USER MANUAL
(PRINT RATE RENEWAL)

IMPORTANT INSTRUCTIONS:

- ❖ All the mandatory fields marked with asterisk (*) have to filled.
- ❖ If by chance a connection is lost or the user refreshes the page, then before the final submission data didn't save in the database.
- ❖ All details will be filled with caution.
- ❖ All the documents should be uploaded in "pdf" format.
- ❖ Few fields are non-editable of Basic Details, Print Information and Account Details in Renewal Form. The details fetch from your previously updated data.

**Required Documents for Print Rate Renewal:**

- ➢ Specimen copies of Newspaper (Random dates will be assigned for which specimen copies are required).
- ➢ RNI Registration Certificate
- ➢ Original Annexure A
- ➢ Circulation Certificate
- ➢ Annual Return Statement
- ➢ PCI No Dues Certificate
- ➢ DM Declaration (if required)
- ➢ PAN Card
- ➢ GST Certificate (if applicable)
- ➢ Commercial Rate Card
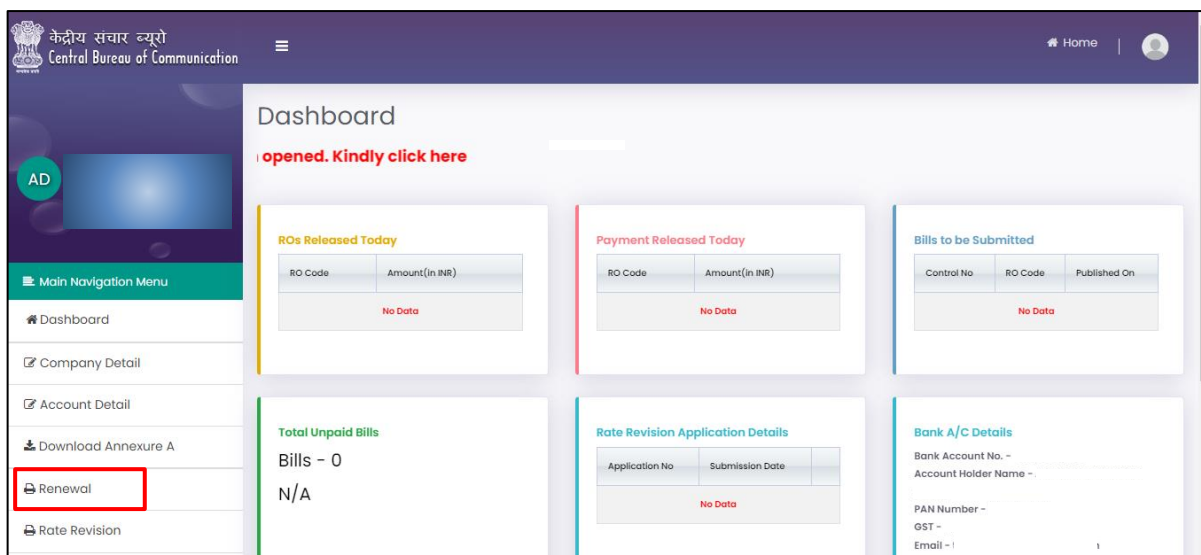
LOGIN FOR PRINT RENEWAL

1. Vendor can login in to CBC account on website

   Here, you have the options to login into your dashboard
   i.   Enter the Newspaper Code **(Six Digit NP Code)**
   ii. Enter Password.
   iii. Click on the **"Login"** button.
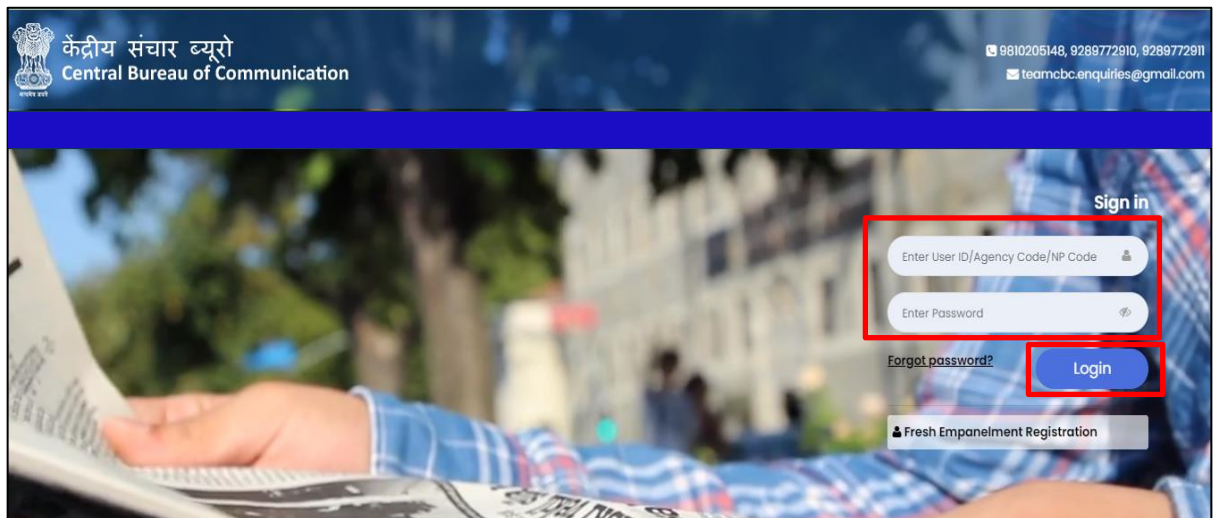
2. Here you will see your Dashboard. On the left sidebar click on the "Renewal" button.

