

## Self Declaration Certificate on Advertisements User Manual विज्ञापन उपयोगकर्ता मैनुअल पर स्व-घोषणा प्रमाणपत्र

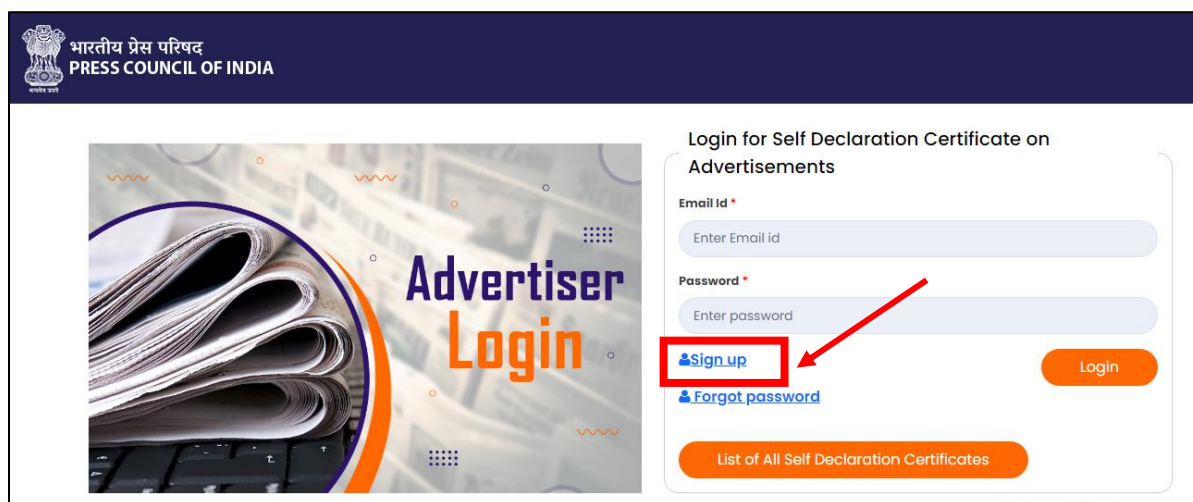
### IMPORTANT INSTRUCTIONS/ महत्वपूर्ण निर्देश

- ❖ **All the mandatory fields marked with \* have to filled**  
सभी अनिवार्य क्षेत्र जिसमें \* है, उन्हें भरना आवश्यक है
- ❖ **Do not use any special character while filing the form(i.e \$, %, #, ^)**  
फॉर्म भरते समय किसी विशेष वर्ण का उपयोग ना करें"(i.e \$, %, #, ^)
- ❖ **All the documents should be uploaded in "pdf" format.**  
सभी दस्तावेज "पीडीएफ" प्रारूप में अपलोड किए जाये
- ❖ **Letter of Authorization should be in PDF format and less than 500 KB**  
**(Sample file is provided)**  
प्राधिकरण पत्र पीडीएफ प्रारूप में और 500 केबी से कम होना चाहिए (नमूना फ़ाइल प्रदान की गई है)
- ❖ **Advertisement should be uploaded in PDF format and size should be less than 1MB in case of Print and Internet (Static).**  
विज्ञापन पीडीएफ प्रारूप में अपलोड किया जाना चाहिए और प्रिंट और इंटरनेट (स्टैटिक) के मामले में आकार 1 एमबी से कम होना चाहिए।
- ❖ **Advertisement Script should be uploaded in PDF format and size should be less than 1MB in Internet (Video).**  
विज्ञापन स्क्रिप्ट पीडीएफ प्रारूप में अपलोड की जानी चाहिए और इंटरनेट (वीडियो) का आकार 1 एमबी से कम होना चाहिए।
- ❖ **Video URL is required in case of Internet (Video).**  
इंटरनेट (वीडियो) के मामले में वीडियो यूआरएल आवश्यक है।

## Sign Up Process/ साइन अप प्रक्रिया

### STEP 1 :

- Click on “Sign Up” button/  
“साइन अप” बटन पर क्लिक करें
- Fill the required details and Click on the “Sign Up” button/  
आवश्यक विवरण भरें और “साइन अप” बटन पर क्लिक करें।



