

DOCUMENTS REQUIRED
RENEWAL OF REGISTRATION
FOR TITLE OF A PRINTING PRESS



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

pressregistrar@opr.gov.pk

Renewal of 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 Renewal of Registration of Title of a Printing Press;

- **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 equivalent to the current existing cost of installed machinery;
- **List of Clients** with contact detail;
- **List of Employees** with detail of Name, CNIC, 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;