

Reporting Standards

Republic of Ireland

Paid Newspapers



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INTRODUCTION

This document contains the Reporting Standards for print and digital edition of products registered in the Republic of Ireland Paid Newspapers sector.

The PDF versions of the Reporting Standards are issued at a certain point in time. As Reporting Standards are updated periodically, please check the website www.abcstandards.org.uk to ensure you are using the latest applicable standards.

Each category of circulation in the Reporting Standards has the following:

- Definition
- Principles
- Requirements
- Reporting
- Guidance

The guidance sections provide examples of how the requirements might be complied with. We will add to or amend these over time where we consider there may be a benefit following the identification of specific circumstances or requests for advice.

If you have any queries regarding how the Reporting Standards affect you or any specific queries please contact the ABC Customer Services team on 01442 870 800 or email enquiries@abc.org.uk.

GENERAL PRINCIPLES AND RECORD KEEPING

INTRODUCTION

This section sets out some key requirements relating to the overall reporting and auditing of your ABC claim.

PRINCIPLES

1. **Publication must be eligible to report under the Reporting Standards**
2. **Copies must comply with the Reporting Standards**
3. **Transactions related to the claim must be bona fide 'arms length' arrangements**
4. **Evidence to support the claim must be retained and available for a minimum period**
5. **There is a designated Audit Issue**

REQUIREMENTS

1. **The publication must be eligible to report under the Reporting Standards**
 - a) You may apply to register a printed publication under the Republic of Ireland Paid Newspaper Reporting Standards if it publishes the majority of its circulation in the Republic of Ireland.
2. **Copies must comply with the Reporting Standards**
 - a) Copies claimed must comply with the relevant sections of these Reporting Standards with the following exceptions which you specifically cannot claim:
 - i) Free copies, including those to contributors, advertisers, advertising agencies, press cutting agencies.
 - ii) File or office copies
 - iii) Free publisher employee copies
 - iv) Paid publisher employee copies (unless they qualify under the Paid Employee Copies category or they are purchased as a normal consumer).
 - v) Electronic versions of the publication unless they meet the requirements to be claimed as a Digital Edition.
3. **Transactions related to the claim must be bona fide 'arms length' arrangements**
 - a) Transactions or arrangements (such as sales, circulation or distribution services) with your own organisation or Related Parties will initially be deemed as not bona fide 'arms-length' for ABC purposes, meaning they cannot be included in your claim. However they can be included if you are able to demonstrate to the satisfaction of your auditor or ABC that these comply with the Reporting Standards and are bona fide 'arms length' arrangements.
 - b) Related Parties for ABC purposes will include where:
 - i) One party has direct or indirect control of the other party; or
 - ii) The parties are subject to common control from the same source; or
 - iii) One party has influence over the financial & operating policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests; or
 - iv) The parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

- v) Transactions between contract publishers and their clients are deemed not to be arms length in relation to a specific publication produced for that client.

This means the following are considered Related Parties for ABC purposes:

- The publisher, its subsidiary, parent and fellow undertakings (and Directors of these)
- Associates and Joint Ventures (and their investors)

4. Evidence to support the claim must be retained and available for a minimum period

- a) You must retain and be able to provide all records supporting the claim, including but not limited to:
 - i) An analysis of the claim by issue.
 - ii) Evidence supporting the number of copies printed for each issue claimed.
 - iii) Evidence supporting the number of copies distributed for each issue claimed, relevant to its circulation type.
 - iv) Evidence for each copy supporting the relevant circulation category and geographical region in which it is claimed on an issue by issue basis (i.e. not on a transactional basis).
 - v) A copy of each issue and any Editions claimed.
 - vi) Financial records.
- b) Records supporting the claim must be retained:
 - i) If ABC is the auditor, until we have completed the audit of the certificate for the subsequent corresponding Reporting Period. *For example the records supporting the July to December 2012 period must be retained until we have completed the audit for July to December 2013.*
 - ii) If you use non-ABC auditor, until you receive the certificate for the subsequent corresponding Reporting Period.
 - iii) For monthly Reporting Periods until 3 months after the end of the Reporting Period.
- c) Records supporting the claim must be retained and made available to your Auditor or ABC on request, in accordance with the ABC Byelaws.

5. There is a designated Audit Issue

- a) The Audit Issue is a designated issue in the Reporting Period for which the Reporting Standards specify certain information is required to be retained or reported.
- b) For 6 or 12 month Reporting Periods ending December the Audit Issue is the last issue dated November and for Reporting Periods ending June the last issue dated May.
- c) For monthly Reporting Periods the Audit Issue is the issue distributed nearest to the 21st of the month.
 - i) Where this issue was either not published or excluded under the exclusion rules then the previous claimed issue will be the Audit Issue.
 - ii) If two issues are equidistant from this date then you may choose either as the Audit Issue
- d) For any other Reporting Periods the Audit Issue is the issue distributed nearest to the first day of the last month in the Reporting Period, which also falls within the Reporting Period.
 - i) If two issues are equidistant from this date then you may choose either as the Audit Issue

GUIDANCE

G4. Evidence to support the claim must be retained and available for a minimum period

- a) In relation to evidence supporting the number of copies distributed for each issue claimed, this must enable identification of the publication name, issue and quantity of copies. This means copies posted using a franking machine will not normally be able to be claimed as the records will not identify what has been posted.
- b) In relation to mailed copies there is no need to remove copies from the claim that are returned because they are undeliverable. *For example copies returned addressee gone away or not known.*
- c) In relation to print evidence you will normally provide print invoices and evidence of payment. If printing is carried out in-house or within a Related Party organisation then production records may be required. Other financial records may also be reviewed.
- d) In relation to distribution evidence you will normally provide distributors' invoices/despatch notes and evidence of payment. Other financial records may also be reviewed.
- e) In relation to publication sales you may need to provide access to financial records including sales ledgers and bank statements on request.
- f) The auditor may accept copies of records stored electronically, but we advise you check first.
- g) If records are not available or not accepted by your auditor/ABC then this may result in copies being disallowed, certificates being withdrawn or cancellation of the publication's ABC registration.
- h) For ease of auditing and to avoid additional costs any mailing list supplied for audit should be presented in a format agreed between you and your auditor. One agreed format is:
 - i) One file per publication in a comma-delimited format
 - ii) One line per addressee
 - iii) Each addressee coded to identify the circulation category/rate in which it has been claimed
 - iv) Separate fields for name, job title, company name, address records, circulation code, geographical code, request dates, number of copies etc
- i) We offer an optional 'sealed galley' service whereby a mailing list tested at an audit can be treated as a valid source record for future audits. This avoids the need to go back to original documentation at a future audit if a record is included on a mailing list previously audited and sealed. Please contact us for further details.

REPORTED DATA

INTRODUCTION

This section sets out other data and information that is reported on the ABC Certificate.

REQUIREMENTS

1. Total Average Circulation

- a) You must report the total Average Circulation per issue.
 - i) Copies claimed in the following categories will be included in the total Average Circulation figure:

Primary categories	Circulation categories eligible	Breakdown of copies	Additional analysis
Paid Single Copies	Retail Sales: Sale or return Limited Sale or Return Firm Sale Single Copy Sales Special Editions Sports Editions	Retail and Single copies: - Full Rate - Below Full Rate - Overseas Special Editions Sports Editions	For each Special Edition: cover date, cover price and number of copies
Paid Subscriptions	Single Copy Subscriptions Paid Employee Copies Publisher Controlled Direct Delivery Voucher Subscription Sales Corporate Subs (digital only)	Individual Single Copy Subscriptions: - Full Rate - Below Full Rate - Overseas Other Corporate Subscriptions (digital only)	
Paid Multiple Copies	Paid Multiple Copies Sports Editions	Paid Multiple Copies Sports Editions	Paid Multiple Copies: Analysis of copies by audience type

- ii) Digital Edition copies are reported separately to the print copies.
- iii) The total Average Circulation print figure will be broken out into Republic of Ireland, Northern Ireland and other.

2. Actively Purchased Circulation

- a) We will report an analysis of the paid print and Digital Edition elements of the total Average Circulation which is defined as Actively Purchased, being the sum of circulation from the following categories:
 - i) Print and Digital Edition Retail, Single Copy and Subscription Sales, including: Retail Sales (Sale or Return), Retail Sales (Limited Sale or Return), Retail Sales (Firm Sale), Single Copy Sales, Single Copy Subscription Sales, Paid Employee Copies, Publisher Controlled Direct Delivery, Voucher Subscription Sales
 - ii) Print Single Copy Sales of Special Editions
 - iii) Print Single Copy Sales of Sports Editions

3. Issue details, circulations

- a) On all certificates (except single issue) you must report the monthly average print circulations, broken out by the following circulation types:
 - i) Paid Single Copies and Paid Subscriptions
 - ii) Paid Multiple Copies

4. You may choose to report a Group Certificate

- a) You may choose to report a Group Certificate that combines the circulations from 2 or more publications' Certificates providing:
 - i) Each Certificate relates to the same Reporting Standards
 - ii) Each Certificate is for the same Reporting Period
 - iii) Each publication has the same publishing frequency
 - iv) Each publication is owned by the same publisher

Note: ABC will produce Group Certificates from the data submitted for the constituent publications.

5. Optional analyses

- a) You may request to report additional analyses, derived from (or closely connected with) data reported on the certificate, subject to the following:
 - i) The data to be reported on the certificate is, in our opinion:
 - o Auditable
 - o Related to the product being certified
 - o Albeit reporting different information, is in keeping with the requirements for data and evidence in relation to existing relevant Reporting Standards. *For example: If the breakout is an analysis of subscription bundles, we would expect the evidence levels to be in line with that already in place for subscriptions.*
 - ii) We will review the request and confirm whether we agree it can be reported, how it will be reported and any requirements in relation to the audit timing or process.

Note: There may be additional costs associated with the preparation of the certificate and audit of the additional data.

PAID SINGLE COPIES

Retail Sales (Sale or Return)

DEFINITION

A copy sold to a retailer, on a sale or return basis, for resale as a single copy to a consumer.

