* Declaration of Publisher and Printer authenticated by DCO (original to be presented at the time of audit)
* Registration Certificate issued by the Press Registrar, PID (original to be presented at the time of audit)
* NTN Certificate of Newspaper/Periodical showing the name of Publisher and Publication (original to be presented at the time of audit)
* Regularity Certificate (Original to be presented at the time of audit)
* Receipt and NOC of Press Council of Pakistan fee
* Circulation Register/Agency Register
* Cash Book, Ledger and Vouchers etc.
* Subscriber Register
* Receipt and Bill Books
* Balance sheet providing Profit and Loss Accounts
* Press bills and Receipts original with photo copies thereof
* Specimen copies of all issues during the audit period
* List of employees indicating their salaries along with copies of CNICs
* Agent statement (original)
* List of complimentary copies
* Attested copies of Electricity bills of the office for the audit period
* Attested copies of telephone bills of the office for audit period
* Rent deed if office of the publication is in a rented building and bills are in the name of owner
* Affidavit certifying that all the information and documents given by the publisher are correct to the best of his knowledge. Forgery/discrepancy of documents and facts/figures shall lead to initiation of legal proceeding as per rules.
* Audit proforma