

FREQUENTLY ASKED QUESTIONS (FAQs)

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PLEASE NOTE: **Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents.**

1. Is it necessary to register the Newspaper?

Registration of newspaper is essential under PRB Act, 1867. It protects the rights of owner of the newspaper under proviso to section 6 of the Act, for same/similar title in any language in the same state and in same language in the country.

2. How to check the titles already verified by RNI?

Please go to tab **“Verified Title”** on RNI website and check existing titles. Since the same existing title may show some difference in English spellings, it is advisable to make search by using **string (part of word)** instead of full word. The state and language are significant in the process of title verification. If same or similar title exists in the name of other owner in any language in the same state or in the same language in any state, it can not be considered for verification. In case of applications for bilingual or multilingual publications availability is checked for each language.

The titles appearing in the website are those that have been cleared after verification on similarity basis. It does not guarantee that the title(s) suggested by an applicant not seen on the net, is available out right for verification. This is only to facilitate the applicant in choosing title options. The titles are cleared after verification on similarity, based on Language,State,Phonetics etc. Please also refer to guidelines/procedure for title verification on RNI website.

3. What are the steps required to register new Newspaper?

Registration of newspaper involves 2 steps:

- a) **Verification of title**
- b) **Registration of title**

4. What is the procedure for verification of title?

To register the newspaper one should first apply for the title verification through forwarding authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.). Format of title verification application can be downloaded from RNI website www.rni.nic.in. Please also refer to procedure of title verification by clicking **“RNI guidelines”** button at RNI website.

The title application should clearly and legibly mention name of applicant, name of owner, language, periodicity, state, district and title options (upto 5 options only). Meaning of title options may also be given in English or Hindi. In case of individual owner the applicant and owner should be same person. However, in case of non-individual owner i.e firm, company, association, trust etc., the name of owner should be clearly mentioned in the application and the

application should be accompanied by an authority letter form the owner, authorizing the applicant to file title application. The title shall be verified in the name of owner only. The mobile and email address of the applicant should also be mentioned in the application to enable RNI to convey application status through SMS and Email. The application forwarded through authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.), should legibly bear name, signature and seal of forwarding authority alongwith date and reference number.

After the application duly forwarded through authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.), is received in RNI a SMS and an email are sent to the applicant conveying application number. As soon as the application is processed, a SMS and an email are sent again conveying the status of application. Title application status can be checked with the help of application number from RNI website by clicking **“Title Application Status/Letter Dowanload” TAB**. Title Verification letter / Title non-approval letter/ Discrepancy letter, can be **downloaded from RNI website**. The title verification letter with scanned signature downloaded from RNI website is valid for authentication of declaration by DM/SDM concerned. The verified title is to be got registered **within 2 years** from title verification date, to prevent **deblocking/cancellation** of the title. The ownership of the title is **non transferable before registration**.

5. My title has been deblocked, as it was not registered within the stipulated time period. How can I get it again?

You are required to apply again for title verification through forwarding authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.), with upto 5 options. Title may be verified to you depending on current availability.

6. I want to bring out publication in 2 languages. Should I file separate application or one application?

If you want to bring out by bilingual publication which will have contents in both the languages in the same publication, one application will be required. However, if you want to bring separate publication in each language, then separate application is required for each language.

7. What is the procedure for registration of Newspaper after title verification?

STEP 1. AUTHENTICATION OF DECLARATION: After downloading the title verification letter from RNI website, the same should be presented to forwarding authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) alongwith properly filled declaration (Form-I) for authentication. The proforma of the declaration can also be downloaded form RNI website (proforma button).