भारतीय प्रेस परिषद्  
PRESS COUNCIL OF INDIA

Advertiser Login

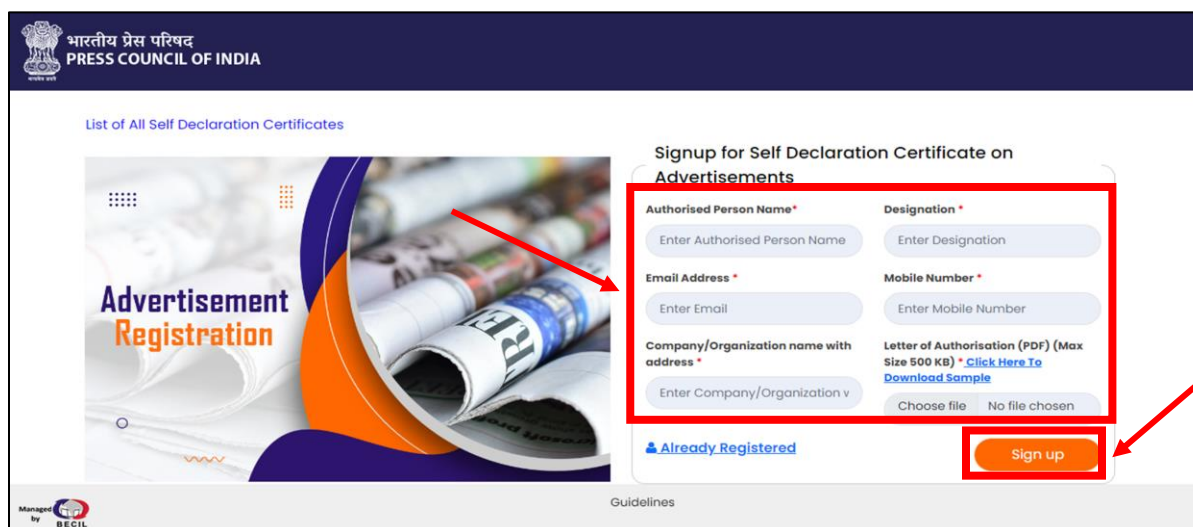
Login for Self Declaration Certificate on Advertisements

Email id \*  
Enter Email id

Password \*  
Enter password

[Sign up](#) [Forgot password](#) [Login](#)

[List of All Self Declaration Certificates](#)



भारतीय प्रेस परिषद्  
PRESS COUNCIL OF INDIA

List of All Self Declaration Certificates

Advertisement Registration

Signup for Self Declaration Certificate on Advertisements

Authorised Person Name \*  
Enter Authorised Person Name

Designation \*  
Enter Designation

Email Address \*  
Enter Email

Mobile Number \*  
Enter Mobile Number

Company/Organization name with address \*  
Enter Company/Organization v

Letter of Authorisation (PDF) (Max Size 500 KB) \* [Click Here To Download Sample](#)  
Choose file No file chosen

[Already Registered](#) [Sign up](#)

Managed by BECIL Guidelines

### IMPORTANT NOTE:

- To download the sample file of the **Letter of Authorization**, Click on “**Click Here to Download Sample**”.
- प्राधिकरण पत्र की नमूना फ़ाइल डाउनलोड करने के लिए, उपलब्ध विकल्प “**क्लिक हेयर टु डाउनलोड**” पर क्लिक करें
- Once you have completed the Sign Up, you will be notified via email and a temporary password will be sent to you.  
एक बार जब आप साइन अप पूरा कर लेंगे, तो आपको ईमेल के माध्यम से सूचित किया जाएगा और एक अस्थायी पासवर्ड आपको भेजा जाएगा।

## Login Process/ लॉगिन प्रक्रिया

**STEP 2:** To log in / लॉग इन करने के लिए

- Enter Email Id/ ईमेल आईडी दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button / "लॉगिन" बटन पर क्लिक करें

भारतीय प्रेस परिषद्  
PRESS COUNCIL OF INDIA

List of All Self Declaration Certificates

Advertisement Login

Login for Self Declaration Certificate on Advertisements

Email Id \*  
Enter Email id

Password \*  
Enter password

[Sign up](#)

[Forgot password](#)

Login

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Guidelines

**STEP 3 :** Once you log in, Dashboard will appear. To generate Self Declaration Certificate, Click on **“Generate Self Declaration Certificate”**.

