

INSTRUCTIONS ON HOW TO FILL OUT FORM 1 (FORM OF DECLARATION)

- Column 1** Mention only the specific **title** of the newspaper **exactly as verified** by RNI. Prefixing or suffixing of article, periodicity, language, etc. as part of the title must be avoided. For instance, the title **GREEN**, English Daily verified by RNI must be indicated as **GREEN** and not **THE GREEN**, **GREEN DAILY** or **GREEN ENGLISH DAILY**.
- Column 2** Clearly mention the language **as verified** by RNI. Use of adjectives like Bilingual, Multilingual, etc. must be avoided.
- Column 3(a)** Mention periodicity **exactly as verified** by RNI. In the case where publisher, for some reason, desires to change the periodicity of a verified newspaper to some other periodicity from what had been verified by RNI, the desired periodicity must be indicated against this column and the reason must be specified at col.11.
- Column 3(b)** Slot of the day to be indicated. Mention Morning for a daily whose circulation is designated for the morning. Mention Evening in the case where the daily is designated to be circulated in the evening.
- Column 3(c)** In the case of a periodical, which is published once fortnightly or oftener, the date/week/month on/in which the periodical is to be published must be mentioned. For instance, 1st day of each fortnight, 2nd day of every month, etc.
- Column 4** Retail selling price is the price per single copy of the published newspaper. The same must be indicated in Indian Rupee.

Column 4(a) If a periodical is published to be distributed free of cost, the same must be clearly indicated as **For Free Distribution**.

Column 4(b) Mention the rate of subscription per year in Indian Rupee.

Column 5 Publisher denotes an individual. Mention the name of such person who acts as the publisher of the publication or who is authorized to act as publisher *ibid* by the owner(s). For example, **VINOD KUMAR** and NOT **Vinod Kumar on behalf of ABC** or **Vinod Publishers** or **Vinod Publications**.

In nationality column, an Indian national must be indicated as **INDIAN** and not as **Hindustani** or **Indian Hindu/Muslim/Sikh/Christian**, etc. The practice of prefixing/suffixing religion as part of nationality must be avoided.

Complete address of the publisher is to be specified along with the postal code. The practice of indicating post box number as part of the address must be avoided.

Column 5(a) Mention **YES** if the publisher is an Indian national. Otherwise, mention **NO**

Column 5(b) In the case where publisher is not an Indian national, specify the nationality of the publisher. For example, **American, Japanese, German**, etc.

Column 5(c) In the case where publisher is not the owner of the publication thereof, an authorization in writing from owner(s) authorizing publisher (by name) to make and subscribe declaration is required to be given under Section 5 of PRB Act, 1867.

Column 6 Specify complete postal address of the place where newspaper is published. The address must clearly specify complete details like House/Lane number, name of road/locality, name of the town/city, name of district, postal code and State. Most correspondence by RNI is done through registered post. As such, the practice of indicating post box number as part of the address must be avoided.

Column 7 Printer denotes an individual/person. Mention the name of such person who acts as the Printer of the publication or who is authorized to act as Printer *ibid* by the owner(s). For example, **VINOD KUMAR** and NOT **ABC PRINTERS** or **Vinod Kumar owner/keeper of ABC Printers.** *Note: Printer is not necessarily the keeper/owner of the printing press.*

In nationality column, an Indian national must be indicated as **INDIAN** and not as **Hindustani** or **Indian Hindu/Muslim/Sikh/Christian**, etc. The practice of prefixing/suffixing religion as part of nationality must be avoided.

Column 7(a) Mention **YES** if the Printer is an Indian national. Otherwise, mention **NO**

Column 7(b) In the case where Printer is not an Indian national, specify the nationality of the publisher. For example, **American, Japanese, German**, etc.

Complete address of the Printer is to be specified along with the postal code. The practice of indicating post box number as part of the address must be avoided.

Column 8 Printing Press denotes the entire unit of printing machinery where printing works of a newspaper is conducted. In the case of publication that utilizes multiple printing presses to print their newspaper, not more than 3 names of such printing presses is to be indicated. Complete description/address of the premises where printing press is installed/situated must be specified. Such address must clearly specify complete details like House/Lane number, name of road/locality, name of the town/city, name of district, postal code and State.

Column 9 Mention individual's name who acts as Editor. (**Under the PRB Act, 1867, Editor is the person who controls the selection of the matter that is published in a newspaper**). Use of other nouns viz. Editor-in-Chief, Chief Editor, Managing Editor, Resident Editor, etc. must be avoided.

In nationality column, an Indian national must be indicated as **INDIAN** and not as **Hindustani** or **Indian Hindu/Muslim/Sikh/Christian**, etc. The practice of prefixing/suffixing religion as part of nationality must be avoided.

Column 9(a) Mention **YES** if the Editor is an Indian national. Otherwise, mention **NO**

Column 9(b) In the case where Editor is not an Indian national, specify the nationality of the publisher. For example, **American, Japanese, German**, etc.

Complete address of the Editor is to be specified along with the postal code. The practice of indicating post box number as part of the address must be avoided.

- Column 10 Mention the name of **individual/entity** in whose name the newspaper got verified/registered.
- Column 10(a) Mention '**Individual**' in the case of newspaper owned by a person/individual. Mention **Firm/Company/Trust/Assn** in the case of newspaper owned by an entity.
- Column 10(b) In the case where the owner owns any other newspaper(s), clearly specify the **title(s), language & periodicity** and the **place of publication** of such newspapers.
- Column 11(a) Mention '**New Newspaper**' for fresh registration.
- Column 11(b) Mention '**Existing Newspaper**' for revised registration.
- Column 11(c) Clearly specify the adequate reason(s) for filing the new declaration. For example, '**Change of Owner/Publisher/Printer/Editor**', etc. (whichever the case may be).

NOTE:

- A declarant who files/signs the declaration must ensure that his/her name and designation is properly mentioned. (**PRB Act authorizes only Publisher or Printer to make & subscribe declaration**). Indicating designation of declarant by other descriptions viz. Managing Director, Proprietor, Gen. Secy, etc. must be avoided.
- Declaration without proper seal/stamp/signature of the authenticating authority (DM/ADM/RDO/JCP, etc.) and the date of its authentication shall be void.
- Under the PRB Act, 1867, a Printer is required to file a separate declaration in the case where Publisher and Printer are different persons.