

LIST OF ENCLOSURES TO BE SENT ALONGWITH REVISED REGISTRATION APPLICATION

1. Original certificate of registration issued by RNI. In the case where the original certificate is lost/misplaced, a notarized affidavit for the loss of original certificate along with an IPO of Rs.5/-
2. **New Declaration (Form-1)** filed by the Publisher specifying clear reason(s) for filing the same at relevant column 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 **issue brought out immediately after authentication of declaration** or whichever is the latest.

It is mandatory for publisher to ensure that:

- i) The issue had Volume & Issue numbers prominently printed on its front cover/page.
 - ii) The issue carries printed title, retail selling price (for priced publication), page numbers and date/month/year of its publication.
 - iii) The title/masthead is displayed in uniform font/letter size. Variation, if any, should not exceed 25%.
 - iv) The published newspaper/periodical contains public news, views or comments.
 - v) The newspaper/periodical is published only in the language(s) verified by RNI.
 - vi) Use of symbols, graphics, emoticons, etc. in place of a syllable/letter of a title is avoided.
 - vii) **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).
 - viii) 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.

6. Penalty of Rs.500/- per year, in the form of demand draft in favour of DDO, RNI, against non submission of annual statements. (Submission of annual statements to RNI is mandatory under Section 19D of PRB Act, 1867).
7. **Change of ownership due to death/demise of the original owner:**
 - A copy of death certificate of the deceased owner.
 - A copy of certificate of family members, issued by the office of Tehsildar or any equivalent authority.
 - A no objection cum transfer of ownership affidavit duly executed before the DM/DC/SDM/JCP/CMM, bearing signatures of all the surviving legal heirs of the deceased owner. **The date of declaration mentioned at Enclosure 2 above should not precede the date of transfer of ownership.**
8. **Change Of Ownership (from an individual to another individual/entity):**
 - A copy of transfer ownership affidavit duly executed before DM/DC/SDM/JCP/CMM. **The date of declaration mentioned at Enclosure 2 above should not precede the date of transfer of ownership.**
9. **Change Of Ownership (from a firm/entity to an individual):**
 - A copy of transfer of ownership affidavit duly executed before District Magistrate concerned by the authorized signatory of the firm/entity. **The date of declaration mentioned at Enclosure 2 above should not precede the date of transfer of ownership.**
10. **Change Of Ownership Due To Change/Amalgamation In The Name(S) Of A Registered Firm/Entity:**
 - A copy of Court's order/decreed, duly attested.
 - A copy of certificate of incorporation for change of name, issued by Registrar of companies of the State concerned. **The date of declaration mentioned at Enclosure 2 above should not precede the date of incorporation of name.**
11. **Change Of Ownership Involving Multiple Editions Of The Same Title:**
 - A copy of transfer of ownership affidavit, duly executed before the District Magistrate concerned. Transfer of ownership affidavit is to be executed for each edition separately before respective District Magistrate under whose jurisdiction the newspaper/periodical is being published/printed. Application for revised registration in such cases is to be submitted in RNI simultaneously for all editions. **The date of declaration mentioned at Enclosure 2 above should not precede the date of transfer of ownership.**
12. **REVISED REGISTRATION INVOLVING ADDITION OF LANGUAGE(S):**
 - **Before a new declaration for change of language is filed, a publisher/owner is required to first send a fresh application for verification of the title in the desired language(s) through the District Magistrate concerned. The same applies to publishers seeking registration of new edition of a registered newspaper in different/separate language(s).**

Click on the following links to download Forms: <http://rni.nic.in/forms.asp>