जैसे ही आप लॉग इन करेंगे, डैशबोर्ड दिखाई देगा। स्व-घोषणा प्रमाणपत्र उत्पन्न करने के लिए, “जेनेरेट सेल्फ डिक्लरेशन सर्टिफिकेट” पर क्लिक करें।

भारतीय प्रेस परिषद्  
PRESS COUNCIL OF INDIA

HA  
Last login: 10-Jun-2024  
17:33:03

Profile

Generate Self Declaration Certificate

Upload Signed Self Declaration Certificate  
2

View Signed Self Declaration Certificate  
4

Dashboard

Change password

Guidelines

Logout

**STEP 4 : Fill all the required details. Tick the check box and click on the “Submit” button.**

सभी आवश्यक विवरण भरें। चेक बॉक्स पर टिक करें और “सबमिट” बटन पर क्लिक करें।

- ❖ If “Print” is selected under “For publication in”  
यदि “प्रकाशन के लिए” के अंतर्गत “प्रिंट” का चयन किया गया है।

The screenshot shows the 'Generate Self Declaration Certificate' form on the Press Council of India website. The form is titled 'Generate Self Declaration Certificate' and is for 'Print' publication. The 'For publication in' dropdown menu is set to 'Print'. The form includes fields for Product/Service Name, Title of Advertisement, First release date of advertisement, PAN No, TAN No, GST No, and a brief description of advertisement content. A red box highlights the 'Print' option in the 'For publication in' dropdown and the 'Submit' button. A red arrow points to the 'Submit' button.

- ❖ If “Internet(Video)” is selected under “For publication in”  
यदि “प्रकाशन के लिए” के अंतर्गत “इंटरनेट (वीडियो)” का चयन किया गया है।

The screenshot shows the 'Generate Self Declaration Certificate' form on the Press Council of India website. The form is titled 'Generate Self Declaration Certificate' and is for 'Internet(Video)' publication. The 'For publication in' dropdown menu is set to 'Internet(Video)'. The form includes fields for Product/Service Name, Title of Advertisement, First release date of advertisement, Video URL, PAN No, TAN No, GST No, and a brief description of advertisement content. A red box highlights the 'Internet(Video)' option in the 'For publication in' dropdown and the 'Submit' button. A red arrow points to the 'Submit' button.

- ❖ If “Internet(Static)” is selected under “For publication in” यदि "प्रकाशन के लिए" के अंतर्गत "इंटरनेट (स्टैटिक)" का चयन किया गया है।

Generate Self Declaration Certificate

Product/Service Name\* Title Of Advertisement\* First release date of advertisement\*

Enter Product/Service Name Enter Title dd-mm-yyyy

For publication in\* Upload advertisement (PDF) (Max Size 1 MB)\* GST No

Internet(static) Upload advertisement (PDF) Browse Enter GST No

PAN No TAN No Brief description of advertisement content (maximum 200 characters)\*

Enter PAN No Enter TAN No Enter brief description of advertisement content

I agree that the information provided is true to my knowledge\*

Submit

**STEP 5:** To download and upload Self Declaration Certificate click on “Upload Signed Self Declaration Certificate”.

स्व-घोषणा प्रमाणपत्र डाउनलोड और अपलोड करने के लिए “अपलोड साइंड सेल्फ डिक्लेरेशन सर्टिफिकेट” पर क्लिक करें।

