Press Registrar General of India

PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक

User Manual of Fresh Registration

Version 1.1

July 13th'2026

(https://presssewa.prgi.gov.in/)

Office: - Office: - 9th Floor, Soochna Bhawan, Lodhi Rd, CGO Complex, New Delhi, Delhi 110003

1 Table of Contents

1 Introduction 3

1.1 Purpose 3

1.2 Scope 3

1.3 Glossary 3

2 Owner/Applicant Sign Up 4

3 Owner/Applicant Login 6

4 Applying for Title Registration Application 16

5 Registration 24

5.1 Title Registration by Publisher 25

1 Introduction

1.1 Purpose

The Purpose of this document is to present a detailed description with screen for Registrar of Newspaper of India website. It will give an idea to officials/end users about the standard approach to be taken while working on the website.

1.2 Scope

The scope of the website user manual is to make the user understand the following: -

- Fresh Registration

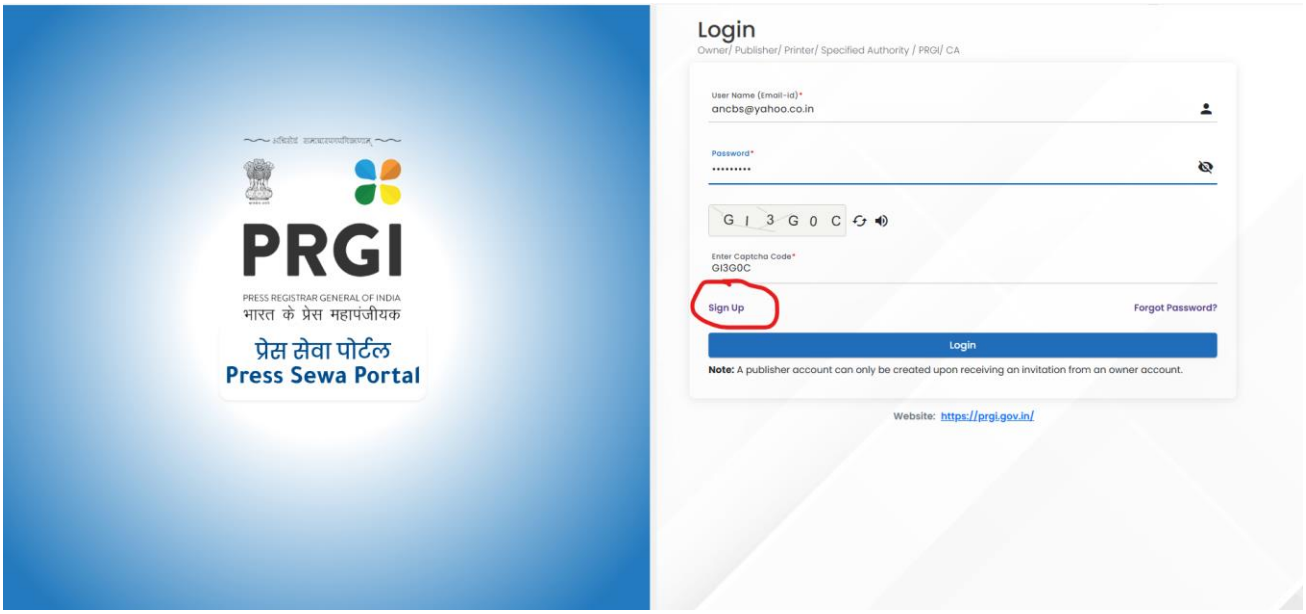
1.3 Glossary

Term	Definition
Owner	Owner of any Verified Title
Printer	Person providing printing services
Publisher	Person that prepares and issues books, journals & Newspaper
Keeper	Owner Of Printing Press
ASO	Assistant Section Officer
SO	Section Officer
APR	Assistant Press Registrar
ADPR	Additional Director Press Registrar
PR	Press Registrar
DM/LA	Local Authentication Authority

2 Owner/Applicant Sign Up

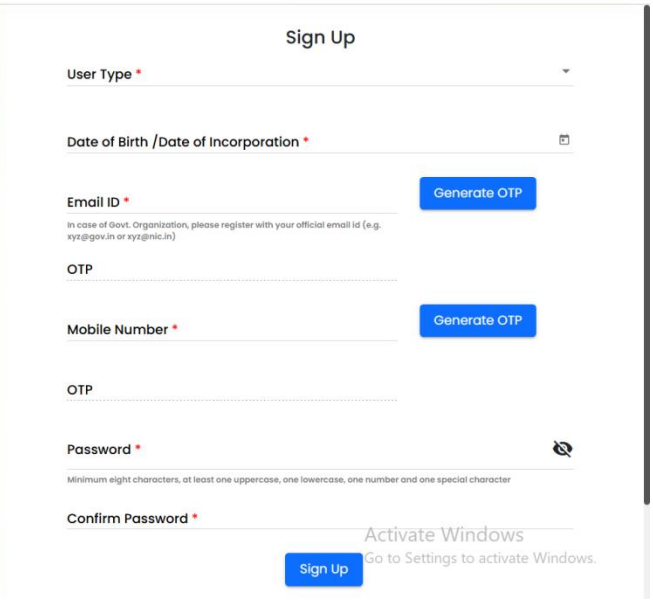
You can Sign up into RNI Portal by following below steps: -

- Click on the URL https://presssewa.prgi.gov.in/
- You will be redirected to the PRGI website.
- Click on Title Registration module from the scroll bar or Title Registration module from the side bar.
- User will be redirected to title Registration guideline page.
- Click on “Apply” button.
- You will be redirected to the login page as shown in the below figure.
- User/Applicant needs to click on the Signup option as shown in the below figure.

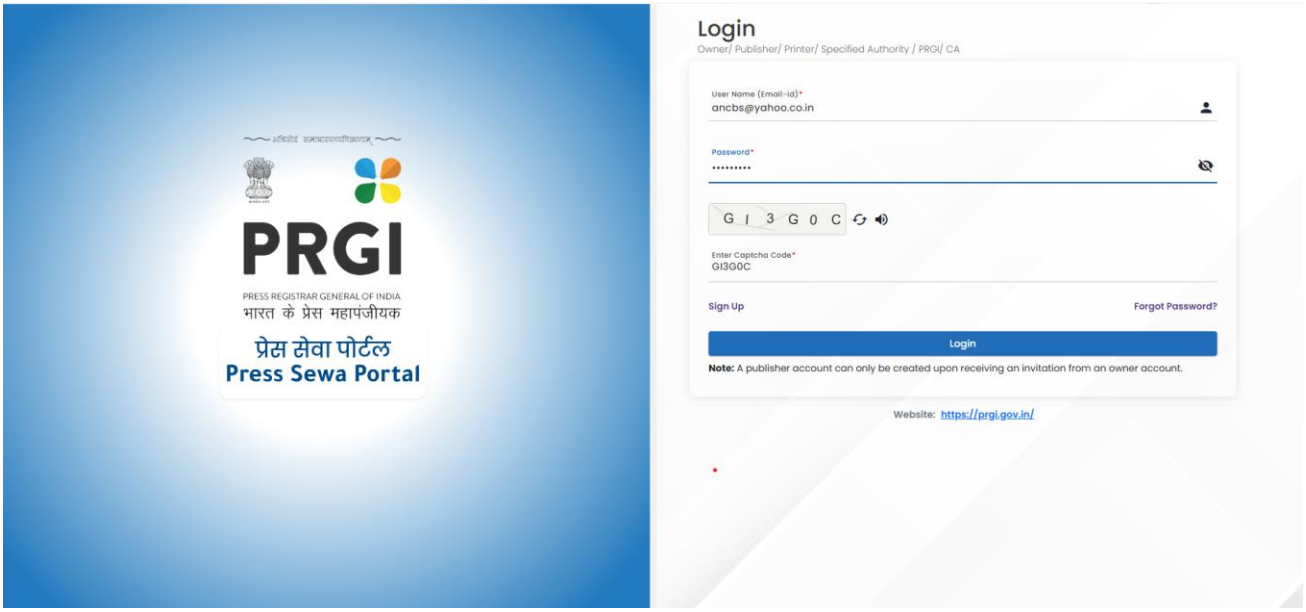


- Once you click on the Signup option you will be redirected to the Signup page as shown in the below figure.





- You will be required to fill in the below-mentioned fields.
  - ❖ User Type – (Drop down) (Owner/Applicant, Charted Accountant, Printer-Owner of Printing Press)
  - ❖ Date of Birth – (Calendar) (Applicant should not be underaged)
  - ❖ Email Id – (Alphanumeric) (Email Id to be verified by entering the OTP received on entered Email ID)
  - ❖ Mobile Number – (Numeric) (Mobile Number to be verified by entering the OTP received on typed Mobile Number)
  - ❖ Password – (Alphanumeric)
  - ❖ Confirm Password – (Alphanumeric)
- Once user saves all the mentioned fields and generates password, he/she will be redirected to the Login page as shown in the below figure.

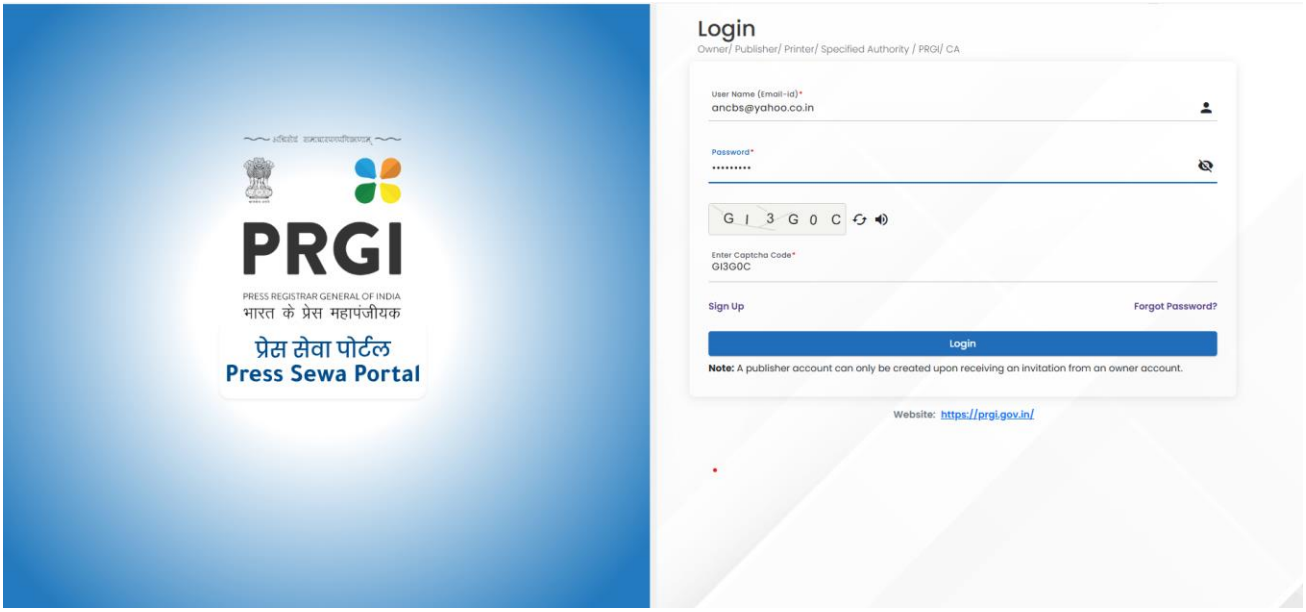


Note: - Login page will be same for all the users (Owner/Applicant/Publisher/printer/Local Authentication authority/ RNI Officials)

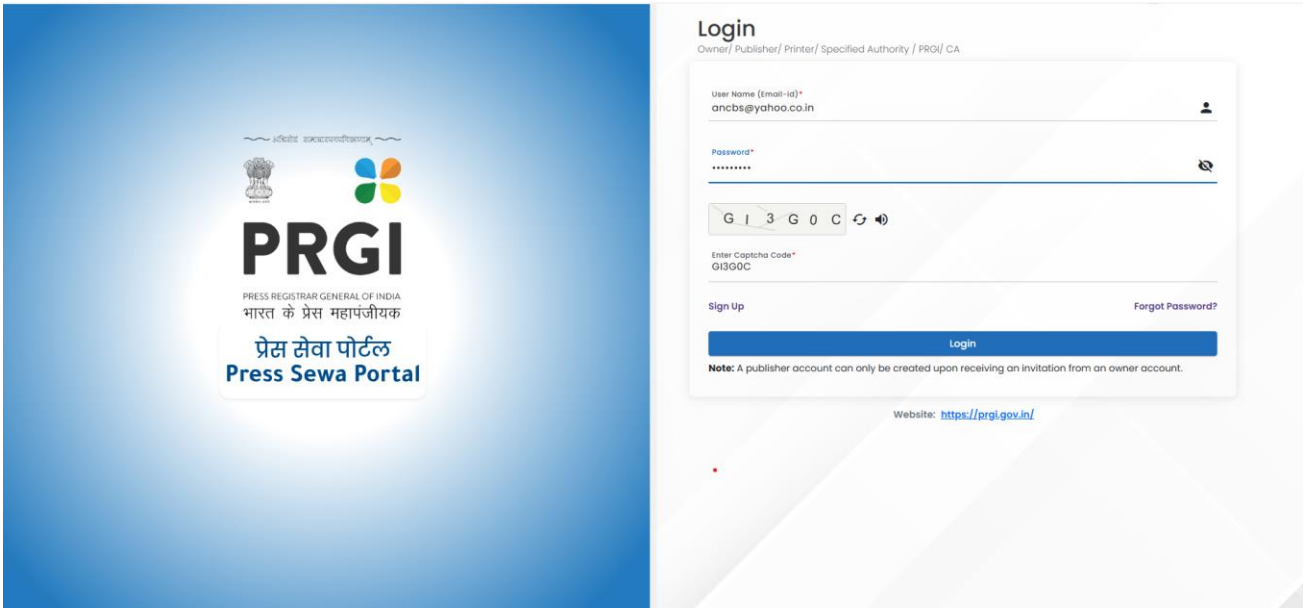
3 Owner/Applicant Login

Owner/ Applicant can login into their account by following below steps: -

- Click on the URL https://presssewa.prgi.gov.in/
- You will be redirected to the RNI website.
- Click on Title registration module from the scroll bar or Title registration module from the side bar.
- User will be redirected to title registration guideline page.
- Click on “Apply” button.
- You will be redirected to the login page.
- User will be required to provide Username & Password as shown in the figure below.

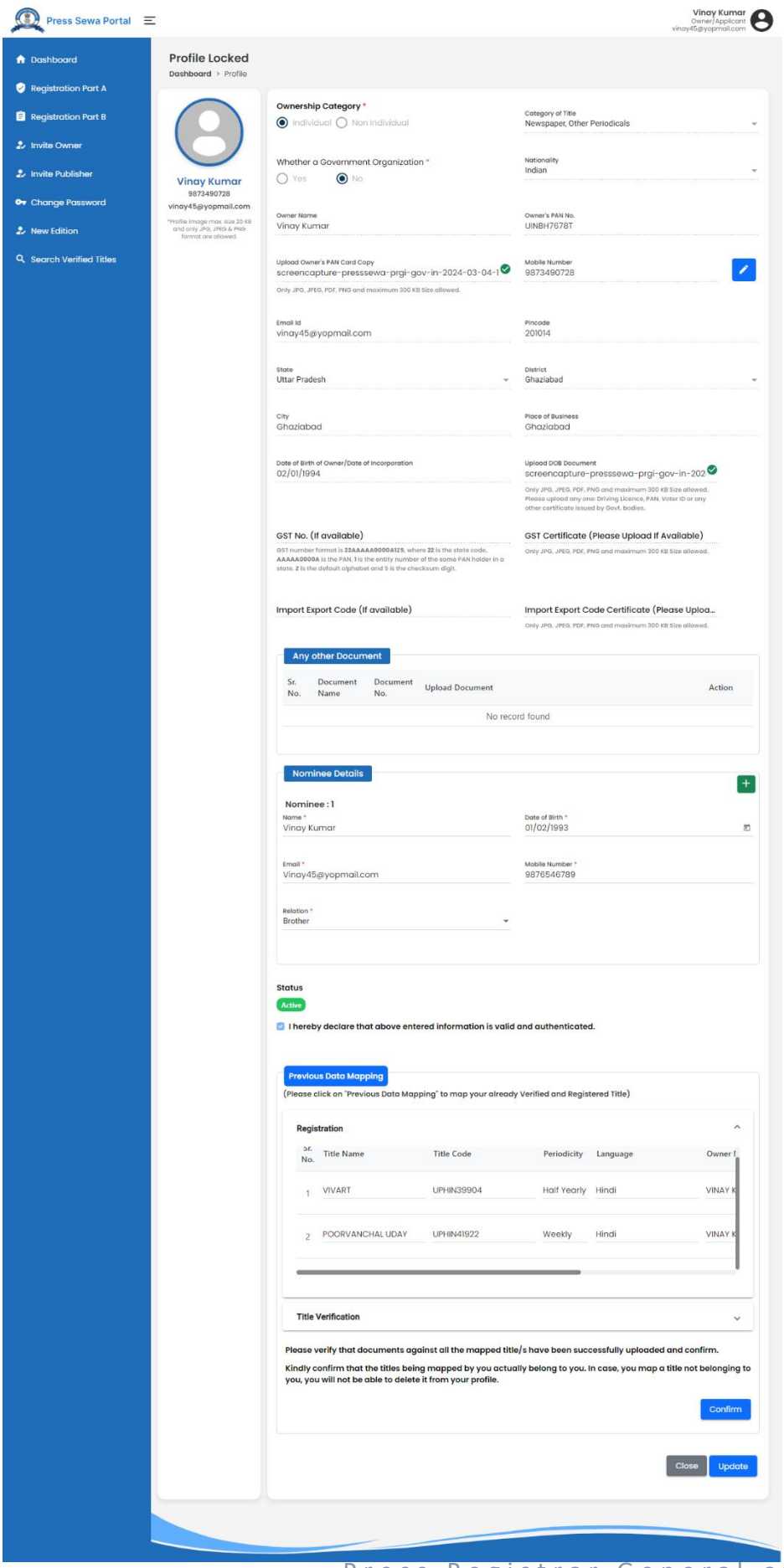


- Enter the captcha code.
- Click on “Login” button as shown in the figure to successfully login into your respective account.



