

FORM OF PUBLISHERS CONFIRMATION TO THE BUREAU

(to be sent on publisher's letter-head)

For Daily & Weekly Newspapers

Date:

The Secretary General,
Audit Bureau of Circulations,
Wakefield House, 4th Floor,
Sprott Road,
Ballard Estate,
MUMBAI 400 001

Dear Sir,

Re: Membership – Audit Procedure

(Name of Publication/s)

We hereby confirm that we are in a position to comply with all requirements relating to maintenance of essential books and records inter-alia covering the following audit procedures as detailed in the "Guide to ABC Audit", a copy of which is available with us:

- i) Average daily paid sales in respect of the above mentioned publication works out to more than 50% of the total daily sales.
- ii) Most of the copies distributed comply with the Net Realisation Rate rules (NRR) as prescribed by the Bureau.
- iii) Cash payments or payments received by way of demand drafts from agents are duly supported by proper documentary evidence such as payment advices, correspondence or statement of account.
- iv) Advance written indents/orders from agents in support of copies supplied to them are obtained. Wherever advance indents are not available, subsequent confirmation of supplies made to agents and/or monthly statements from the agents showing number of copies received and sold to them and those remaining unsold are available.
- v) Cash receipts on account of sale of newspapers and from ALL other sources including advertisements and loans etc. is deposited with the bank intact on the following day except on a bank holiday. In such cases, these are deposited on the next working day.

Thanking you,

Yours faithfully,

Authorised Signatory
(Name & designation)