ID of Applicant	: PMUM2017000132
Name of the Applicant	: Ranjit Shivajirao Jadhav
Address of the Applicant	: ADDD
Country of the Applicant	: India
State of the Applicant	: Maharashtra
City of the Applicant	: Mumbai
Telephone	: 02224994781
Mobile Number	: 9819036512
Email	: ranjit@yahoo.com
Certificate Number	: CIS/15/2017-MUM
Certificate Date	: 15/09/2017

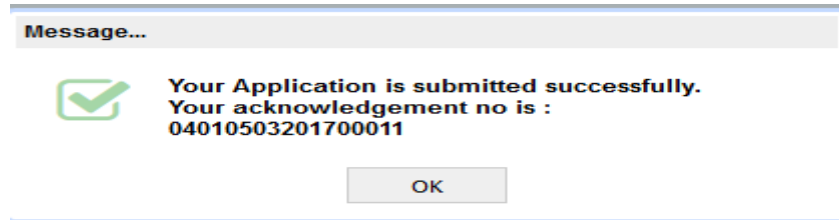
- After going through the preview, Applicant may click on “Edit” button on the bottom right corner of the preview page. Option to “Print” is also provisioned.
- After clicking Submit button on the preview, following pop-up will be displayed.



Payment Details	
Payment Option *	<input type="radio"/> Online <input checked="" type="radio"/> Offline
Amount	1850
Instrument Type *	<input type="text"/>
Instrument Number *	<input type="text"/>
Instrument Date *	<input type="text"/>
Bank Name *	<input type="text"/>
Branch Name *	<input type="text"/>
Payable at	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Close"/>	

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

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8. 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

A screenshot of a web application form titled "FORM-3: Report under Rule 33 of the Cinematograph Certification Rules 1983 regarding an alteration or alterations in a certified films". The form is displayed in a browser window with a breadcrumb trail: "Home > Dashboard > Application for Modification in Film Certificate". A language dropdown menu is set to "हिंदी". The form contains a dropdown menu for "Application Through the Regional Office" with "Chennai" selected. Below this is a section titled "1. Applicant Details" with the following fields:

(a) CBFC ID of the Applicant	PMUM2017000132
(b) Name of the Applicant	Ranjit Shivajirao Jadhav
(c) Address of the Applicant	ADDD
(d) Country of the Applicant	India
(e) State of the Applicant	Maharashtra
(f) City of the Applicant	Mumbai
(g) Telephone	92224004781

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

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2. Certificate Details

(a) Certificate Number *	CIS/1/5/2017-MUM
(b) Certificate Date	15/02/2017
(c) Name of the Film	Form One Fresh
(d) Type of the Film	Cinemascope
(e) Original Language of the Film	Hindi Partly English
(f) Supporting Documents	Click here to upload documents

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

3. Particulars of Alterations

Specify the exact alteration or alterations, length and the number of reel or reels in which the alteration or alterations occur or occurs.

(A) MODIFICATION DETAILS				
#	Reel No./Location	Scene Number	Description of the Scene/Dialogue/Song length	Length Altered/Duration Altered
1	2	1	Delete a action sequence	12
2				

Number of Alterations : 1

In the case of video films, instead of length and number of reels, duration in minutes and number of cassettes may be given.

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

Declaration :

I declare that the details provided are correct to the best of my knowledge

Declaration Place	Mumbai
Declaration Date	05/03/2017
Whether the film is to be screened at CBFC ?	Yes
Certification Fee	₹ 20000
Screening Fee	₹ 1000
Total Fees	₹ 21000

Close Submit

- 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

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FORM-3: Report under Rule 33 of the Cinematograph Certification Rules 1983 regarding an alteration or alterations in a certified films

Application Through the Regional Office	: Chennai
CBFC ID of the Applicant	: PMUM2017000132
Name of the Applicant	: Ranjit Shivajirao Jadhav
Address of the Applicant	: ADDD
Country of the Applicant	: India
State of the Applicant	: Maharashtra
City of the Applicant	: Mumbai
Telephone	: 02224994781
Mobile Number	: 9819036512
Email	: ranjitj@yahoo.com
Certificate Number	: CIS/1/5/2017-MUM