Note: - User can only login using his/her email id only.

- You will be redirected to the profile section as shown in the below figure.


Press Sewa Portal
Vinay Kumar
Owner/Applicant
vinay45@yopmail.com
Dashboard
Registration Part A
Registration Part B
Invite Owner
Invite Publisher
Change Password
New Edition
Search Verified Titles
Profile Locked
Dashboard > Profile
Vinay Kumar
9873490728
vinay45@yopmail.com
Ownership Category *
Individual
Non Individual
Category of Title
Newspaper, Other Periodicals
Whether a Government Organization *
Yes
No
Nationality
Indian
Owner Name
Vinay Kumar
Owner's PAN No.
UINBH7678T
Upload Owner's PAN Card Copy
screencapture-presssewa-prgi-gov-in-2024-03-04-1
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.
Mobile Number
9873490728
Email Id
vinay45@yopmail.com
Pincode
201014
State
Uttar Pradesh
District
Ghaziabad
City
Ghaziabad
Place of Business
Ghaziabad
Date of Birth of Owner/Date of Incorporation
02/01/1994
Upload DOB Document
screencapture-presssewa-prgi-gov-in-202
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.
Please upload any one: Driving Licence, PAN, Voter ID or any other certificate issued by Govt. bodies.
GST No. (If available)
GST Certificate (Please Upload If Available)
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.
Import Export Code (If available)
Import Export Code Certificate (Please Uploa...
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.
Any other Document
Sr. No.
Document Name
Document No.
Upload Document
Action
No record found
Nominee Details
Nominee : 1
Name *
Vinay Kumar
Date of Birth *
01/02/1993
Email *
Vinay45@yopmail.com
Mobile Number *
9876546789
Relation *
Brother
Status
Active
I hereby declare that above entered information is valid and authenticated.
Previous Data Mapping
(Please click on "Previous Data Mapping" to map your already Verified and Registered Title)
Registration
Sr. No.
Title Name
Title Code
Periodicity
Language
Owner I
1
VIVART
UPHIN39904
Half Yearly
Hindi
VINAY K
2
POORVANCHAL UDAY
UPHIN41922
Weekly
Hindi
VINAY K
Title Verification
Please verify that documents against all the mapped title/s have been successfully uploaded and confirm.
Kindly confirm that the titles being mapped by you actually belong to you. In case, you map a title not belonging to you, you will not be able to delete it from your profile.
Confirm
Close
Update

- User will be required to fill all the details listed below: - (Individual)
  - ❖ Ownership Category – (radio Button)- Individual/Non-Individual. (Mandatory)
  - ❖ Category of Title (Dependent Drop down) (Newspaper/Periodicals) (Mandatory)
  - ❖ Whether a government Organization – (Radio Button)- Yes/No (Mandatory)
  - ❖ Nationality – (Drop Down)- (List to load from Masters) (Mandatory)
  - ❖ Owner Name (Alphabets)- (as per Adhaar Card for individual/Owner, Government Certificate for Institution) (Mandatory)
  - ❖ Owner's Pan No – (Alphanumeric) – Input Box (Mandatory)
  - ❖ Upload Pan card Copy – Upload file – (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory)
  - ❖ Mobile No – Auto Populates
  - ❖ Email ID – Auto Populates
  - ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
  - ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
  - ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
  - ❖ City – (Alphabets) (Mandatory)
  - ❖ Owner Address – (Alphanumeric) (Mandatory)
  - ❖ Date of Birth (DD/MM/YYYY)- Calendar (Mandatory)
  - ❖ Date of Birth Document (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed. Please upload anyone: Driving Licence, PAN, Voter ID, or any other certificate issued by Govt. bodies) (Mandatory)
  - ❖ GST No – (Alphanumeric) (Input box)
  - ❖ GST Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
  - ❖ Import Export Code- (Input Box) (Alphanumeric)
  - ❖ IEC Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
- Any Other Document- Table
  - ❖ S. No – Auto Populates
  - ❖ Document Name – Input Box – (Alphabets)
  - ❖ Document No - Input Box – (Alphabets)
  - ❖ Upload Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed).
- Nominee Details - Table
  - ❖ Add- Button (On click user will be able to add more than one nominee detail)
  - ❖ Name – (Input Box) (Alphabets) (Mandatory)
  - ❖ Date of Birth – Calendar – (Mandatory)
  - ❖ Email Id - (Input Box) (Alphanumeric) (Mandatory)
  - ❖ Mobile No – Numeric (Mandatory)
  - ❖ Relation – Drop Down – (List to load from Masters) (Mandatory)

- Check Box – (I hereby declare that above entered information is valid and authenticated)

- E-Sign & Update – Button – User will be able to update and E-Sign the profile section for the data shared by him/her.
- User will be required to fill all the details listed below: - (non-individual)
  - ❖ Ownership Category – (radio Button)- Individual/Non-Individual. (Mandatory)
  - ❖ Category of Title (Dependent Drop down) (Newspaper/Periodicals) (Mandatory)
  - ❖ Whether a government Organization – (Radio Button)- Yes/No (Mandatory)
  - ❖ Nationality – (Drop Down)- (List to load from Masters) (Mandatory)
  - ❖ Type of Non – Individual Ownership – (Drop Down) (List to load from masters) (Mandatory)
  - ❖ Registration No. of Non-Individual Ownership – (Input Box) (Alphanumeric)(Mandatory)
  - ❖ Owner Name (Alphabets)- (as per Adhaar Card for individual/Owner, Government Certificate for Institution) (Mandatory)
  - ❖ Owner's Pan No – (Alphanumeric) – Input Box (Mandatory)
  - ❖ Upload Pan card Copy – Upload file – (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory)
  - ❖ Mobile No – Auto Populates
  - ❖ Email ID – Auto Populates
  - ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
  - ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
  - ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
  - ❖ City – (Alphabets) (Mandatory)
  - ❖ Owner Address – (Alphanumeric) (Mandatory)
  - ❖ Date of Birth (DD/MM/YYYY)- Calendar (Mandatory)
  - ❖ Date of Birth Document (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed. Please upload anyone: Driving Licence, PAN, Voter ID, or any other certificate issued by Govt. bodies) (Mandatory)
  - ❖ GST No – (Alphanumeric) (Input box)
  - ❖ GST Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
  - ❖ Import Export Code- (Input Box) (Alphanumeric)
  - ❖ IEC Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
- Any Other Document- Table
  - ❖ S. No – Auto Populates
  - ❖ Document Name – Input Box – (Alphabets)
  - ❖ Document No - Input Box – (Alphabets)
  - ❖ Upload Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed).
- Applicant Details – Table
  - ❖ Applicant Name - (Input Box) (Alphabets) (Mandatory)
  - ❖ Date of Birth of Applicant - Calendar – (Mandatory)
  - ❖ Date of Birth Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory).

- ❖ Authorization Letter from Owner - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory).
- ❖ Applicant Nationality – (Drop Down) (List to load from Masters) (Mandatory)
- ❖ Applicant Address- (Input Box) (Alphabets) (Mandatory).
- ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
- ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
- ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
- ❖ City – (Alphabets) (Mandatory).
- ❖ Applicant Email ID - - (Input Box) (Alphanumeric) (Mandatory)
- ❖ Applicant Mobile No – Numeric (Mandatory)

- Nominee Details - Table
  - ❖ Add- Button (On click user will be able to add more than one nominee detail)
  - ❖ Name – (Input Box) (Alphabets) (Mandatory)
  - ❖ Date of Birth – Calendar – (Mandatory)
  - ❖ Email Id - (Input Box) (Alphanumeric) (Mandatory)
  - ❖ Mobile No – Numeric (Mandatory)
  - ❖ Relation – Drop Down – (List to load from Masters) (Mandatory)

- Check Box – (I hereby declare that above entered information is valid and authenticated)
- E-Sign & Update – Button – User will be able to update and E-Sign the profile section for the data shared by him/her.

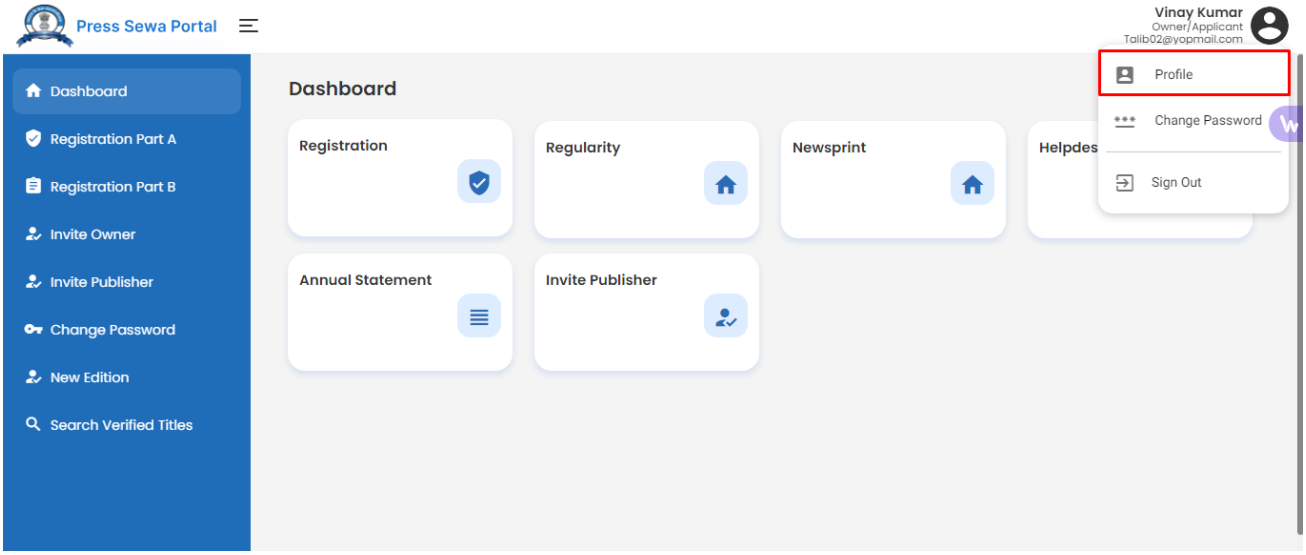
Previous Data Mapping

Previous data mapping helps the user (Owner/Applicant/Publisher) to map his/her previously registered title in the current profile itself.

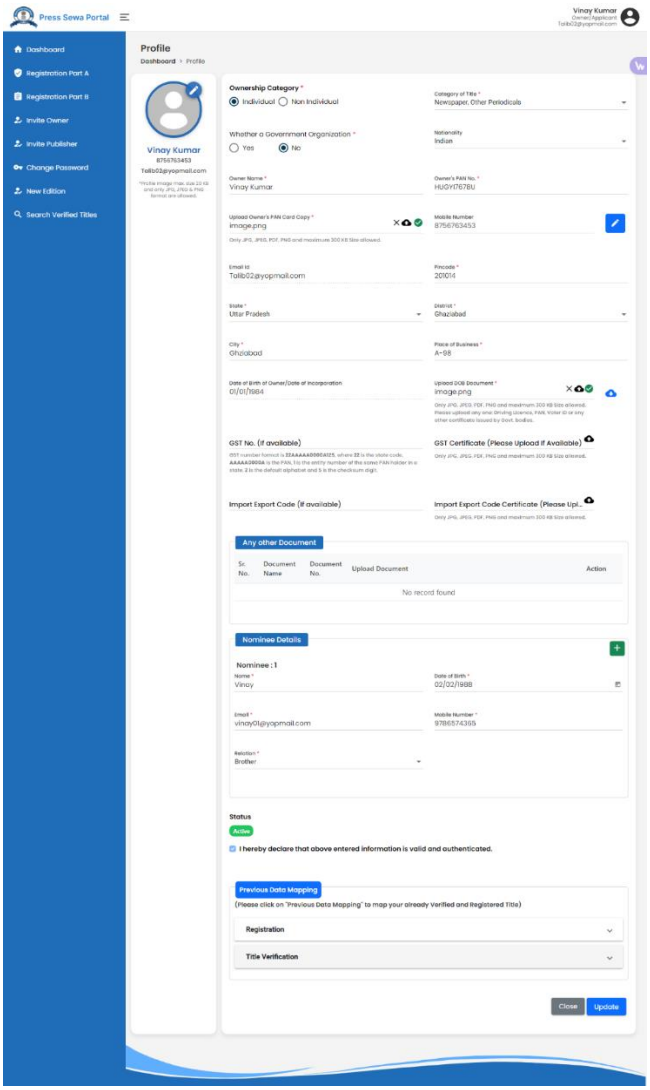
Note: - (You need to update your profile first to map previous data)

Steps to add previously registered title in the current profile are given below: -

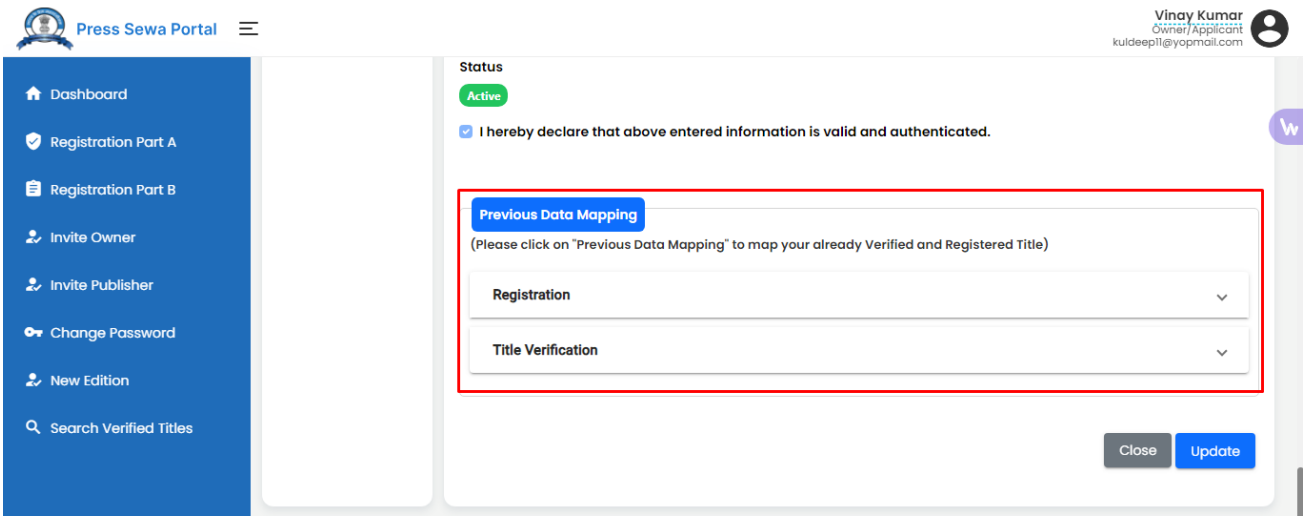
- User needs to map his/her previously registered title to make the penalty payment of Annual statement, user can do the same by visiting his/her profile page as shown in the below figure.



