



GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
OFFICE OF THE PRESS REGISTRAR

PROFORMA FOR REGISTRATION/RENEWAL OF REGISTRATION OF NEWSPAPER/ NEWS AGENCY

1. DETAIL ABOUT NEWSPAPER/NEWS AGENCY:

- a) Title: _____
- b) Periodicity: _____ c) Language (s): _____
- d) Station: _____ e) NOC No. & Date: _____
- f) Declaration No. & Date: _____
- g) Last Registration No.& Date (in case of renewal): _____
- h) other station (s) with their Registration Nos. & Dates (if any): _____

- i) Website Address: _____
- j) Office Address: _____

- k) Number of Employees: _____ l) Number of Clients of News Agency: _____
- m) Number of local Representatives of News Agency: _____
- n) Average Number of Pages: _____ o) Retail Selling Price Per Copy Rs.: _____
- p) Number of Days of Publication in a Year _____
- q) Average Number of News stories released during a month by News Agency: _____
- r) Bank Account Details: i) Title of Account: _____
ii) Account No.: _____
iii) Bank/Branch: _____

2. OWNER'S CREDENTIALS (IN CASE OF COMPANY/FIRM/INSTITUTE ALONE)

- a) Name: _____
- b) Registration No.

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- c) Registration Date: _____ d) Nature of Business: _____

Requirements

- **Attested** copies of the declarations of publisher and printer;
- **Attested** copy of Registration of Owner (**In case Of Company/Firm/Institute**);
- **Attested** copy of CNIC of publisher and printer;
- Copy of NOC;
- **Attested** copy of CNIC of Owner of Printer & Declaration (Form-A), (in case of change of Printer);
- Attested copy of Form-C (in-case of change of Ownership/Publishership/Printer)
- **Original Registration Certificate** of the publication (in-case of Renewal);
- **Two recent Passport Size Photographs**; must be attached with Proforma;
- **Dues Clearance Certificate** from PCP;
- **Latest Bank Statement for the last six months** (duly verified by the Bank Manager, with stamp) showing sound and sustainable financial health of the applicant to launch the publication/news agency.
- Attested copy of last three-year **Annual Tax Return** Record;
- **List of Employees** with Name, Designation, CNIC, Mobile No., Period served & Salary paid duly signed/stamped by the Owner/publisher;
- **List of clients** with detail about Subscription rate/fee (**In case of News Agency**);
- **List of local** representatives with detail of Name, CNIC, Designation and Period served (**In case of News Agency**);
- **Original Affidavit** of source of funding and payment of salaries to employees according to Wage Board of Award on stamped paper of Rs.100/-, duly attested by Oath Commissioner;
- **Original Receipt of fee** 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 issues, in case of a **DAILY** Newspaper;
- **12** issues, in case of a **WEEKLY** Newspaper;
- **06** issues, in case of a **FORTNIGHTLY** Newspaper;
- **03** issues, 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;
- **3-months** record of disseminated/released news stories, in case of a **NEWS AGENCY**

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.***
- ***Application for registration/renewal is mandatory within 180 Days of date of authentication of declaration, failing which shall lead to rejection of registration, or imposition of fine.***
- ***Registration Certificate is valid for 3 years only. Publisher must apply for renewal of registration one month before the expiry of the Registration Certificate.***

Affidavit of Owner (Individual) of Newspaper/News Agency (For Fresh Registration/Renewal of Registration)

I, _____ s/o, d/o, w/o _____

holder of CNIC No. _____ resident of _____

_____ do hereby solemnly affirm and declare on oath that:

- i. I am the sole owner/publisher of the newspaper/news agency titled _____ from (Station) _____
- ii. I am regularly filing income tax returns. My status is active in the FBR record and I have mentioned my sources of income in detail in my tax returns.
- iii. My financial position is very sound and all expenses for the newspaper/ news agency are being met from my own sources of income as mentioned in the income tax returns.
- iv. I am using only Bank account number mentioned in the Registration/Renewal of Registration proforma for all business transactions of the publication/news agency and payment of its expenses.
- v. The submitted List of Employees is authentic and I have paid salaries to the employees according to the Wage Board Award till-date and no outstanding amount on account of salaries of anyone of the employees is pending against me.
- vi. I will ensure to abide by the Ethical Code of Practice contained in the Schedule to the Press Council of Pakistan Ordinance, 2002, and to remain abreast of all relevant laws of the Government regarding Printing Press, Newspapers and News Agencies, etc.
- vii. I will not publish any material against the glory of Islam or the integrity, security or defense of Pakistan or any part thereof, friendly relations with foreign States, public order, decency or morality or in relation to contempt of court, commission of or incitement to an offence.
- viii. All information given and documents submitted for registration/renewal of registration of the publication/news agency are true and authentic to the best of my knowledge and belief and nothing has been concealed therein. The NOC/Declaration/ Registration will be liable to be rejected/cancelled if any information provided or documents submitted are found incorrect, false, or forged.

Deponent

Name: _____

Signatures & Thumb Impression: _____

Affidavit of Owner (for company/firm/institute) of Newspaper/News Agency (For Fresh Registration/Renewal of Registration)

I, (Name and Designation) _____ s/o, d/o, w/o _____

holder of CNIC No. _____ on behalf of (name of company/firm/institute) do hereby solemnly affirm and declare on oath that:

- i. (name of company/firm/institute)'s owner of the newspaper/news agency titled _____ from (Station) _____;
- ii. (name of company/firm/institute) is regularly filing income tax returns and its status is active in the FBR record and the sources of income have been mentioned in detail in its tax returns.
- iii. The financial position of company/firm/institute is very sound and all expenses for the newspaper/ news agency are being met from its own sources of income as mentioned in the income tax returns.
- iv. (name of company/firm/institute)'s is using Bank account number mentioned in the Registration/Renewal of Registration proforma for all business transactions of the publication/news agency and payment of its expenses.
- v. The submitted List of Employees is authentic and the company/firm/institute has paid salaries to the employees according to the Wage Board Award till-date and no outstanding amount on account of salaries of anyone of the employees is pending against the company/firm/institute.
- vi. The publisher will ensure to abide by the Ethical Code of Practice contained in the Schedule to the Press Council of Pakistan Ordinance, 2002, and to remain abreast of all relevant laws of the Government regarding Printing Press, Newspapers and News Agencies, etc.
- vii. The publication/news agency will not publish/release any material against the glory of Islam or the integrity, security or defense of Pakistan or any part thereof, friendly relations with foreign States, public order, decency or morality or in relation to contempt of court, commission of or incitement to an offence.
- viii. All information given and documents submitted for registration/renewal of registration of the publication/news agency are true and authentic to the best of my knowledge and belief and nothing has been concealed therein. The NOC/Declaration/ Registration will be liable to be rejected/cancelled if any information provided or documents submitted are found incorrect, false, or forged.

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Name: _____

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