PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक

User Manual of Ownership Transfer

Version 1.0

22nd Oct 2026

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

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

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1 Ownership transfer

The owner can be apply for Ownership transfer application for the transfer of ownership from Old owner to New Owner on the Press Sewa Portal .

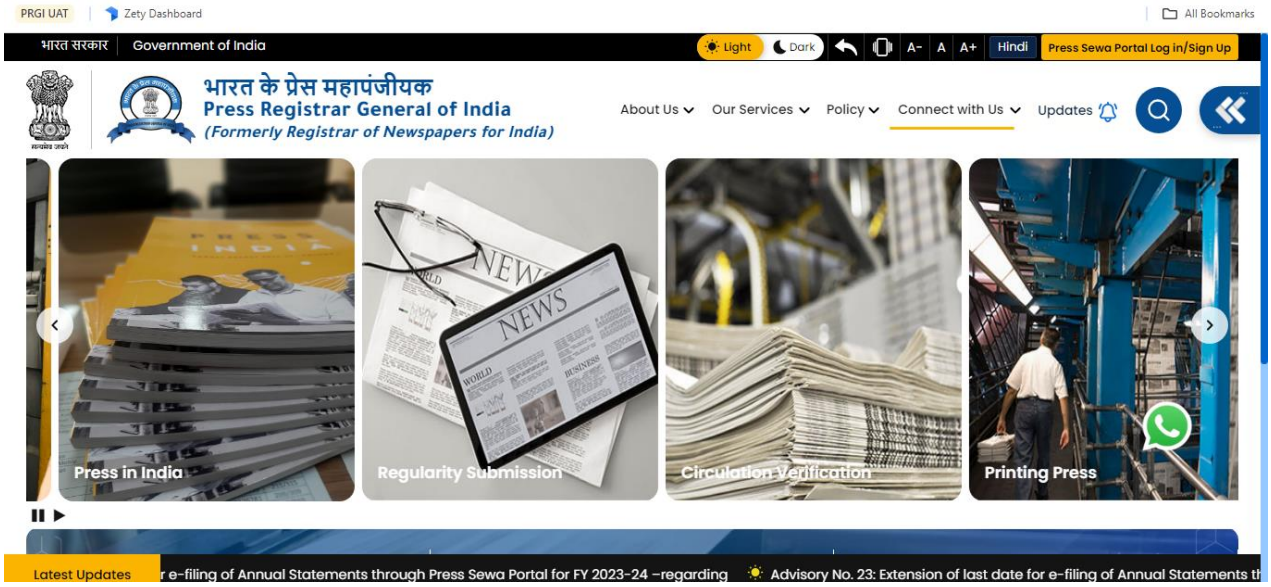
2 Objective:

To provide a comprehensive and user-friendly guide that enables Press Sewa Portal Owner can be effectively utilize the Ownership transfer Module for the purpose of Transfer the ownership of title from Old owner to the New Owner with the help of Press Sewa Portal.

2.1 How to Navigate

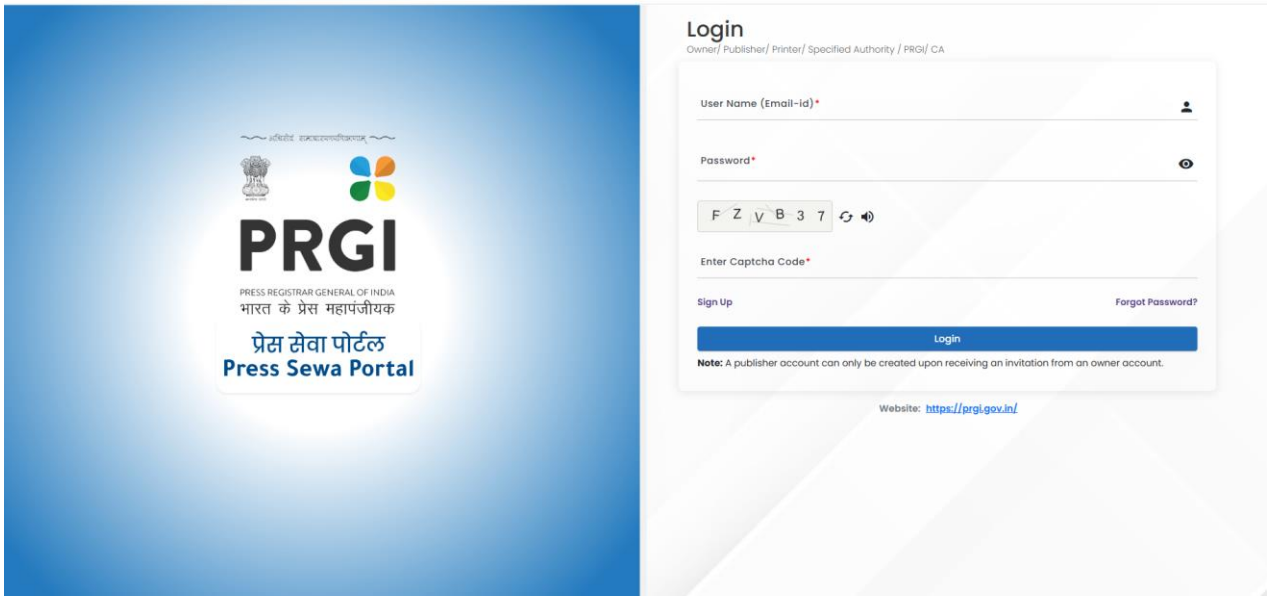
Ownership transfer request is raised by Old Owner. Old Owner can apply for Ownership Transfer request by following below steps: -

- Go to the URL https://www.prgi.gov.in/
- You will be redirected to the PRGI website.
- Click on Press Sewa Portal Login In/Sign up as shown in the below figure
- From this page you will be redirected to the login page.
- User will be required to provide Username & Password as shown in the figure below.