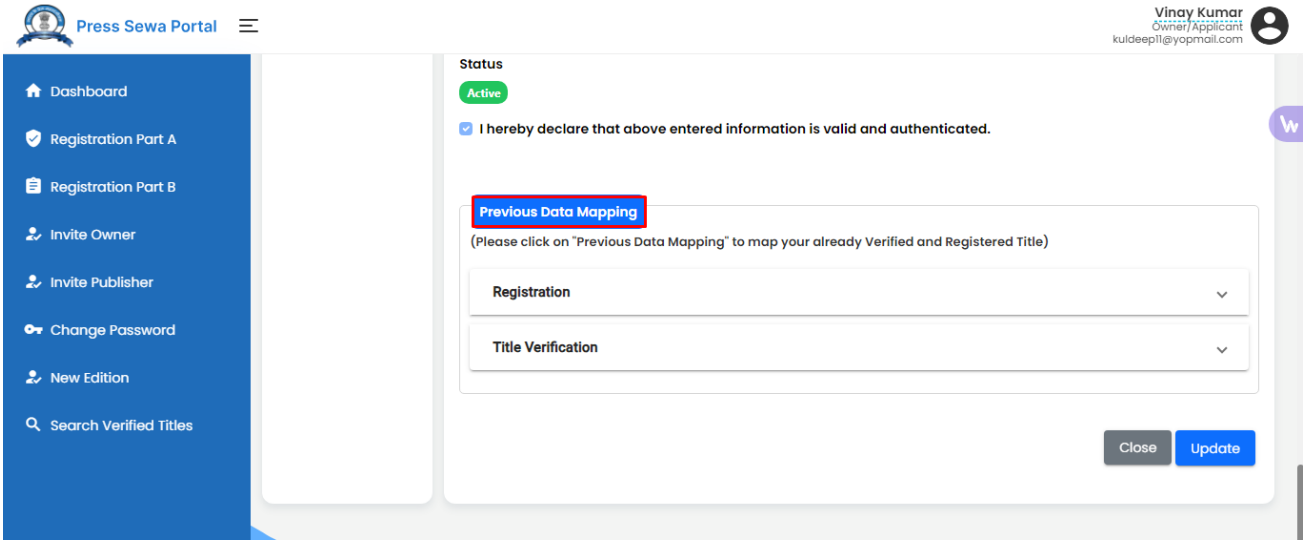
- On click of “Profile” user will be redirected to his/her profile page as shown in the below figure.



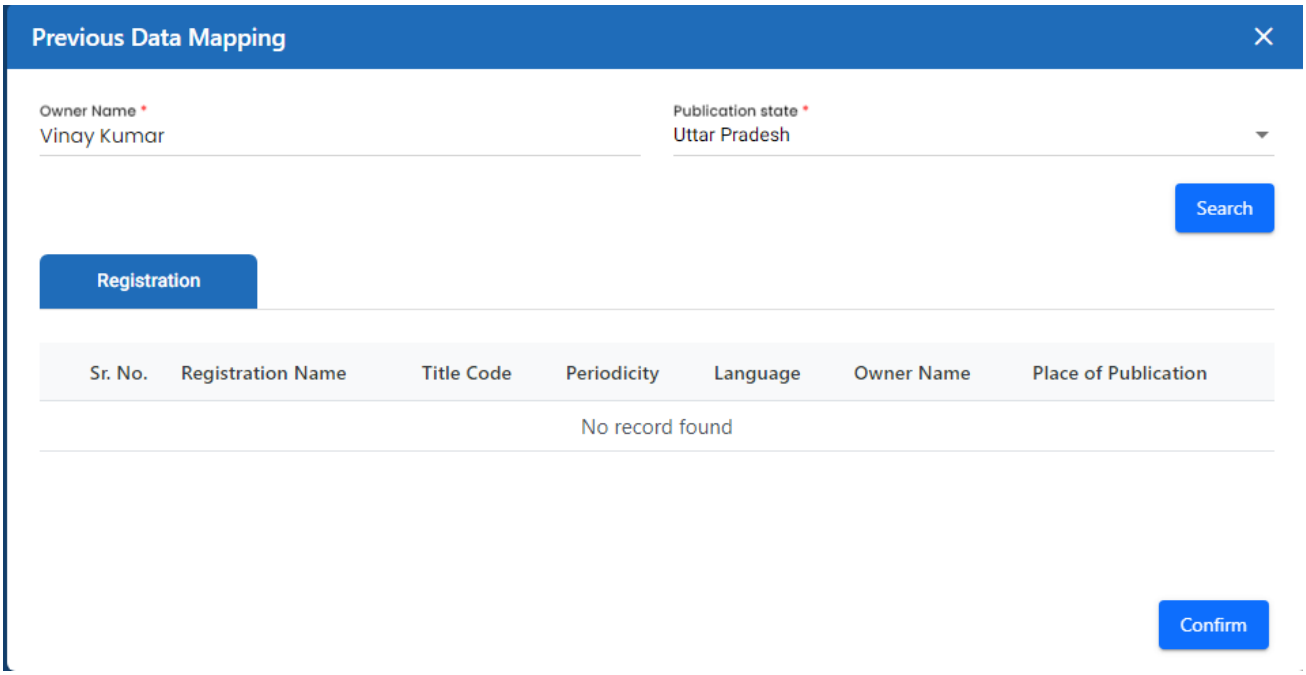
- Scroll down to the “Previous Data Mapping” section in the profile as shown in the below menu.



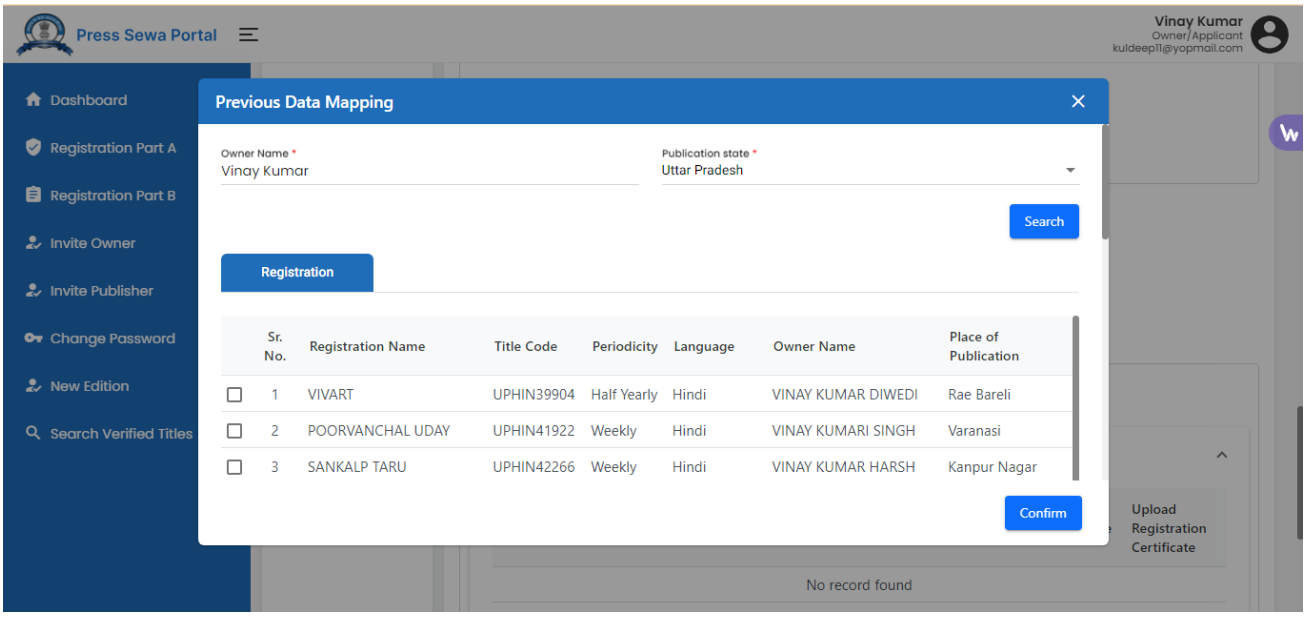
- Click on “Previous Data Mapping” button as shown in the below figure.



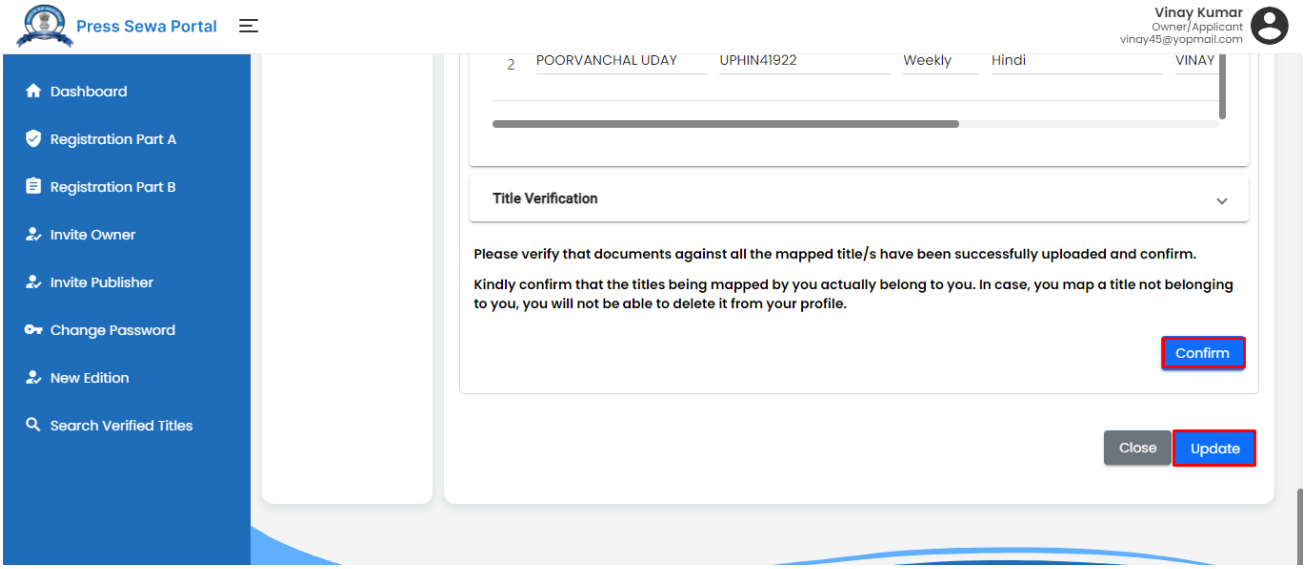
- On Click of “Previous Data Mapping” button a pop-up window will open as shown in the below figure.



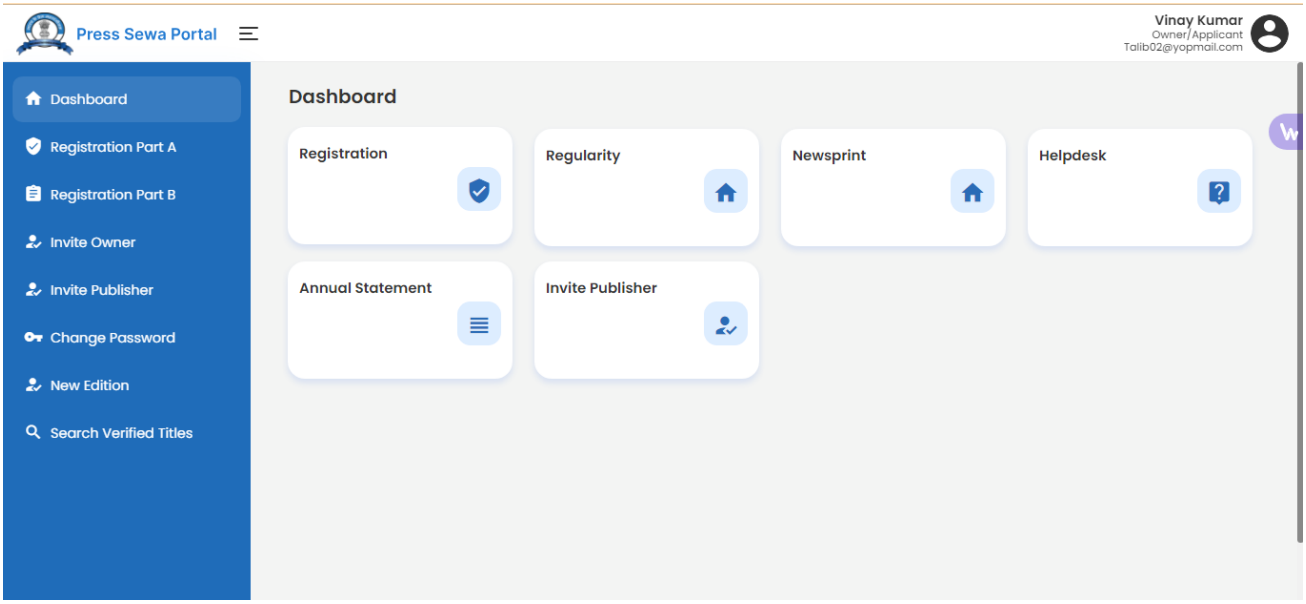
- Applicant/Owner will be able to view previous registered title in his/her name in the profile section only as shown below.



- Post filling all the mandatary field click on confirm and Update button as shown in the below figure to save the changes in my profile section.



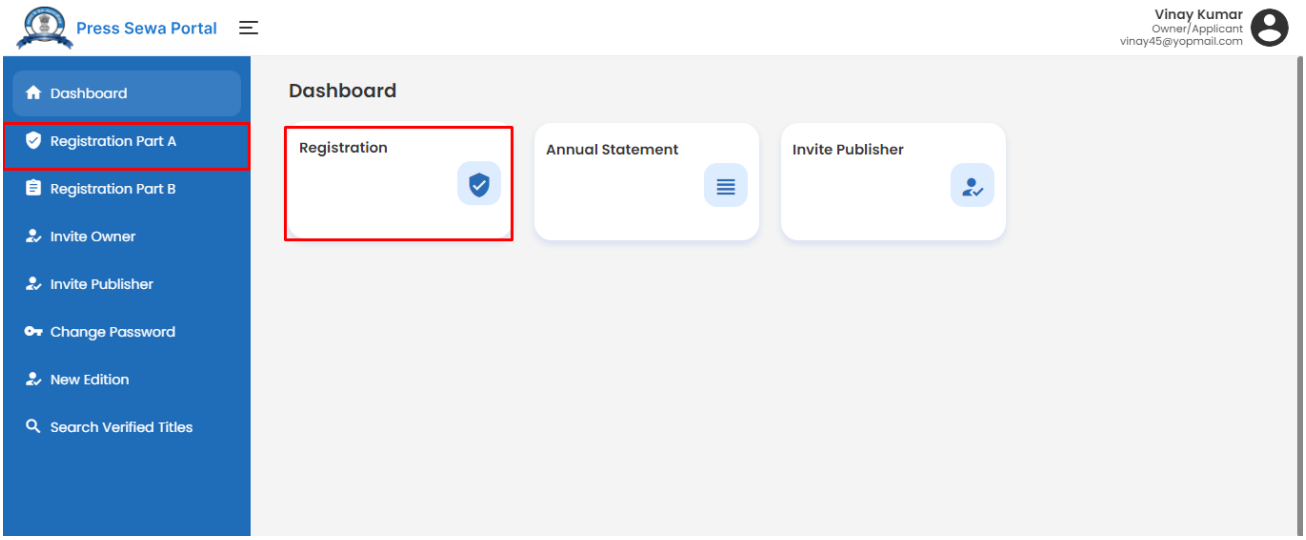
- Post updating the profile user will be redirected to his/her dashboard as shown in the below image.



