



PRGI

PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक

DOCUMENT CHECKLIST FOR ALL FUNCTIONS/PROCESSES ON THE PRESS SEWA PORTAL

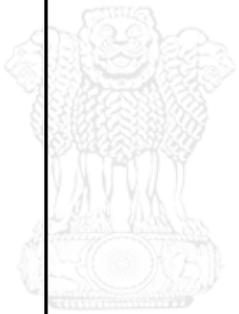
The Press and Registration of Periodicals (PRP) Act, 2023 came into effect on 01 March 2024, replacing the erstwhile Press and Registration of Books Act, 1867. The PRP Act, 2023 mandates that all applications related to the registration of periodicals be processed exclusively through the online Press Sewa Portal (PSP). The Press Sewa Portal has been developed as a comprehensive digital platform for receiving, examining, and processing applications for the registration of newspapers and periodicals in India.

The Press Sewa Portal serves as the official single window digital platform of the Press Registrar General for processing applications, intimations, and supporting documents relating to the following functions:

- Intimation by the printer of a periodical.
- Registration of facsimile editions of foreign periodicals.
- Application by a publisher for obtaining a Certificate of Registration of a periodical.
- Application for revision of a Certificate of Registration.
- Application for transfer of ownership of a Certificate of Registration.
- Filing of the Annual Statement by the publisher of a periodical.
- Guidelines for title allotment.
- Procedure for desk audit and verification of circulation of a periodical.

To ensure smooth and efficient processing of applications, Publishers/Owners/Applicants/Printers/Keepers/CA are requested to fill and upload all required informations/documents carefully and correctly. It is equally important to make sincere efforts to minimize errors, as incomplete or incorrect submissions in the application fields such as Address, and mismatches with the documents attached result in delay in processing of an application.

Applicants are further advised to respond promptly to any Deficiency Communication (DC), if issued, within thirty (30) days from the date of its receipt, and to take the necessary action to ensure that all communicated deficiencies are duly rectified and the requisite details are submitted and documents uploaded (as mentioned in the Deficiency Communication) on the Press Sewa Portal.

S.No.	Function / Process	Documents / Information Required
1.	<p align="center">Printing Press Intimation</p> 	<p>For Non-Individual Ownership Category (Association/ Organisation/Trust/Company/Partnership Firm):</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Incorporation (DOI) of the printing press. 2. PAN card of the printing press. 3. A document in support of the Date of Birth (DOB) of the printer/keeper. 4. Photo identity card (preferably Aadhar Card) of the printer/keeper. 5. An authorization letter from the owner of the printing press. 6. Document in support of the shareholding pattern of the printing press, only if it is a company. 7. Photographs of the machinery installed in the printing press. 8. GST certificate of the printing press (if available). <p>For Individual Ownership Category:</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Incorporation (DOI) of the printing press. 2. PAN card of the printing press. 3. A document in support of the Date of Birth (DOB) of the printer/keeper. 4. Photo identity card (preferably Aadhar Card) of the printer/keeper. 5. Photographs of the machinery installed in the printing press. 6. GST certificate of the printing press (if available).
2.	<p align="center">New Registration</p>	<p>For Non-Individual Ownership Category (Association/ Organisation/Trust/Company/Partnership Firm):</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Incorporation (DOI) of the organization/company. 2. PAN card of the organization/company. 3. A document in support of the Date of Birth (DOB) of the applicant/publisher/editor/printer/keeper. 4. Photo identity card document (preferably Aadhar Card) of the applicant/publisher/editor/printer/keeper. 5. An authorization letter from the owner of a periodical. 6. Document in support of the shareholding pattern in the ownership, only if the owner of a periodical is a company. 7. Eligibility and content affidavit for registration of a new periodical (https://prgi.gov.in/sites/default/files/2025-03/affidavit_for_registration.pdf) on stamp paper. 8. GST certificate of the organization/company (if available). 9. Document(s) in support of Foreign Direct Investment (FDI), if applicable. <p>For Individual Ownership Category:</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Birth (DOB) of the owner/publisher/editor/printer/keeper. 2. Photo identity card document (preferably Aadhar Card) of the owner/publisher/editor/printer/keeper. 3. Eligibility and content affidavit for registration of a new periodical (https://prgi.gov.in/sites/default/files/2025-03/affidavit_for_registration.pdf) on stamp paper. 4. Document(s) in support of Foreign Direct Investment (FDI), if applicable.