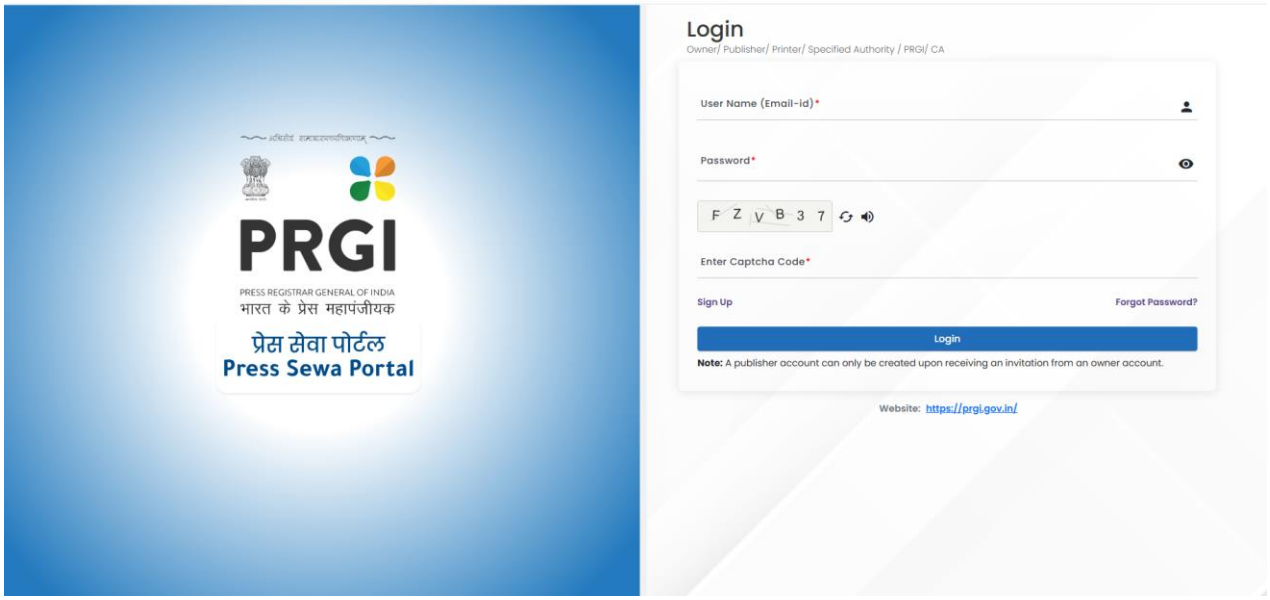


- Alternatively, you can directly access the Press Sewa Portal at https://www.presssewa.prgi.gov.in

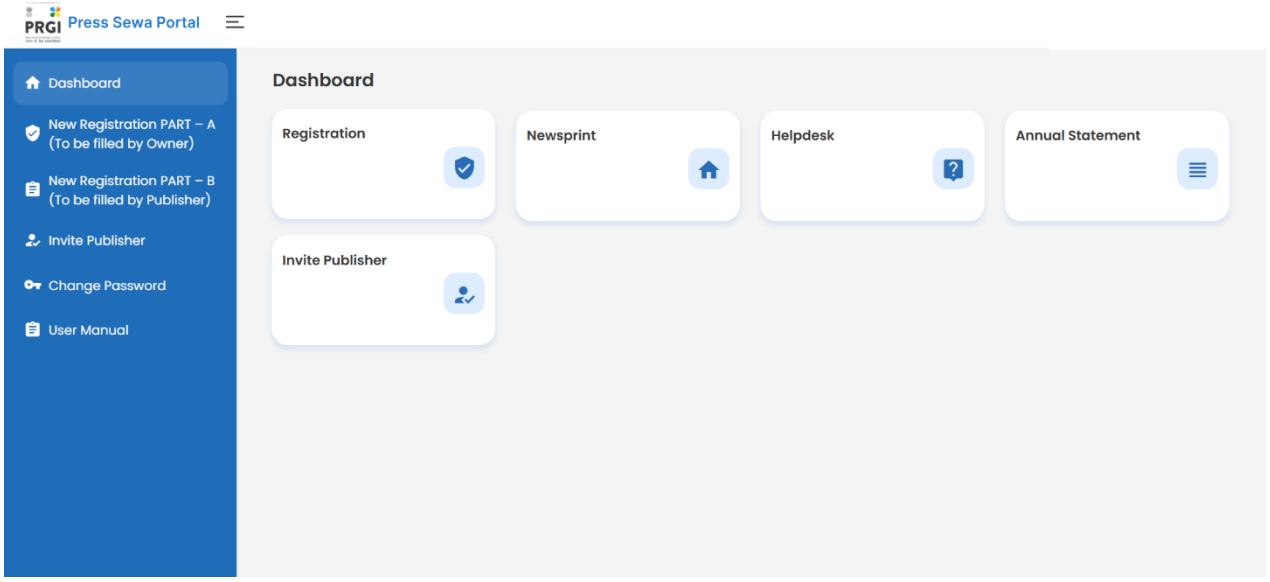
Owner /Applicant/Publisher – Ownership Transfer



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



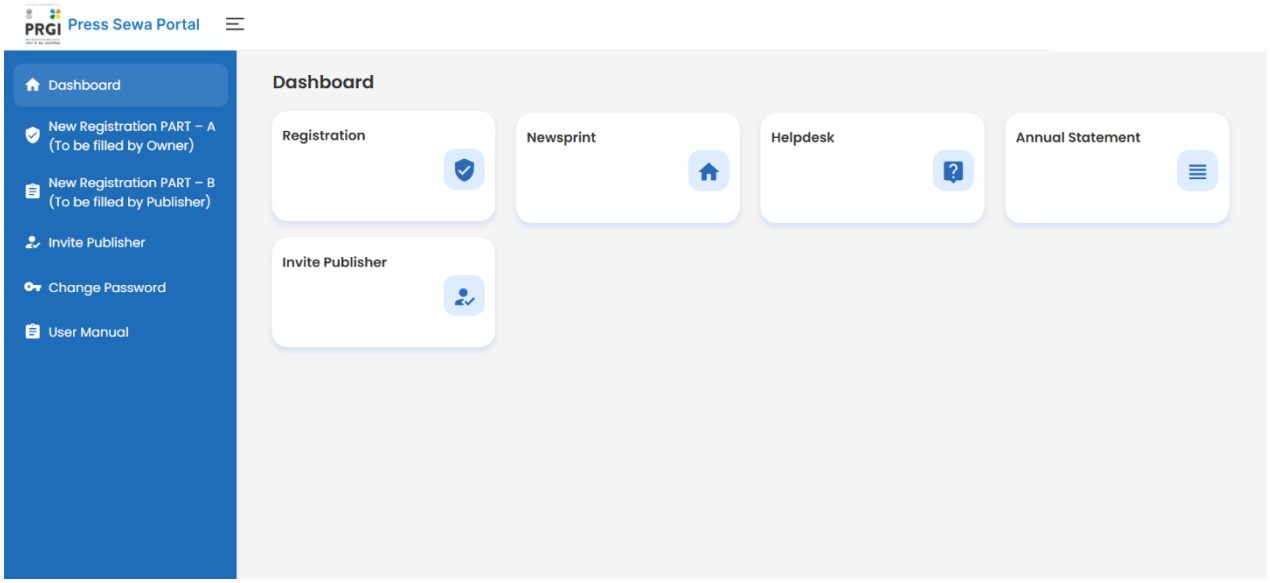
- You will be redirected to the dashboard section as shown in the below figure.