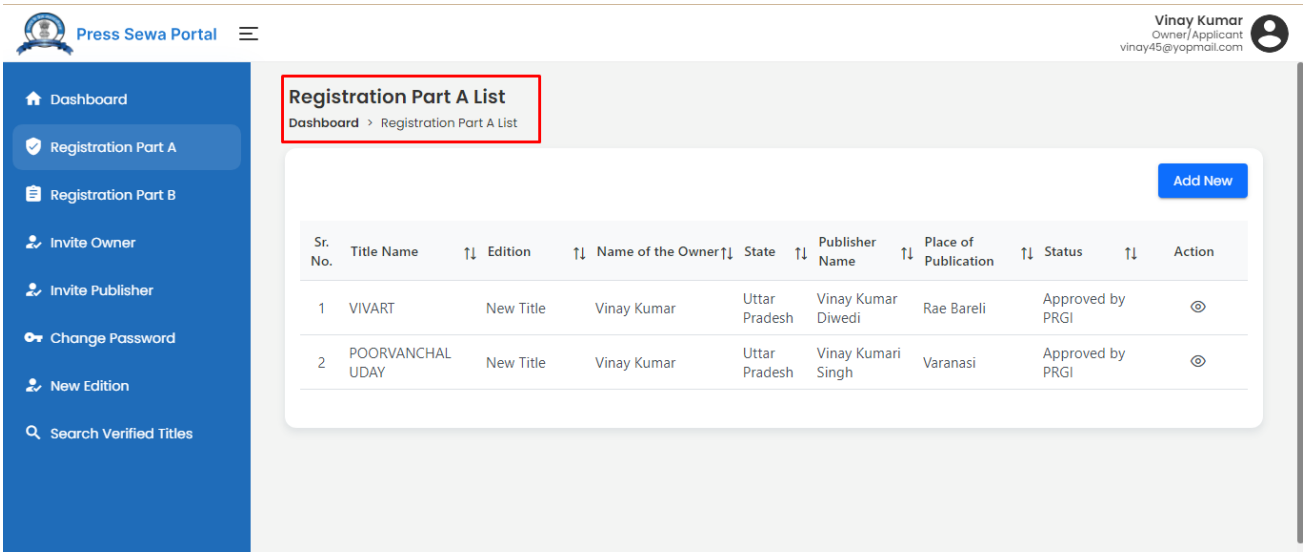
4 Applying for Title Registration Application

Applicant/Owner can submit Registration request by following steps: -

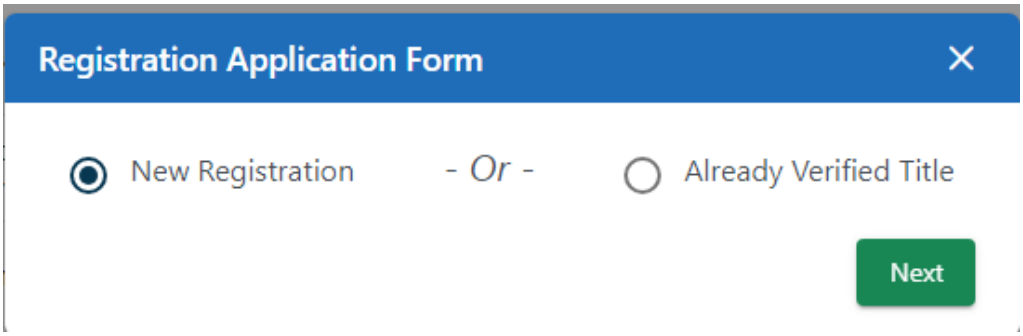
- Click on Registration Part A from side menu or Registration tile from the dashboard or side panel as shown in the below figure.



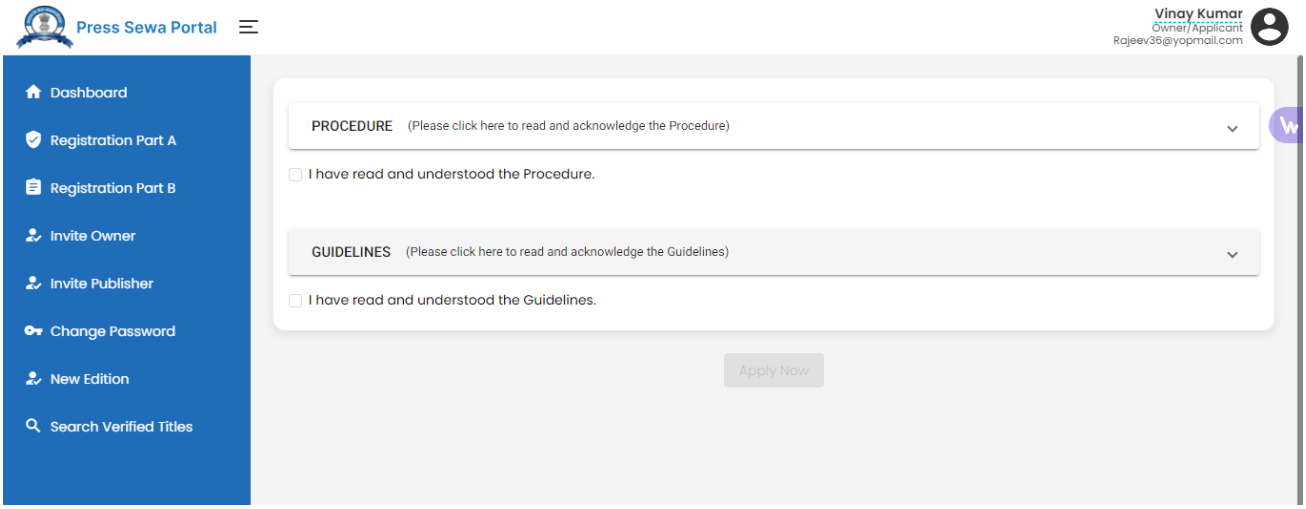
- User will be redirected to Registration Part A list Page as shown in the below figure.



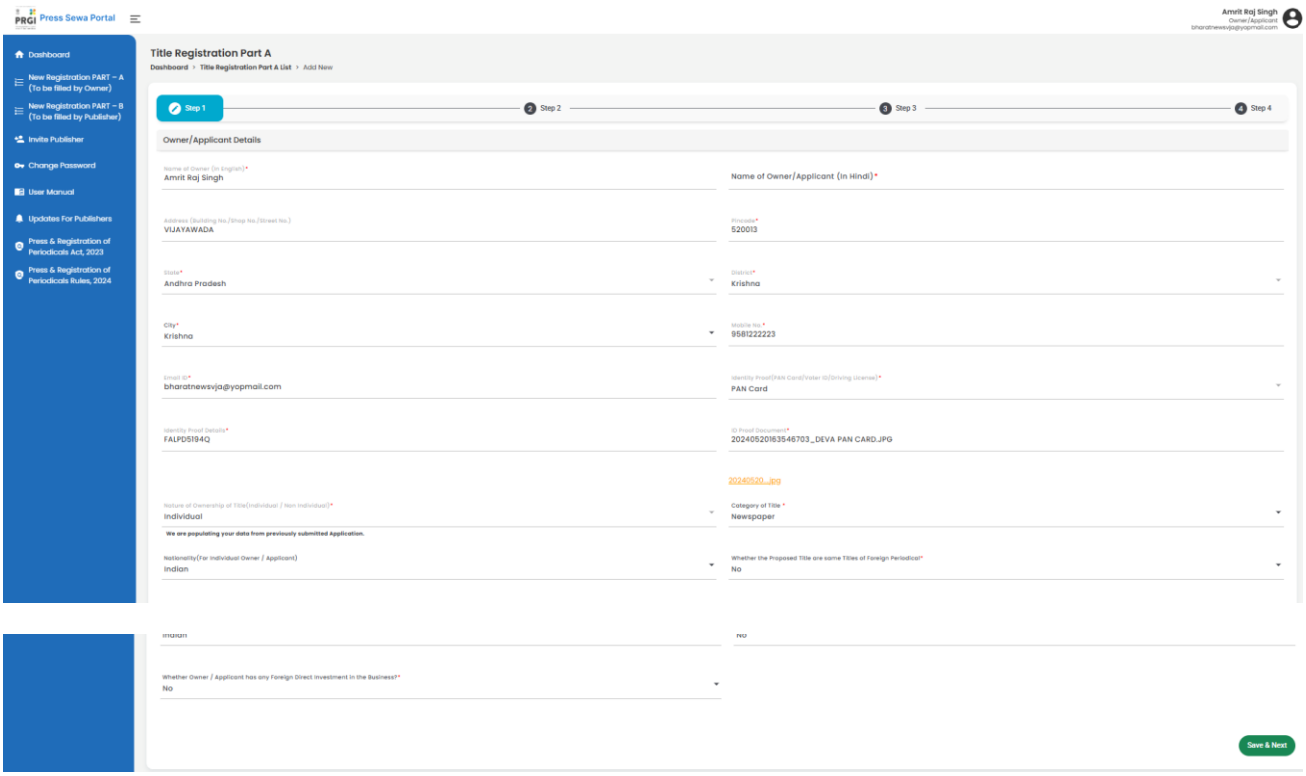
- Click on “Add New” Button, On Click of “Add New” button a pop-up window will open as shown in the below figure.



- Owner/Applicant needs to select whether he/she is applying for a Fresh/New Registration request or for Already Verified Title.
- Post Selection of Type of application, User (Owner/Applicant) will be redirected to Procedure and guideline page as shown in the below figure.



- To Understand the process and procedure for Title Registration guidelines are given, User is required to go through these guidelines to avoid Title Cancellation/Rejection on the title applied.
- User will have to accept the procedure of Title Registration and Guidelines for title Registration by selecting the check box, after selecting the check box user needs to click on “Apply now” button.
- Once a user/applicant clicks on the Apply now button he/she will be redirected to title Registration form as shown in the below figure.



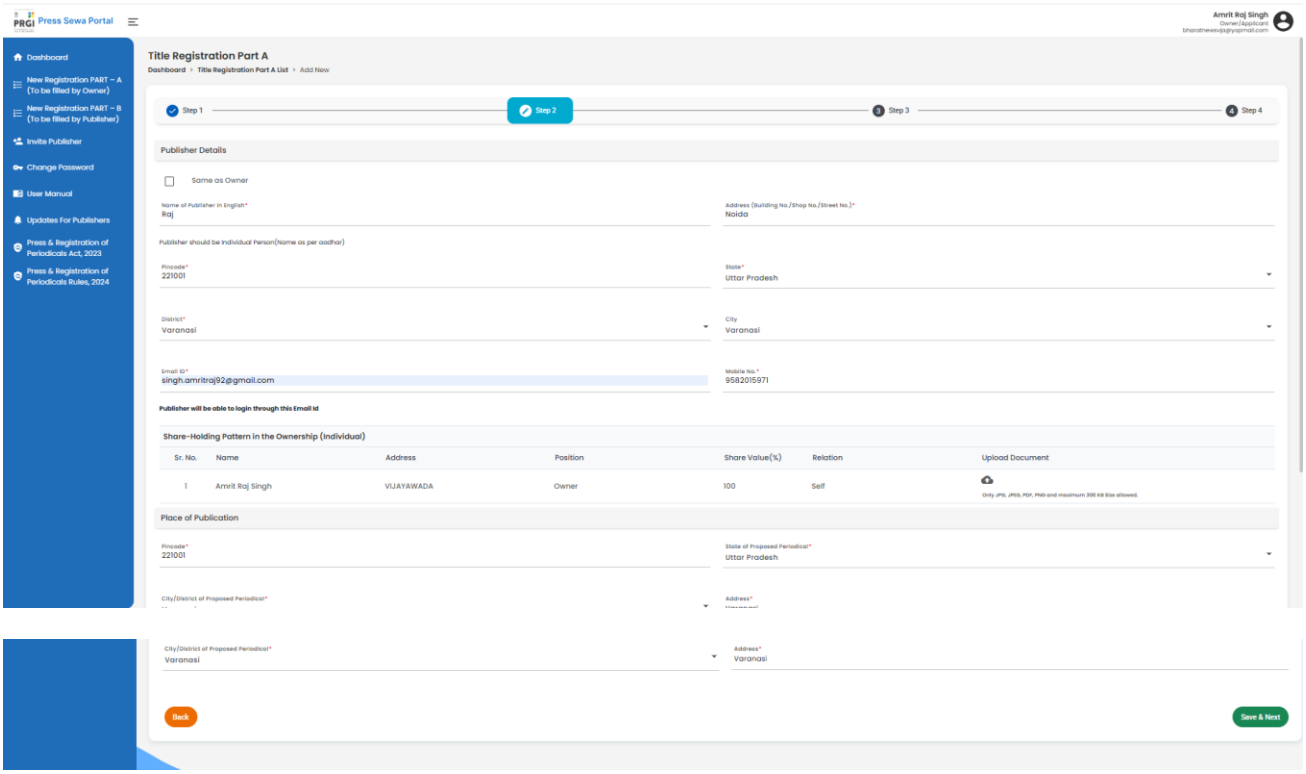
- User/applicant will be required to fill all the mandatory fields listed below: -
  - ❖ Name of the owner/applicant (In English) (Auto Populates)
  - ❖ Name of Owner/Applicant (In Hindi) (Translated Version of Name in Hindi) (Mandatory)
  - ❖ Complete Address (Alphabets) (Mandatory) (Auto Populates from Profile Section)
  - ❖ Pin code (Post filling the pin code state and district field will be auto populated) (Owner residence address) (Auto Populates from Profile Section)
  - ❖ Mobile Number (Auto Populates from Profile Section) (Registered Email Id is auto populated)
  - ❖ Email Id (Auto-Populate) (Registered) (Auto Populates from Profile Section)
  - ❖ Identity Proof (PAN Card, Voter ID, Driving License)- (Auto Populates from Profile Section)
  - ❖ Identity Proof Details – Enter identity proof which has been selected in above field.
  - ❖ Upload ID Proof - (PAN Card, Voter ID, Driving License) (Only JPG, JPEG, PDF, PNG and maximum 250 KB Size allowed) (Auto Populates from Profile Section)
  - ❖ Nature of Ownership – (Auto Populates from Profile Section)
  - ❖ Category of Title (Newspaper/Periodicals) (Mandatory)
  - ❖ Nationality - (Auto Populates from Profile Section)
  - ❖ Owner/applicant needs to declare whether the proposed title is same titles of foreign Publication by selecting Yes/No from the drop down. (Mandatory)
  - ❖ Owner/applicant needs to declare whether Owner/Applicant has any foreign Direct Investment in the business by selecting Yes/No from the drop down (If in case option selected is “Yes” the Owner/applicant needs to provide the percentage of foreign direct investment) (Mandatory)

Note: -

If the user has proposed the same title which is in the foreign publication, then he/she is required to file for approval physically for the same with the Ministry of Information and Broadcasting.

User Needs to Also declare foreign investment in his/her business along with the percentage of the same, User needs to upload a foreign direct investment document if the percentage share is more than >=26 Percent.

- Click on Save & next to proceed to step 2 as shown in the below figure.



- User/applicant will be required to fill in the Publisher, Share Holding Pattern in the Ownership (individual) details in step 2 as shown in the below figure, If Owner & Publisher are same then click on the check box “Same as Owner” which will populate owner details in place of publisher.
- Owner/Applicant will be required to fill the Share holding pattern in the ownership, In case of ownership type as “Individual” data will be auto- Populate in the fields whereas in case ownership type is “Non-Individual” Owner/Applicant needs to fill in the required details in the fields as given below: -

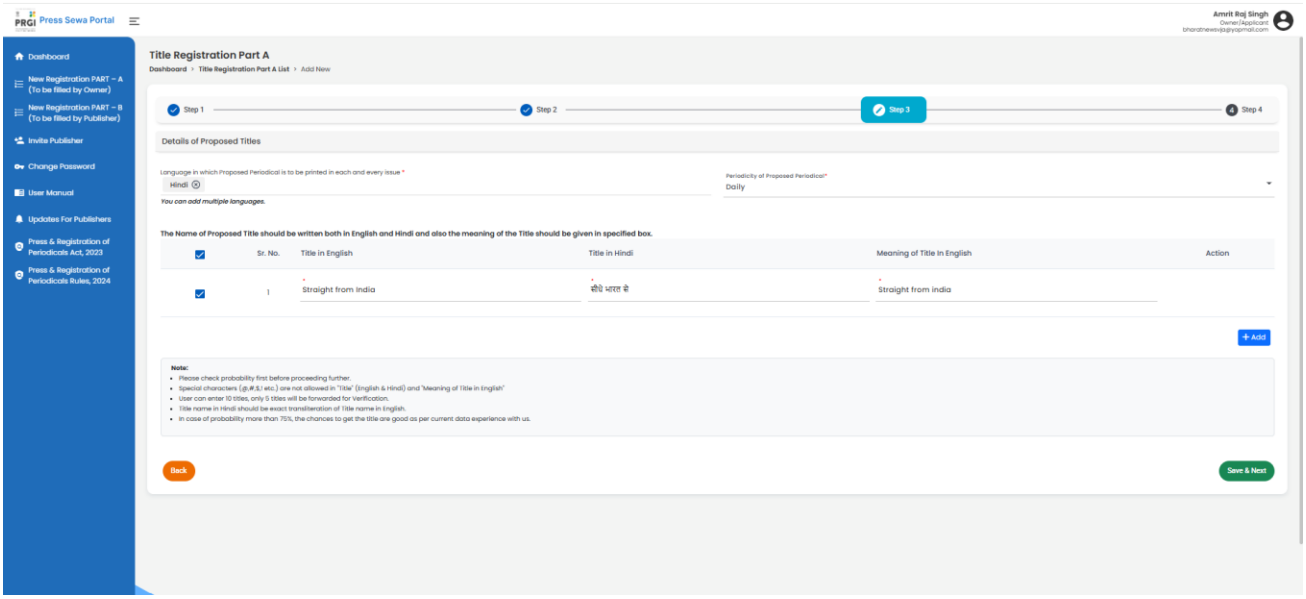


- ❖ S.No – Auto Populates
- ❖ Name – Input Box (Alphabet) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Address- Input Box (Alphanumeric) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Position – Input Box (Alphabet) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Share Value – Input Box (Numeric) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Relation – Drop Down (list to load from Masters) (Auto Populates in case of Ownership type – Individual).
- ❖ Upload Document – Upload file.

Note: - Percentage value of shareholder should be <= 100% only.

Note: - Please note that Publisher/Printer will be required to use the same email address for login into the system for filling the registration application.

- Click on Save & Next to proceed for Step 3 of title Registration application submission as shown in the below figure.



