

## Submission of DAVP Application

- Step 1** Collect the details required to be filled in the DAVP application form online
- Step 2** Get soft copies of the FPC (excel format), PAN Card and Service Tax Number or undertaking which will have to be attached with the online form
- Step 3** Register on the DAVP website
- Step 4** Sign in using the username and password you have received in your email on the DAVP website
- Step 5** Fill in the online DAVP application form
- Step 6** Make a copy of your GOPA
- Step 7** Make a copy of your PAN Card
- Step 8** Make a copy of your Valid WOL or an affidavit along with the recent WOL application
- Step 9** Make a copy of Service Tax number or undertaking on the organization's letter head stating that the aggregate value of taxable service of the organization does not exceed Rs. 9 lakh in a financial year and the organization is exempted from service tax
- Step 10** Make an Undertaking on the organization's letter head that the DAVP approved rates are accepted by them are the lowest rates and exclusive to DAVP and cannot be offered to any other agency
- Step 11** Make a Self certification on the organization's letter head by the head of CRS certifying that the CRS is functional and is continuously broadcasting at least 2 hrs of programs per day on a daily basis
- Step 12** Make a copy of your online form
- Step 13** Make a covering letter
- Step 14** Make a set of all the above stated documents and get it signed and sealed by the organization
- Step 15** Submit the set of DAVP application to the following address:  
Mr. Rajeev Rustogi  
Directorate of Advertising and Visual Publicity (DAVP)  
8<sup>th</sup> Floor,  
Soochna Bhavan,  
CGO Complex,  
Lodhi Road,  
New Delhi 110003