Instructions for filling declaration proforma:

- i) There are 11 points in the declaration. All columns should be filled properly, either completely typed or completely hand written legibly. No column should be left blank. Fluid and overwriting should be avoided and if there is such case, the same should be counter signed by the authenticating authority.
- ii) The spelling of the title mentioned in column 1 of declaration should be as verified.
- iii) If publisher and printer are different persons, then separate declarations from both publisher and printer are required.
- iv) If place of publication and printing press are in different districts then separate declarations are required from both the districts.
- v) If publisher and printer are different persons and place of and printing press also in different districts, then two declarations with same contents are required. The publisher should file declaration from the district of place of publication and printer should file declaration from the district of printing press
- vi) Name of printer to be mentioned in column number 7 of declaration, is to be the person who is responsible for proposed printed matter. **This column is not related to information about owner/keeper of printing press or the printing press for which there is another column i.e number 8.**
- vii) In the column number 8, name and full address of printing press should be given.
- viii) Post Box No. should not be mentioned in any of the addresses to be mentioned in declaration.
- ix) Name of the owner mentioned in the column 10 of the declaration should be same as mentioned in the title verification letter. If owner is individual person, then in column 10 (a) it should be mentioned as individual (please do not mention sole proprietor/ proprietor) or left blank. In case of sole Proprietorship firm or Partnership firm, name of sole proprietor/ name of all partners should be mentioned in column 10 (a) of declaration.
- x) The designation to be mentioned below signature column should be printer and publisher or printer or publisher as the case may be. No other word should be mentioned in designation column.
- xi) Each page of the declaration should be authenticated clearly with reference number, date of authentication, signature, full name, designation and seal of the authenticating authority.
- xii) The authentication should not be done “on behalf of” or “for”.

STEP 2. PUBLICATION OF VOLUME/YEAR-1 ISSUE-1

- (i) Under section 5 (5) of PRB Act 1867, volume/year-1 issue-1 should be brought within 42 days of authentication of declaration, if periodicity is daily or weekly. If periodicity is fortnightly or above, volume/year-1 issue-1 should be brought out within 90 days of authentication of declaration. If place of publication and printing press are in different

districts, then the date of authentication of place of publication declaration filed by the publisher will be considered for calculating 42/90 days for beginning of volume-1 issue-1. **In case volume-1 issue-1 is not brought out within the required time period, a revised declaration should be filed and volume-1 issue-1 should be brought out within the required period from the date of authentication of revised declaration.**

- (ii) The publication should be printed in the press mentioned in the declaration and should primarily contain news/views/articles etc. In case of bilingual/multilingual publications news/views/articles etc should be carried out in all the languages of the publication.
- (iii) To ensure distinctiveness of the title, it should be displayed in the masthead, as verified and should **not resemble/imitate any existing title**. The title shall be displayed in uniform font/letter size in mast head of the publication. **The difference in font/letter size should not be more than 25%**. The title shall be displayed either horizontally or vertically. In case of bilingual/multilingual publications the title in the masthead should be displayed in anyone of the languages of publication. Periodicity should not be mentioned alongwith the title in the masthead if it is not part of the verified title. If title displayed in the masthead is in language other than English or Hindi, the same should also be displayed in English/Hindi (it should be as verified and not translation and it can be in smaller font size).
- (iv) The masthead should also carry **dateline** containing volume and issue number, date/month/year, periodicity, price and publication city, in the language of publication and also in English/Hindi in case of publications in languages other than English and Hindi.
- (v) **Each page should display the title, page number, and date/month/year of publication.**
- (vi) The imprint line should be printed legibly as “Printed by___ Published by___ on behalf of ___(name of owner)___ and Printed at ___(name and complete address of printing press)___ and published from ___ complete address of place of publication___. Editor___.

Note 1. In case of publications in languages other than English or Hindi, the imprint line **should also be displayed in English/Hindi for reference**. It can be in smaller font size.

Note 2. The name of Editor given in the imprint line should be same as mentioned in the declaration. **Editor-in-chief, Sub Editor, Chief Editor, Resident Editor etc. should not be mentioned as a part of the imprint line.**

Note 3. As per section 3 of PRB Act 1867 the imprint line should be legible. Hence, the font size and placement of imprint line should be such that it is legible and clearly visible. There is no specific place recommended for imprint line however, bottom of page 3 or

last page of the publication should be preferred so that it can be easily located.