2.2 Apply for Ownership Transfer

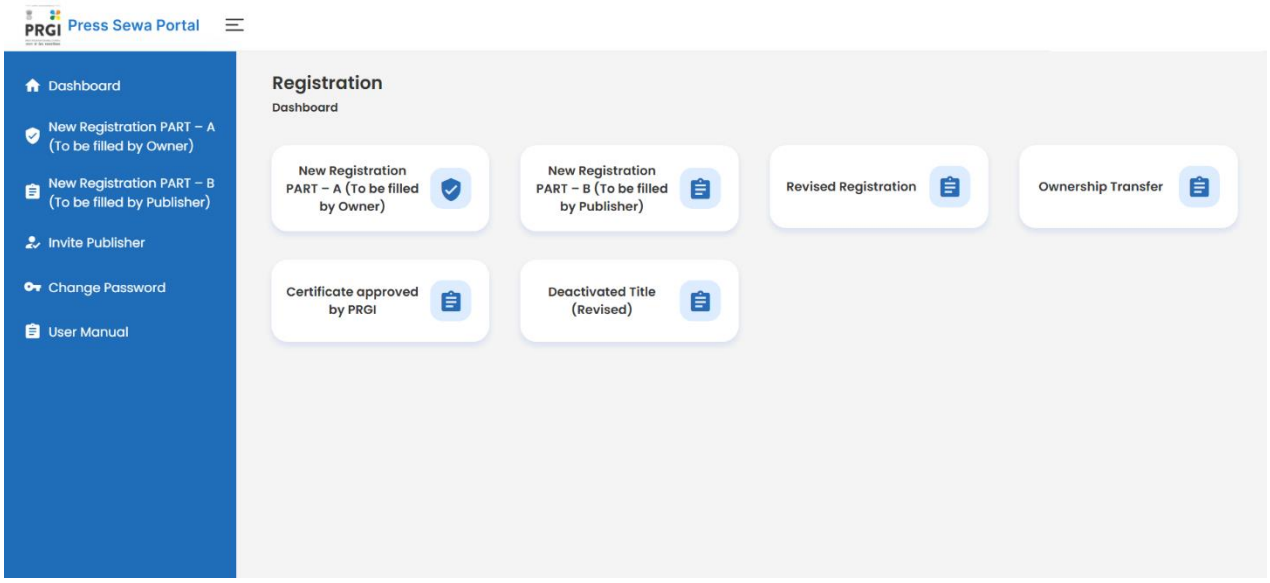
Old Owner can apply for newsprint certificate request by following below request: -

- Click on the “Registration” tile from the dashboard as shown in the below figure.

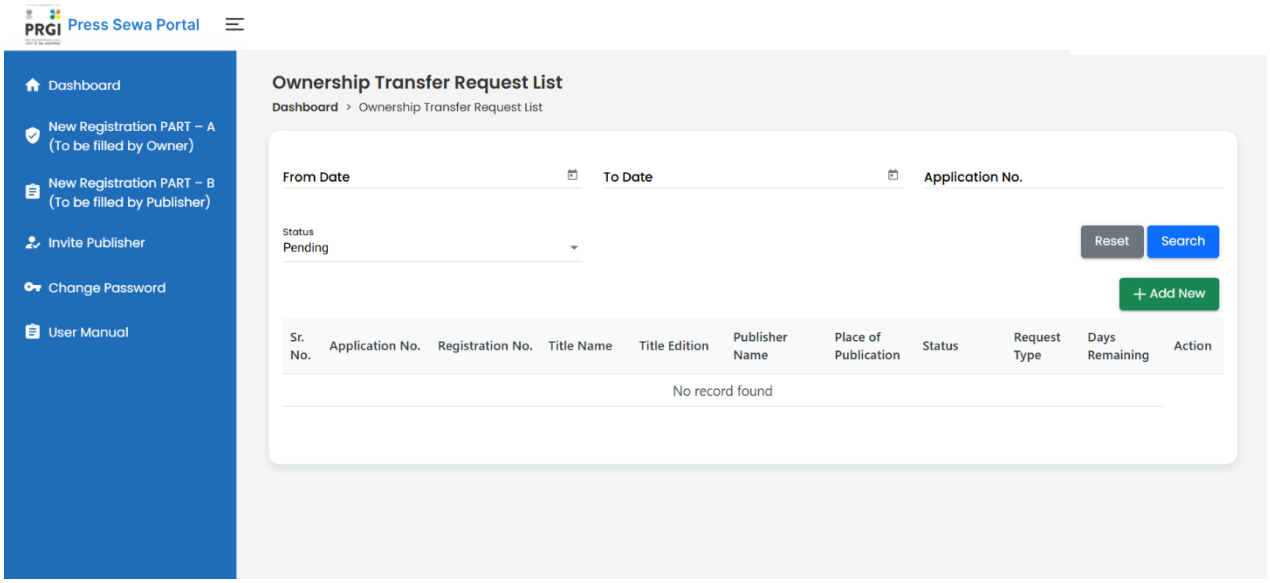


- Old Owner will be redirected to “Registration Dashboard” page as shown in the below figure.

Owner /Applicant/Publisher – Ownership Transfer

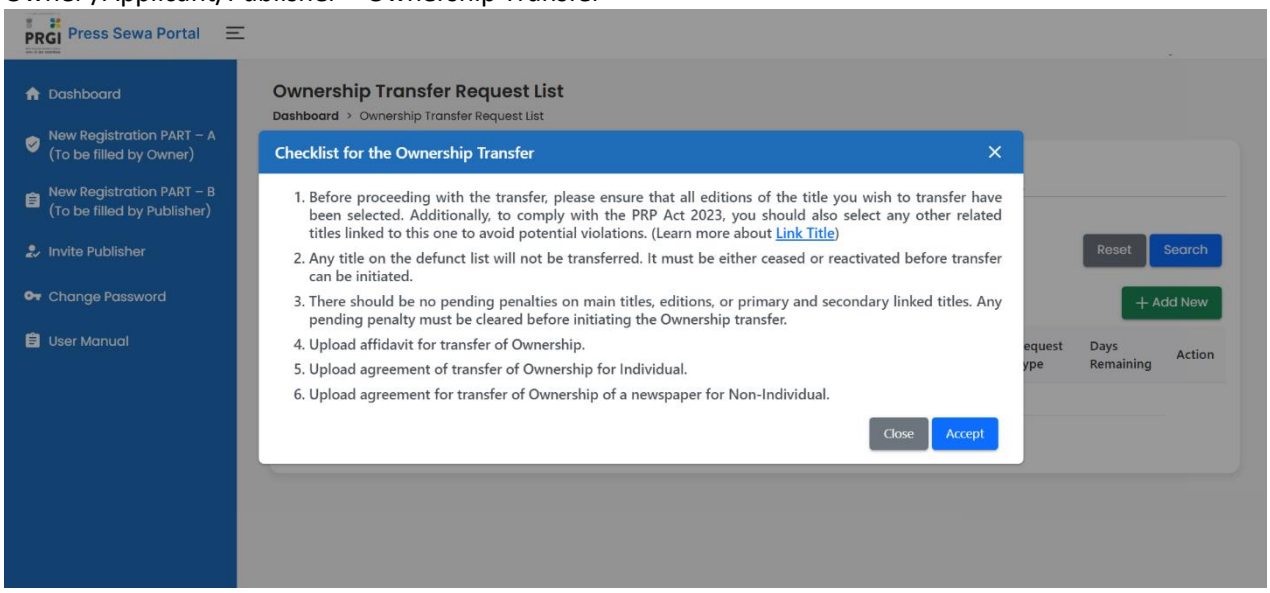


- Click on “Ownership Transfer” Tile from the dashboard, you will be redirected to “Ownership Transfer Request List” page as shown in the below figure.