PRINCIPLES

1. **Single copy knowingly paid for by the consumer to the retailer**
2. **Copies are purchased from the publisher by the retailer, on a sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
3. **Cover price must be published on or inside front or back cover of the publication**
4. **The price paid for the publication by the consumer must be clear and conspicuous**
5. **There must be an incentive for unsold copies/net sale to be reported to the publisher**
6. **If the final net sale and/or rate classification are not known then estimates must be made**
7. **Reported by rate, comparing price paid by the consumer with the Basic Cover Price**

REQUIREMENTS

1. **Single copy knowingly paid for by the consumer to the retailer**
 - a) The purchase by the consumer may be in cash or by other means agreed by ABC in writing.
 - b) Back issues up to 12 months old can be claimed against the issue current at the time of sale.
2. **Copies are purchased from the publisher by the retailer, on a sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
 - a) 'Sale or Return' means unsold copies are returned or reported for credit. The copies claimed will therefore be the net sale (copies supplied less credited copies).
 - b) Where the publisher is not third party to the retailer then evidence of purchase by the consumer is required. *For example EPOS reports and retailer revenues.*
 - c) You must account for net sales on an issue by issue basis.
4. **The price paid for the publication by the consumer must be clear and conspicuous**
 - a) If a voucher from a publisher controlled promotion is used the amount paid by the consumer is deemed to be the total of the cash paid to the retailer and any cash they paid for the voucher.
 - b) The value (or perceived value) of gifts or cover mounts to the consumer have no effect on the price paid for ABC purposes. However cash reimbursements to the consumer must be taken into account (excluding limited low chance lottery style promotions).
 - c) You must retain details of promotional or special offers during the reporting period.
 - d) Where you are operating a retail incentive scheme:
 - i) You must have appropriate management controls and processes in place to ensure the copies sold under a retail incentive offer are compliant and properly accounted for. This may include:

- Supporting evidence of relevant process and financial arrangements (including with third party intermediaries where applicable)
- Instructions to retailers and stores on the operation of the incentive in-store
- Your own checks of in-store compliance

ii) The quantity of copies should not exceed potential demand by the intended consumers. *This should take into account factors such as store size/footfall, non-scheme sales, evidence of returns etc.*

iii) You must provide to your auditor on request details of stores currently operating the scheme and those upcoming in order to facilitate planning of in-store checks

5. There must be an incentive for unsold copies/net sale to be reported to the publisher

- a) Copies purchased using vouchers from publisher controlled promotions can be claimed as long as the consumer pays at least the retail margin in cash.

6. If the final net sale and/or rate classification are not known then estimates must be made

- a) If at the time you submit your circulation claim:

- i) Unsold copies could still be returned or reported, you must make an estimate of final sales.
- ii) You are running a promotional scheme where the final position (e.g. the number of discounted sales via redeemed vouchers) is not known you must make an estimate of the final net sale and classification.

You must adjust your claim in the following period to reflect any difference between the estimated net sale and classification and the actual net sale and classification.

- b) In relation to promotional schemes utilising voucher redemption: If the effect of not making an estimate is judged to be unlikely to affect the figures claimed by more than 2% of the total average circulation then you can account for the vouchers on a wash through basis (i.e. as they are redeemed).

7. Reported by rate, comparing price paid by the consumer with the Basic Cover Price

- a) Sales by retailers will be treated as sales at the cover price unless there is evidence to the contrary.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. Average total retail sales for the period for UK and ROI reported as Paid Single Copies, analysed into the following rate bands:

- Full rate
- Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of category paid single copies).

GUIDANCE

G1. Single copy knowingly paid for by the consumer

- a) Cash means legal tender notes and coins, cheque, credit/debit card, wireless payment systems.
- b) This doesn't preclude a retailer selling more than one copy to a single purchaser (without the publisher's knowledge).

G2. Copies are purchased from the publisher by the retailer, on a sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)

- a) You will need to ensure all records required to support the retail sale claim are available for audit. This will include:

- i) Full details of the exact numbers claimed as unsold or returned copies (including undelivered, lost or stolen copies) for every issue in the audit period.
 - ii) Full issue by issue details of all financial records and contracts with distributors, wholesalers and retailers, with specific regard to normal and recognised trade terms. These must be reconcilable to the distribution and returns records on an issue specific basis and to the average net retail sales claim.
 - iii) Details of any change in trading terms from firm sale (if allowed) to sale or return (either temporarily or permanently) or vice versa.
 - iv) Details of discounts, special offers or restrictions on the return of unsold or undelivered copies.
- b) Copies reported using a pay on scan system will be reported in this category. You will need to ensure appropriate records of sales are available for audit.
- c) Retail sales of Digital Editions via a third party retailer (*for example Apple Newsstand, Google, Amazon etc*) will be reported in this category.

G4. The price paid for the publication by the consumer must be clear and conspicuous

- a) As the price paid may be affected by promotional schemes you should keep details of purchases and promotional spends so you can demonstrate copies are purchased and that sales under incentives/offers are classified correctly, or disallowed as necessary. You can contact ABC for confidential advice, supplying copies of the promotional material and offer wording. The information kept may include:
- Title/s involved
 - Issues involved
 - Duration of promotion
 - Retail outlets involved
 - Wording of the promotion displayed at the retail outlet/s
 - How the resultant copies are claimed
 - How the promotion will be paid for
- b) Treatment of bundle/package promotions
- i) As each case can vary we recommend you contact us for advice before carrying out your promotion.
 - ii) How the price of the publication is presented to the consumer will affect how or whether the copy may be claimed for ABC purposes.
 - If the price of the publication appears in the promotional material and it is legible (taking into account its presentation and prominence (including the size of the font used) and assuming a reasonable speed of reading) then the price is likely to be considered clear and conspicuous.
 - o Stating the publication's price in relation to the promotion/bundle in the main wording of the offer will provide most clarity.
 - o The further away from the main offer wording and/or less prominent in the promotion the price of the publication becomes, the more likely it will not be considered clear and conspicuous.
 - o If the price of the publication is linked to the main offer wording with, say, an asterisk - this would make it more conspicuous.
 - Merely stating the price of the publication without reference to the bundle/package could just be a statement about the normal price of the publication and so will not necessarily render the price clear and conspicuous.
 - If there is conflicting information about the price, then the lowest price assessment would be taken for ABC purposes (which might mean it is free).
 - The absence of a clear and conspicuous price would render the copies as free, as would explicit wording stating the publication is free.

Examples:

1. Promotion “*Buy the publication and a bottle of water for €x*”.

The price of the publication is not clear and conspicuous.

2. Promotion “*Buy the publication and a bottle of water for €x*” which is accompanied by the statement “*The price of the publication in this promotion is €y*”

The price of the publication is likely to be considered clear and conspicuous if the accompanying statement is either within the main body of the promotion, or is in a footnote that is asterisked to the main body and is legible.

3. Promotion “*Buy the publication and bottle of water for €x.*” Elsewhere in promotion “*Publication is €y Monday to Friday and €z on Saturdays*”.

The price of the publication is not in the promotion and is unlikely to be considered clear and conspicuous as this statement appears to be the normal price of the publication.

4. Promotion: If a publication ‘ABC News’ is promoted as ‘*Buy ABC News for €x and get a free bottle of water*’ then the bottle of water is treated as a free gift and it is clear the price paid is solely for the purchase of the publication.

5. Promotion: If the promotion is ‘*Buy a bottle of water and get a free copy of ABC News*’ then the publication will be treated as free for ABC purposes.

- c) Per section 4b: “The discount or cash reimbursement must be taken into account

Examples:

1. Promotion: “*Buy publication and spend €5 and you get €1 off your publication*”.

The publication is discounted by €1.

2. Promotion: “*Buy publication, spend €5 and get €1 off your shopping basket*”.

The publication is discounted as it is part of the shopping basket, but it is difficult to determine how much it is discounted and will be considered on a case by case basis. In this example, using the minimum spend requirement of the offer gives a 20% discount and would seem a reasonable treatment.

3. Promotion: “*Buy publication and get €1 off a jar of coffee*”. Or “*Buy publication and get the money off the rest of your shopping*”.

The publication is full price, provided that the publication is sold at full price and the reimbursement does not exceed the cost of the items being discounted.

- d) Retail Incentive schemes – Management controls and processes

- For each scheme the detail and extent of these controls and processes will vary as they should be appropriate to the nature of the promotion, including the scale and associated risk. A list illustrating potential risk factors is included below for information. The list is not exhaustive.
- These controls and processes are reviewed as part of the audit process and help the auditor determine the level of risk and consequently the type and extent of audit work undertaken.
- If the auditor judges the controls and checks in place for a particular scheme are not operating sufficiently effectively then they may require changes or, ultimately, decide copies under the scheme are not eligible for inclusion.

Risk factors associated with retail incentive schemes include:

- The total quantity of copies sold under a retail incentive scheme relative to the total ABC claim
- The details of how the scheme operates and relevant financial arrangements between the publisher, any retail merchandising companies, and the retailer groups involved in the scheme
- The nature and extent of controls put in place by the publisher and/or retail merchandising company to ensure retailers operate the scheme correctly

- Whether the scheme allows the consumer a choice of publication or is for a single title
- Whether the schemes are regular and ongoing or one-off/intermittent at particular outlets
- The 'value' of the incentive to the consumer

G6. If the final net sale and/or rate classification are not known then estimates must be made

a) Estimates of final sale

An assessment of likely sales should be based on current and historic information such as:

- Current levels of sales and unsold copies
- Historic data and seasonal trends
- Promotional activity
- Print orders
- Competitor activity
- Information from sales force

Particular attention should be given to periods of promotion, re-launch and to non-ROI circulation in general in order to arrive at a fair and reasonable representation of the net circulation. You should record the calculations and assumptions used to arrive at the estimated net sale.

- b) All unsold copies must be accounted for. This means that all estimates of net sale must be reviewed in the next audit period to establish their accuracy and that claim adjusted to account for any over or under estimate from the previous period. This must be done for each relevant geographical area reported [Note: If the difference for a period is found to be material following an ABC audit or inspection, ABC may amend the Certificate for the period to which the estimate relates).

Worked example (assuming 12 issues in a reporting period)

Issue ID	Supply	Returns	Net Sale	Sales%
1	88,500	26,229	62,271	70.36% closed
2	88,500	24,728	63,772	72.06% closed
3	88,250	23,688	64,652	73.26% closed
4	89,630	14,266	75,364	71.08% closed
5	89,820	27,620	62,200	69.25% closed
6	89,650	21,982	67,668	75.48% closed
7	88,500	26,229	62,271	70.36% closed
8	88,500	24,728	63,772	72.06% closed
9	88,250	23,688	64,652	73.26% closed
10	89,630	14,266	75,364	84.08% unclosed
11	89,820	9,655	80,165	89.25% unclosed
12	89,650	465	89,185	99.48% unclosed

In this example issues 10, 11 and 12 are not yet closed so an estimate of the final net sales figures have to be made using the criteria mentioned above. You will, of course, notice that a proportion of the unsold copies have already been received, but at this stage you should just concentrate on what you think the final net sales will be.

When all the estimates have been made the final figures for your claim may look something like this: -

Issue ID	Supply	Returns	Est. Sale	Sales%
10	89,630	25,096	64,534*	72% Estimated
11	89,820	25,150	64,670*	72% Estimated
12	89,650	24,205	65,445*	73% Estimated

This means that your estimate of final net sale for these three unclosed issues is 194,649.*

Remember that you must report separate figures for any geographical areas broken out on the Certificate (e.g. UK / Republic of Ireland or overseas).