- 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

Payment Option * Online Offline

Amount

Instrument Type *

Instrument Number *

Instrument Date *

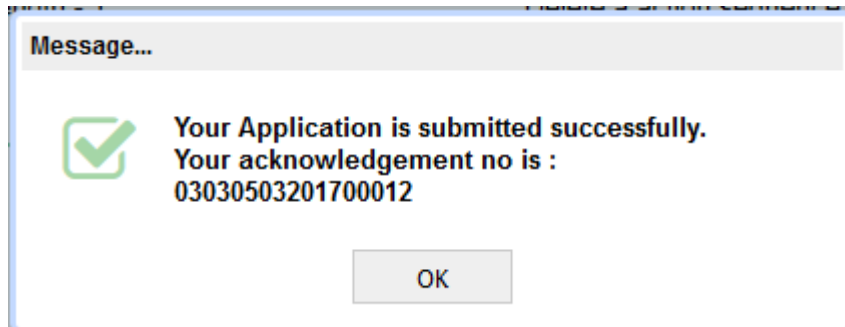
Bank Name *

Branch Name *

Payable at

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

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9. Authorized Representative Registration

- Click on the Menu “Authorized Representative Registration” of Menu
- User is required to enter few details of the film for which Authorized Representative needs to be appointed.
- After appointment of Authorized Representative, he/she will be able to perform all activities related to the film for which he/she has been appointed.

The screenshot shows a web browser window with the URL 'Home > Dashboard > Authorized Representative Registration'. The page title is 'Authorized Representative Registration'. Below the title, there is a section titled 'Authorized Representative Details'. The form contains the following fields:

Name of the Film *	Dangal
Original Language of the Film *	Hindi
Other Language Name *	
Title *	Mr.
First Name	Chaitanya
Middle Name	Ranjit
Last Name *	Jadhav
Aadhaar Number *	233456622348

- User is required to enter Address and Contact details of the Authorized representative being appointed

The screenshot shows the 'Address Details' and 'Contact Details' sections of the registration form. The 'Address Details' section contains the following fields:

Address Line-1 *	First Floor
Address Line-2	Times Tower
Address Line-3	Kamla Mills Compound
Country *	India
State *	Maharashtra
City *	Mumbai
PIN Code *	400013

The 'Contact Details' section contains the following fields:

Mobile Number *	9818899999
Email *	ranjith@yahoo.com

- After Submission, User ID and OTP will be sent to Authorized Representative through email and SMS.
- Authorized Representative will be able to login using the credentials provided. On first Login, System will force the user to change the password.

Change Password

Old Password *

New Password *

Confirm Password *

First Hint Question * What was your childhood nickna

Second Hint Question * What is your favorite movie ?

Captcha *

- After login, Dashboard will be displayed similar to the Registered User but the only difference is that Authorized Representative will be able to view details or take actions for the only film for which he/she has been appointed.

10. 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.

Dashboard High Medium Low

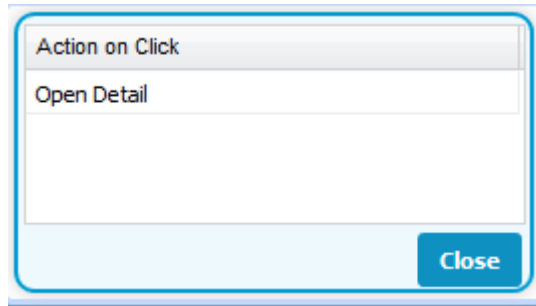
Films Under Process of Certification 23

- Draft (18)
- Incorrect (1)
- Pending For Cut Submission (1)

Acknowledgement No.	Film Name	Application Date	Current Status	Application By
02011502201716922	Form Two Fresh	15/02/2017	Pending For Cut Submission	Ranjit Shivajirao Jadhav

- 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”.

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- Following Notice response screen will be displayed

Notice Response

Acknowledgement No	02011502201716922
Application Date	15/02/2017
Film Name	Form Two Fresh
Notice	View Notice

Select an option to proceed

- Submit suggested cuts/insertion
- Request for Representation
- Request for review of the Film by Revising Committee
- Approach FCAT
- Approach Court
- Request for Application Closure

- 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

11. Submit Suggested Cuts / Insertions

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

Home > Dashboard > Notice Response

Notice Response

Acknowledgement No 02011502201716922

Application Date 15/02/2017

Film Name Form Two Fresh

Notice [View Notice](#)

Select an option to proceed

Submit suggested cuts/insertion

Request for Representation

Request for review of the Film by Revising Committee

Approach FCAT

Approach Court

Request for Application Closure

[Close](#) [Submit](#)

- Following screen will Appear

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The screenshot shows the 'Cuts Submission' page. At the top, there is a header with the Central Board of Film Certification logo and the text 'केन्द्रीय फिल्म प्रमाणन बोर्ड CENTRAL BOARD OF FILM CERTIFICATION'. A user profile 'Welcome Sameer Shah' is visible in the top right corner, along with 'Change Password' and 'Logout' buttons. Below the header, there is a navigation bar with 'Applicant Profile | Authorized Representative of Company | Application | Grievance |'. The main content area is titled 'Cuts Submission' and contains a form with the following fields:

- Acknowledgement Number: CA082706202200070
- Name of the Film: CHECK_1
- Language of the Film: Hindi

Below these fields is a table titled 'EXCISIONS/MODIFICATION DETAILS' with the following columns: #, Select, Insertions/Excisions/Modifi..., Location, Description, Guidelines, ApplicantRemark, Cut Type, and Time. The table contains one row with the following data:

#	Select	Insertions/Excisions/Modifi...	Location	Description	Guidelines	ApplicantRemark	Cut Type	Time
1	<input type="checkbox"/>	Insertion	MID	XYZ	1			

At the bottom of the page, there is a footer with 'Powered by NSDL e-Governance Infrastructure Limited' and the NSDL logo. A note at the bottom right states 'Best viewed in Mozilla & Chrome at 1280 x 1024 pixels resolution'.

- User can select the cuts from Grid and provide cut details and remarks .

The screenshot shows a form for providing cut details. At the top, there are 'Ok' and 'Close' buttons. The form contains the following fields:

- Sr.No: 1
- Insertions/Excisions/Modification: Insertion
- Location: 23
- Description: DFSADAS
- Guidelines: 1, 2
- Applicant Remark*: (Empty text area)
- Cut Type*: (Dropdown menu)
- Time Elapsed (MM:SS): (MM) : (SS)
- Cassette No./TCR*: (Text input)
- Cut Start Time (MM:SS): (MM) : (SS)
- Duration Deleted (MM:SS): (MM) : (SS)
- Replaced Start Time (MM:SS): (MM) : (SS)
- Duration Replaced (MM:SS): (MM) : (SS)

- User can also upload video in supporting document if total changed duration is up to 20 mins

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Supporting Documents * [Click here to upload documents](#)

Declaration
I/We Sameer Shah, the applicant(s) in respect of the Film: "COC_CSS" Hindi do hereby declare that the portions objected to by the Board of Film Certification in the film "COC_CSS" Hindi as endorsed on the certificate have been excised from the film and original digital content in DVD format (visuals and sound) are

Declaration Place *

Declaration Date

[Close](#) [Submit](#)

- User is required to go-through deceleration and accept the same by clicking on check box.
- After clicking on submit button, cuts will be submitted to CBFC.

12. Request For Representation

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

Notice Response

Acknowledgement No

Application Date

Film Name

Notice [View Notice](#)

Select an option to proceed

Submit suggested cuts/insertion

Request for Representation

Request for review of the Film by Revising Committee

Approach FCAT

Approach Court

Request for Application Closure

[Close](#) [Submit](#)

13. 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.

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Notice Response

Acknowledgement No	02011502201716922
Application Date	15/02/2017
Film Name	Form Two Fresh
Notice	View Notice

Select an option to proceed

- Submit suggested cuts/insertion
- Request for Representation
- Request for review of the Film by Revising Committee
- Approach FCAT
- Approach Court
- Request for Application Closure

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

Application for Review by Revising Committee

Acknowledgement Number *	02011502201716922
Name of the Film	Form Two Fresh
Original Language of the Film	English
Certificate Type Requested	S
Fees	₹ 2800

[Close](#) [Submit](#)

- When clicked on submit, Payment screen will be displayed.
- following pop-up will be displayed.

Payment Details

Payment Option *	<input type="radio"/> Online <input checked="" type="radio"/> Offline
Amount	1850
Instrument Type *	<input type="text"/>
Instrument Number *	<input type="text"/>
Instrument Date *	<input type="text"/>
Bank Name *	<input type="text"/>
Branch Name *	<input type="text"/>
Payable at	<input type="text"/>

[Submit](#) [Close](#)

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- 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.
- After payment “Request for Review by Revising Committee” will be submitted and system will display success message.

14. Approach FCAT

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

The screenshot shows a web interface titled "Notice Response". It contains the following fields and options:

- Acknowledgement No: 02011502201716922
- Application Date: 15/02/2017
- Film Name: Form Two Fresh
- Notice: [View Notice](#)
- Select an option to proceed**
- Submit suggested cuts/insertion
- Request for Representation
- Request for review of the Film by Revising Committee
- Approach FCAT
- Approach Court
- Request for Application Closure

At the bottom right, there are "Close" and "Submit" buttons.

- 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.