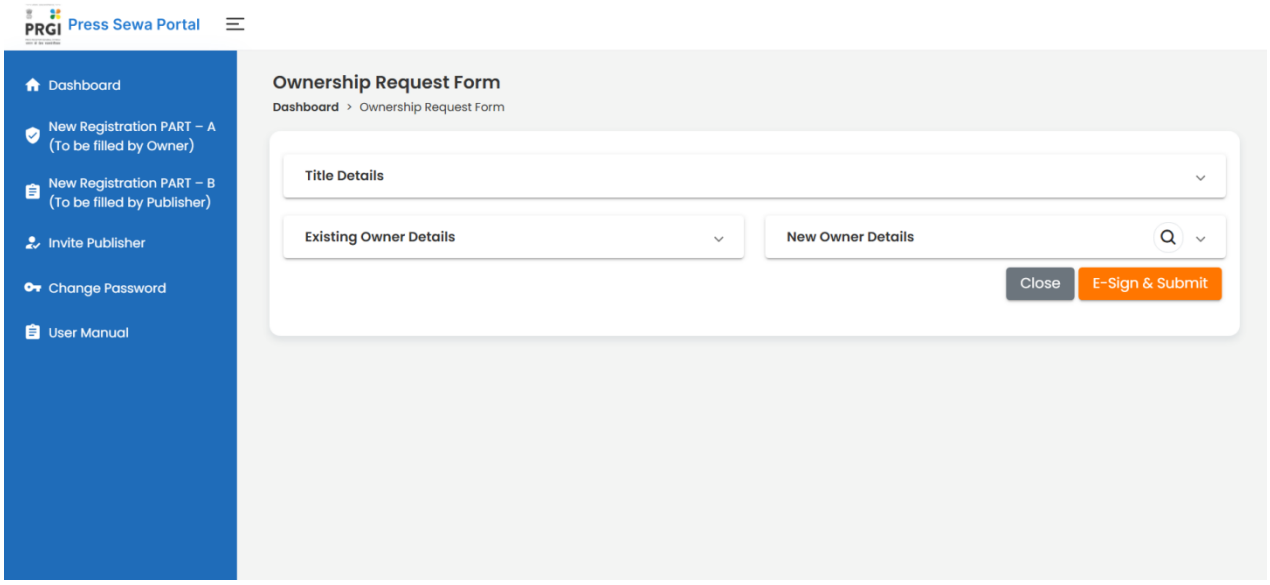


- The Old Owner can initiate the Ownership Transfer request by clicking on “Add New” button.
- On Click of “Add New” button user will get a prompt message as shown in the below figure.

Owner /Applicant/Publisher – Ownership Transfer

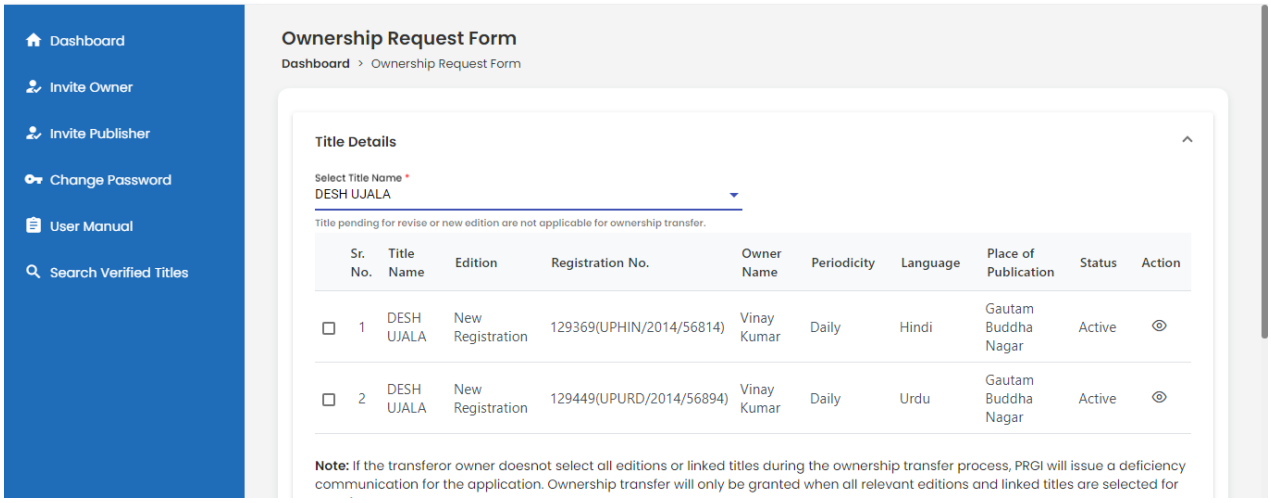


- Old Owner needs to Accept the post reading the message displayed, post that user will be redirected Ownership Request Form as shown in the below figure.



Owner /Applicant/Publisher – Ownership Transfer

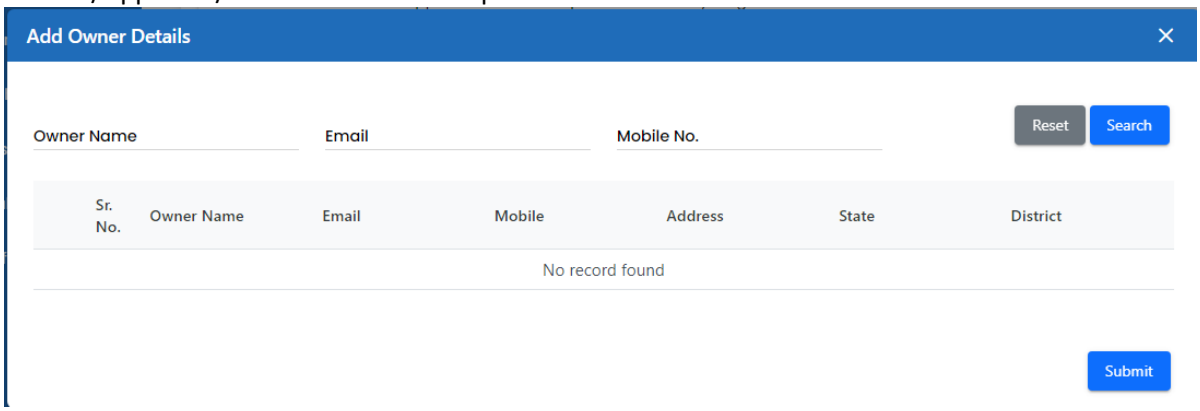
- Old Owner needs to select title from "Title Details" bar for which they want to initiate Ownership Transfer Request as shown in the below figure.