Adjustment for the estimate

In the next reporting period you would have a report giving you the actual net sales for issues 10, 11 and 12 because by then they would be closed off and complete. For example, the final report may be as follows:

<i>Issue ID</i>	<i>Supply</i>	<i>Total Returns</i>	<i>Actual Sale</i>	<i>Sales%</i>
10	89,630	25,382	64,248*	71.68%
11	89,820	25,884	63,936*	71.18%
12	89,650	26,312	63,338*	70.65%

In this example the actual net sales relevant to your estimate, is 191,522.*

The difference between your original estimate and the actual figure (i.e. 194,649 minus 191,522) means you have overestimated sales by a total of 3,127 copies over those 3 issues.

The average overestimate of sold copies was therefore 3,127 divided by 12 (total issues in the previous period) = 261.

So you must deduct 261 copies from the average in the current period, to ensure the overestimate from the previous period is accounted for.

- c) In relation to promotional schemes utilising voucher redemption a wash through basis means vouchers are accounted for as they are redeemed. The specific point at which they are treated as redeemed is not prescribed but you should use a reasonable and consistent basis.

PAID SINGLE COPIES

Retail Sales (Limited Sale or Return)

DEFINITION

A copy sold to a retailer, on a limited sale or return basis, intended for resale as a single copy to a consumer.

PRINCIPLES

1. **Single copy made available for purchase by the consumer from the retailer**
2. **Copies are purchased from the publisher by the retailer, on a limited sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
3. **Cover price must be published on or inside front or back cover of the publication**
4. **The price paid for the publication by the consumer must be clear and conspicuous**
5. **There must be an incentive for unsold copies/net sale (to the limit) to be reported to the publisher**
6. **If the final net sale and/or rate classification are not known then estimates must be made**
7. **Reported by rate, comparing price paid by the consumer with the Basic Cover Price**

REQUIREMENTS

1. **Single copy made available for purchase by the consumer from the retailer**
 - a) The purchase by the consumer may be in cash or by other means agreed by ABC in writing.
 - b) Back issues up to 12 months old can be claimed against the issue current at the time of sale.
2. **Copies are purchased from the publisher by the retailer, on a limited sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
 - a) 'Limited Sale or Return' means unsold copies are returned or reported for credit up to a limit contractually agreed with the retailer. The copies claimed will therefore be the net sale (copies supplied less credited copies).
 - b) You must account for net sales on an issue by issue basis.
4. **The price paid for the publication by the consumer must be clear and conspicuous**
 - a) If a voucher is used the amount paid by the consumer is deemed to be the total of the cash paid to the retailer and any cash they paid for the voucher.
 - b) The value (or perceived value) of gifts or cover mounts to the consumer have no effect on the price paid for ABC purposes. However cash reimbursements to the consumer must be taken into account (excluding limited low chance lottery style promotions).
 - c) You must retain details of promotional or special offers during the reporting period.
 - d) Where you are operating a retail incentive scheme:
 - i) You must have appropriate management controls and processes in place to ensure the copies sold under a retail incentive offer are compliant and properly accounted for. This may include:
 - o Supporting evidence of relevant process and financial arrangements (including with third party intermediaries where applicable)
 - o Instructions to retailers and stores on the operation of the incentive in-store

- Your own checks of in-store compliance
- ii) The quantity of copies should not exceed potential demand by the intended consumers. *This should take into account factors such as store size/footfall, non-scheme sales, evidence of returns etc.*
- iii) You must provide to your auditor on request details of stores currently operating the scheme and those upcoming in order to facilitate planning of in-store checks

6. If the final net sale and/or rate classification are not known then estimates must be made

a) If at the time you submit your circulation claim:

- i) Unsold copies could still be returned or reported, you must make an estimate of final sales, taking into account the agreed returns limits with retailers.
- ii) You are running a promotional scheme where the final position (e.g. the number of discounted sales via redeemed vouchers) is not known you must make an estimate of the final net sale and classification.

You must adjust your claim in the following period to reflect any difference between the estimated net sale and classification and the actual net sale and classification.

b) In relation to promotional schemes utilising voucher redemption: If the effect of not making an estimate is judged to be unlikely to affect the figures claimed by more than 2% of the total average circulation then you can account for the vouchers on a wash through basis (i.e. as they are redeemed).

7. Reported by rate, comparing price paid by the consumer with the Basic Cover Price

a) Sales by retailers will be treated as sales at the cover price unless there is evidence to the contrary.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. Average total retail sales for the period for UK and ROI reported as Paid Single Copies, analysed into the following rate bands:
 - Full rate
 - Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of category paid single copies).

GUIDANCE

G1. Single copy made available for purchase by the consumer from the retailer

- a) Cash means legal tender notes and coins, cheque, credit/debit card, wireless payment systems.
- b) This doesn't preclude a retailer selling more than one copy to a single purchaser (without the publisher's knowledge).

G2. Copies are purchased from the publisher by the retailer, on a limited sale or return basis, either direct or via the distribution chain (typically distributor and/or wholesaler)

- a) You will need to ensure all records required to support the limited retail sale claim are available for audit. This will include:
 - i) Full details of the exact numbers claimed as unsold or returned copies (including undelivered, lost or stolen copies) for every issue in the audit period.
 - ii) Full issue by issue details of all financial records and contracts with distributors, wholesalers and retailers, with specific regard to normal and recognised trade terms and the agreed limited returns. These must be reconcilable to the distribution and returns records on an issue specific basis and to the average net retail sales claim.

- iii) Details of any change in trading terms from firm sale (if allowed) to sale or return (either temporarily or permanently) or vice versa.
 - iv) Details of discounts, special offers or restrictions on the return of unsold or undelivered copies.
- b) Copies reported using a pay on scan system will be reported in this category. You will need to ensure appropriate records of sales are available for audit.

G4. The price paid for the publication by the consumer must be clear and conspicuous

- a) The price paid may be affected by promotional schemes. You should keep details of purchases and promotional spends on for each publication to ensure the publisher is not buying copies of the publication and that sales under incentives/offers are classified correctly, or disallowed as necessary. You can contact ABC for confidential advice, supplying copies of the promotional material and offer wording. The information kept may include:
- Title/s involved
 - Issues involved
 - Duration of promotion
 - Retail outlets involved
 - Wording of the promotion displayed at the retail outlet/s
 - How the resultant copies are claimed
 - How the promotion will be paid for
- b) Treatment of bundle/package promotions
- i) As each case can vary we recommend you contact us for advice before carrying out your promotion.
 - ii) How the price of the publication is presented to the consumer will affect how or whether the copy may be claimed for ABC purposes.
 - If the price of the publication appears in the promotional material and it is legible (taking into account its presentation and prominence (including the size of the font used) and assuming a reasonable speed of reading) then the price is likely to be considered clear and conspicuous.
 - o Stating the publication's price in relation to the promotion/bundle in the main wording of the offer will provide most clarity.
 - o The further away from the main offer wording and/or less prominent in the promotion the price of the publication becomes, the more likely it will not be considered clear and conspicuous.
 - o If the price of the publication is linked to the main offer wording with, say, an asterisk - this would make it more conspicuous.
 - Merely stating the price of the publication without reference to the bundle/package could just be a statement about the normal price of the publication and so will not necessarily render the price clear and conspicuous.
 - If there is conflicting information about the price, then the lowest price assessment would be taken for ABC purposes (which might mean it is free).
 - The absence of a clear and conspicuous price would render the copies as free, as would explicit wording stating the publication is free.

Examples:

1. Promotion "*Buy the publication and a bottle of water for €x*".

The price of the publication is not clear and conspicuous.

2. Promotion "*Buy the publication and a bottle of water for €x*" which is accompanied by the statement "*The price of the publication in this promotion is €y*"

The price of the publication is likely to be considered clear and conspicuous if the accompanying statement is either within the main body of the promotion, or is in a footnote that is asterisked to the main body and is legible.

3. Promotion "*Buy the publication and bottle of water for €x.*" Elsewhere in promotion "*Publication is €y Monday to Friday and €z on Saturdays.*"

The price of the publication is not in the promotion and is unlikely to be considered clear and conspicuous as this statement appears to be the normal price of the publication.

4. Promotion: If a publication 'ABC News' is promoted as '*Buy ABC News for €x and get a free bottle of water*' then the bottle of water is treated as a free gift and it is clear the price paid is solely for the purchase of the publication.

5. Promotion: If the promotion is '*Buy a bottle of water and get a free copy of ABC News*' then the publication will be treated as free for ABC purposes.

- c) Per section 4b: "The discount or cash reimbursement must be taken into account

Examples:

1. Promotion: "*Buy publication and spend €5 and you get €1 off your publication.*"

The publication is discounted by €1.

2. Promotion: "*Buy publication, spend €5 and get €1 off your shopping basket.*"

The publication is discounted as it is part of the shopping basket, but it is difficult to determine how much it is discounted and will be considered on a case by case basis. In this example, using the minimum spend requirement of the offer gives a 20% discount and would seem a reasonable treatment.

3. Promotion: "*Buy publication and get €1 off a jar of coffee.*" Or "*Buy publication and get the money off the rest of your shopping.*"

The publication is full price, provided that the publication is sold at full price and the reimbursement does not exceed the cost of the items being discounted.

- d) Retail Incentive schemes – Management controls and processes

- For each scheme the detail and extent of these controls and processes will vary as they should be appropriate to the nature of the promotion, including the scale and associated risk. A list illustrating potential risk factors is included below for information. The list is not exhaustive.
- These controls and processes are reviewed as part of the audit process and help the auditor determine the level of risk and consequently the type and extent of audit work undertaken.
- If the auditor judges the controls and checks in place for a particular scheme are not operating sufficiently effectively then they may require changes or, ultimately, decide copies under the scheme are not eligible for inclusion.

Risk factors associated with retail incentive schemes include:

- The total quantity of copies sold under a retail incentive scheme relative to the total ABC claim
- The details of how the scheme operates and relevant financial arrangements between the publisher, any retail merchandising companies, and the retailer groups involved in the scheme
- The nature and extent of controls put in place by the publisher and/or retail merchandising company to ensure retailers operate the scheme correctly
- Whether the scheme allows the consumer a choice of publication or is for a single title
- Whether the schemes are regular and ongoing or one-off/intermittent at particular outlets
- The 'value' of the incentive to the consumer

G6. If the final net sale and/or rate classification are not known then estimates must be made

a) Estimates of final sale

An assessment of likely sales should be based on current and historic information such as:

- Current levels of sales and unsold copies
- Historic data and seasonal trends
- Promotional activity
- Print orders
- Competitor activity
- Information from sales force

Particular attention should be given to periods of promotion, re-launch and to non-ROI circulation in general in order to arrive at a fair and reasonable representation of the net circulation. You should record the calculations and assumptions used to arrive at the estimated net sale.