STEP 3. SUBMISSION OF DOCUMENTS TO RNI FOR REGISTRATION

Following documents should be submitted to RNI alongwith application for Registration Certificate, completely filled and signed by publisher (Proforma available on RNI website), for obtaining registration number and registration certificate, at the earliest:

1. Declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents). If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
2. Under section 5(2B) of PRB Act, 1867 where the printer and publisher of a newspaper making a declaration is not owner thereof, the authorization letter from the owner authorizing such person as publisher and printer and also authorizing him/her to make declaration is required. **In case where owner is non-individual (eg. Company, Trust, Society etc.) a letter for authorizing an individual as publisher and printer is required to authorize that individual/s to file declaration/s. Non individual owners cannot authorize other non-individuals as publisher and printer.)**
3. Affidavit 'D' (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e 'Affidavit-A', 'Affidavit-B' or 'Affidavit-C' depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
4. First issue of the newspaper published within the required time period, after the authentication of declaration mentioning volume/year-1 and issue-1. (Please ensure that the volume/year-1 issue-1 is bought out as per details given in **STEP 2**). Please also submit the latest issue brought out at the time of submitting application for registration.
5. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
6. Copy of the Title Verification Letter, downloaded from RNI website.

8. Can periodicity be changed while filing the declaration for fresh registration after title verification?

Yes, the periodicity mentioned in the title application and in title verification letter is tentative and can be changed while filing the declaration. There is no need to give the reason in column 11 (c) of the declaration in such cases. The publication will be registered in the periodicity mentioned in the declaration.

9. Can I delete one or more languages at the time of filing declaration for fresh registration, if title verified in bilingual or multilingual?

Yes. If title is verified as bilingual or multilingual and publisher wants to delete one or more language from that, the same can be done at the time of filing first declaration. There is no need to give the reason in column 11 (c) of the declaration. The publication will be registered in the language/s mentioned in the declaration.

10. Can I add or change language at the time of filing declaration for fresh registration?

No, the language/s should not be added or changed in declaration.

11. Can I change district of publication within same State, after title verification?

Yes, title will be registered from the district in which declaration has been filed and authenticated.

12. What is the procedure for starting new edition of registered publication within the same state?

- a) Same language, same district, **different periodicity**: In such case no separate title verification is required. Please directly file declaration to the DM/SDM concerned mentioning the reason for filing declaration in column 11(c). Reason should clearly state “**new edition in _____ periodicity**”. After authentication of declaration please follow **STEP 2** and **STEP 3** for registration of new newspaper.
- b) Same language, **different district**, same/different periodicity: In such case no separate title verification is required. Please directly file declaration to the DM/SDM concerned mentioning the reason of filing declaration in column 11(c). Reason should clearly state “**new edition from _____ district**”. After authentication of declaration please follow **STEP 2** and **STEP 3** for registration of new newspaper.

- c) **Different language**, same state, same/different periodicity: In such case first get the title verified in that language and after than follow **STEP 1, STEP 2 and STEP 3** for registration of new newspaper.
- d) Different/same language, different state: In such case first get the title verified in that language from state concerned and after that follow **STEP 1, STEP 2 and STEP 3** for registration of new newspaper.

13. What are the documents to be submitted for Revised Registration Certificate if there is no ownership change?

If there is change in Periodicity, Publisher, Printer, Place of publication and Printing press, following steps are to be followed:

- STEP1. Revised declaration to be filed to the authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) mentioning all the reasons for filing revised declaration in column 11(c).
- STEP 2. Bring out next issue after authentication of revised declaration making necessary changes in the imprint line as per the details given in the declaration. In case of change in Publisher, Printer, Place of publication and Printing press, the volume number and issue number will continue. However, in case of change of periodicity the volume/year number will continue but the first issue brought out after authentication of revised declaration in new periodicity, would be issue 1.
- STEP 3. Please submit following documents alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) to RNI for obtaining revised registration certificate:
 - 1. Revised declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents). If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
 - 2. Affidavit 'D' (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e 'Affidavit-A', 'Affidavit-B' or 'Affidavit-C' depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
 - 3. Immediate issue of the newspaper published after authentication of revised declaration and also latest issue.

4. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
5. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of “**DDO, RNI**”.
6. If annual statements have not been submitted then fine of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of “**DDO, RNI**”. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on ...)

14. What are the documents required for change in editor and price?

In such cases **revised declaration is not necessary**. To change the editor and price one should send the application for change of editor and price to DM/SDM concerned and a copy to RNI alongwith latest issue of newspaper which reflects the change. A letter for change of Editor/Price of newspaper will be issued to publisher under intimation to DM/SDM concerned. Further, **if publisher wants that the changes to be carried out in registration certificate, then publisher has to file the revised declaration mentioning, reasons for filing revised declaration in column 11 (c)** and submit all documents required for issuance of Revised Registration Certificate to RNI.

15. What are the documents required for changing the ownership of Newspaper?

- a) **For transfer of ownership from individual owner to individual/ non individual owner:** In such cases Affidavit for transfer of ownership, duly authenticated by DM/SDM concerned is required alongwith all other documents required for issuance of revised registration certificate. If there are more editions from different districts/states, ownership transfer affidavit will be required from each district/ state. Ownership of all the editions of a title will be transferred simultaneously to one owner only. (Affidavit proforma available on RNI website www.rni.nic.in)
- b) **For transfer of ownership from non individual (company, firm etc.) to individual/non individual:** In such cases **resolution** (original or photocopy attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents) of non individual (company, firm etc.) owner for transferring the ownership and also authorizing some person to file the ownership transfer affidavit is required. Then Affidavit for transfer of ownership by the authorized person, duly authenticated by DM/SDM concerned should be submitted to RNI alongwith all other documents required for issuance of revised registration certificate. If there are editions from different districts/states, ownership transfer affidavit will be required from

each district/ state. (Affidavit proforma available on RNI website www.rni.nic.in)

- c) **Change in the name of the non individual owner etc:** In such cases supporting documents to prove the change of name of the owner (original or attested photocopy) is required alongwith the affidavit for change in name of company by the authorized person duly authenticated by DM/SDM concerned and all other documents required for issuance of revised registration certificate. If there are editions from different districts/states, ownership transfer affidavit will be required from each district/ state. (Affidavit proforma available on RNI website www.rni.nic.in)
- d) **Change in the name of owner in case of amalgamation of companies:** In such cases **court decree** (attested by Gazetted officer/ Notary) is required alongwith all other documents required for issuance of revised registration certificate.
- e) **Change of ownership after death of owner:** In case of death of the owner of newspaper (a) Attested copy of **registered 'Will'** made by the owner transferring the title. (b) If 'will' is not made then **legal heir certificate** duly signed by authority concerned and 'No Objection Certificates' from all other legal heirs duly authenticated by DM/SDM concerned are required along with all other documents required for issue revised registration certificate. The No Objection Certificate should clearly mention the name of the title (all editions) transferred to new owner.

(Please note that Ownership of all the editions of a title will be transferred simultaneously to one owner only. Ownership of all titles similar as per section 6 or the PRB Act 1867 and owned by one owner shall be transferred simultaneously to one owner only)

16. What is the procedure for issue of Duplicate Registration Certificate?

For obtaining duplicate registration certificate publisher is required to submit following documents alongwith Revised/Duplicate registration certificate application completely filled and signed by publisher (Proforma available on RNI website):

1. Last declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents). If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
2. Affidavit 'D' (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website).

