

LIST OF ENCLOSURES TO BE SENT ALONGWITH FRESH REGISTRATION APPLICATION

1. A copy of the **title verification letter** issued by RNI.
2. **Declaration (Form-1)** filed by the Publisher and duly authenticated by DM/DC/SDM/JCP/CMM. (A separate declaration is required to be filed by the Printer as well, in the case where the printer is not the publisher thereof).
3. A **written agreement** between owner of periodical and keeper of printing press for printing the periodical, bearing signatures & designation of both the parties. (Where keeper of printing press and owner of the periodical is the same person, no such agreement is required to be furnished).
4. A copy of the **first issue** (i.e. volume 1, issue 1) brought out after authentication of declaration by DM/DC/SDM/JCP/CMM.

It is mandatory for publisher to ensure that:

- i) The first issue is brought out within **42 days** w.e.f. the date of authentication of declaration, in the case of a newspaper to be published once a week or oftener; and within **90 days**, in the case of any other newspaper/periodical.
 - ii) The first issue had Volume 1, Issue 1 prominently printed on its front cover.
 - iii) The issue carries printed title, page numbers and date/month/year of its publication.
 - iv) The title/masthead is displayed in uniform font/letter size. Variation, if any, does should not exceed 25%.
 - v) The published newspaper/periodical contains public news, views or comments.
 - vi) The newspaper/periodical is published only in the language(s) verified by RNI.
 - vii) Use of symbols, graphics, emoticons, etc. in place of a syllable/letter of a title is avoided.
 - viii) Imprintline in every published issue carries correct/complete information in the format: ***Published by _____ Printed by _____ on behalf of _____ (name of the owner). Printed at _____ (name of the printing press and its complete address). Published from _____ (complete address of the place of publication, exactly as given in col.6 of Form-1). Editor _____.***
(Imprintline should be printed in either English or Hindi, in the case of a periodical which is published in regional/vernacular language).
 - ix) Only the term '**Editor**' is used and other terms/nomenclatures like Editor-in-Chief, Chief Editor, Sub Editor, Resident Editor, etc. is avoided in the imprintline.
5. An **authorization** in writing from owner(s), authorizing individual (by name) to make and subscribe declaration as publisher/printer, in the case where the publisher or printer making a declaration is not the owner thereof.

Forms can be downloaded from RNI website www.rni.nic.in