- b) All unsold copies that are capable of being credited must be accounted for. This means that all estimates of net sale must be reviewed in the next audit period to establish their accuracy and that claim adjusted to account for any over or under estimate from the previous period. This must be done for each relevant geographical area reported [Note: If the difference for a period is found to be material following an ABC audit or inspection, ABC may amend the Certificate for the period to which the estimate relates).
- c) In relation to promotional schemes utilising voucher redemption a wash through basis means vouchers are accounted for as they are redeemed. The specific point at which they are treated as redeemed is not prescribed but you should use a reasonable and consistent basis.

PAID SINGLE COPIES

Retail Sales (Firm Sale)

DEFINITION

A copy sold to a retailer, on a firm sale basis, intended for resale as a single copy to a consumer.

PRINCIPLES

1. **Single copy made available for purchase by the consumer from the retailer**
2. **Copies are purchased from the publisher by the retailer, on a firm sale basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
3. **Cover price must be published on or inside front or back cover of the publication**
4. **The price paid for the publication by the consumer must be clear and conspicuous**
5. **The retailers' ability to vary supply must not be unduly restricted**
6. **If the final rate classification is not known then estimates must be made**
7. **Reported by rate, comparing price paid by the consumer with the Basic Cover Price**

REQUIREMENTS

1. **Single copy made available for purchase by the consumer from the retailer**
 - a) Contractual arrangement with the retailer must make clear that copies are for resale to the consumer.
 - b) The purchase by the consumer may be in cash or by other means agreed by ABC in writing.
 - c) You cannot claim back issue sales to the retailer.
2. **Copies are purchased from the publisher by the retailer, on a firm sale basis, either direct or via the distribution chain (typically distributor and/or wholesaler)**
 - a) 'Firm sale' means that unsold copies are not returned or reported for credit.
 - b) The total trade discount must not exceed 60% of Basic Cover Price.
 - c) If you make any reciprocal payments, or the retailer makes any reciprocal charges for goods or services as part of the deal (*for example: for distribution or marketing*) then you must take these into account when calculating whether the trade discount exceeds this level.
 - d) Where you sell copies of a publication directly to a retailer on both a firm sale and sale or return (or limited sale or return) basis, then the trade discount must be the same for each.
 - e) You must account for sales on an issue by issue basis.
4. **The price paid for the publication by the consumer must be clear and conspicuous**
 - a) If a voucher from a publisher controlled promotion is used the amount paid by the consumer is deemed to be the total of the cash paid to the retailer and any cash they paid for the voucher.
 - b) The value (or perceived value) of gifts or cover mounts to the consumer have no effect on the price paid for ABC purposes. However cash reimbursements to the consumer must be taken into account (excluding limited low chance lottery style promotions).
 - c) You must retain details of promotional or special offers during the reporting period.

6. If the final rate classification is not known then estimates must be made

- a) If at the time you submit your circulation claim you are running a promotional scheme where the final position (e.g. the number of discounted sales via redeemed vouchers) is not known you must make an estimate of the final classification. In this case you must adjust your claim in the following period to reflect any difference between the estimated classification and the actual classification.
- b) In relation to promotional schemes utilising voucher redemption: If the effect of not making an estimate is judged to be unlikely to affect the figures claimed by more than 2% of the total average circulation then you can account for the vouchers on a wash through basis (i.e. as they are redeemed).

7. Reported by rate, comparing price paid by the consumer with the Basic Cover Price

- a) Copies sold to the retailer can be claimed as sales at the cover price unless there is evidence to the contrary, in which case claims should be adjusted as follows:
 - i) The retailer distributes copies free to the consumer (these should be removed from claim)
 - ii) The retailer sells copies at less than the Basic Cover Price (these may be claimed in the appropriate rate band).
 - iii) The consumer makes part payment using a voucher from a publisher controlled promotion (these may be claimed in the appropriate rate band unless acceptance and redemption of vouchers is explicitly not allowed in the agreement between the publisher and the retailer in which case the voucher can be ignored),
 - iv) The consumer makes full payment using a voucher from a publisher controlled promotion (these should be removed from the claim).

For the avoidance of doubt: copies disposed of by the retailer (not provided to a consumer) do not need to be deducted.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

- 1. Average total retail sales for the period for UK and ROI reported as Paid Single Copies, analysed into the following rate bands:
 - Full rate
 - Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of category paid single copies).

GUIDANCE

G1. Single copy made available for purchase by the consumer from the retailer

- a) Cash means legal tender notes and coins, cheque, credit/debit card, wireless payment systems.
- b) This doesn't preclude a retailer selling more than one copy to a single purchaser (without the publisher's knowledge).

G2. Copies are purchased from the publisher by the retailer, on a firm sale basis, either direct or via the distribution chain (typically distributor and/or wholesaler)

- a) You will need to ensure all records required to support the retail sale claim are available for audit. This will include:
 - i) Full issue by issue details of all financial records and contracts with distributors, wholesalers and retailers, with specific regard to normal and recognised trade terms. These must be reconcilable to the distribution records on an issue specific basis and to the average retail sale claim.
 - ii) Details of any change in trading terms from firm sale (if allowed) to sale or return (either temporarily or permanently) or vice versa.

iii) Details of discounts or special offers.

G4. The price paid for the publication by the consumer must be clear and conspicuous

a) The price paid may be affected by promotional schemes. You should keep details of purchases and promotional spends on for each publication to ensure the publisher is not buying copies of the publication and that sales under incentives/offers are classified correctly, or disallowed as necessary. You can contact ABC for confidential advice, supplying copies of the promotional material and offer wording. The information kept may include:

- Title/s involved
- Issues involved
- Duration of promotion
- Retail outlets involved
- Wording of the promotion displayed at the retail outlet/s
- How the resultant copies are claimed
- How the promotion will be paid for

b) Treatment of bundle/package promotions

i) As each case can vary we recommend you contact us for advice before carrying out your promotion.

ii) How the price of the publication is presented to the consumer will affect how or whether the copy may be claimed for ABC purposes.

- If the price of the publication appears in the promotional material and it is legible (taking into account its presentation and prominence (including the size of the font used) and assuming a reasonable speed of reading) then the price is likely to be considered clear and conspicuous.
 - o Stating the publication's price in relation to the promotion/bundle in the main wording of the offer will provide most clarity.
 - o The further away from the main offer wording and/or less prominent in the promotion the price of the publication becomes, the more likely it will not be considered clear and conspicuous.
 - o If the price of the publication is linked to the main offer wording with, say, an asterisk - this would make it more conspicuous.
- Merely stating the price of the publication without reference to the bundle/package could just be a statement about the normal price of the publication and so will not necessarily render the price clear and conspicuous.
- If there is conflicting information about the price, then the lowest price assessment would be taken for ABC purposes (which might mean it is free).
- The absence of a clear and conspicuous price would render the copies as free, as would explicit wording stating the publication is free.

Examples:

1. Promotion "*Buy the publication and a bottle of water for €x*".

The price of the publication is not clear and conspicuous.

2. Promotion "*Buy the publication and a bottle of water for €x*" which is accompanied by the statement "*The price of the publication in this promotion is €y*"

The price of the publication is likely to be considered clear and conspicuous if the accompanying statement is either within the main body of the promotion, or is in a footnote that is asterisked to the main body and is legible.

3. Promotion "*Buy the publication and bottle of water for €x.*" Elsewhere in promotion "*Publication is €y Monday to Friday and €z on Saturdays*".

The price of the publication is not in the promotion and is unlikely to be considered clear and conspicuous as this statement appears to be the normal price of the publication.

4. Promotion: If a publication 'ABC News' is promoted as '*Buy ABC News for €x and get a free bottle of water*' then the bottle of water is treated as a free gift and it is clear the price paid is solely for the purchase of the publication.
5. Promotion: If the promotion is '*Buy a bottle of water and get a free copy of ABC News*' then the publication will be treated as free for ABC purposes.

c) Per section 4b: "The discount or cash reimbursement must be taken into account

Examples:

1. Promotion: "*Buy publication and spend €5 and you get €1 off your publication*".

The publication is discounted by €1.

2. Promotion: "*Buy publication, spend €5 and get €1 off your shopping basket*".

The publication is discounted as it is part of the shopping basket, but it is difficult to determine how much it is discounted and will be considered on a case by case basis. In this example, using the minimum spend requirement of the offer gives a 20% discount and would seem a reasonable treatment.

3. Promotion: "*Buy publication and get €1 off a jar of coffee*". Or "*Buy publication and get the money off the rest of your shopping*".

The publication is full price, provided that the publication is sold at full price and the reimbursement does not exceed the cost of the items being discounted.

G6. If the final rate classification is not known then estimates must be made

- a) In relation to promotional schemes utilising voucher redemption a wash through basis means vouchers are accounted for as they are redeemed. The specific point at which they are treated as redeemed is not prescribed but you should use a reasonable and consistent basis.

PAID SINGLE COPIES

Single Copy Sales

DEFINITION

A single copy sold to a consumer direct by the publisher.

PRINCIPLES

1. **Single copy knowingly paid for by the consumer**
2. **Copies are purchased direct from the publisher**
3. **Cover price must be published on or inside front or back cover of the publication**
4. **The price paid for the publication by the consumer must be clear and conspicuous**
5. **If the final rate classification is not known then estimates must be made**
6. **Reported by rate, comparing price paid by the consumer with the Basic Cover Price**

REQUIREMENTS

1. **Single copy knowingly paid for by the consumer**
 - a) The purchase by the consumer may be in cash or by other means agreed by ABC in writing.
 - b) The consumer must pay at least 10p per copy or 15 eurocents (net of VAT).
 - c) Back issues up to 12 months old can be claimed against the issue current at the time of sale.
2. **Copies are purchased direct from the publisher**
 - a) You must account for sales on an issue by issue basis except:
 - i) As an alternative where a non-daily publication is sold, those copies sold in a week (Monday to Sunday) can be recorded and claimed as sales against the issue published in that week, regardless of whether the issue might be cover-dated to a different week.
4. **The price paid for the publication by the consumer must be clear and conspicuous**
 - a) If a voucher from a publisher controlled promotion is used the amount paid by the consumer is deemed to be the total of the cash paid to the publisher and any cash they paid for the voucher.
 - b) The value (or perceived value) of gifts or cover mounts to the consumer have no effect on the price paid for ABC purposes. However cash reimbursements to the consumer must be taken into account.
 - c) You must retain details of promotional or special offers during the reporting period.
5. **If the final rate classification is not known then estimates must be made**
 - a) If at the time you submit your circulation claim you are running a promotional scheme where the final position (e.g. the number of discounted sales via redeemed vouchers) is not known you must make an estimate of the final classification.

In this case you must adjust your claim in the following period to reflect any difference between the estimated classification and the actual classification.

- b) In relation to promotional schemes utilising voucher redemption: If the effect of not making an estimate is judged to be unlikely to affect the figures claimed by more than 2% of the total average circulation then you can account for the vouchers on a wash through basis (i.e. as they are redeemed).