The screenshot shows a "Dashboard" with a table of applications under process of certification. The table has the following data:

Acknowledgement No.	Film Name	Application Date	Current Status	Application By
02011502201716922	Form Two Fresh	15/02/2017	Pending For FCAT/Court Orders	Ranjit Shivajirao Jadhav

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- When clicked on the Application in above grid, following screen will be displayed where user can enter FCAT details

Application for Film Certification Through FCAT/Court Orders

Acknowledgement Number * : 02011502201716922
Date : 15/02/2017
Name of the Film : Form Two Fresh
Certificate Type : S
Supporting Documents : [Click here to upload documents](#)

COURT/FCAT COMMITTEE MEMBER DETAILS	
#	Name of Committee Members
1	Ranjit Jadhav
2	Narendra Prabhaker
3	

Number of Members : 2

CUTS DETAILS					
#	Cut/Insertion	Cuts	Location	Description	GuideLines
1	Cut	General / Other	2	Remove the indecent language	follow the guidelines
2					

- 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

Application for Film Certification Through FCAT/Court Orders

Acknowledgement Number : 02011502201716922
Date : 15/02/2017
Name of the Film : Form Two Fresh
Certificate Type : S

Court/FCAT Committee Member Details

Name of Committee Members - 1 : Ranjit Jadhav
Name of Committee Members - 2 : Narendra Prabhaker

Cuts Details

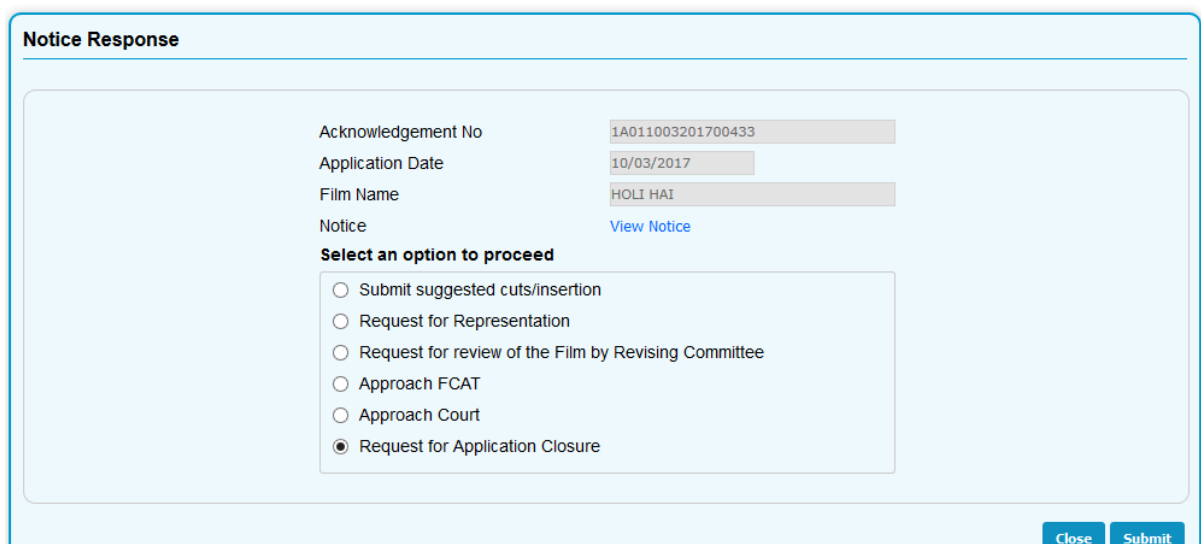
Cuts Number - 1 :
Cut/Insertion - 1 : Cut
Location - 1 : 2
Description - 1 : Remove the indecent language

15. Approach Court

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

16. Request For Application Closure

- On the Notice Response screen select the option “Request For Application Closure” button and click on “Submit”



The screenshot shows the 'Notice Response' interface. It displays the following information:

Acknowledgement No	1A011003201700433
Application Date	10/03/2017
Film Name	HOLI HAI
Notice	View Notice

Select an option to proceed

- Submit suggested cuts/insertion
- Request for Representation
- Request for review of the Film by Revising Committee
- Approach FCAT
- Approach Court
- Request for Application Closure

Buttons: [Close](#) [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.



