

Documents required for FRESH REGISTRATION certificate

Following documents should be submitted to RNI along with application for Registration Certificate, completely filled and signed by publisher (Performa Available on RNI website), for obtaining registration number and Certificate:-

1. **Declaration** duly authenticated (with signature, date and official seal) 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 at the time of submission of documents).

Note 1. If publisher and printer are different persons, separate declarations from publisher and printer are required.

Note 2. If place of publication and printing press are in different districts, 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 (e.g. Company, Trust, Society etc.) a letter authorizing an individual as publisher and printer is required to authorize that individual/s to file declaration/s.

3. Copy of the **Title Verification Letter**, downloaded from RNI website.

4. **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 along with affidavit in relevant Performa i.e Affidavit-"A", Affidavit-"B" or Affidavit-"C" (Performa for these affidavits are available on RNI website).

5. **Agreement between Owner/ Publisher of Publication and Printing Press** (original or attested photocopy) either on stamp paper or plain paper (signed by both publisher/owner and keeper/owner of printing press), along with copy of **printing press declaration** filed by the Printing Press, to the DM/SDM concerned under section 4 of PRB Act, 1867. (Format of Agreement between Owner/ Publisher of Publication and Printing Press is available on RNI website).

6. The first Issue of the newspaper published within the stipulated time period, after the authentication of declaration mentioning **volume/year-1 and issue-1** along with latest issue brought out at the time of submitting application for registration. Please ensure that the **volume/year-1 issue-1** is brought out as per details given below: -

(i) Under section 5 (5) of PRB Act 1867, volume/year-1 issue-1 should be brought out **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 declaration at place of publication 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 printed 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 along with 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 either in English or Hindi 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 the imprint line is printed 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 clearly visible. There is no specific place recommended for imprint line. However, bottom of page 3 or the last page of the publication should be preferred so that it can be easily identified.