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. Average total Single Copy Sales for the period for UK and ROI reported as Paid Single Copies, analysed into the following rate bands:
 - Full rate
 - Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of category paid single copies).

GUIDANCE

G1. Single copy knowingly paid for by the consumer

- a) Cash means legal tender notes and coins, cheque, credit/debit card, wireless payment systems.

G2. Copies are purchased direct from the publisher

- a) You will need to ensure all records required to support the single copy sale claim are available for audit. This will include financial records that adequately identify the numbers of each issue of the publication sold, including an audit trail to verify the money received.
- b) For copies sold at exhibitions or events evidence you may need might include:
- Till receipts/cash sheets allowing monies to be traced through to evidence of banking.
 - Evidence that the publisher or their representatives had a presence at the exhibition or event to corroborate that copies were sold there. *For example: evidence the publisher had booked a stand or pitch at the event, or evidence the copies were delivered to the event venue.*

G4. The price paid for the publication by the consumer must be clear and conspicuous

- a) The price paid may be affected by promotional schemes. You should keep details of purchases and promotional spends on for each publication to ensure the publisher is not buying copies of the publication and that sales under incentives/offers are classified correctly, or disallowed as necessary. You can contact ABC for confidential advice, supplying copies of the promotional material and offer wording. The information kept may include:
- Title/s involved
 - Issues involved
 - Duration of promotion
 - Outlets involved
 - Wording of the promotion displayed
 - How the resultant copies are claimed
 - How the promotion will be paid for
- b) Promotions/gifts examples
- If a publication 'ABC News' is promoted as '*Buy ABC News and get a free bottle of water*' then the bottle of water is treated as a free gift and it is clear the price paid is solely for the purchase of the publication.
 - If the promotion is '*Buy a bottle of water and get a free copy of ABC News*' then the publication will be treated as free for ABC purposes.

G5. If the final rate classification is not known then estimates must be made

- a) In relation to promotional schemes utilising voucher redemption a wash through basis means vouchers are accounted for as they are redeemed. The specific point at which they are treated as redeemed is not prescribed but you should use a reasonable and consistent basis.

PAID SINGLE COPIES

Special Editions

DEFINITION

A stand-alone edition, sold as a single copy, in which the subject matter differs from the normal edition(s).

PRINCIPLES

1. **A Special Edition must be in keeping with the parent edition to be reported on the same certificate**
2. **Cover price must be published on or inside front or back cover of the publication**
3. **Single copy knowingly paid for by the consumer, at the published cover price, in the UK or Republic of Ireland**

REQUIREMENTS

1. **A Special Edition must be in keeping with the parent edition to be reported on the same certificate**
 - a) A Special Edition:
 - i) Must carry at least 70% of the ROP (display) advertisements from the parent edition of which at least 70% of the individual advertisers must be represented. Any advertisers or agencies whose advertisement(s) is/are included in the Special Edition must have agreed in writing their inclusion in the Special Edition before it is published. Note:
 - Ignore any supplement (published in any Edition) which is published on 3 or less occasions in a 6 month period.
 - ROP (display) advertising does not include house advertisements, advertorials, advertisement/classified features (where advertisements for two or more advertisers are grouped under a common theme with or without editorial *for example 'Eating Out' or 'Spring Brides'*), reader offers, reader holiday advertisements
 - ii) Must carry those advertisements also included in the parent edition in the same size
 - iii) Must carry those advertisements also included in the parent edition in the same colour (unless evidenced as agreed otherwise with the advertiser or agency).
 - iv) Must comprise at least 25% editorial by volume.
 - v) Must carry a logotype/masthead on the front page incorporating the generic name of the parent publication.
 - vi) Must be the same format as the parent edition, *for example tabloid, broadsheet* and use similar paper quality.
 - vii) Must carry the same cover date/issue identification as the parent edition on a majority of its pages.
 - viii) Must have commenced distribution within 7 days of the date of issue of the parent edition. The on-sale period may differ from that for the parent edition.
2. **Cover price must be published on or inside front or back cover of the publication**
 - a) The Special Edition's cover price must be the same or higher than the cover price of the parent edition.

3. Single copy knowingly paid for by the consumer, at the published cover price, in the UK or Republic of Ireland

- a) Copies sold below the cover price cannot be claimed.
- b) There must therefore be no cash reimbursement to the consumer (excluding limited low chance lottery style promotions).
- c) Copies must be sold solus. This means a Special Edition cannot be distributed with or inside the parent edition or sold as a package with other products or publications.

REPORTING

You will report the following, which will be broken out on the ABC certificate:

- 1. Average single copy Special Edition sales for the period reported as a category of Paid Single Copies
- 2. For each Special Edition claimed:
 - a) Its cover date
 - b) Its cover price
 - c) The number of copies included in the claim

GUIDANCE

None.

PAID SINGLE COPIES

Sports Editions

DEFINITION

An extra edition sold in addition to the normal edition(s) of the parent publication to cover sports.

PRINCIPLES

1. **A Sports Edition must be in keeping with the parent edition to be reported on the same certificate**
2. **Copies knowingly paid for in the UK or Republic of Ireland**

REQUIREMENTS

1. **A Sports Edition must be in keeping with the parent edition to be reported on the same certificate**
 - a) A Sports Edition:
 - i) Must carry at least 50% of the ROP (display) advertisements from the parent edition of which at least 50% of the individual advertisers must be represented. Any advertisers or agencies whose advertisement(s) is/are excluded from the Sports Edition must have agreed in writing their exclusion from the Sports Edition. Note:
 - Ignore any supplement (published in any Edition) which is published on 3 or less occasions in a 6 month period.
 - ROP (display) advertising does not include house advertisements, advertorials, advertisement/classified features (where advertisements for two or more advertisers are grouped under a common theme with or without editorial *for example 'Eating Out' or 'Spring Brides'*), reader offers, reader holiday advertisements
 - ii) Must either:
 - carry a logotype/masthead on the front page incorporating the generic name of the parent publication, consistent with the general appearance of the parent publication; or
 - carry a strapline which clearly and prominently indicates on the masthead that it is an edition of the parent publication.
 - iii) Must carry the same cover date/issue identification as the parent edition on a majority of its pages.
2. **Copies knowingly paid for in the UK or Republic of Ireland**
 - a) The copy/copies must either be:
 - i) A single copy sale meeting the requirements of either the Retail Sales or Single Copy Sales sections (including the requirement to publish a cover price); or
 - ii) A Multiple Copy Sale meeting the requirements of the Multiple Copy Sales section.

REPORTING

You will report Sports Edition sales for the period as follows, which will be broken out on the ABC certificate:

1. By circulation type:
 - a) As a category of Paid Single Copies
 - b) As a category of Paid Multiple Copies

GUIDANCE

None.

PAID SUBSCRIPTIONS

Single Copy Subscription Sales

DEFINITION

A single copy sold and distributed to an individual or organisation for a contracted period.

PRINCIPLES

1. **There must be a contractual arrangement between the subscriber and the publisher (or their agent)**
2. **Single copy per issue, distributed to a known addressee**
3. **Single copy knowingly paid for by the subscriber**
4. **For a contracted period and for a minimum number of issues (at least two)**
5. **Standard subscription rates must be published**
6. **Reported by rate, comparing price paid by subscriber with standard rate**
7. **The price paid for the publication by the subscriber must be clear and conspicuous**

REQUIREMENTS

1. **There must be a contractual arrangement between the subscriber and the publisher (or their agent)**
 - a) You must be able to provide evidence of the contractual arrangements between the subscriber and the publisher (or their agent) including the issues/period and the price.
 - b) If you merge publications or purchase a subscription list from a ceased publication it must be clear that subscribers have made a choice to receive the publication claimed.
2. **Single copy per issue, distributed to a known addressee**
 - a) You must retain a list of individual recipients for one designated issue each reporting period (the Audit Issue - see General Principles and Record Keeping section). In addition you must be able to recreate a list for any issue in the reporting period on request.
 - b) You must be able to demonstrate the copy is distributed to the addressee.
3. **Single copy knowingly paid for by the subscriber**
 - a) The subscriber must be the addressee except:
 - i) Where the addressee is an employee whose employer is the subscriber.
 - ii) Where the addressee is the recipient of a gift subscription from the subscriber (maximum 12 gift subscriptions per subscriber).
 - b) The purchase by the subscriber may be in cash or by other means agreed by ABC in writing.
 - c) You can claim copies where payment is outstanding as long as there are reasonable grounds to consider them to be live, good and collectable.
4. **For a contracted period and for a minimum number of issues (at least two)**
 - a) Back issues up to 12 months old supplied as part of a subscription agreement can be claimed against the issue current at the time of sale.

5. Standard subscription rates must be published

- a) The 'Basic Annual Rate' (BAR) is the standard 1 year subscription rate for the publication, in contrast to a special price only available to a limited class, or under limited conditions.
- b) There can only be 1 BAR per country/wider geographical region.
- c) If print subscriptions are not available separately then there is no need to publish a BAR.

6. Reported by rate, comparing price paid by subscriber with standard rate

- a) You must claim a subscription in the appropriate rate band by comparing the price paid for the subscription with the relevant Basic Annual Rate at the time of sale (pro-rate if less than 1 year). Note - ignore for ABC purposes:
 - i) Bank charges or exchange rate differences
 - ii) The value (or perceived value) of any gifts, or other incentives (including bundled publications or media products that are not claimed for ABC purposes). However cash reimbursements to the consumer must be taken into account.
- b) If a subscription promotion includes a gift or product that is being claimed for ABC purposes (for example a bundled copy of a publication or access to a paid website) then the price paid must be allocated according to the following, moving down the list until one can be applied:
 - i) According to the specific terms of the offer.
 - ii) Where specific terms are not clear, by pro-rating the price according to the relative prices of the ABC claimed products.
 - iii) Where the specific terms are not clear and in the absence of a means of pro-rating the price paid, it should be divided equally between the number of ABC claimed products included in the sale.
- c) Where a subscription is sold through a subscription agent:
 - i) Copies can be claimed as sold at Basic Annual Rate unless they are known to be discounted.
 - ii) Linked incentives offered by the agent (with no contribution from the publisher) will be ignored for ABC purposes.
- d) You may treat subscription orders for more than one year as a sale at Basic Annual Rate if the published multi-year subscription rate when pro-rated to 1 year:
 - i) Is at least 90% of the BAR for a two year subscription; or
 - ii) Is at least 85% of the BAR for a three year subscription.
- e) If you do not publish a relevant BAR then those copies must be claimed in the lowest rate band.
 - i) An exception is where no BAR is published because print subscriptions are not available separately. In this case you must determine rate band classification by using an "alternative BAR", which is set at 75% of the annualised print single copy cover price.