However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e 'Affidavit-A', 'Affidavit-B' or 'Affidavit-C' depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)

3. Latest issue of the newspaper.
4. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
5. Affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of **“DDO, RNI”**.
6. If annual statements have not been submitted then penalty of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of **“DDO, RNI”**. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on)

17. What is the procedure for restarting of publication?

If a publication was stopped for more than a year, the publisher is required to file **revised declaration** for restart under 5(7) of PRB Act, 1867. In such cases reason for filing revised declaration i.e **“Restart of publication”** should be clearly mentioned in column 11(c). Volume/Year-1 Issue-1 should be bought out after authentication of declaration for restart of publication. In case of restart RNI will retain the old registration number but year will be changed to the year in which revised declaration is filed. Following documents are required alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) for obtaining revised registration certificate for restart of publication:

1. Revised declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents). If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
2. Affidavit 'D' (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e 'Affidavit-A', 'Affidavit-B' or 'Affidavit-C' depending on the quantum of

- foreign contribution etc. (Proforma for these affidavits are available on RNI website)
3. Volume/year-1 Issue-1 after revised declaration and latest issue of the newspaper.
 4. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
 5. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of “DDO, RNI”.

18. What is the procedure of Deletion of language?

A revised declaration is required for deletion of language from multilingual/bilingual, under section 5(2D) of PRB Act, 1867. Volume/Year number will continue but issue one will be required to be brought out after authentication of revised declaration. Following documents alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) will be required:

1. Revised declaration mentioning the reason in column 11 (c) i.e deletion of _____ language and duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents) is required. If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
2. Affidavit ‘D’ (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e ‘Affidavit-A’, ‘Affidavit-B’ or ‘Affidavit-C’ depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
3. Immediate issue of the newspaper published after authentication of revised declaration and also latest issue.
4. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)

5. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of **“DDO, RNI”**.
6. If annual statements have not been submitted then penalty of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of **“DDO, RNI”**. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on)

19. What is the procedure for addition of language?

In such cases **first title verification in concerned language** will be required and after obtaining the title verification letter, a revised declaration should be filed for addition of language to make it multilingual/bilingual, under section 5(2D) of PRB Act, 1867. Volume/Year number will continue but issue one will be required to be brought out after authentication of revised declaration. Following documents alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) will be required:

1. Revised declaration mentioning the reason in column 11(c) i.e addition of _____ language and duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents.) is required. If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
2. Affidavit ‘D’ (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e ‘Affidavit-A’, ‘Affidavit-B’ or ‘Affidavit-C’ depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
3. Immediate issue of the newspaper published after authentication of revised declaration and also latest issue.
4. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
5. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of **“DDO, RNI”**.

6. If annual statements have not been submitted then penalty of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of **“DDO, RNI”**. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on)
7. Copy of fresh title verification letter.

20. What is the procedure for change of place of publication from one district to another within the same state?

In such case **ceasing declaration** is required from the **previous district** and **revised declaration** is required from the **new district**, clearly mentioning the reason in column 11 (c) i.e ‘shifting place of publication from _____ district to _____ district’. Volume and issue number will continue. Following documents alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) are required to be submitted in RNI for obtaining revised registration certificate:

1. Ceasing declaration from the previous district.
2. Revised declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents.) mentioning reason in column 11 (c) i.e ‘Change of place of publication from ____ to ____’. If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
3. Affidavit ‘D’ (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e ‘Affidavit-A’, ‘Affidavit-B’ or ‘Affidavit-C’ depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
4. Immediate issue of the newspaper published after authentication of revised declaration and also latest issue.
5. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
6. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of **“DDO, RNI”**.

7. If annual statements have not been submitted then penalty of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of **“DDO, RNI”**. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on)

21. What is the procedure for change of publication from one state to another?

In such cases **first title verification** will be required from **new state**. After verification of tile from new state following documents alongwith Revised Registration Certificate application completely filled and signed by publisher (Proforma available on RNI website) are required to be submitted for obtaining revised registration certificate:

1. Ceasing Declaration form the previous state/district.
2. Revised declaration duly authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.) (Original or each page of black & white photocopy duly Attested by Gazetted officer/ Notary. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents.) mentioning reason in column 11 (c) i.e ‘Change of place of publication from ____ to ____’. If publisher and printer are different persons, then separate declarations from both publisher and printer are required. If place of publication and printing press are in different districts then separate declarations are required from both the districts.
3. Affidavit ‘D’ (if there is no foreign tie-up) duly signed by Publisher and Notarized, in original (format of affidavit D available on RNI website). However, in case owner has any foreign tie-up, then prior approval from Ministry of I&B is required alongwith affidavit in relevant proforma i.e ‘Affidavit-A’, ‘Affidavit-B’ or ‘Affidavit-C’ depending on the quantum of foreign contribution etc. (Proforma for these affidavits are available on RNI website)
4. Immediate issue of the newspaper published after authentication of revised declaration and also latest issue.
5. Printer agreement (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), alongwith attested copy of printing press declaration filed to the DM/SDM concerned under section 4 of PRB Act, 1867. (format of printer agreement is available on RNI website)
6. Original registration certificate of newspaper. If RNI certificate is lost, then affidavit of loss of registration certificate and an IPO of Rs. 5/- in favour of **“DDO, RNI”**.
7. If annual statements have not been submitted then penalty of Rs. 500/- (for every default year) must be submitted in the form of Demand Draft in favour of **“DDO, RNI”**. (For one default year Rs. 500/- for two default year Rs. 1000/- and so on)

22. What is the procedure for ceasing of publication owned by individual owners?

In such cases ceasing declaration can be filed either as affidavit or form –I (declaration format) by the publisher, to be authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.). In case ceasing declaration is filed in Form-I, reason should be clearly mentioned in column 11 (c) i.e “ceasing of publication”. In case owner is different from the publisher, an authorization letter from the owner is required. The Ceasing Declaration (Original/ attested photocopy or Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents) should be submitted alongwith original registration certificate (If RNI certificate is lost, then affidavit of loss of registration certificate) to RNI for ceasing of publication in records.

23. What is the procedure of ceasing of publication owned by non individual owners (company, firms etc.)?

In such cases, resolution of owner is required mentioning clearly that the owner is ceasing the said publication and authorizing such person to file ceasing declaration. The ceasing can be filed either as affidavit by the person authorized by the owner or form –I (declaration format) by the publisher authorized by the owner, to be authenticated by authority concerned (DM/DC/SDM/DCP/JCP/CMM etc.). In case ceasing declaration is filed in Form-I, reason should be clearly mentioned in column 11 (c) i.e “ceasing of publication”. The Ceasing Declaration (Original/ attested photocopy. Self attested photocopy can be accepted, in case original is also produced for verification at RNI alongwith photocopy at the time of submission of documents) should be submitted alongwith original registration certificate (If RNI certificate is lost, then affidavit of loss of registration certificate) to RNI for ceasing of publication in records.

24. What are the duties of Publisher of a registered publication?

- i) To ensure that publication is carried out as per provisions of PRB Act, 1867.
- ii) Wherever there is any change i.e Printer, Publisher, Press, Place of publication etc the revised declaration is filed and documents submitted to RNI promptly for obtaining revised registration certificate.
- iii) Whenever there is death of the owner and the inheritors decides not to continue publication, a ceasing declaration alongwith NOC from all the inheritors should be filed promptly at authority concerned. These documents should be sent to RNI alongwith original registration certificate, for cancellation of the registration.

- iv) Annual Statement should be filed online between 1st April to 31st May, every year well in time.
- v) Statement about ownership and other particulars as per form IV given in The Registration of Newspaper (Central) Rules, 1956 of PRB Act, 1867, should be published in the first issue of March every year. A copy of the same should be sent to RNI.
- vi) One copy of every publication should be sent to RNI in 48 hours as per clause 5 of The Registration of Newspaper (Central) Rules, 1956.

25. How do I get answer to any other query not covered in the FAQs?

There are following 2 ways:

- a) You may email your query to pqrc-rni@nic.in
- b) You may go to RNI website and click the heading '**Public Queries and Response Cell**'. Then fill up the relevant columns and submit. RNI will automatically receive an email.