

AUDIT BUREAU OF CIRCULATIONS

August 14, 2002

TO ALL PUBLISHER MEMBERS

NOTIFICATION NO. 711

**Re: Submission of Circulation figures &
Re-admission to Bureau Membership**

Reference is invited to Bureau's Notifications No.633 dated April 7, 1997 and No.700 dated June 18, 2001 on the subject of submission of circulation figures and treatment of late receipt of circulation figures respectively.

2. The purpose of Publisher Members enrolling themselves voluntarily as Members of the Bureau primarily is to avail an ABC Certificate of circulation figures. It is therefore imperative that all Publisher Members should be encouraged to file their circulation figures with the Bureau within the specified time, so that the certified circulation figures of member publications are disseminated to all members. In order to encourage the practice of submission of circulation figures **in time** by all members to avail certification & dissemination of their circulation figures, Council decided to adopt following measures:

I) Submission of Circulation figures:

a) (i) NORMAL PERIOD OF SUBMISSION FOR INCOMING CERTIFICATES:

Audit period	Action by the Bureau
January/June 1 st to 31 st July	Circulation figures to be considered for certification in norma (next) course
July/December 1 st to 31 st January	

a) (ii) GRACE PERIOD OF TWO WEEKS WITH PRIOR PERMISSION OF THE BUREAU

1 st to 14 th August	Circulation figures to be considered for certification
1 st to 15 th February (next)	

b) Incoming Certificates submitted after the normal due date but before expiry of three months from the relevant audit period

Audit period	Action by the Bureau
January/June 1 st August to 30 th September	Circulation figures to be considered for certification subject to a satisfactory recheck audit at Publishers' expense
July/December 1 st February to 31 st March (next)	

c) Circulation figures submitted after expiry of three months from the relevant audit period

On or after

1st October

1st April (next)

Will be considered as "**not filed**".
No Certificate will be issued.

The above measures comes into effect from the audit period July/December 2002 and supercedes earlier notifications on the subject.

Submission of circulation figures for each audit period is mandatory. If circulation figures for one audit period are not submitted those for the subsequent audit period are not considered for certification. There is no change in this existing provision.

II. Re-admission to Bureau Membership

Bureau's Council of Management has since decided that w.e.f. 1st July 2002 all applications for re-admission to Bureau Membership from publishers would be considered after a gap of four six monthly audit periods including the audit period during which the membership was terminated/ ceased.

The above provisions supercedes earlier notification on the subject of re-admission to membership.

Secretary General