- User/applicant will be required to provide below details in step 3 for the title applied: -
  - ❖ Language – (Input Box) (Alphabets)
  - ❖ Periodicity of the Proposed Publication (Drop-down) (Annual, Bi-Monthly, Daily, fortnightly, Half Yearly, monthly etc.)
  - ❖ Title Name in English – (Input Box) (Alphabets)
  - ❖ Title Name in Hindi – (Input Box) (Translated Version of Name in Hindi)
  - ❖ Meaning of Title in English – (Input Box) (Alphabets)
- Owner/Applicant can add/enter up to 10 title & Check probability, but finally can proceed with only 5 title by selecting the check box against the title selected
- Post Filling all the required details Click on “Save and next” button to proceed with step 4 of title Registration.

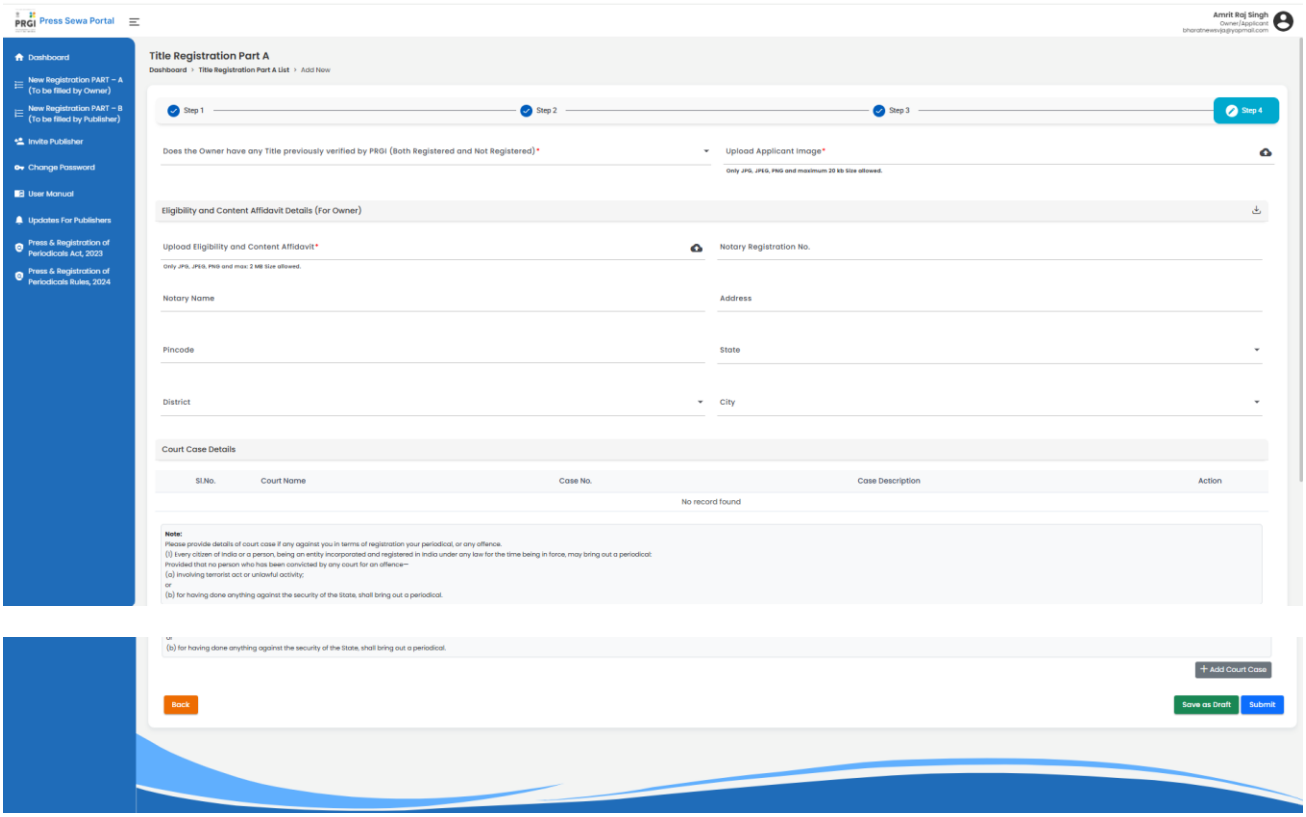
Note: -

If the user has proposed the same title which is in the foreign publication, then he/she is required to file a approval for the same by the Ministry of Information and Broadcasting.

User Needs to Also declare foreign investment in his/her business along with the percentage of the same, User needs to upload a foreign direct investment document if the percentage share is

more than >26 Percent

- User/applicant needs to declare all the previously registered title in his/her name if any, by typing in the initials of previous registered tile which would load a list of all the similar sounding title as shown in the below figure.



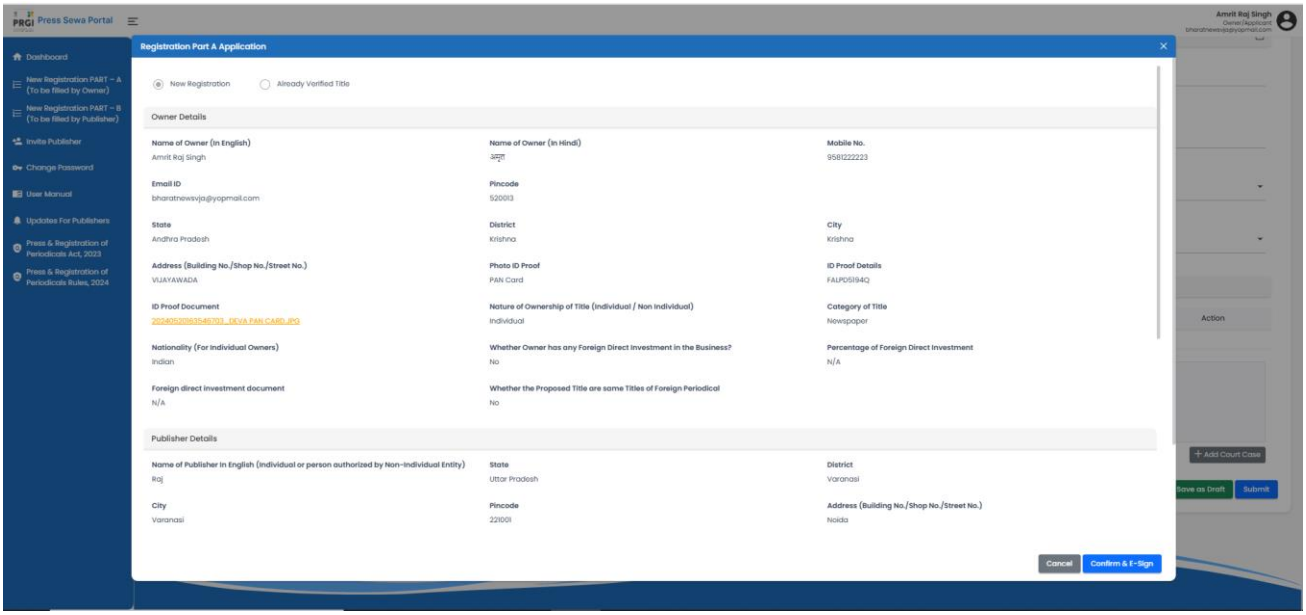
- User/applicant will be required to submit information related to the title in step 4 of title Registration request as shown in the below figure.
  - ❖ Does the owner have any titles previously verified by PRGI – Drop Down (Yes/No)
  - ❖ Upload Applicant Image – Upload File
  - ❖ Upload Eligibility and content affidavit – Upload file
  - ❖ Notary registration No – Input Box (Alphanumeric)
  - ❖ Notary Name – Input Box (Alphabets)
  - ❖ Address – Input Box (Alphabets)
  - ❖ Pin code – Input Box (Numeric)
  - ❖ State – Auto Populates
  - ❖ District – Auto Populates
  - ❖ City – Auto Populates

- Court Cases – If user has any court case running, he/she needs to share the same with PRGI team by clicking on “Add New” button.

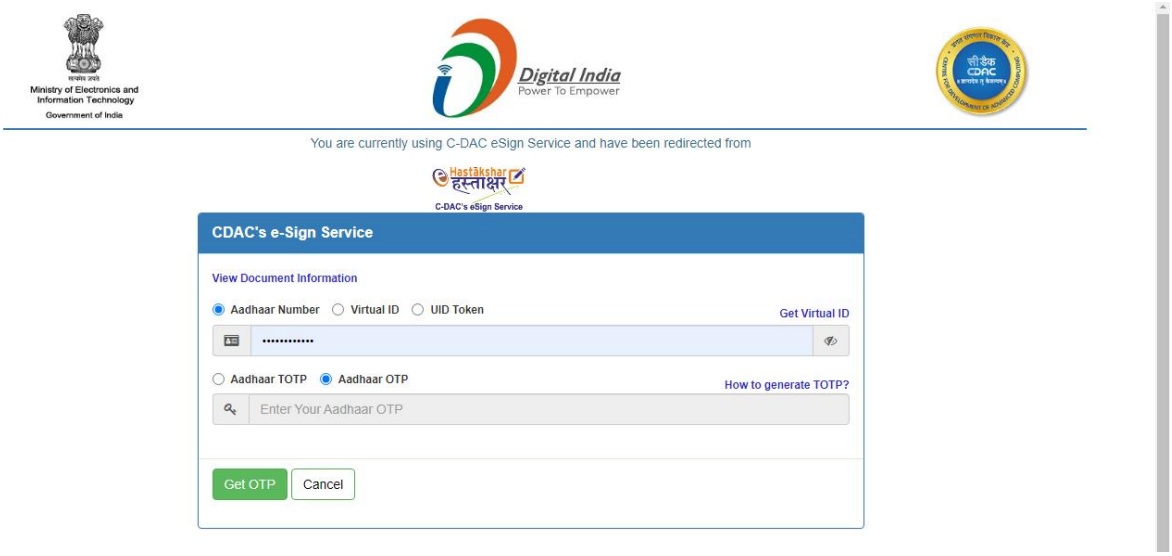
Note: - User can download the affidavit format from PRGI website or visiting [Home | Press Registrar General of India (prgi.gov.in)](), Go to Updates Section and click on “Affidavit Format”.

User would be able to download the required format form the website.

- Click On “Submit” Button which would provide a preview of Title Registration application as shown in below figure.



- Click on “ Confirm & E-Sign” button to E-sign the application.
- Once the User Clicks on “E-Sign” Button he/she is redirected to E-Sign page, where user can apply for E-Sign via “Aadhar number”, “Virtual ID” , “UID Token” as shown in the below figure.



- User E-Sign the Document using valid process through OTP Generation, Post E- Sign User is redirected to his/her dashboard, Owner/Applicant will invite publisher to fill the registration details required.

Note: -

In Case of Non-individual Aadhar of owner/Applicant will be valid.

In Case the name provided by the applicant/Owner in the application do not match the name as per the Aadhar database the application is liable to be rejected.

5 Registration

Post Registration Part A process is completed by any Publisher/owner; owner/applicant is required to complete Registration Part B process within 180 days from the date of Registration of title.

Title Registration process involves below users: -

Publisher → Printer/Keeper → Publisher E-Sign & Make Payment → AUTHENTICATED AUTHORITY (DM/SDM) → RNI Department

Owner as a Publisher/Printer: -

1. Owner files a title Registration request from his/her dashboard, Owner provides the mandatary information required for generating a title registration request.
2. Owner invites Publisher for providing Title registration details.

Publisher: -

1. Publisher receives invite from Owner with link to register on RNI portal.
2. Publisher logs into his/her account after validating his email address. Publisher validates the information provided by the owner during the title registration process.

Printer: -

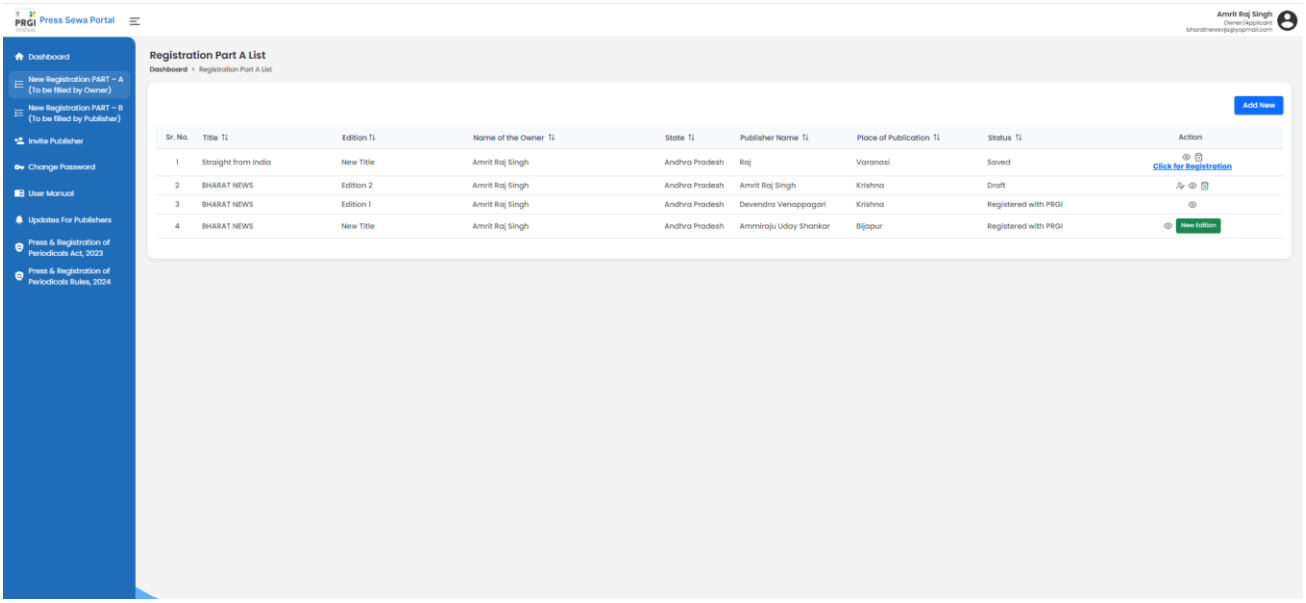
1. Keeper Sign's up for generating his/her login credentials through RNI website. Once the Owner/publisher files a title registration request it flows to the keeper dashboard for Registration.
2. Keeper logs into his/her account validates the information filed by the owner. Once the details are verified and accepted by keeper, after that request flows to the local AUTHENTICATED AUTHORITY (DM/SDM).

5.1 Title Registration by Publisher

Publisher can register a title by following below steps: -

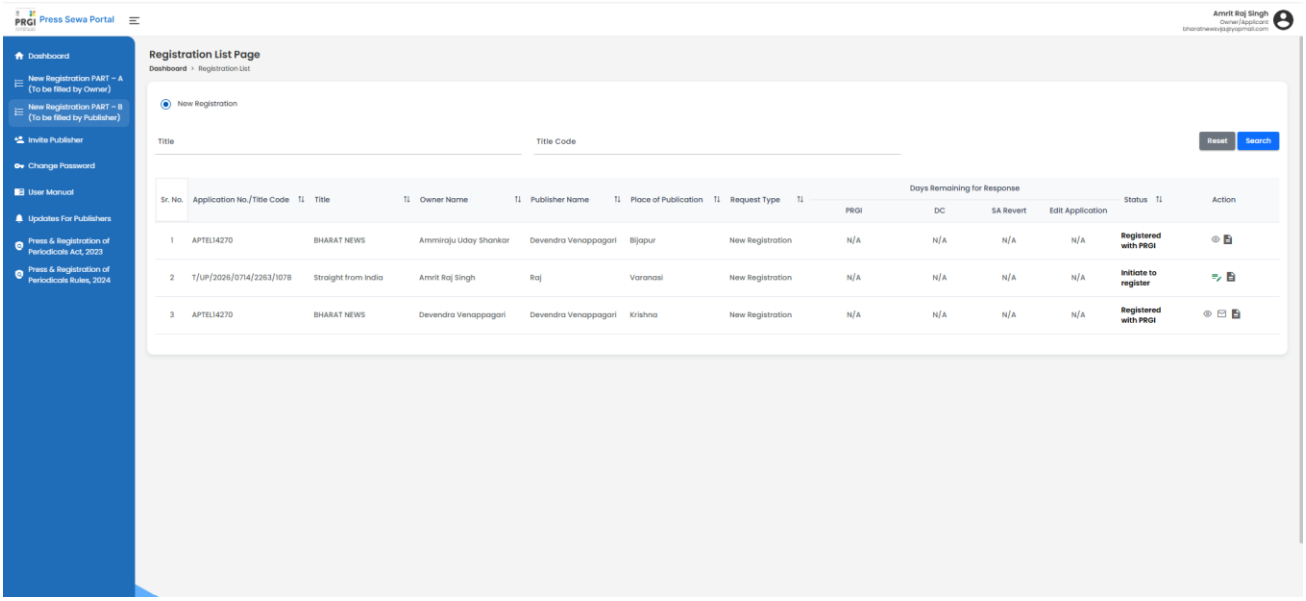
- Click on Registration tile or registration menu in the login dashboard from the side panel as shown in the below figure.