For example: If print only subscriptions are not available but the print copy cover price of a weekly publication is €2, then the "alternative BAR" used in lieu of the BAR is 52 weeks x €2 x 75% = €78.
- f) You must retain details of subscription rates and special offers during the reporting period

REPORTING

You will report the following, which will be broken out on the ABC certificate:

1. Average total single copy subscriptions per issue for UK and ROI, reported as Paid Subscriptions, analysed into the following rate bands:
 - At Full Rate
 - Below Full Rate

Overseas as one figure (only needs breaking out if greater than 5% of category paid subscriptions).

GUIDANCE

G1. There must be a contractual arrangement between the subscriber and the publisher (or their agent)

- a) If you merge publications or purchase a subscription list from a ceased publication it must be clear that subscribers have made a choice to receive the claimed publication. Examples of how this may be achieved are shown below.

Merger

If you merge publications where there are live subscriptions:

Subscribers to one publication only

- You may continue to fulfil the contractual requirement of the subscription by mailing copies of the 'new' publication until the expiry of the subscription period.

Subscribers to both publications

- You may refund the unexpired portion of one subscription and continue mailing copies until the remaining subscription expires.

OR

- You may net the value of the unfulfilled subscriptions and allocate copies on an issue by issue basis until the value has been subsumed.

Purchase or transfer of subscription lists from a ceased publication

If you purchase or transfer a list of subscribers from a ceased publication, you could claim these as subscriptions if you could demonstrate:

- The amount each subscriber is 'in credit' in terms of the payments for their subscription to the ceased publication
- How the credit is applied to the subscription to the claimed publication.
- The subscriber has either
 - i. Elected to continue his subscription to the claimed publication; or
 - ii. Has been given the option to discontinue his subscription to the ceased publication and obtain a refund.

- b) As records for two or three year subscriptions may need to be provided for audit you must ensure these are still available. You may wish to ask us to seal the galley (mailing list) at audit where this might prove difficult going forward.

G2. Single copy per issue, distributed to a known addressee

- a) Distribution evidence: This will usually be from a third party company whose normal business is single copy distribution (such as Royal Mail). Typically the evidence will include testing the payment of invoices and related advice notes sufficient to identify the publication, issue, quantities and date distributed.

G3. Single copy knowingly paid for by the subscriber

- a) Cash means legal tender notes and coins, cheque, credit/debit card, wireless payment systems.
- b) Where payment is outstanding you may take into account the following in considering whether there are reasonable grounds to consider the debt to be live, good and collectable:
 - i) Publisher's normal credit terms
 - ii) Payment history
 - iii) Credit control efforts

G4. For a contracted period and for a minimum number of issues (at least two)

- a) The contracted period may be a rolling issue by issue (or open ended) arrangement providing the contractual arrangements clearly intend there to be an on-going payment mandate and the sale is not promoted as a single copy purchase.

G5. Standard subscription rates must be published

- a) Published does not mean necessarily published in the publication but published so that they are publicly available.

G6. Reported by rate, comparing price paid by subscriber with standard rate

- a) [Requirement 6b showing examples] If a subscription promotion includes a gift or product that is being claimed for ABC purposes (for example a bundled copy of a publication or access to a paid website) then the price paid must be allocated according to the following, moving down the list until one can be applied :
 - i) According to the specific terms of the offer. *For example: Buy X magazine get Y free means Y will be treated as free*
 - ii) Where specific terms are not clear, by pro-rating the price according to the relative prices of the ABC claimed products. *For example where the promotion is 'Buy a subscription to X and Y for €50' and X and Y have Basic Annual Subscription rates of €40 and €50 respectively then the €50 paid will be pro-rated in the ratio 40:50.*
 - iii) Where the specific terms are not clear and in the absence of a means of pro-rating the price paid, it should be divided equally between the number of ABC claimed products included in the sale.

Further Examples of Subscription Promotions:

What's in the subscription promotion?	How is it promoted?	Can it be claimed?	How is it claimed?	Criteria applied
Publication A + Handbag	Subscribe today and receive a free handbag	Yes	At price paid (handbag ignored as not ABC claimed)	i
Publication + Handbag	Buy handbag and receive free subscription to Publication A	Not as paid	Publication is free (could be claimed as free if appropriate criteria met).	i
Publication A + Marks & Spencer Vouchers	Subscribe for 3 months and receive vouchers for Marks & Spencer	Yes	At price paid (vouchers ignored as not ABC claimed)	i
Publication A and Publication B (both ABC claimed)	Subscribe to Publication A and receive Publication B free	Publication A Yes. Publication B Not as paid	Publication A at price paid (Publication B treated as free as promoted as free)	i
Publication A and Publication B (both ABC claimed: Publication A sub normally €80 and Publication B sub normally €40)	Subscribe to both Publication A and Publication B for €100	Yes, both.	€100 pro-rated = €67 Publication A and €33 Publication B	ii
Publication A and Publication B (both ABC claimed: Publication A sub normally €80 and Publication B sub normally €40) + Handbag	Subscribe to both Publication A and Publication B for €100 and receive a handbag worth €50	Yes, both.	€100 pro-rated = €67 Publication A and €33 Publication B (handbag ignored as not ABC claimed)	ii
Publication A and Website access (both ABC claimed: Publication A sub normally €100 but Website access is only available as a package with the Publication)	Subscribe to Publication A and receive website access – all for €100	Yes, both	€100 divided equally €50 for Publication A and €50 for website access (website access is not available either free or paid so no price can be identified to pro-rate).	iii

Publication A + Digital Edition (not ABC claimed)	Subscribe to Publication A for €100 and receive the Digital Edition worth €80	Yes	Publication A at €100 (Digital Edition ignored as not claimed)	i
Publication A + Digital Edition (both ABC claimed: Publication A sub normally €100 and Digital Edition sub normally €50)	Subscribe to Publication A and the Digital Edition for €120 (normally €150).	Yes, both	€120 pro-rated = Publication A at €80 and Digital Edition at €40	ii

b) Examples of promotional offers that would result in copies being claimed at a discounted rate:

‘Save 25% on your subscription’

‘2 years subscription for the price of one’

‘18 issues for the price of 12’

‘Buy 12 issues get 6 free’ (note: All 18 issues can be claimed as paid, with the price paid being allocated equally across them).

PAID SUBSCRIPTIONS

Paid Employee Copies

DEFINITION

A single copy sold by a publisher to a current employee of the publisher under an ABC approved purchase scheme.

PRINCIPLES

1. **Single copy knowingly paid for by current employee**
2. **Copies are purchased direct from the publisher under an ABC pre-approved purchase scheme**
3. **Cover price must be published on or inside front or back cover of the publication**
4. **The price paid for the publication by the employee must be clear and conspicuous**
5. **Reported by rate, comparing price paid by the employee with the Basic Cover Price**

REQUIREMENTS

1. **Single copy knowingly paid for by current employee**
 - a) The purchase by the employee may be directly deducted from their salary or by other means agreed by ABC in writing.
 - b) You can only claim one copy of one edition for each issue purchased by an employee under the scheme.
 - c) You cannot claim sales of back issues.
2. **Copies are purchased direct from the publisher under an ABC pre-approved purchase scheme**
 - a) You must obtain ABC's approval of the purchase scheme before copies can be claimed.
 - b) You must be able to demonstrate the employee has opted to purchase the claimed copies.
 - c) You must account for sales on an issue by issue basis.
4. **The price paid for the publication by the employee must be clear and conspicuous**
 - a) You must retain details of promotional or special offers during the reporting period.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. Average total employee copy sales for the period for UK and ROI, reported as paid subscriptions, analysed into the following rate bands:
 - Full rate
 - Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of the category paid subscriptions).

GUIDANCE

G2. Copies are purchased direct from the publisher under an ABC pre-approved purchase scheme

- a) You will need to ensure all records required to support the employee copy sale claim are available for audit. This will include financial records that adequately identify the numbers of each issue of the publication sold, including an audit trail to verify the money has been received from identified staff members, including if taken via salary deduction.

PAID SUBSCRIPTIONS

Publisher Controlled Direct Delivery

DEFINITION

A single copy purchased by a consumer directly from the publisher for a contracted period, delivered to the consumer.

PRINCIPLES

1. **There must be a contractual arrangement between the consumer and the publisher**
2. **Single copy per issue, distributed to the consumer**
3. **Single copy knowingly paid for by the consumer**
4. **For a contracted period, and for a minimum number of issues (at least two)**
5. **Cover price must be published on or inside front or back cover of publication.**
6. **The price paid for the publication by the consumer must be clear and conspicuous**
7. **Reported by rate, comparing price paid by consumer with standard rate**
8. **Reported by geographical type**

REQUIREMENTS

2. **Single copy per issue, distributed to the consumer**
 - a) You must be able to demonstrate the copy is distributed to the consumer.
3. **Single copy knowingly paid for by the consumer**
 - a) You can claim copies where payment is outstanding as long as there are reasonable grounds to consider them to be live, good and collectable.
 - b) Where you offer an incentive that has a value equal to or greater than the full cover price of the publication over the offer period, you can only claim these copies if you do not make the refund directly or indirectly through a retailer or group of retailers who provide a publication home delivery service.
 - c) Where you make an incentive offer through the newstrade that refunds less than the full cover price of the publication you can only claim these copies if the refund is made directly from you to the consumer and not through any part of the supply chain (i.e. not through any home delivery agent, wholesaler or retailer). *Note: The sale can originate either via direct publisher home delivery or through the retail trade.*
 - d) Where you supply goods as part of an offer, the terms of that offer must:
 - i) Not offer a cash alternative to the goods
 - ii) Not allow the consumer to redeem/obtain the goods from a retailer or group of retailers who provide a publication home delivery service.
4. **For a contracted period for a minimum number of issues (at least two).**
 - a) You cannot claim sales of back issues.
7. **Reported by rate, comparing price paid by consumer with standard rate**
 - a) You must claim copies in the appropriate rate band by comparing the price paid for the copies against the Basic Cover Price or relevant Basic Annual Rate (standard subscription rate if there is one – see ‘Single copy

Subscription Sales section) at the time of sale (pro-rate if less than 1 year). Note: Ignore for ABC purposes the value (or perceived value) of any gifts or other incentives (including bundled publications or media products that are not claimed for ABC purposes).

- b) If a subscription promotion includes a gift or product that is being claimed for ABC purposes (for example a bundled copy of a magazine or access to a paid website) then the price paid must be allocated according to the following, moving down the list until one can be applied:
 - i) According to the specific terms of the offer.
 - ii) Where specific terms are not clear, by pro-rating the price according to the relative prices of the products.
 - iii) Where the specific terms are not clear and in the absence of a means of pro-rating the price paid, it should be divided equally between the number of ABC claimed products included in the sale.

REPORTING

You will report the following, which will be broken out on the ABC certificate:

1. Average total publisher controlled direct delivery for UK and ROI, reported as Paid Subscriptions, analysed into the following rate bands:

- At Full Rate
- Below Full Rate

Overseas as one figure (only needs breaking out if greater than 5% of category paid subscription sales).

