

**GOVERNMENT OF INDIA  
OFFICE OF THE REGISTRAR OF NEWSPAPER FOR INDIA  
(Ministry of Information & Broadcasting)  
West Block-8, Wing No. 2, R.K. Puram, New Delhi – 110066**

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**Check List for documents to be submitted along with request for circulation  
verification by the publication**

1. Copy of Annual statement submitted to RNI
2. Copy of Bank account statements reflecting sale receipts and payments for 2 months
3. Copy of newsprint purchase bills for 2 months
4. Month wise newsprint purchase and consumption statement
5. Copies of Print Orders along with Machine Room Returns for the preceding one month
6. Printing machine details with printing schedule for the check period
7. Copy of Agent supply register for one month
8. Statement giving Wastage rate and Commission rate to agencies
9. Copy of month wise Sale proceeds for the check year
10. In case the printing press is not owned by the publisher , then a copy of the Agreement between the owner of the publishing house and the Printer to be given
11. Balance Sheet of the company , if the newspaper is owned by the company
12. Electricity Bills of the Company including the Printing Press for the preceding two months
13. Photocopy of PAN Card of publication/owner.