- Once you click on the registration tile you can view the list of titles Registration application filed by Owner as shown in the below figure.

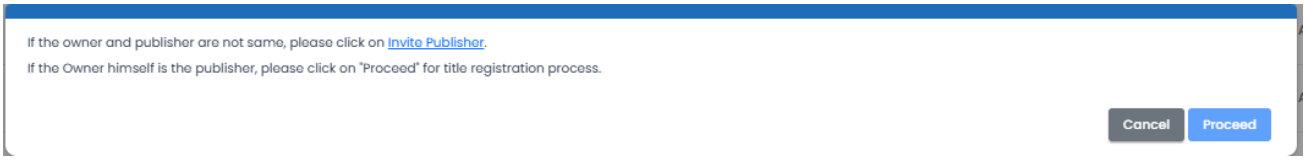


- Publisher can register a title by clicking on the “Initiate to Register” button under action column head as shown in the below figure.

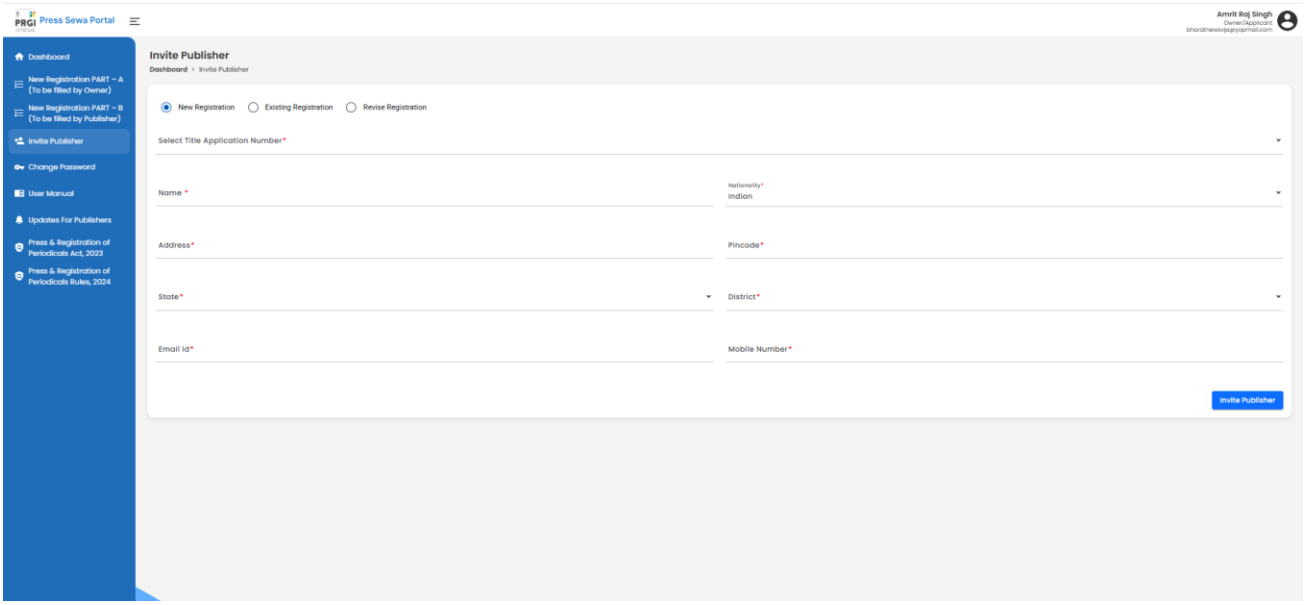
Note: - The Email ID of the publisher will be same as shared earlier during the title Registration application submitted by the applicant/owner.



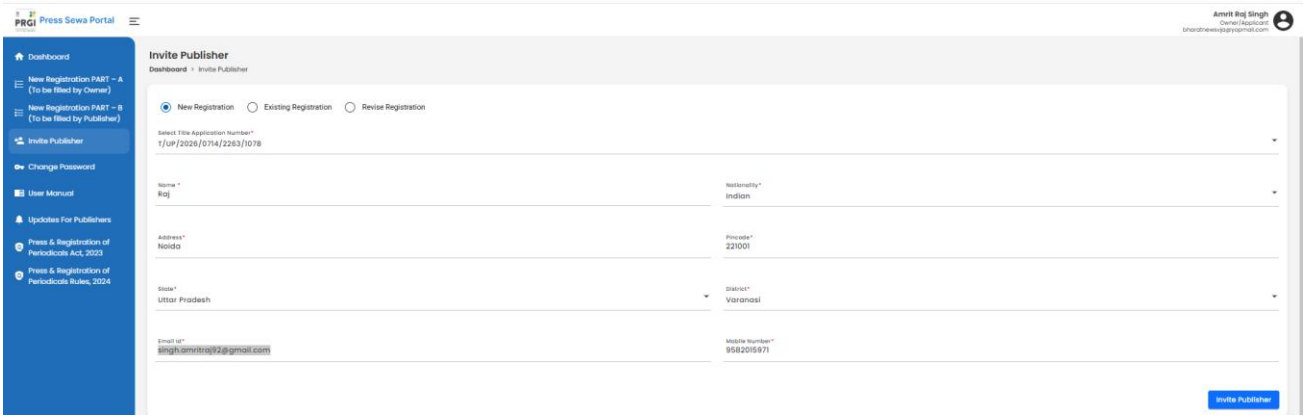
- Post the user clicks on register button, applicant/owner will see a pop-up window asking to invite the publisher in case the publisher is different from the owner shown in the below figure.



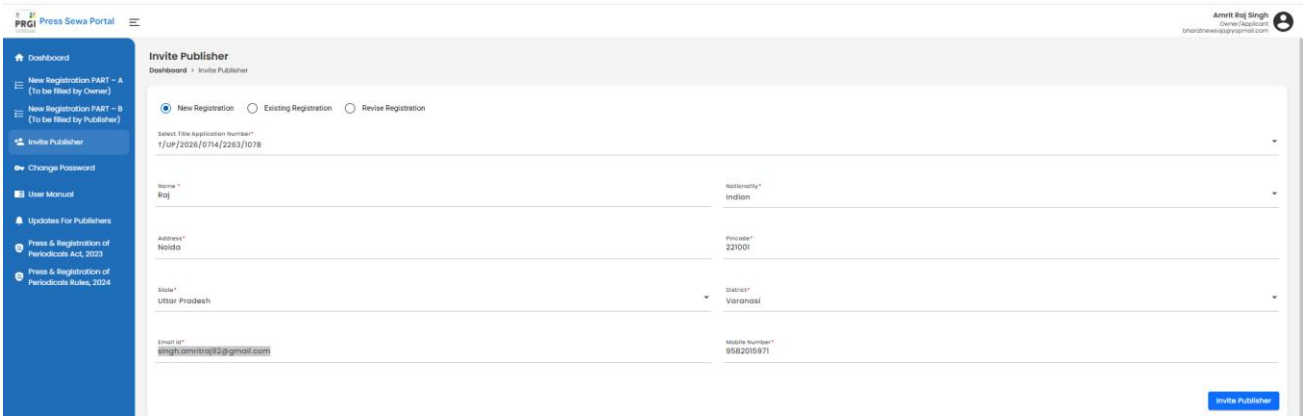
- If the Owner/applicant is the publisher of the title registered, then he/she can proceed to register a title by clicking on Proceed button as shown in the below figure.
- If the Publisher is different from the owner, then applicant/owner will have to invite publisher by clicking on “Invite the Publisher” hyperlink from these pop-up window as shown in the below figure.
- On click of “Invite Publisher” hyperlink Owner/applicant is redirected to “Invite Publisher” Page as shown in the below figure.



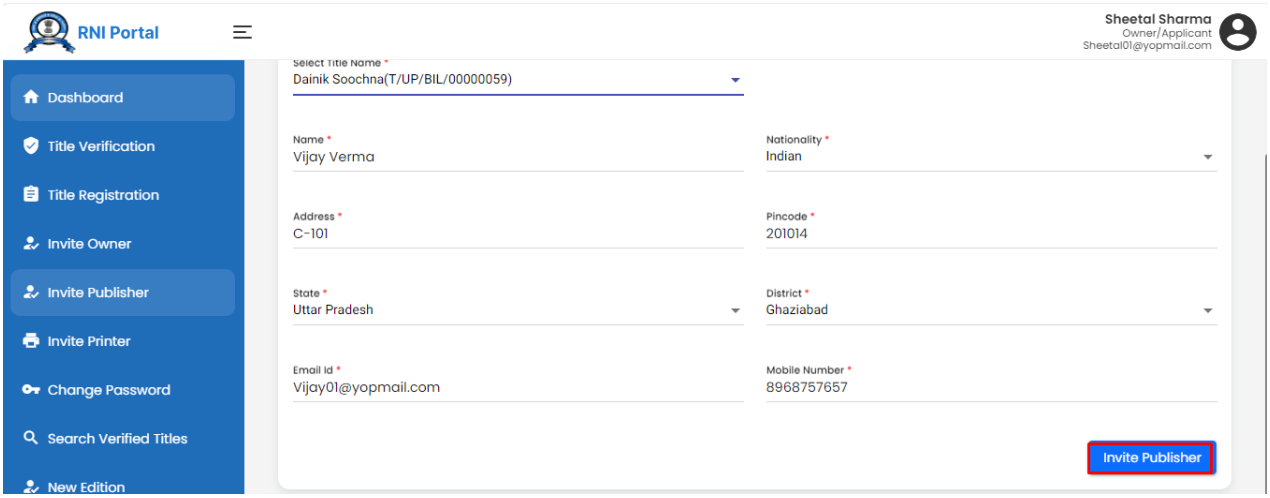
- Owner/Applicant will have selected the title for which he/she wants to invite the publisher by selecting the title name as shown in the below figure.



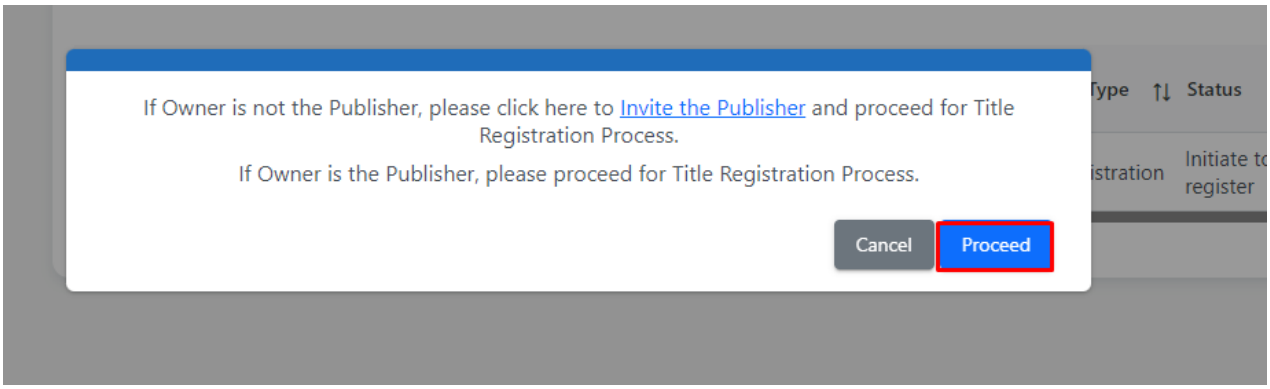
- Once the Owner/applicant selects the title, Publisher details gets auto-populated as shown in the below figure.



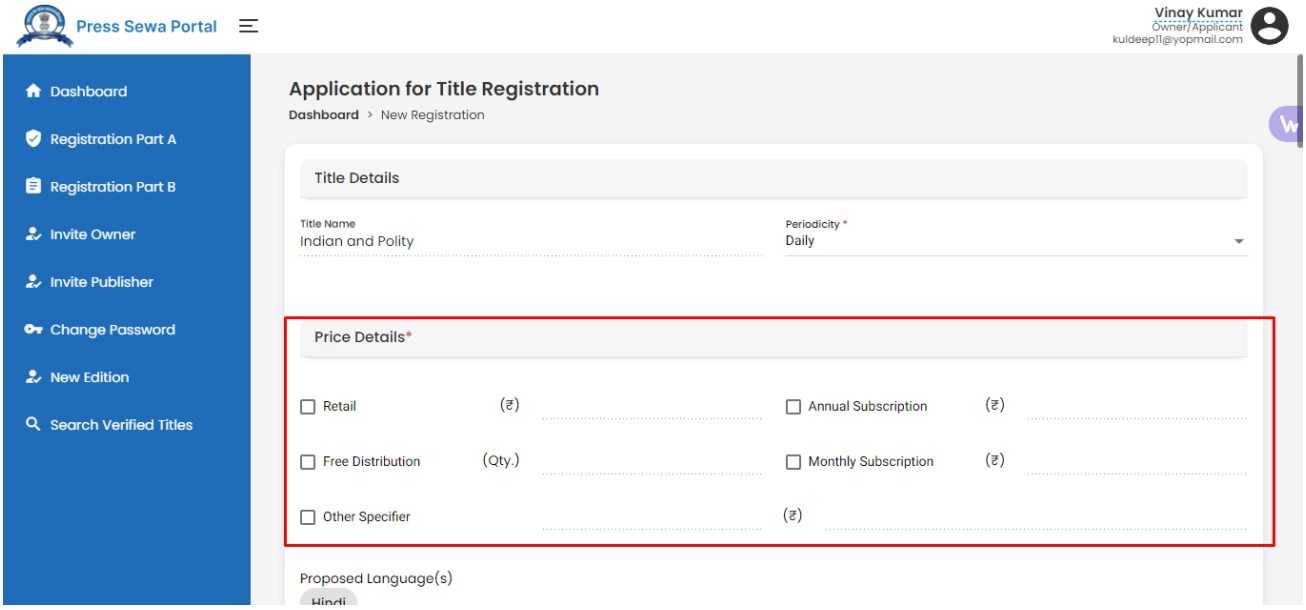
- Owner/Applicants needs to click on “invite Publisher” button as shown in the below figure.



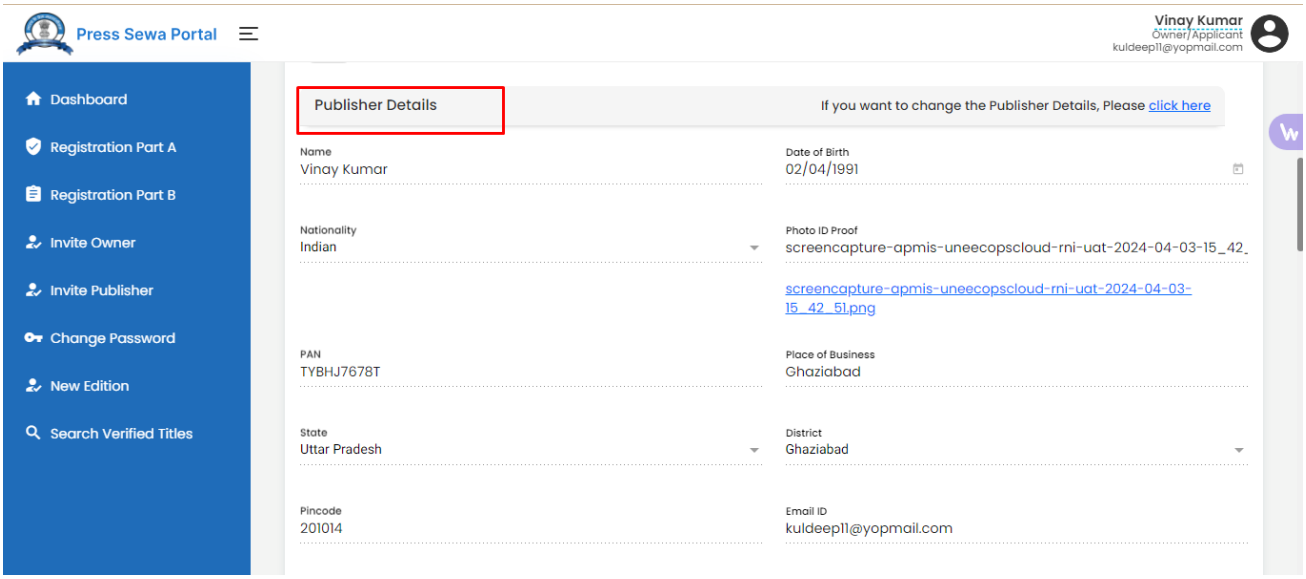
- In Case the Owner itself is the publisher then he/she can proceed with the registration process by clicking on “Proceed” button as shown in the below figure.