GUIDANCE

G1. There must be a contractual arrangement between the consumer and the publisher

- a) You will need to provide evidence the consumer has contracted to purchase the publication, over what period and on what terms.

G2. Single copy per issue, distributed to a known address

- a) The copy will normally be delivered to the consumer's home.
 - i) Usually the delivery is made via your own distribution agents, but in some cases you may arrange for a local newsagent to deliver the publication for you. Typically you will need:
 - Records to prove the quantities of publications sent in bulk to agents controlling home delivery areas.
 - Rounds records that are regularly updated which demonstrate the names and addresses of individual deliverers and details of the addresses being delivered to.
 - Records that enable you to reconcile the number of copies delivered and the cash value of the copies with the wages and/or subsidies to deliverers/agents, and the final banking figure.
 - ii) If the delivery is made by a third party company whose normal business is single copy distribution (such as Royal Mail) then typically the evidence will include testing the payment of invoices and related advice notes sufficient to identify the publication, issue, quantities and date distributed.

G3. Single copy knowingly paid for by the consumer

- a) Where payment is outstanding you may take into account the following in considering whether there are reasonable grounds to consider the debt to be live, good and collectable:
 - i) Publisher's normal credit terms
 - ii) Payment history
 - iii) Credit control efforts
- b) You should retain records that enable you to reconcile the number of copies delivered with cash taken, including records of debts written and authorities for write-offs.

- c) [Where you offer an incentive that has a value equal to or greater than the full cover price of the publication over the offer period, you can only claim these copies if you do not make the refund directly or indirectly through a retailer or group of retailers who provide a publication home delivery service]. *For example: You sell publications under a canvassing scheme to the value of €10 and give a €15 shopping voucher for 'Superdrug' to the consumer. You can claim these copies because currently 'Superdrug' does not provide a publication home delivery service.*

PAID SUBSCRIPTIONS

Voucher Subscription Sales

DEFINITION

A single copy sold to an individual who pays the publisher in advance to obtain the publication via a retailer, by means of a voucher, for a contracted period.

PRINCIPLES

1. **There must be a contractual arrangement between the individual purchaser and the publisher**
2. **Copies are purchased by an individual in advance**
3. **Copies are supplied to the individual through retailer distribution via the redemption of a voucher**
4. **For a contracted period and for a minimum number of issues (at least two)**
5. **There must be an auditable incentive for vouchers redeemed to be reported to the publisher**
6. **The price paid for the publication by the purchaser must be clear and conspicuous**
7. **Reported by rate, comparing price paid by the purchaser with standard rate**

REQUIREMENTS

1. **There must be a contractual arrangement between the individual purchaser and the publisher**
 - a) You must be able to provide evidence of the contractual arrangements between the individual purchaser and the publisher, including the issues/period, the quantities purchased and the price.
2. **Copies are purchased by an individual in advance.**
 - a) An individual can purchase gift subscriptions (maximum 12 subscriptions per subscriber). The recipient(s) details must be known.
 - b) Payment in arrears is acceptable only where this is due to payment being collected by direct debit or continuous credit card billing arrangements.
3. **Copies are supplied to the individual through retailer distribution via the redemption of a voucher**
 - a) The number of copies claimed should relate to the number of vouchers redeemed in the reporting period.
4. **For a contracted period and for a minimum number of issues (at least two)**
 - a) You cannot claim sales of back issues.
7. **Reported by rate, comparing price paid by the purchaser with standard rate**
 - a) You must claim copies in the appropriate rate band by comparing the price paid by the purchaser with the Basic Annual Rate for subscription copies (the Basic Annual Rate is the standard 1 year subscription rate for the publication, in contrast to a special price only available to a limited class, or under limited conditions – see Single Copy Subscription Sales section for more information on standard rates).
 - b) Ignore the value (or perceived value) of gifts or other incentives (including bundled publications or media products that are not claimed for ABC purposes). However cash reimbursements to the consumer must be taken into account.

- c) If a subscription promotion includes a gift or product that is being claimed for ABC purposes (for example a bundled copy of a publication or access to a paid website) then the price paid must be allocated according to the following, moving down the list until one can be applied:
 - i) According to the specific terms of the offer.
 - ii) Where specific terms are not clear, by pro-rating the price according to the relative prices of the ABC claimed products.
 - iii) Where the specific terms are not clear and in the absence of a means of pro-rating the price paid, it should be divided equally between the number of ABC claimed products included in the sale.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. Average Voucher Subscription Sales per issue for UK and ROI, reported as Paid Subscriptions, analysed into the following rate bands:
 - Full rate
 - Below Full Rate

Overseas as one figure (only needs breaking out from UK and ROI if greater than 5% of category paid subscriptions).

GUIDANCE

3. **Copies are supplied to the individual through retailer distribution via the redemption of a voucher**
 - a) Given the possible delay between the redemption of vouchers by individuals and the notification to the publisher it may be appropriate in some circumstances to make an estimate of possible voucher redemptions to reflect a fair and reasonable figure for the number of sales in the reporting period.
 - b) Information that may be required for audit might include a record of current subscribers, details of schemes and the total number of vouchers received by or on behalf of publisher.
7. **Reported by rate, comparing price paid by the consumer with standard rate**
 - a) Examples of promotional offers that would result in copies being claimed at a discounted rate:
 - 'Save 25% on your subscription'
 - '2 years subscription for the price of one'
 - '18 issues for the price of 12'
 - 'Buy 12 issues get 6 free' (note: All 18 issues can be claimed as paid, with the price paid being allocated equally across them).

PAID MULTIPLE COPIES

DEFINITION

Copies purchased by a third party from the publisher, delivered and made available for pick up or receipt by consumers.

PRINCIPLES

1. **There must be a contractual arrangement between the final purchaser (third party) and the publisher or an intermediary.**
2. **Copies are paid for by the final purchaser.**
3. **The publisher must receive a positive financial contribution per copy from the final purchaser.**
4. **Copies distributed and made available for pick up or receipt by consumers.**
5. **Claimed quantity should not exceed potential demand by the intended consumers.**
6. **Reported by consumer type/location.**
7. **The price paid for the publication by the final purchaser (and the intermediary if applicable) must be clear and conspicuous.**

REQUIREMENTS

1. **There must be a contractual arrangement between the final purchaser (third party) and the publisher or an intermediary.**
 - a) You must be able to provide evidence of the contractual arrangements between the final purchaser and the publisher and/or the intermediary (if applicable) including the issues, quantities to be supplied and price per copy.
 - b) You cannot claim sales of back issues.
3. **The publisher must receive a positive financial contribution per copy from the final purchaser.**
 - a) Either the final purchaser or intermediary (if applicable) must pay the publisher a net amount for the copies:
 - i) When calculating what price has been paid you must take into account:
 - Any reciprocal payments made by the publisher
 - Any reciprocal charges for goods or services made by the purchaser (or the intermediary if applicable) as part of the deal (*for example: for distribution or marketing*).
 - The value of any other goods or services provided free or discounted by the publisher (*for example advertising or promotional messages*). Specifically, any advertising sold as part of a bulk sale deal must be sold for at least rate card rate, pro-rated for the quantity of publications included in the deal compared to the last ABC average circulation.
 - ii) In the case of airline and international rail copies, sold for distribution in secure areas airside and trackside, it is recognised that an authorised distribution company must be used. In this scenario:
 - If that distribution company is used as an intermediary to sell to the final purchaser, the publisher may not receive a net payment for the copies from the distribution company due to the payment of distribution charges.
 - If a distributor pays a contractual entry fee to the final purchaser which is of a general basis and not specific to any specified group of publications or publishers then this will not be considered a reciprocal payment to be taken into account for ABC purposes.

4. Copies distributed and made available for pick up or receipt by consumers.

- a) You must be able to demonstrate that the copies are distributed and made available for pick up or receipt by the intended consumers.

5. Claimed quantity should not exceed potential demand by the intended consumers.

- a) The number of copies claimed must be limited to a designated cap – see Caps by Supply Type section for details.
- b) Copies purchased by a consumer, wholly or in part by coupon(s) obtained via a promotion controlled by a party independent of the publisher, can be claimed (on a sale or return basis) providing:
 - i) The Publisher has no control over the conversion of coupons into cash, (i.e. coupon redemption must be direct between the retailer of the Publication and the independent promoter or their agent)
 - ii) The final number of copies that may be claimed will be based upon the number of copies that can be proven by the redemption of vouchers and amount paid. Note: As the copies may have been initially supplied via the newstrade, care must be taken not to double count these copies in the circulation claim.

7. The price paid for the publication by the final purchaser (and the intermediary if applicable) must be clear and conspicuous.

- a) The net price paid must be at least minimum legal tender per copy (net)

REPORTING

You will report multiple copy sales as follows, which will be broken out on the ABC Certificate:

1. By total average multiple copy sale over the period, analysed by geographical type:
 - a) Republic of Ireland and United Kingdom
 - b) Other countries
2. By total average multiple copy sale analysed by the following categories according to consumer type:
 - a) Airside & International Rail
 - b) Hotels
 - c) Trains
 - d) Other Publication Insert
 - e) Voucher Redemption
 - f) Sports Events
 - g) Leisure Centres
 - h) Food/Beverage Outlets
 - i) Others.

GUIDANCE

G1. There must be a contractual arrangement between the final purchaser (third party) and the publisher or an intermediary.

- a) In relation to airside and trackside copies:
 - i) It is the publisher's responsibility to ensure their distribution company will:
 - Provide evidence of distribution of the copies airside/trackside as detailed below
 - Understand and keep up to date with the requirements of the ABC Reporting Standards
 - Report the number of sold copies by issue for each ABC reporting period to the publisher
 - Provide access to the publisher's circulation auditor to any records requested for the purpose of checking the accuracy of any claim or compliance with the Reporting Standards and byelaws
 - ii) The publisher can appoint a circulation auditor other than their main circulation auditor to audit airside or international rail copies but this appointment must be separate from the appointment of

the main circulation auditor. This means that the airside/trackside copy auditor must report separately to the publisher and ABC, and will not report to the main circulation auditor.

- iii) The publisher's circulation auditor must have access to documentary evidence relevant to the deal between the final purchaser and any intermediary (if applicable).

G4. Copies distributed and made available for pick up or receipt by consumers.

- a) Evidence of distribution of the copies to the distribution company and onward to airside/trackside must be available. This will typically involve the distribution company maintaining a goods inwards and goods outwards recording system, with clearly documented management controls that:
 - Is updated daily for planned and unplanned changes
 - Is reconciled on a regular basis to resolve differences between goods in and goods out
 - Identifies the newspapers and number of copies supplied to every distribution point
 - Operates appropriate and effective quality assurance processes for ensuring that the newspapers and number of copies supplied to every point is correctly stated.
 - If weaknesses in management controls are found during the audit work, the publication's circulation auditor/ABC will inform the distributor and the publisher of defined improvements to be implemented and a timescale to ensure copies are still eligible for ABC purposes.

