

12th March 2008

To ALL NEWSPAPER PUBLISHER MEMBERS

Cc: Publisher Auditors and Bureau Auditors

C I R C U L A R

Amendments to Bureau's Audit Guidelines - Proforma of Incoming Certificate and ABC Certificate of Circulation

Your reference is invited to Bureau's Notification No. 783 dated 15th November 2007 regarding change in certification criteria for newspaper publisher members and certain other audit guidelines **with effect from the audit period January-June 2008.**

The submission of circulation figures by newspaper publisher members for the audit period January-June 2008 will be as usual in the month of July 2008. However, for information and reference of members and auditors, we are enclosing herewith a copy of the redesigned proforma of the Incoming Certificate (**Annexure A**) which will be required to be submitted by all newspaper publisher members duly audited consequent to change in certification criteria and other audit guidelines.

Enclosed also please find proforma of ABC Certificate of circulation (**Annexure B**) as may be issued to all newspaper publisher members who comply with the new certification criteria and audit guidelines with effect from the audit period **January-June 2008.**

All newspaper publisher members are requested to maintain the relevant records of circulation figures in a systematic manner within the prescribed audit guidelines so as to facilitate Auditors to complete circulation audit and certify the circulation figures.

Please feel free to contact the secretariat for any further clarification.

Thanking you,

Sd/-
Secretary General

Encl: 1) **Annexure `A'** – Proforma Incoming Certificate
to be submitted by newspaper
publisher members [Blue]

2) **Annexure `B'** – Proforma ABC Certificate of Circulation
as may be issued by the Bureau to
newspaper publisher members [Yellow]