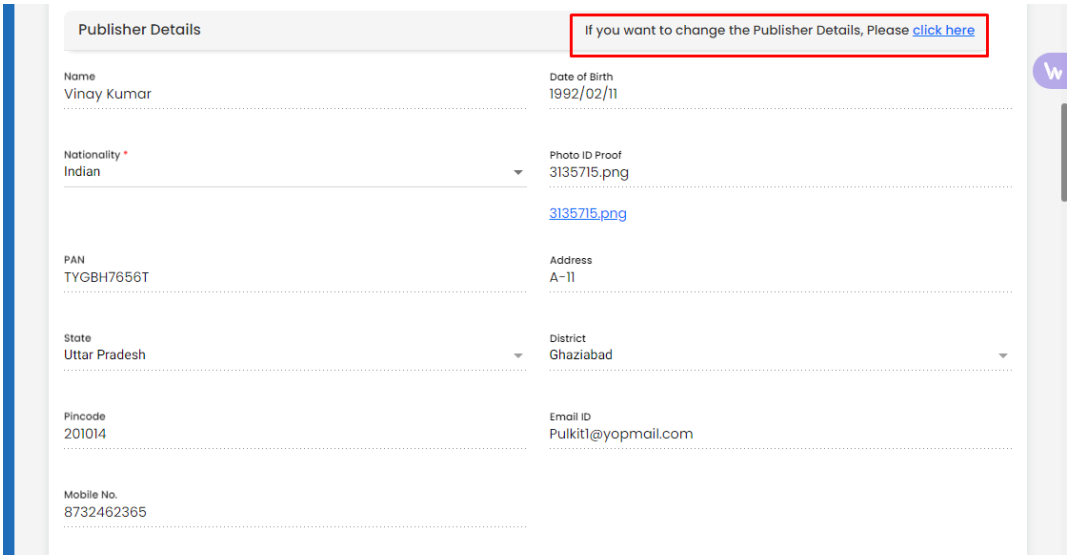
- On click of “Proceed” button applicant/owner will be redirected to “Application for Title Registration” page as shown in the below figure.



- User is required to fill below mentioned mandatary fields for completing registration process: -
    - Title Name: - (Auto Populate)
    - Periodicity: - (Drop-Down)
    - Price details: - (Price Detail field will populate as per the periodicity selected by Owner/applicant
        - Retail (in INR/Rupee) – Input Box (Numeric)
        - Free Distribution (Quantity) - – Input Box (Numeric)
        - Other Specifier (5 times in a week or 4 times a 3 Years etc.) – Input Box (Numeric)
        - Annual Subscription (in INR) – Input Box (Numeric)
        - Monthly Subscription (in INR) – Input Box (Numeric)
    - Language in which it will be published.



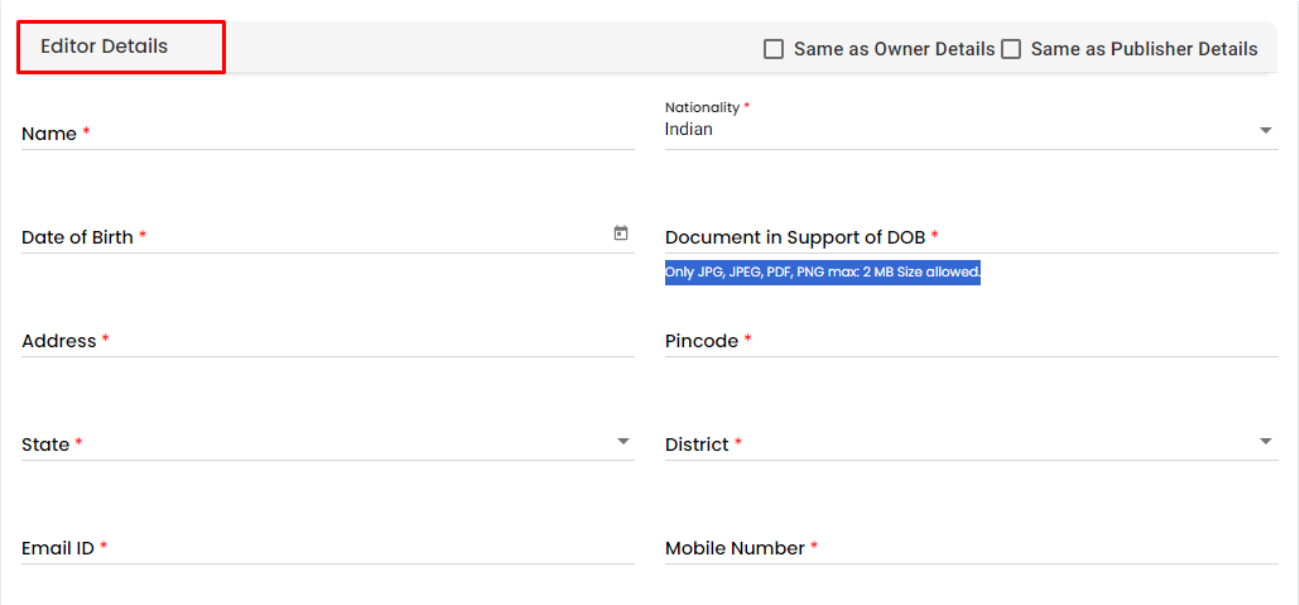
- Publisher Details: -
    - Name – Input Box (Alphabet) (Auto Populate from Profile Section)
    - Date of Birth – Calendar (Auto Populate from Profile Section)
    - Nationality- Drop Down (List to load from Masters) (Auto Populate from Profile Section)
    - Photo ID Proof – Upload file (Auto Populate from Profile Section)
    - PAN – Input Box (Alphanumeric) (Auto Populate from Profile Section)
    - Address (Auto Populated) (Auto Populate from Profile Section)
    - State (Auto Populated) (Auto Populate from Profile Section)
    - District (Auto Populated) (Auto Populate from Profile Section)
    - Pin code (Auto Populated) (Auto Populate from Profile Section)
    - Email (Auto Populated) (Auto Populate from Profile Section)
    - Mobile no (Auto Populated) (Auto Populate from Profile Section)



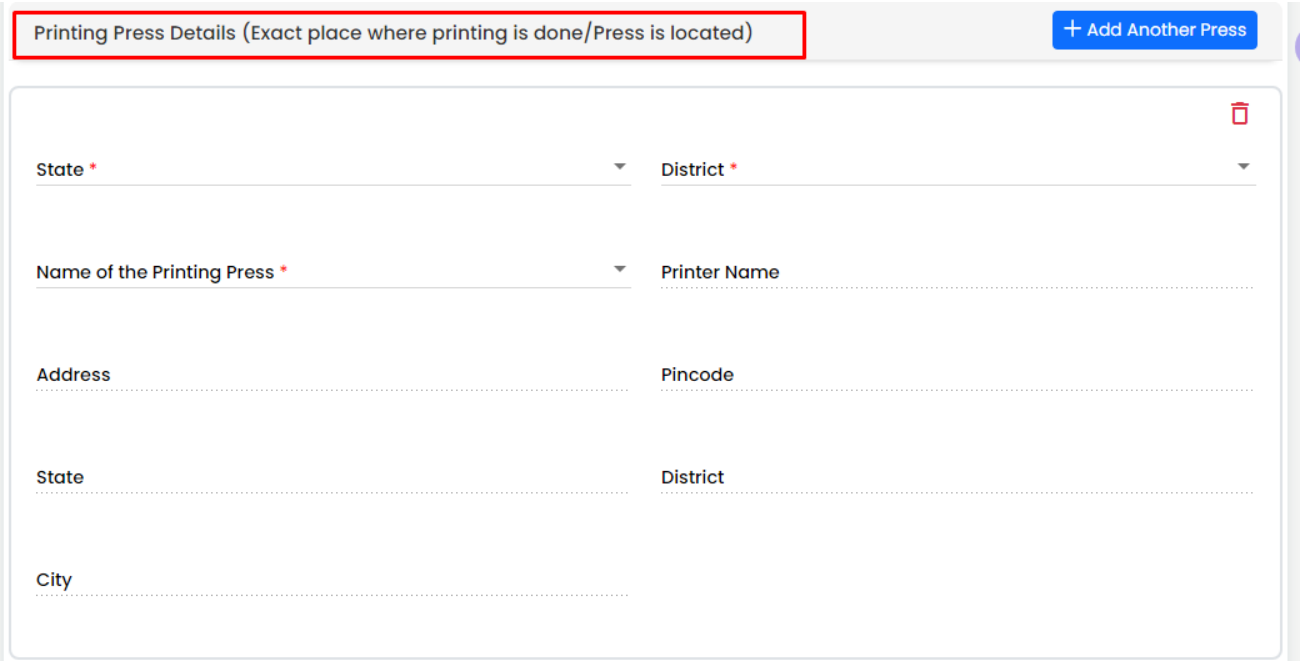
Note: - User can Edit Publisher details by clicking on hyperlink text " Click Here" adjacent to Publisher details head.

- Editor Detail: -
  If the Editor detail is same as publisher/Printer/Applicant/Owner then below details will auto populate.
    - Name – Input Box (Alphabet) (Auto Populate from Profile Section)
    - Date of Birth – Calendar (Auto Populate from Profile Section)
    - Nationality- Drop Down (List to load from Masters) (Auto Populate from Profile Section)
    - Document in Support of Date of Birth – Upload File (Only JPG, JPEG, PDF, PNG max: 2 MB Size allowed)
    - Address (Input box – Alphabets)

- Pin code (input Box- Numeric)
- District – (Auto populates when Pin code is entered)
- State – (Auto populates when Pin code is entered)
- Email ID – Input Box (Alphanumeric)
- Mobile Number – Input Box (Numeric)



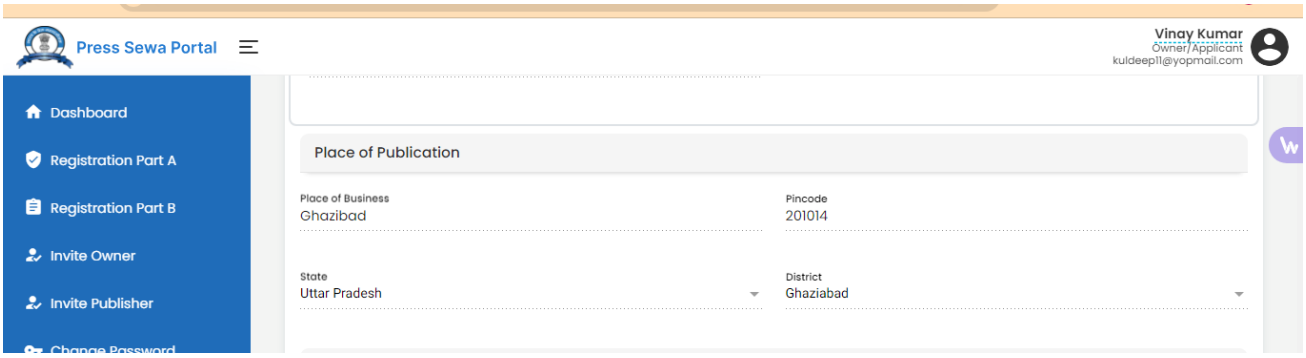
- Printer/Printing Press Details: -
  - State – Drop Down (List to Load from masters)
  - District – Drop Down (List to load from masters) (Dependent on State Field)
  - Name of Printing Press – Drop Down (List to load based on selection of State and District)
  - Keeper Name – Input Box (Auto populates on selection of Printing Press Name)
  - Address – Input Box (Alphanumeric)
  - Pin code – Input Box (Numeric)
  - State – Drop Down (Auto populates based on Pin code entered)
  - District – Drop Down (Auto populates based on Pin code entered)



Note: - In case your Press Name is not available you may request your press keeper to create his profile in the RNI Data base.

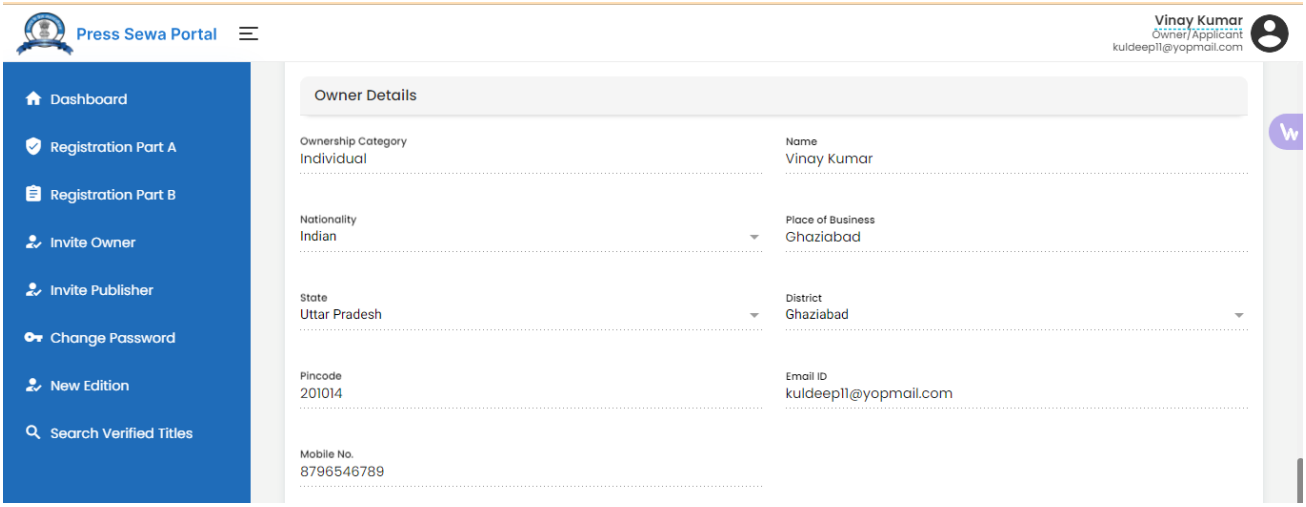
- Place of publication
    - Address – (Input Box) (Alphabets)
    - Pin code (Input Box) (Numeric)
    - State (Auto Populate)
    - District (Auto Populate)

Note: - Pin code entered needs to be same for the state the publisher has opted for.

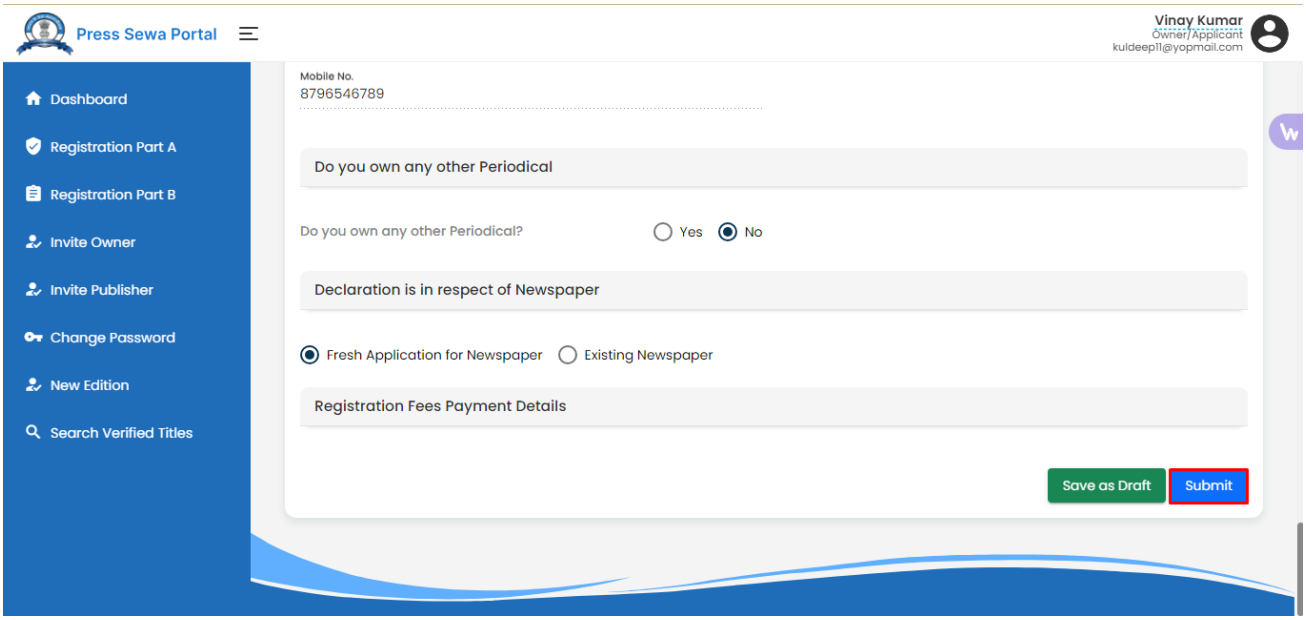


- Owner details: -
    - Ownership Category – Input Box (Auto Populates from Owner Profile)
    - Name (Auto Populated)
    - Nationality (Auto Populated)
    - Address (Auto Populated)
    - State (Auto Populated)

