

DOCUMENTS REQUIRED
RENEWAL OF REGISTRATION
FOR TITLE OF A NEWS AGENCY



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

pressregistrar@opr.gov.pk

Renewal of 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 Renewal of Registration of Title of a News Agency;

- **Attested** copy of valid CNIC of publisher/owner;
- **Attested** copy of the declaration of publisher/owner;
- **Original Registration Certificate** previously issued by the Press Registrar;
- **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 # **Co3886**, Title of account: **Government of Pakistan**);
- **03 months** release of news stories of News Agency;