- The Old Owner would be able to view the list of title and its editions available for Ownership Transfer Request with checkbox enabled.
- The Old Owner may select the check box against the title for which he/she wants to initiate the request.

- Old Owner needs to fill out the required details of Old Owner and New Owner listed below: -
  - Old Owner Details
    - Ownership Category – Auto Filled
    - Nationality- – Auto Filled
    - Owner's Name– Auto Filled
    - Owner's Address – Auto Filled
    - Email ID – Auto Filled
    - Mobile Number – Auto Filled
    - State – Auto Filled
    - District – Auto Filled
    - City – Auto Filled
    - Pin code – Auto Filled
    - Upload Transfer Document – Upload File
    - Upload any Supporting Document - Upload File
  - New Owner Details – User may search the New Owner Detail by clicking on search Icon as shown below.

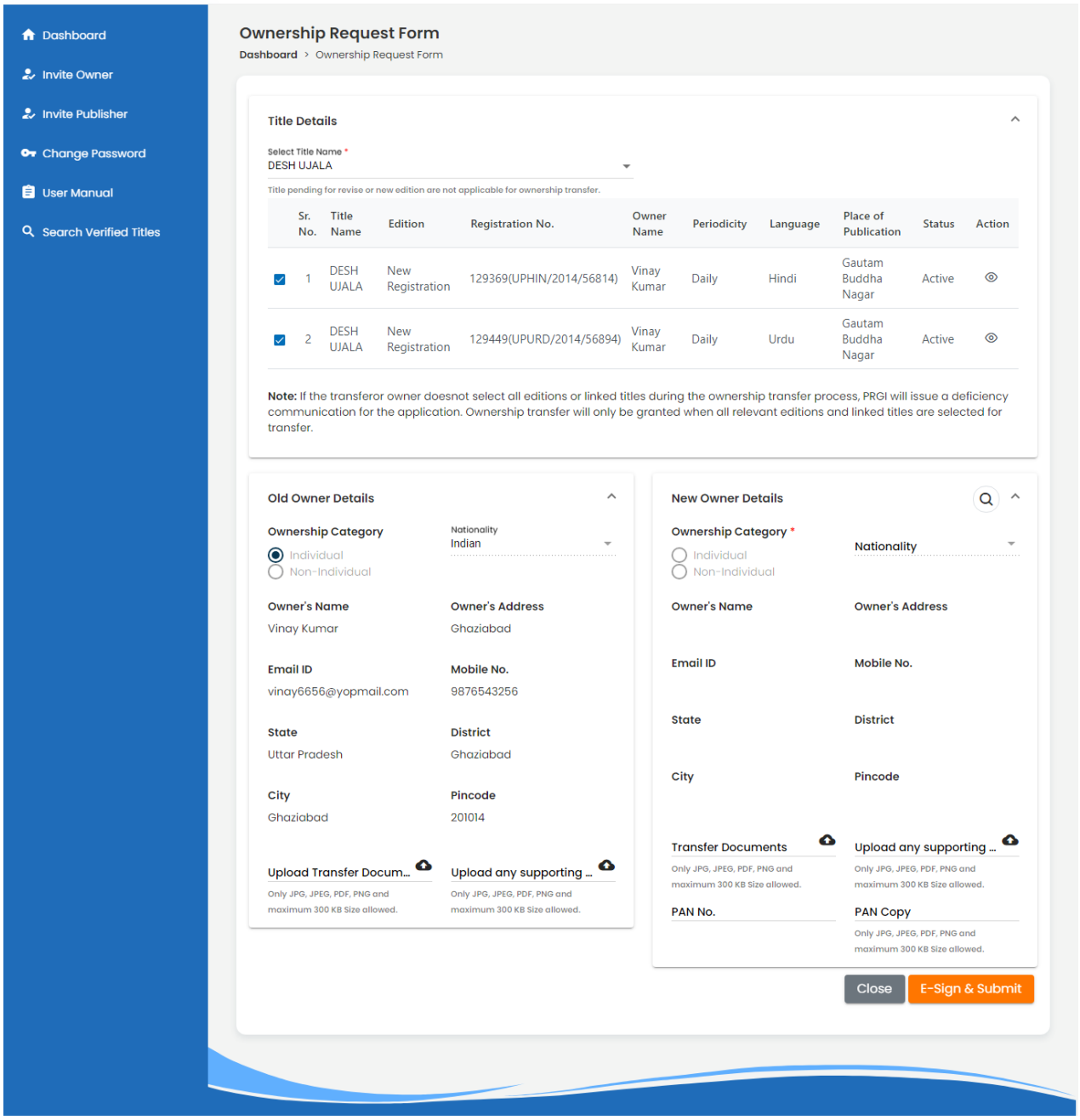
Owner /Applicant/Publisher – Ownership Transfer



Note: - New Owner details will only be available on search if the new owner has registered him/herself on Press Sewa Portal.

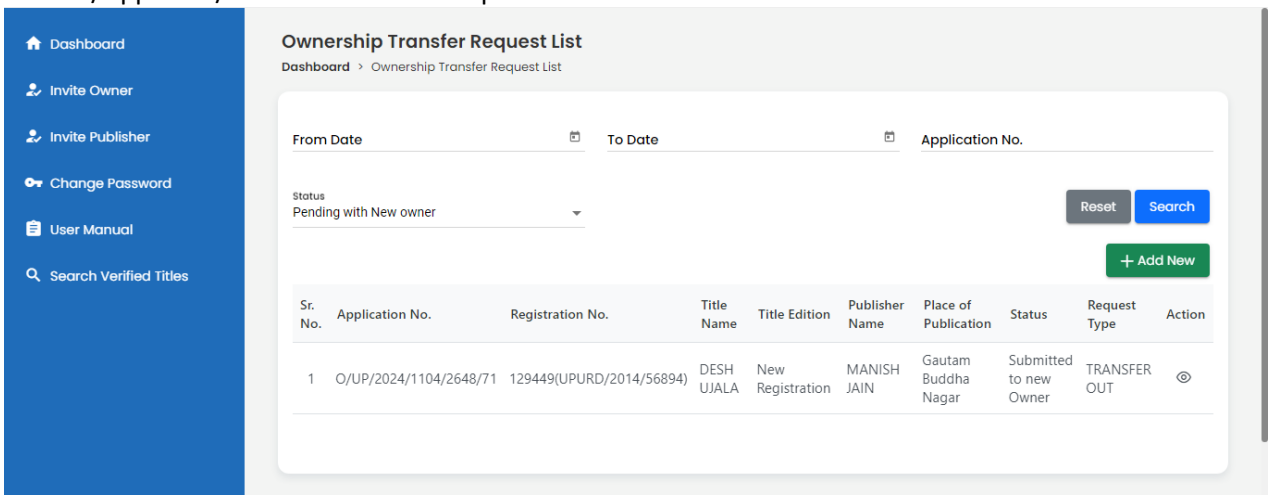
- Ownership Category – Auto Filled
- Nationality- – Auto Filled
- Owner's Name– Auto Filled
- Owner's Address – Auto Filled
- Email ID – Auto Filled
- Mobile Number – Auto Filled
- State – Auto Filled
- District – Auto Filled
- City – Auto Filled
- Pin code – Auto Filled
- Upload Transfer Document – Upload File
- Upload any Supporting Document - Upload File