3. Enter RNI E-Filing No. and click on "Submit" button.

4. Enter all required details in the **"Basic information"** tab and click on **"Next"** Button.

5. Enter all required details in the **"Print information"** tab and click on **"Next"** Button.

Publisher Name / प्रकाशक का नाम*

Publisher Mobile No. / प्रकाशक का मोबाइल नंबर*

Enter Publisher Mobile No.

Publisher E-mail ID / प्रकाशक का ई-मेल आईडी*

Enter Publisher E-mail ID

Printer Name / प्रिंटर का नाम*

Printer Mobile No. / प्रिंटर का मोबाइल नंबर*

Enter Printer Mobile No.

Printer E-mail ID / प्रिंटर का ई-मेल आईडी*

Enter Printer E-mail ID

Is the Press Owned by the Owner of Newspaper? / क्या प्रेस का स्वामित्व अखबार के मालिक के पास है?

◉ No / नहीं ○ Yes / हाँ

Press Name/ प्रेस का नाम *

Press Mobile No. / प्रेस का मोबाइल नंबर *

Enter Press Mobile No.

Press E-mail ID / प्रेस का ई-मेल आईडी *

Enter Press E-mail ID

Press Phone No. / प्रेस का फोन नंबर *

Enter Press Phone No.

Address of Press / प्रेस का पता

Distance From Office to Press (in km.) / कार्यालय से प्रेस की दूरी (किमी. में)

CA Name / सीए का नाम

CA Address / सीए का पता

CA Registration No. / सीए पंजीकरण संख्या

CA Mobile No. / सीए का मोबाइल नंबर

CA E-mail ID / सीए का ई-मेल आईडी

Enter CA E-mail ID

CA Registration No. / सीए पंजीकरण संख्या

CA Mobile No. / सीए का मोबाइल नंबर

CA E-mail ID / सीए का ई-मेल आईडी

Enter CA E-mail ID

UDIN No. / यूडीआईएन नं.*

Enter UDIN No.

First Date of Publication (for Current Edition) / प्रकाशन की पहली तिथि (वर्तमान संस्करण के लिए)

dd-mm-yyyy

Is Past Address Changed? / क्या पिछला पता बदल गया है?

◉ No / नहीं ○ Yes / हाँ

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6. Enter all required details in the **"Account Details"** tab and click on **"Next"** Button.

| Basic Information | Print Information | **Account Details** | Upload Document |

Account Type / खाते का प्रकार

Bank Account Number for Receiving Payments / भुगतान प्राप्त करने के लिए बैंक खाता संख्या

Account Holder Name / खाता धारक का नाम

Bank Name / बैंक का नाम

IFSC Code / आई एफ एस सी कोड

Branch / शाखा

Address of Account / खाते का पता

PAN Card No. / पैन कार्ड नंबर

ESI Account Details / ईएसआई खाता विवरण

Account No. / खाता नंबर

Enter Account No.

No. of Employees Covered / कवर किए गए कर्मचारियों की संख्या

Enter No. of Employees Covered

EPF Account Details / ईपीएफ खाता विवरण

Account No. / खाता नंबर

Enter Account No.

No. of Employees Covered / कवर किए गए कर्मचारियों की संख्या

Enter No. of Employees Covered

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7. Upload all required documents in the **"Upload Documents"** tab and click on **"Submit"** button.

   NOTE: According to your periodicity, Specimen's copies will be uploaded.