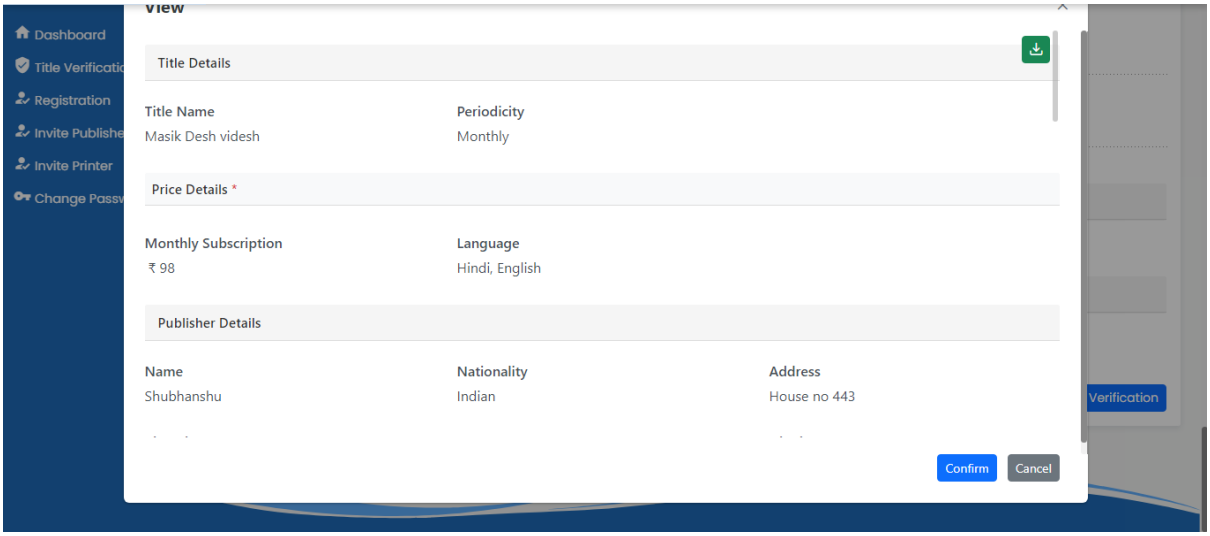
- District (Auto Populated)
- Pin code (Auto Populated)
- Email (Auto Populated)
- Mobile Number (Auto Populated)



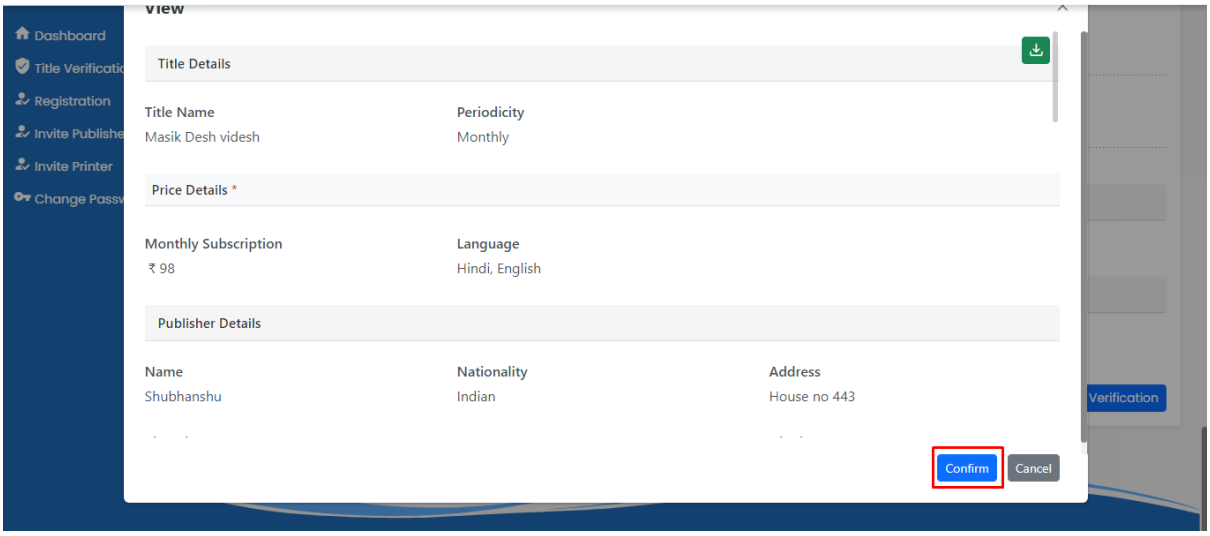
- User (Owner/applicant/publisher) will have to click on radio button to select Yes & No as an option to verify whether the user is owner of any other newspaper.
- Users will have to click on the radio button to state whether the title registered is for Fresh Application for newspaper or an existing newspaper.
- Post filling in all the required/mandatory details user can submit the application by clicking on “Submit” button as shown in the below figure.



- User will get preview of the Application for title registration form to review the filled details before submission as also shown in the below figure.

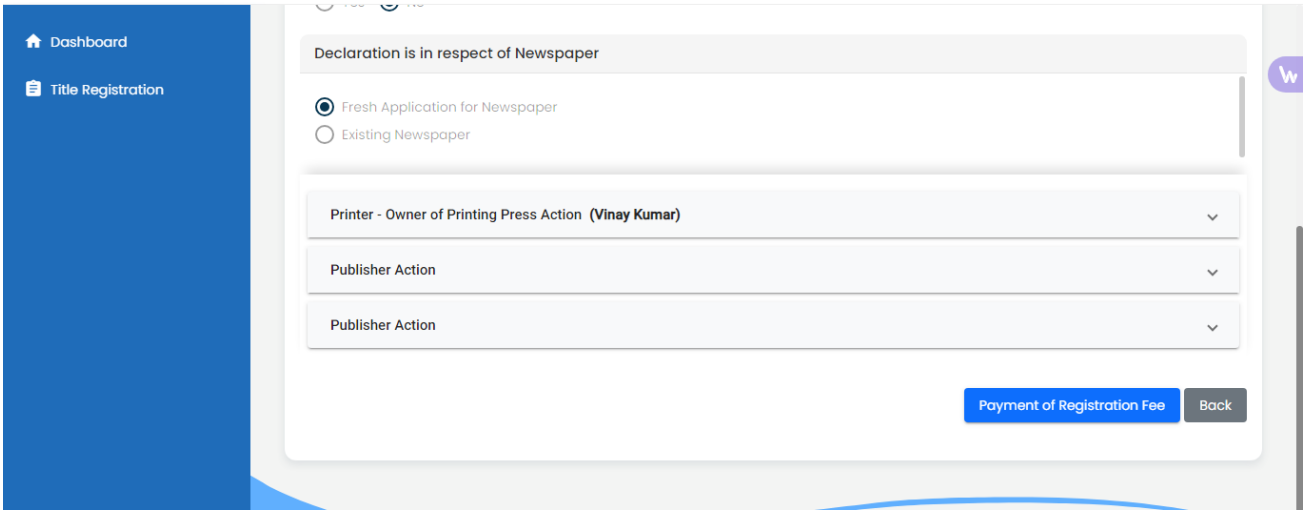


- Click on the confirm button to forward the application to the Printer for Registration as shown in the below figure.

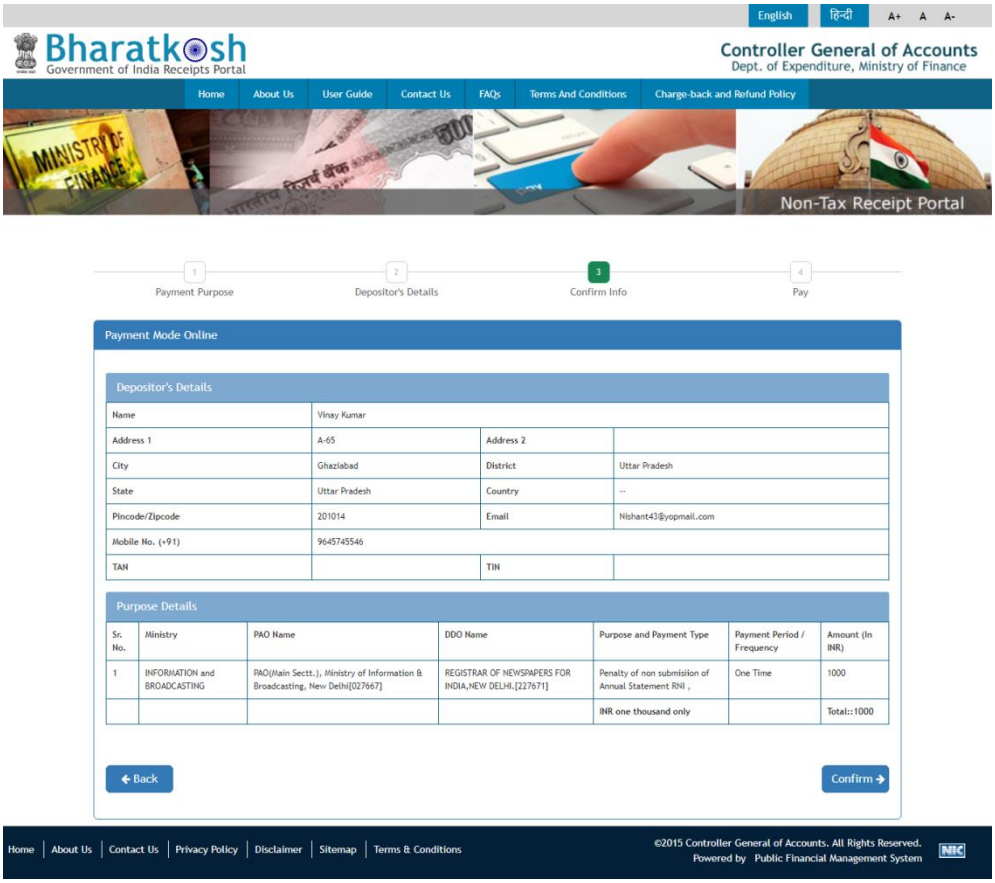


• The application is then forwarded to Printer for Registration of the details submitted by owner/publisher.

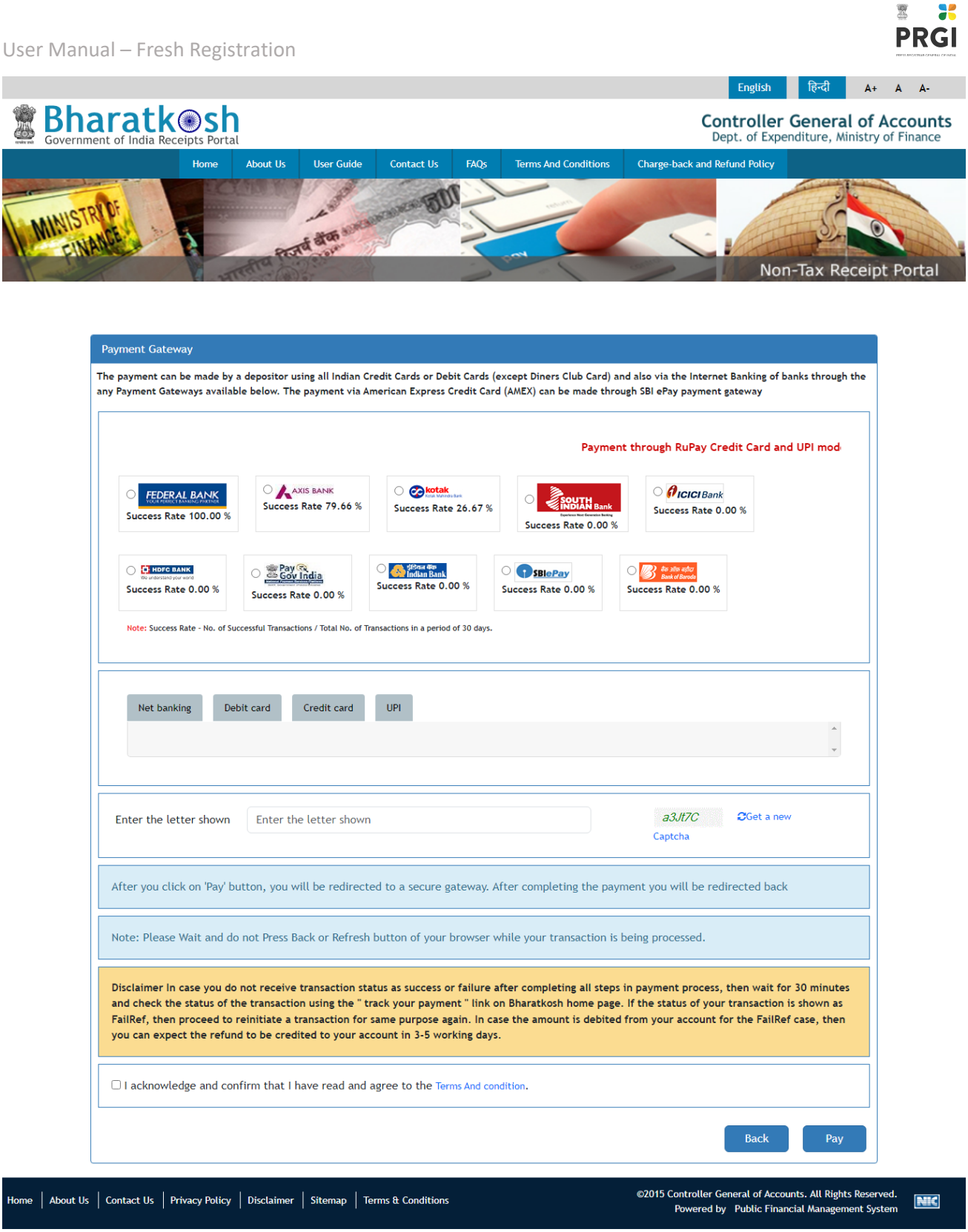
• Post Approval from Printer, Publisher is required to E-Sign & Make Payment for a registration application as shown in the below image.



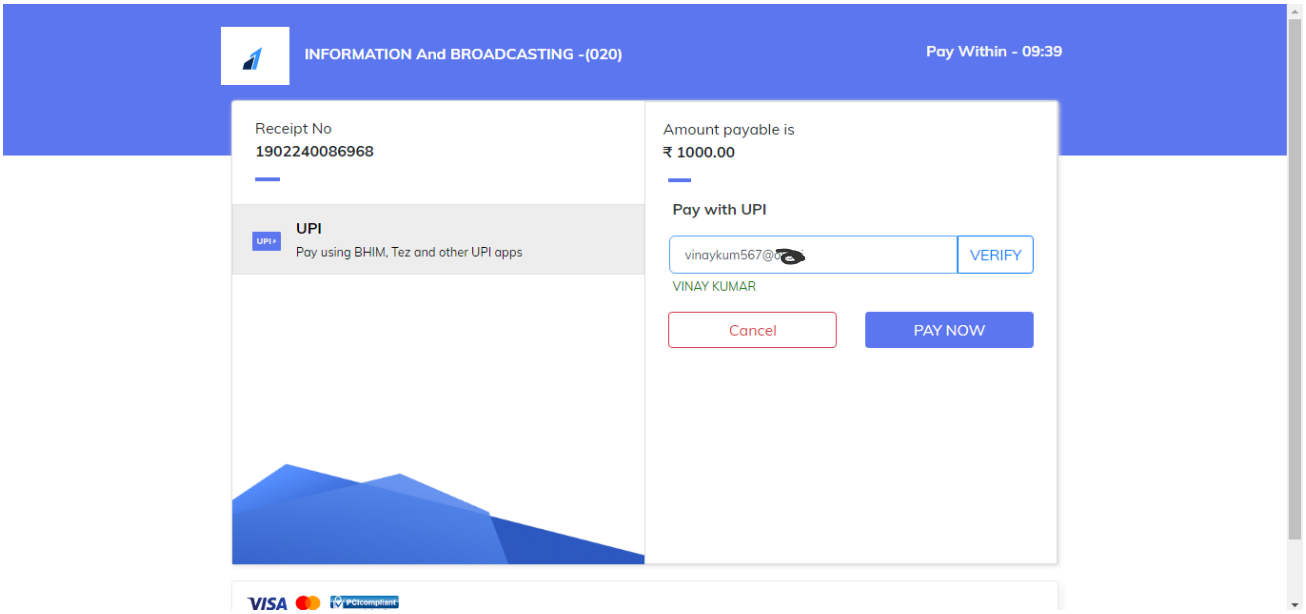
• On Click of “Payment of Registration Free” button, user will be redirected to Bharatkosh payment page as shown in the below image.



- User (Publisher) can proceed with payment by clicking on Confirm Button, On Click of “Confirm” user will be redirected to Payment Gateway page as shown in the below image, User needs to select payment mode and fill the captcha given and click on “Pay” button



- On Click of “Pay” button, user will be redirected to Service provider of the bank/Payment mode selected as shown in the below figure.



- Post providing the necessary details for the payment mode selected, user can complete his/her payment for an application and will be redirected to Payment Successful page.

