



PRESS REGISTRAR

GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
OFFICE OF THE PRESS REGISTRAR
Ground Floor, B-II Block, Benevolent Fund Building, Zero Point
Islamabad. 44000
Ph # 051-9252279, 051-9252205
Email: pressregistrar@opr.gov.pk

Proforma for Renewal of Registration of Title of Printing Press

Detail About Printing Press:

- Title: _____
- Station: _____ Date of NOC for title: _____
- Date of Authentication of Declaration: _____
- Date of Installation of Machinery: _____
 - (i) Model and Make: _____
 - (ii) Number of Printing Units: _____
 - (iii) Printing Capacity Per Hour: _____
- Date of Printing: _____
- Number of Employees: _____
- Number of Newspapers/Periodicals printing from this Printing Press: _____
- Retail Printing Cost Per Copy of Newspaper in Rs.: _____
- Retail Printing Cost Per Copy of Periodicals in Rs.: _____
- Total Number of Clients: _____
- Address of Printing Press: _____
- Date of Last Registration: _____ Registration No. _____

Owner's Credentials:

- Name of Owner: _____ S/o, D/o, W/o _____
- CNIC No.

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- Contact No. Office _____ Mobile No. _____
- Email Id: _____
- Address: _____
- Names of Titles of Publications/News Agencies already listed in Owner's Name: _____

Dated: _____

Signature of Owner

Requirements

- **Title:** - All the words in title if more than one be always printed in precisely same **SIZE, STYLE & SHAPE**;
- **Attested** copy of the declaration of printing press;
- **Attested** copy of CNIC of printer/owner;
- **Attested** copy of NOC;
- **Original Registration Certificate** of the titled printing press;
- **Four Passport Size Photos**; Must be attached with Proforma;
- **Last Six Months** Bank Statement with minimum closing Balance equivalent to the current cost of installed machinery/plant of printing press;
- Attested copy of **Annual Tax Return** Record;
- **List of clients** including newspapers/magazines being printed at the press;
- **List of Employees** with detail of designation and period served;
- **Original Affidavit** of source of funding and clearance of dues of employees as specified on stamp paper of Rs.100/-, duly attested by Oath Commissioner;
- **Original Receipt of fee** duly verified by the Treasury Officer for Registration is Rs. **1,000/-** (One Thousand). **For Islamabad, Rawalpindi, Lahore & Karachi Registration fee is Rs. 10,000/-** (Ten Thousand); (On **32-A Challan Form** in any branch of **NBP/ State Bank** in **A/C # C03886**, Title of account: **Government of Pakistan**);
- Detail specification of installed machinery including detail about printing units and printing capacity on original letterhead duly signed by the owner;
- Detail about printing rates of newspapers/ periodicals and etc. on original letterhead duly signed by the owner;
- Copies of cleared electricity bills of previous six Months;
- **03** months record of printing bills;

Note:

- ***Incomplete proformas/cases shall not be entertained.***
- ***Applications with all requirements submitted through proper channels i.e. Regional designated officers in PID/ RIO offices, shall be entertained.***
- ***Fresh Registration is mandatory within 3 months of date of declaration/ date of printing of first issue. Failing which shall lead to imposition of penalty as may deem fit.***
- ***Registration Certificate is valid for 3 years only. Registration must be renewed within 3 months of expiry of Registration Certificate;***

**Affidavit of Owner of Printing Press
(For Source of Funding & Clearance of Dues of Employees)**

I, Mr./Ms. _____ s/o, d/o, w/o _____
resident of _____ holder
of CNIC No. _____, declared on oath that;

That I am the sole proprietor/owner of the printing press entitled _____
_____ from (Station) _____
located at _____;

That I am giving this declaration that I am regularly filing income tax return. My status is active in the FBR record and I have mentioned my source of income in details in my tax return. I will be responsible for giving undertaking on oath that I will appear before the Press Registrar to explain and prove my source of income if and when required.

That I am also giving this declaration that all expenses for the printing press are being organized from my own sources of income.

That I hereby undertake on oath that I have paid all dues/salaries of all employees to-date and no outstanding amount in case of dues/salaries of any employee is pending against me.

Deponent

Name: _____

CNIC No. _____

Signature & Thumb: _____