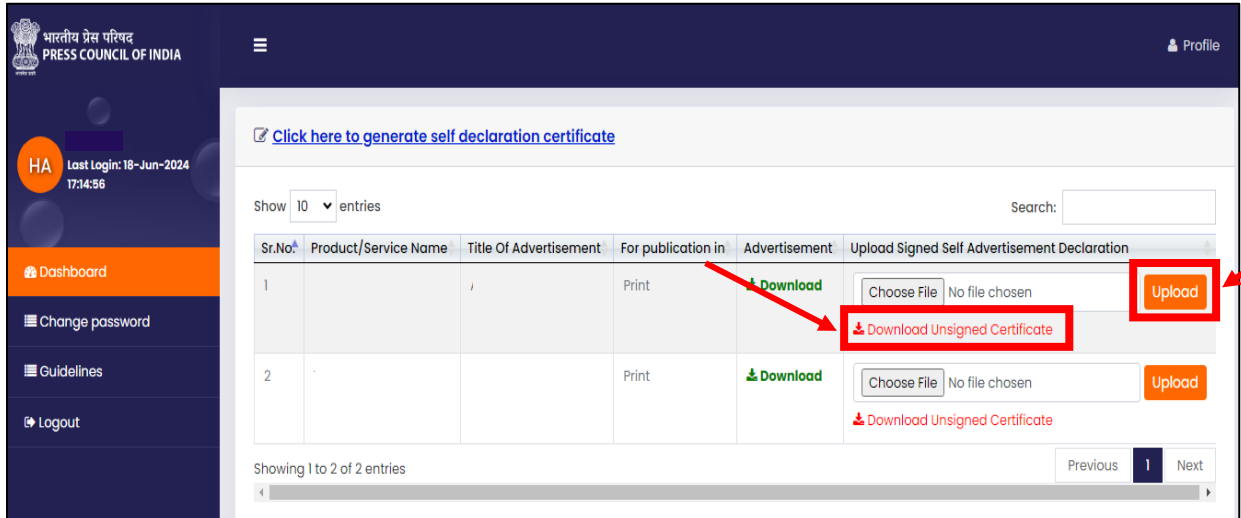
Generate Self Declaration Certificate

Upload Signed Self Declaration Certificate

View Signed Self Declaration Certificate

**STEP 6:** Download the Certificate by clicking on “Download Unsigned Certificate”. Sign it and Upload it by clicking on “Upload button”.

“डाउनलोड अनसाइंड फॉर्म” पर क्लिक करके प्रमाणपत्र डाउनलोड करें। इस पर हस्ताक्षर करें और “अपलोड बटन” पर क्लिक करके इसे अपलोड करें।



The screenshot shows the Press Council of India portal. The user is logged in as 'HA' with a last login of 18-Jun-2024 at 17:14:56. The dashboard includes links for 'Dashboard', 'Change password', 'Guidelines', and 'Logout'. A table lists two advertisements. The first row has a 'Download' button and a 'Download Unsigned Certificate' button (highlighted with a red box). The second row also has a 'Download' button and a 'Download Unsigned Certificate' button (highlighted with a red box). The 'Upload Signed Self Advertisement Declaration' column contains 'Choose File' buttons and 'Upload' buttons (highlighted with a red box). A red arrow points to the 'Upload' button in the first row.

Sr.No.	Product/Service Name	Title Of Advertisement	For publication in	Advertisement	Upload Signed Self Advertisement Declaration
1			Print	Download	Choose File No file chosen Upload
2			Print	Download	Choose File No file chosen Upload



The screenshot shows a 'Self-Declaration Certificate for Advertisements in Newspaper'. The certificate number is [REDACTED]. The declaration text reads: 'I/We [REDACTED] hereby certify on behalf of [REDACTED] Company, that the advertisement titled [REDACTED] for Product/Service named [REDACTED] proposed to be released on [REDACTED] does not make any misleading claims and complies with all relevant regulatory guidelines, including but not limited to those stipulated in Rule 7 of the Cable Television Network Rules,1994 and the Norms of Journalistic Conduct 2022 related to advertisements issued by Press Council of India and as directed by the Hon'ble Supreme Court vide its order dated 07.05.2024 passed in WPC No. 645/2022-IMA & Anr. Vs. UOI & Ors. I further declare that all information provided in this certificate is true and accurate to the best of my knowledge and belief.' The date of declaration is [REDACTED]. A signature box is present with the text 'Signature of Authorised Representative' (highlighted with a red box). A QR code is located at the bottom left.

**Self-Declaration Certificate for Advertisements in Newspaper**  
Certificate Number: [REDACTED]

I/We [REDACTED] hereby certify on behalf of [REDACTED] Company, that the advertisement titled [REDACTED] for Product/Service named [REDACTED] proposed to be released on [REDACTED] does not make any misleading claims and complies with all relevant regulatory guidelines, including but not limited to those stipulated in Rule 7 of the Cable Television Network Rules,1994 and the Norms of Journalistic Conduct 2022 related to advertisements issued by Press Council of India and as directed by the Hon'ble Supreme Court vide its order dated 07.05.2024 passed in WPC No. 645/2022-IMA & Anr. Vs. UOI & Ors.

I further declare that all information provided in this certificate is true and accurate to the best of my knowledge and belief.

Date of Declaration: [REDACTED]

Signature of Authorised Representative



**STEP 7:** To view the Self Declaration Certificate, click on the “View Signed Self Declaration Certificate”.

स्व-घोषणा प्रमाणपत्र देखने के लिए, “व्यू साइंड सेल्फ डिक्लेरेशन सर्टिफिकेट” पर क्लिक करें।