The screenshot shows the 'Application for Closure' interface. It displays the following information:

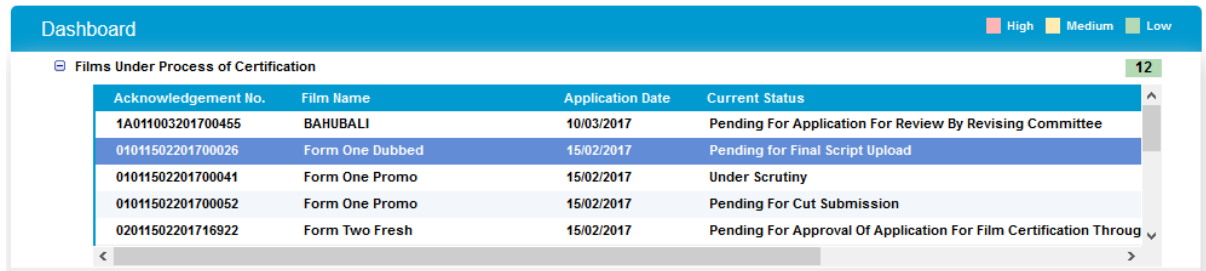
Acknowledgement No.	100010101700000274
Application Date	10/03/2017
Film Name	HOLI HAI
Remark *	We will resubmit the Application

Not more than 250 characters

Buttons: [Close](#) [Submit](#)

17. Upload of Script

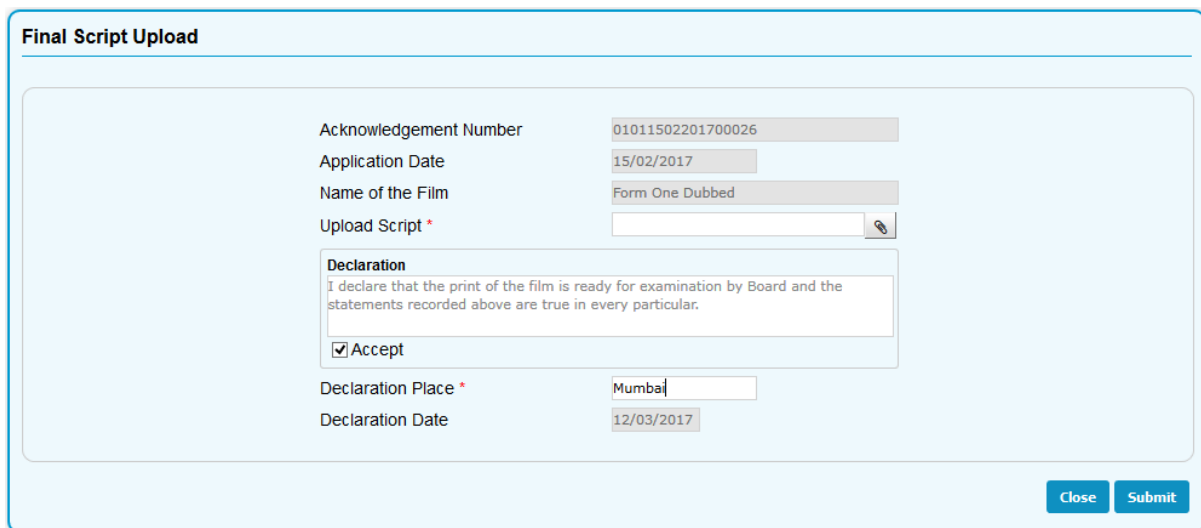
- When Film Certification Application is approved by CBFC, Request for uploading script will be displayed to the user on his/her Dashboard



The screenshot shows a dashboard titled "Dashboard" with a navigation bar containing "High", "Medium", and "Low" indicators. Below the navigation bar, there is a section titled "Films Under Process of Certification" with a count of 12. A table lists the following data:

Acknowledgement No.	Film Name	Application Date	Current Status
1A011003201700455	BAHUBALI	10/03/2017	Pending For Application For Review By Revising Committee
01011502201700026	Form One Dubbed	15/02/2017	Pending for Final Script Upload
01011502201700041	Form One Promo	15/02/2017	Under Scrutiny
01011502201700052	Form One Promo	15/02/2017	Pending For Cut Submission
02011502201716922	Form Two Fresh	15/02/2017	Pending For Approval Of Application For Film Certification Throug

- User can select the application and go to script upload screen



The screenshot shows the "Final Script Upload" form. It contains the following fields and options:

- Acknowledgement Number: 01011502201700026
- Application Date: 15/02/2017
- Name of the Film: Form One Dubbed
- Upload Script *: A file upload button with a paperclip icon.
- Declaration: A text area containing the text "I declare that the print of the film is ready for examination by Board and the statements recorded above are true in every particular." Below this is a checked checkbox labeled "Accept".
- Declaration Place *: Mumbai
- Declaration Date: 12/03/2017

At the bottom right of the form, there are two buttons: "Close" and "Submit".

- 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, same will be pending for approval.