



# Audit Bureau Of Circulations

Founder Member : International Federation of Audit Bureaux of Circulations  
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18<sup>th</sup> December 2013

Dear Sir,

## **Re: Submission of audited circulation figures for the audit period July-December 2013**

We write to request you to submit the audited circulation figures in respect of the following publications for the audit period July-December 2013.

### **I. Electronic filing of Incoming Certificate:**

All publisher members are hereby informed that Bureau has made arrangements for publisher members to file the audited incoming certificates **electronically** for the audit period July-December 2013..

Kindly log on to Bureau's website [www.auditbureau.org](http://www.auditbureau.org) and download the incoming certificate form as well as the area breakdown form. Fill up the forms and arrange to send a soft copy of the same either by email ([masani@auditbureau.org](mailto:masani@auditbureau.org) OR [kasad@auditbureau.org](mailto:kasad@auditbureau.org)) or on a CD ROM followed up with a hard copy duly stamped and signed by publisher's authorised representative as well as publisher auditor.

**The password to download the incoming certificate forms to be obtained from the Secretariat.**

### **II. Incoming Certificate (hard copy):**

In terms of Bureau's normal procedure, audited circulation figures together with auditor's report duly stamped and signed for the audit period **July-December 2013** will be due to be received in the Bureau on or before **17<sup>th</sup> February, 2014**. It may be emphasised that the period of 6 weeks allowed for this purpose is considered to be adequate. No further extension will be considered. All publisher members should ensure that hard copies of audited circulation figures together with auditor's report duly stamped and signed reach the Bureau on or before the due date i.e **17<sup>th</sup> February, 2014**.

Audited circulation figures (hard and soft copies) received on or after **18<sup>th</sup> February 2014** will not be considered for certification.

RNI registration numbers for each edition and/or printing centre (as applicable) should be mentioned on the first page of the Incoming Certificate in the space provided.

Each ABC Audit is to be carried out as per provisions contained in "A Guide to ABC Audit" and Notifications issued from time to time which are available on the Bureau's website: [www.auditbureau.org](http://www.auditbureau.org).

If, on examination in the Bureau, the circulation figures are found to conform to Bureau's requirements, the relevant ABC Certificate(s) will be issued expeditiously in accordance with the normal procedure.

**Submission of audited circulation figures is mandatory for all Publisher Members. If audited circulation figures for one audit period are not submitted, those for the subsequent audit period cannot be considered for certification. In this context, reference is also invited to provisions of Article 5-A of the Bureau's Articles of Association.**

**Those Publisher Members who have not submitted their audited circulation figures for the previous audit period i.e January-June 2013 are particularly reminded of this essential requirement.**

### **III. Reader schemes and trade schemes by publisher members:**

In the normal course, publisher members announce several reader schemes which induce readers to purchase their publication. In this regard, it is utmost necessary for all publisher members and auditors to report all reader schemes and trade schemes (whether compliant or not) along with full details of such schemes including photo copy of the announcement of the scheme (duly translated in English), valuation of gifts, scheme period and number of copies included / not included for certification during the relevant audit period.

These details are to be provided in the check-list to be completed by the appointed auditors and submitted to the Bureau alongwith the certified circulation figures.

### **IV. Multi-edition – Multi printing centers: (in case of daily & weekly newspapers)**

Publishers of multi-edition and/or printing centers of newspapers are required to submit separate Incoming Certificate as well as Area Breakdown Statement for each edition and/or printing centre alongwith a combined Incoming Certificate wherever applicable.

Separate Incoming Certificate should be submitted for Sunday/Weekday(s) issues of publications where higher rates of advertisement are prescribed for such issues. Similarly, Area Breakdown Statements of these publications should be submitted stating average and Sundays distribution.

### **V. Enrolment of new edition / printing centre during the audit period: (in case of daily & weekly newspapers)**

Publisher Members are required to submit duly audited circulation figures of only those publications which are enrolled with the Bureau as a Member. Inclusion of audited circulation figures on starting of a new edition / printing centre will be considered for combined / individual certification as the case may be, provided necessary formalities for enrolment to Bureau Membership with respect to the new edition / printing centre have been complied with and accepted by the Bureau.

### **VI. Calculating Qualifying Sales on actual number of publishing days in respect of combined multi-edition / multi-printing centre certificates:**

With reference to Bureau's Notification No. 819 dated 12<sup>th</sup> September 2011 all publisher members availing combined multi-edition / multi-printing centre certificates are required to calculate the individual averages of each respective edition / printing centre as the case may be on the basis of the respective publishing days.. Thereafter the total of all individual averages of each edition / printing centre may be totaled up to arrive at the total qualifying sales (Part 'A').

However, in respect of a new edition / printing centre which publishes a newspaper for less than 30 days in an audit period, then the average of that particular edition / printing centre **would not be added / included** in the total average, but would be shown separately as a foot-note. Circulation figures of an edition / printing centre publishing the newspaper for more than 30 days in an audit period would however be added / included in the total qualifying sales under Part 'A' of the Certificate.

### **VII. Subscription Schemes: (single & joint)**

Inclusion of subscription copies in Part A as qualifying sales should comply with the relevant provisions of Bureau's audit guidelines. Details of respective subscription schemes should be provided separately in the format along with copies of the subscription schemes which were communicated to the reader.

#### **VIII. Newsprint Stocks and Reconciliation:**

The Incoming Certificate(s) shall be accompanied by Statement of newsprint/paper stocks and reconciliation duly certified by your Auditors. Variations in wastage by 3 percentage points as compared to the previous period may be deemed substantial and reasons for such variations should be reported separately.

#### **IX. Area Breakdown Statements:**

It is necessary for all Publisher Members to submit breakdown of circulation in the prescribed form duly certified by their Auditors along with the Incoming Certificate(s). Area Breakdown Statement will provide details only of qualifying sales (Part A). It may please be noted that the Incoming Certificate will not be considered for certification unless these are accompanied by relevant Area Breakdown Statements. The details of town-wise distribution (i.e. within the municipal limits of a town, where defined) under Section 'B' will cover sales of **250 copies or more, in various States in India in respect of Dailies and Weekly Newspapers and 100 copies in respect of magazines.** Please note that towns under various States have to be classified according to the respective Districts. Kindly ensure that States, Districts and Towns thereunder in this section are listed in alphabetical order. You are also requested to ensure that towns are correctly classified according to the respective Districts in each State. For this purpose, reference may be made to current Census List. Please note that places not listed as towns in the Census List will be deleted from the Area Breakdown Statements and shown together as 'Other Places' under the relevant districts of the State.

#### **X. Facsimile Copies:**

Facsimile copies of ABC Certificate(s) and Area Breakdown Statement(s) will be made available to publisher members at the rate of Rs. 300.00 per hundred or part thereof per page. Copies ordered will be despatched by courier without additional cost.

Members interested in availing facsimile copies are requested to indent for the same thru the indent form.

Kindly acknowledge receipt. In case you have any queries we shall be pleased to attend to the same.

Thanking you,

Masani