Owner /Applicant/Publisher – Ownership Transfer



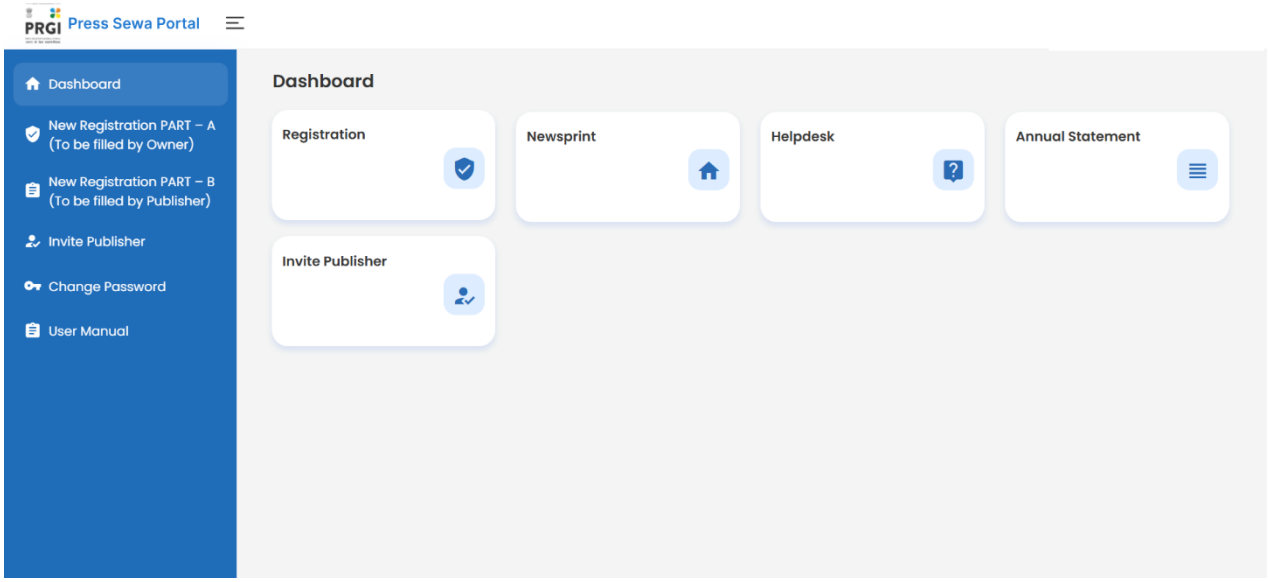
- Post completing the form Old Owner needs to E-Sign & Submit the application to submit the application at his/her end.
- On Click of E-Sign & Submit user will be redirected to E-Sign page.
- On Successful E-Sign User would be able to view his/her application in the Ownership Transfer Request List page under Status – “Pending with New Owner” as shown in the below figure.

Owner /Applicant/Publisher – Ownership Transfer



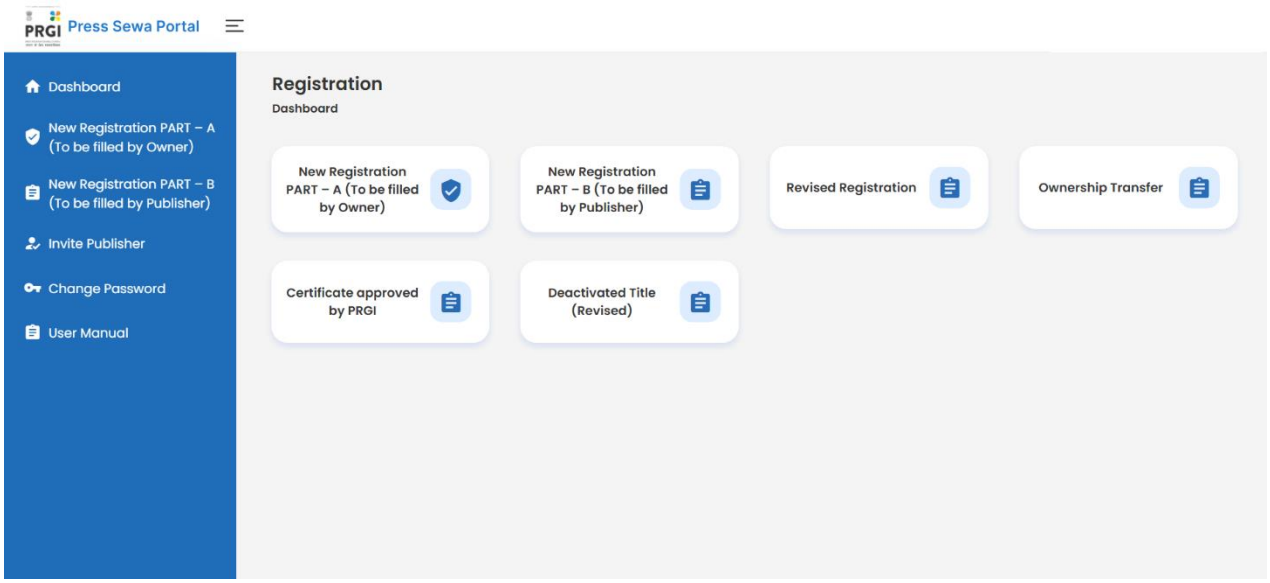
Ownership Transfer Request by New Owner

- New Owner would login into his/her account, and the post login user will be redirected to his/her dashboard as shown in the below figure.