S.No.	Function / Process	Documents / Information Required
3.	Revised Registration	<p>For Non-Individual Ownership Category (Association/Organisation/Trust/Company/Partnership Firm):</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Incorporation (DOI) of the organization/company. 2. PAN card of the organization/company. 3. A document in support of the Date of Birth (DOB) of the applicant/publisher/editor/printer/keeper. 4. Photo identity card (preferably Aadhar Card) of the applicant/publisher/editor/printer/keeper. 5. An authorization letter from the owner of a periodical. 6. Document in support of the shareholding pattern in the ownership, only if the owner of a periodical is a company. 7. GST certificate of the organization/company (if available). 8. Document(s) in support of Foreign Direct Investment (FDI), if applicable. <p>For Individual Ownership Category:</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Birth (DOB) of the owner/publisher/editor/printer/keeper. 2. Photo identity card (preferably Aadhar Card) of the owner/publisher/editor/printer/keeper. 3. Document(s) in support of Foreign Direct Investment (FDI), if applicable.
4.	Ownership Transfer	<p>For Non-Individual Ownership Category of Transferor/Transferee (Association/Organisation/Trust/Company/Partnership Firm):</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Incorporation (DOI) of the organization/company. 2. PAN card of the organization/company. 3. A document in support of the Date of Birth (DOB) of the applicant. 4. Photo identity card (preferably Aadhar Card) of the applicant. 5. An authorization letter from the owner of a periodical. 6. Document in support of the shareholding pattern in the ownership, only if the transferor/transferee of a periodical is a company. 7. Affidavit for transfer of ownership of a periodical (https://prgi.gov.in/updates/format) on stamp paper. 8. GST certificate of the organization/company (if available). 9. Document(s) in support of Foreign Direct Investment (FDI), if applicable <p>For Individual Ownership Category of Transferor/Transferee:</p> <ol style="list-style-type: none"> 1. A document in support of the Date of Birth (DOB) of the owner. 2. Photo identity card (preferably Aadhar Card) of the owner. 3. Affidavit for transfer of ownership of a periodical (https://prgi.gov.in/updates/format) on stamp paper. 4. Document(s) in support of Foreign Direct Investment (FDI), if applicable.
5.	Ownership Transfer to Legal Heir	<ol style="list-style-type: none"> 1. Death Certificate of the existing owner issued by the Government Authority. 2. Legal Heir Certificate issued by the Government Authority. 3. No Objection Certificate (NOC) (signed by all stakeholders, including family members) authenticated by the Specified Authority/First-Class Magistrate. 4. Certificate of Registration or Loss Affidavit. 5. Photo identity card document of the new owner (legal heir).

S.No.	Function / Process	Documents / Information Required
		<ol style="list-style-type: none"> 6. A document in support of the Date of Birth (DOB) of the new owner (legal heir). 7. Document(s) in support of Foreign Direct Investment (FDI), if applicable.
6.	Circulation Verification (If the Publisher/Owner is also the printer)	<ol style="list-style-type: none"> 1. Copy of Annual Statements of the Newspaper - filed with PRGI for the preceding two financial years. 2. Last Circulation Verification Certificate (if any). 3. Audited Balance Sheet of the company if the newspaper is owned by a company; or IT Return, if owned by an individual. 4. Month-wise Statement on sale proceeds with commission details. 5. Statement on Wastage Rate & GSM of Newsprint. 6. Printing machine details, capacity and power rating for each machine. 7. Month-wise statement compiled for the year regarding Machine Room Return (MRR). 8. Month-wise statement for newsprint purchase and consumption, indicating details of invoices for purchase of newsprint, ink and plates along with GST details. 9. Electricity bills for the year under verification along with a month-wise statement for the year on duration and utilization of alternate/supplementary sources of power and expenditure bill thereon. 10. GSTR Form 1, 2(a), 2(b), 3(b) and 9, as applicable. 11. Affidavit as given in Annexure-II (To be signed by the publisher only).
7.	Circulation Verification (If the Publisher/Owner is not the printer)	<ol style="list-style-type: none"> 1. Copy of Annual Statements of the Newspaper - filed with PRGI for the preceding two financial years. 2. Last Circulation Verification Certificate (if any). 3. Audited Balance Sheet of the company if a company owns the newspaper, or IT Return, if owned by an individual. 4. Month-wise Statement on sale proceeds with commission details for the year. 5. Statement of Wastage Rate & GSM of Newsprint consumed for the year. 6. A copy of the Agreement between the publisher and the printer. 7. Month-wise Statement of print orders made to the printer for the year. 8. Copy of Receipts of payments made to the printer. 9. Statement of Newsprint consumption for the year under consideration. 10. GST returns Form 1, 2(a), 2(b), 3(b) and 9, as applicable. 11. Affidavit as given in Annexure-II (To be signed by the publisher only)
8.	Regularity/Upload Scanned Copy of Printed Periodical	<ol style="list-style-type: none"> 1. Scanned Copy of the printed periodical (in PDF Format). <i>*Publishers may upload an image of the first page of the printed periodical, placed on top of the bundle of printed periodicals, ensuring that both the title (masthead) and the publication date are clearly visible.</i>
9.	Newsprint Certificate	<ol style="list-style-type: none"> 1. Upload Regularity Report.