

DOCUMENTS REQUIRED
FOR RENEWAL OF REGISTRATION OF TITLE OF
PERIODICAL
NEWS AGENCY
PRINTING PRESS

OFFICE OF THE PRESS REGISTRAR
M/O INFORMATION AND BROADCASTING
ISLAMABAD



PRESS REGISTRAR

Documents Required for Renewal of Registration of Title of a Periodical:

Registration Certificate remains valid for a period of three years from the date of issue. Following documents are required to be submitted with prescribed proforma for Renewal of Registration of Title of a Newspaper/Periodical;

- **Attested** copy of valid CNIC of publisher/owner;
- **Attested** copies of the declarations of publisher and printer;
- **Attested** copy of latest Regularity Certificate;
- **Attested** copy of NOC;
- **Four Passport Size Photos**; Must be attached with Proforma;
- **Dues Clearance Certificate** from PCP;
- **Last Six Months** Bank Statement with minimum closing Balance at-least 5 Hundred thousand;
- Attested copy of **Annual Tax Return** Record;
- **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) on **32-A Challan Form** in any branch of **NBP/ State Bank** in A/C # **Co3886**, Title of account: Government of Pakistan. **For Islamabad, Rawalpindi, Lahore & Karachi Registration fee is Rs. 10,000/-** (Ten Thousand);
- Number of issues of Publication;
 - **03** months issue, in case of a **DAILY** Newspaper;
 - **12** issue, in case of a **WEEKLY** Publication;
 - **06** issue, in case of a **FORTNIGHTLY** Publication;
 - **03** issue, in case of a **MONTHLY** Magazine;
 - **01** issue, in case of a **QUARTERLY** Magazine;
 - **01** issue in case of a **6-MONTHLY** Magazine;
 - **01** issue in case of a **YEARLY** Magazine;

Documents Required for Fresh Registration of Title of a News Agency:

Registration Certificate remains valid for a period of three years from the date of issue. Following documents are required to be submitted with prescribed proforma for Fresh Registration of Title of a News Agency;

- **Attested** copy of valid CNIC of publisher/owner;
- **Attested** copy of the declaration of publisher/owner;
- **Attested** copy of latest Regularity Certificate;
- **Attested** copy of NOC;
- **Four Passport Size Photos**; Must be attached with Proforma;
- **Dues Clearance Certificate** from PCP;
- **Last Six Months** Bank Statement with minimum closing Balance at-least 5 Hundred thousand;
- Attested copy of **Annual Tax Return** Record;
- **List of Clients** with detail about **Subscription rate/fee**;
- **List of Employees at Head Office** with detail of Designation and period served;
- **List of Local Representatives** 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**);
- **03 months** release of news stories of News Agency;

Documents Required for Fresh Registration of Title of a Printing Press:

Registration Certificate remains valid for a period of three years from the date of issue. Following documents are required to be submitted with prescribed proforma for Fresh Registration of Title of a Printing Press;

- **Attested** copy of valid CNIC of publisher/owner;
- **Attested** copy of the declaration of publisher/owner;
- **Attested** copy of latest Regularity Certificate;
- **Attested** copy of NOC;
- **Four Passport Size Photos**; Must be attached with Proforma;
- **Dues Clearance Certificate** from PCP;
- **Last Six Months** Bank Statement with minimum closing Balance at-least 5 Hundred thousand;
- **List of Clients**;
- **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 # **Co3886**, Title of account: **Government of Pakistan**);
- **03** months record of release of printing press bills;
- 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;