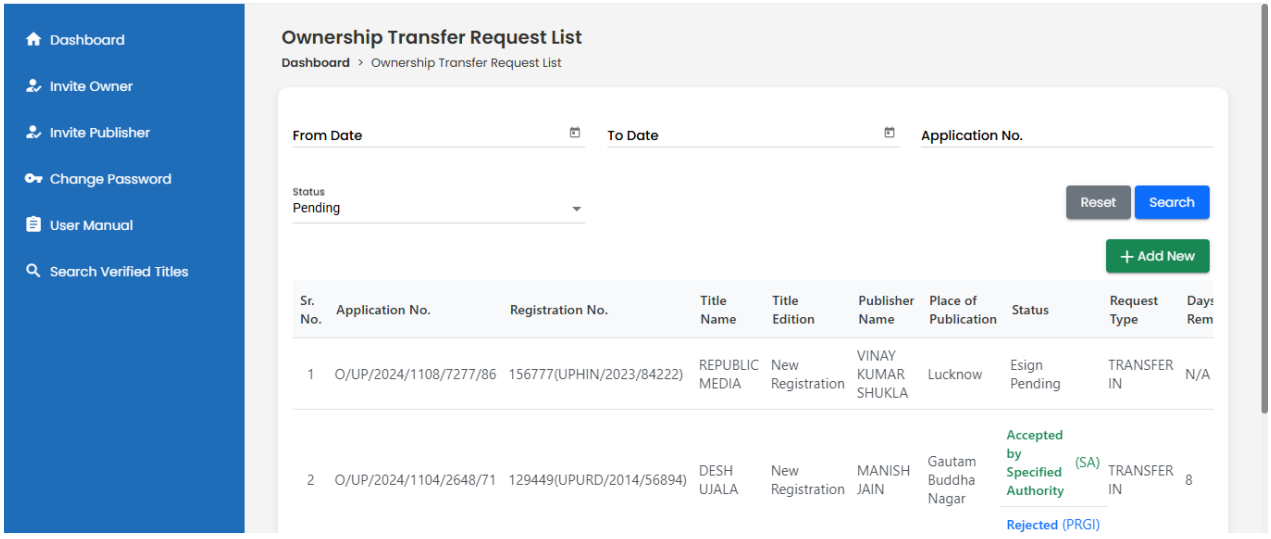


Owner /Applicant/Publisher – Ownership Transfer

- New Owner can view the Ownership transfer request in the Registration tile as shown in the below figure.

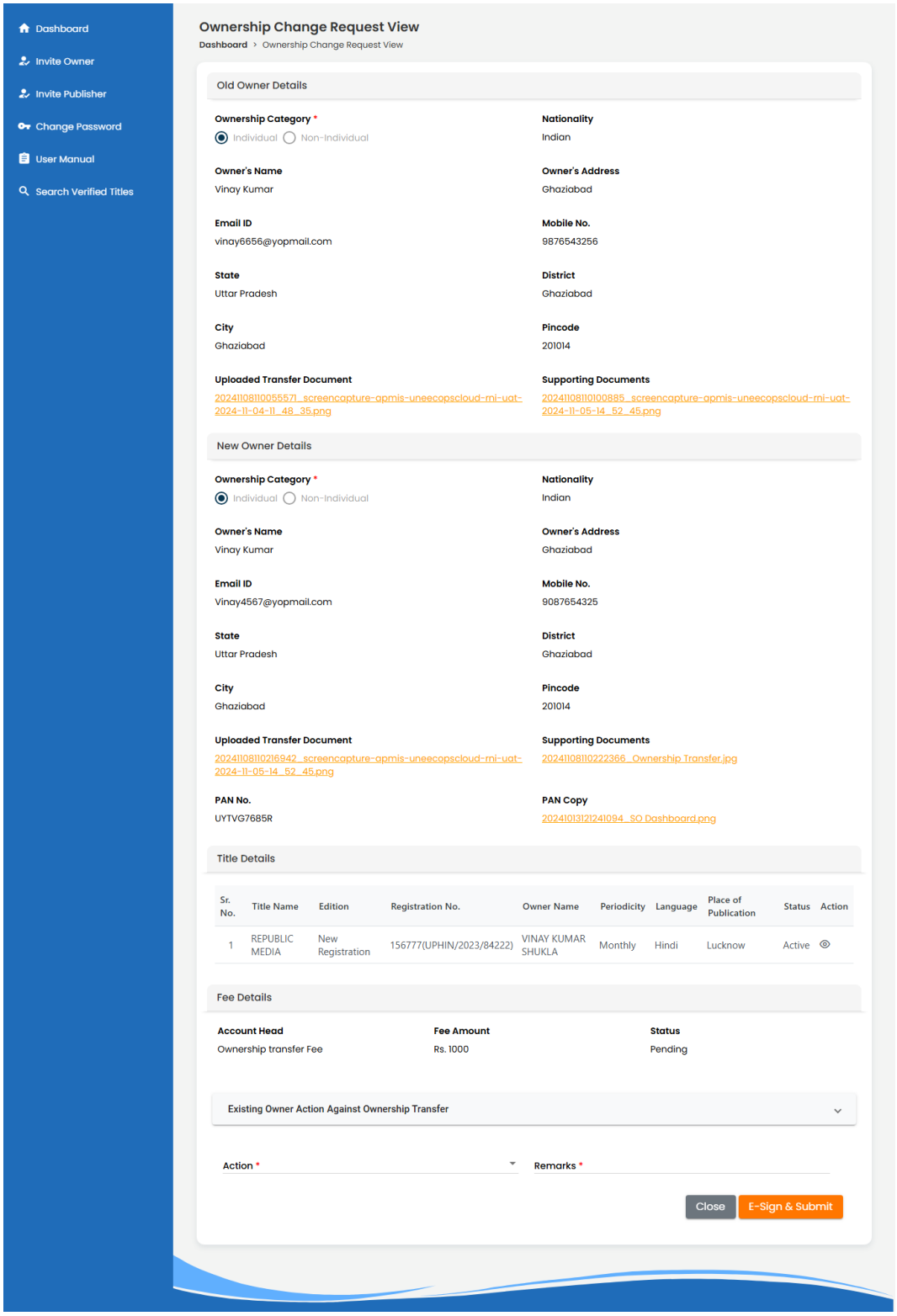


- New Owner can view the list of all the pending Ownership Transfer Request under Ownership transfer tile as shown in the below figure.

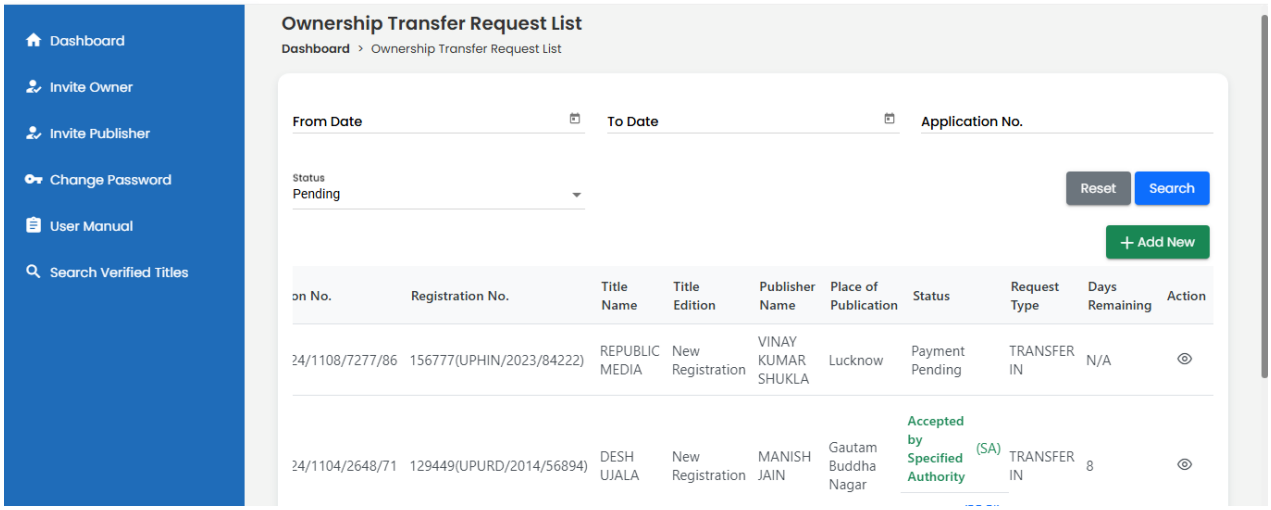


- New Owner may act on an application by clicking on view icon available under action column head.

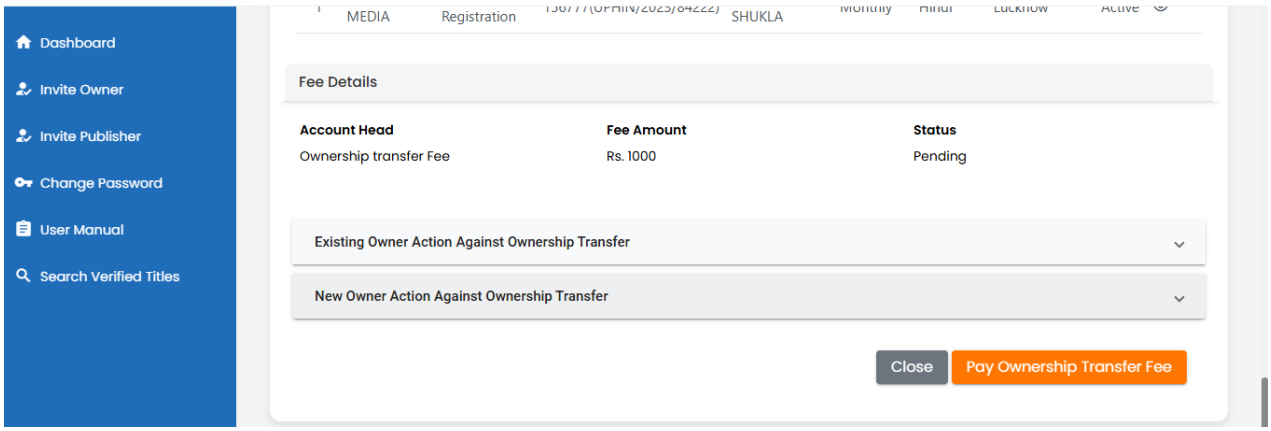
- On Click of “View” icon New Owner can view the detail view the application filed as shown in the below figure.



- New Owner may take the required action on the application (Accept/Reject) & Share an remark
- New Owner would need to E-Sign & Submit the application post taking the required action, On Click of E-Sign user would be redirected to E-Sign.
- Post Successful E-Sign user needs to make payment on the same application, user may act on the application by clicking on “View” Icon under action column head on “Ownership Transfer request List Page” as shown in the below figure.

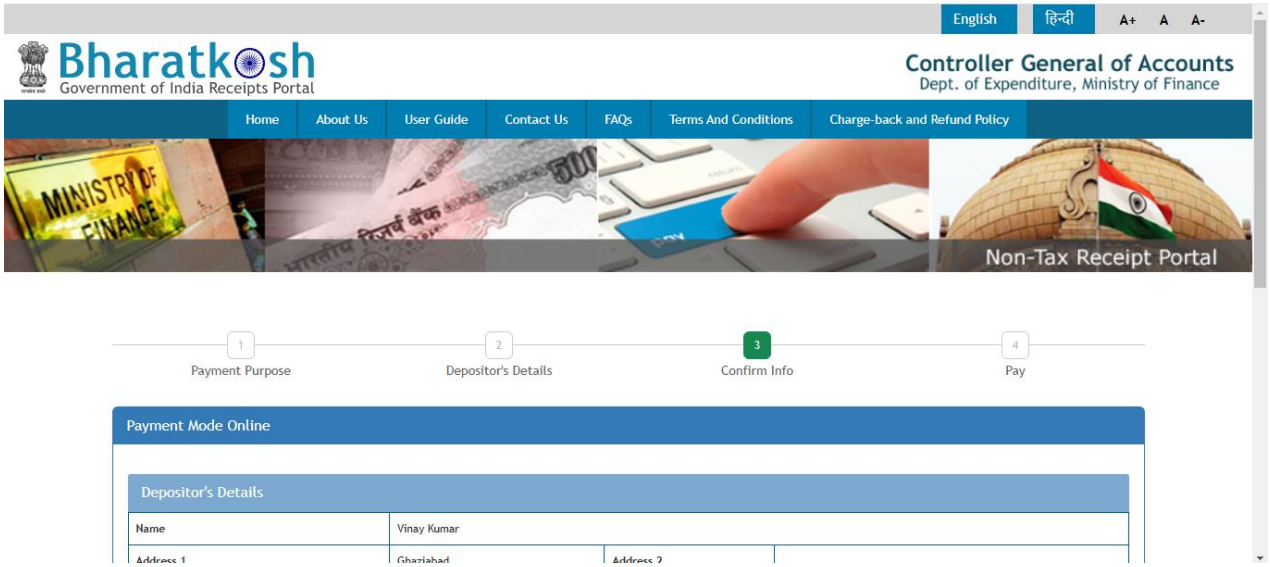


- On Click of View Icon New Owner would be able to see “ Pay ownership Transfer fee” button enabled as shown in the below figure.



Owner /Applicant/Publisher – Ownership Transfer

- On Click of “Pay Ownership Transfer fee” user will be redirected to Bharat Kosh Payment page as shown in the below figure.



- On Successful Payment “Payment receipt” would be generated as shown in the below figure.