G7. The price paid for the publication by the final purchaser (and the intermediary if applicable) must be clear and conspicuous.

- a) Averaging or bundling by issue/publication/customer is not permitted regardless of what the contractual arrangements state. For example: If an invoice states 5,000 copies at 2 cents and 5,000 copies at 0 cents then only the 5,000 copies at 2 cents are allowable, they cannot be averaged out at 1 cent.

DIGITAL EDITIONS

DEFINITION

A digital edition is an edition of the print publication published electronically as a unit.

PRINCIPLES

1. **Prior notification of Digital Edition claims and plans are required**
2. **A Digital Edition is sufficiently similar to be considered the same product as the print parent edition**
3. **Digital Edition copies are opted in**
4. **A Digital Edition is published and available to the consumer**
5. **Digital Edition copies must meet requirements of the relevant print category except where varied by this section.**
6. **Reported by rate, comparing price paid with the print copy price**
7. **Optional metrics/breakdowns can be reported.**

REQUIREMENTS

1. **Prior notification of Digital Edition claims and plans are required**
 - a) Digital Edition claims must be audited by ABC Staff Auditors
 - b) You must register your intention to claim in advance of the publication of the issues as part of the audit is carried out during the reporting period.
 - c) You must provide planned distribution dates in advance and notify us of any changes.
2. **Digital Edition is sufficiently similar to be considered the same product as the print parent edition**
 - a) A Digital Edition must be identified as an edition of a publication reported on the ABC Certificate (the Parent Edition). This means it must carry a logotype/masthead incorporating the generic name of the Parent Edition and be consistent with the general appearance of the Parent Edition.
 - b) A Digital Edition is published electronically as a unit.
 - c) It may be reformatted to suit the different delivery medium. *For example: changes in page size or order.*
 - d) Editorial or advertising may include electronic enhancements or be adapted to take advantage of the medium. *For example: pictures replaced with video*
 - e) Compared to the print parent edition, you can change editorial content, providing at any point in time:
 - i) A minimum of about 75% of the editorial in the print parent edition is present in the Digital Edition.
 - ii) Additional editorial, not in the print edition, can be added to the digital edition up to about 25% of the total editorial by volume in the print edition.

You must declare editorial changes when submitting your claim to ABC and be able to demonstrate they fall within the permitted parameters.
 - f) A Digital Edition may include live social media feeds, news feeds and/or video feeds. These will be ignored in relation to the editorial change requirements.
 - g) A digital edition must carry all of the ROP (not classified) advertisements (by number and advertisers) that appear in the parent edition unless agreed otherwise with the advertiser/agency.

- h) You can sell advertisements for inclusion in the digital edition only.
- i) If editorial or advertising renders the digital edition illegal for publication the specific advertising/editorial may be removed. In this instance you can ignore the relevant editorial/advertising from your calculations of changes.
- j) Digital editions and their parent edition must be published on or about a common distribution date.

3. Digital Edition copies are opted in

- a) The individual must have either specifically purchased the Digital Edition, or requested to receive/view it.

4. A Digital Edition is published and available to the consumer

- a) You must provide ABC with free access to the digital edition for every issue.

5. Digital Edition copies must meet requirements of the relevant print category except where varied by this section.

- a) Digital Edition copies can be claimed only for specified circulation categories depending on the sector. The requirements of those categories in relation to print copies apply to Digital Edition copies except as varied by this section.
- b) In relation to all paid categories you must be able to demonstrate the copy has been sold and at what price.
- c) For Corporate Subscription Digital Editions:
 - i) There must be a contractual arrangement between the purchaser (a third party employer) and the publisher for at least two issues.
 - ii) The copies are purchased by the third party employer for its employees
 - iii) The claimed quantity must be restricted to those employees that have personally opted to receive/view the Digital Edition. *For example: A company takes out a subscription for each of its 100 employees. If only 40 of those employees personally register to receive/view the digital edition then only those 40 copies may be included on the ABC Certificate.*
- d) Gift subscriptions, where the recipient receives a subscription as a gift from a paying subscriber (up to a maximum of 12 gift subscriptions per subscriber), can be claimed as Digital Edition Single Copy Subscription Sales as follows:
 - ii. The recipient's email address must be provided.
 - iii. The recipient is deemed (for ABC purposes) as having paid for the subscription.
 - iv. The recipient's geographical location for reporting purposes will be treated as being the same as that of the purchaser making the gift.
- e) You must supply us the claim for Digital Edition copies on an issue by issue basis (or as otherwise agreed).

6. Reported by rate, comparing price paid with the print copy price

- a) Paid digital edition copies must be claimed in the appropriate rate band by comparing the price paid with the ROI print copy Basic Cover Price (single copy sales) and the ROI print copy Basic Annual Rate (subscriptions).
Note:
 - i) If there is no ROI print Basic Annual Rate (BAR) because print subscriptions are not available separately then you must use the alternative BAR (see Single Copy Subscriptions section 6e).
 - ii) You can ignore the value (or perceived value) of any gifts, or other incentives (including bundled publications or media products that are not claimed for ABC purposes). However cash reimbursements to the consumer must be taken into account (excluding limited low chance lottery style promotions).
- b) If a subscription promotion includes a gift or product that is being claimed for ABC purposes (for example a bundled copy of a publication or access to a paid website) then the price paid must be allocated according to the following, moving down the list until one can be applied:

- i) According to the specific terms of the offer.
 - ii) Where specific terms are not clear, by pro-rating the price according to the relative prices of the ABC claimed products.
 - iii) Where the specific terms are not clear and in the absence of a means of pro-rating the price paid, it should be divided equally between the number of ABC claimed products included in the sale.
- c) If a publication's digital edition copy is sold bundled as a package with the print copy (whether for a single issue or a subscription) then the treatment is as follows:
- i) Both the digital edition and the print copy can be included in the ABC claim if the price paid for the package exceeds the ROI print copy Basic Cover Price (single copy sale) or ROI Basic Annual Rate (subscriptions) by at least 20%
 - ii) If the price paid for a package bundling a publication's print and a digital edition is less than 20% above the ROI print copy Basic Cover Price (single copy sale) or the ROI print copy Basic Annual Rate (subscriptions) then only the print copy can be included in the ABC claim.

7. Optional metrics/breakdowns can be reported

- a) You may make a statement on the Certificate of the average number of additional paid digital edition copies which are not included in the ABC claim because a print copy to those individuals has been claimed. Note: Only one additional digital edition copy per issue per individual can be claimed.
- b) You may report a breakdown of Digital Editions by browser, device or other identifiable and auditable metric.
- c) You may report, in addition to circulation, Publication Active Views for the Digital Edition. The definition and requirements for Publication Active View are detailed in the ABC Digital Publication Reporting Standards. *The definition is reproduced below for your convenience:*

Publication Active View:

- 1. Definition: A single copy of a publication actively opened by a device for viewing.
- 2. Principles:
 - a. A minimum of one page of an issue (or a day) opened/served on/to a device.
 - b. Distinct action/event by the end user to view.
Note: a single action/request which results in both the content being downloaded/made available and the automatic opening of a page of the publication is not considered a distinct action/event. A further distinct action would be required such as opening a second page.
- c. The view request must be on an issue by issue (or daily) basis.

REPORTING

You will report total average Digital Edition copies as follows, which will be broken out on the ABC Certificate:

- 1. By geographical type:
 - a) United Kingdom and Republic of Ireland;
 - b) Other Countries

- 2. By circulation type:

As for print copies, in the same rate bands, but separate to print copies (i.e. not combined or in the total average circulation figure):

- a) Paid Single Copies
- b) Paid Subscriptions

Digital Edition specific:

- c) Corporate Digital Edition subscriptions

GUIDANCE

G5. Digital Edition copies must meet requirements of the relevant print category except where varied by this section.

- a) Single copy retail sales of Digital Editions via a third party retailer (*for example Apple Newsstand, Google, Amazon etc*) will be reported in the category Retail Sales (Sale or Return). Single copy sales of Digital Editions direct to a consumer by the publisher will be claimed in the category Single Copy Sales.

G6. Reported by rate, comparing price paid with the print copy price

- a) The rate band in which single copy sales of digital editions are claimed will be calculated by comparing the price paid against the ROI print copy Basic Cover Price. The rate band in which digital edition subscriptions are claimed will be calculated by comparing the price paid against the ROI print copy BAR for subscriptions. *For example the BAR for a print subscription is €200. Its digital edition is marketed for a subscription rate of €80. For rate band reporting purposes an €80 subscription to the digital edition must be reported according to $80/200 = 40\%$*
- b) Both the digital edition and the print copy can be included in the ABC claim if the price paid for the package exceeds the ROI print copy Basic Cover Price (single copy sale) or ROI Basic Annual Rate (subscriptions) by at least 20%. *For example: If the BAR for a print subscription is €100, then to claim both the print and digital edition copy sold together in a subscription package, the package must be sold for at least €120.*

BASIC COVER PRICE

DEFINITION

The Basic Cover Price is the standard published price for an issue against which circulation is reported.

PRINCIPLES

1. **The Basic Cover Price is a recognised standard price**
2. **A cover price must be published to claim certain categories of paid circulation**
3. **Copies reported by rate, comparing price paid with Basic Cover Price**

REQUIREMENTS

1. **The Basic Cover Price is a recognised standard price**
 - a) The Basic Cover Price is the published cover price at which a single copy of the publication may be purchased without limitation and for an on-going duration, in contrast to a short term price or special price only available to a limited class or under limited conditions.
2. **A cover price must be published to claim certain categories of paid circulation**
 - a) The relevant circulation section of these Reporting Standards will stipulate if a cover price must be published for copies to be included in the ABC claim. Where a cover price must be published it must be published on or inside the front or back cover of the publication.
3. **Copies reported by rate, comparing price paid with Basic Cover Price**
 - a) Circulation sections will stipulate if copies are reported by rate.
 - b) For publications reporting on a monthly basis a reduction in cover price will not be accepted as a Basic Cover Price until it has been in place for a minimum of two complete consecutive ABC monthly reporting periods.
Note:
 - i) A change in the cover price will be ignored for this purpose where:
 - The monetary amount of the change (increase or decrease) wholly reflects the change in a purchase tax (e.g. VAT) levied on the publication; and
 - The change is made in a timescale that is consistent with it reflecting the tax change.

REPORTING

You will report the following, which will be broken out on the ABC Certificate:

1. The cover price published on or within each issue in the last week of the reporting period. If there was more than one cover price for any of these issues then you must enter the range of lowest to highest cover prices.

GUIDANCE

None.

EDITIONS

DEFINITION

An Edition is a version of an issue of the publication that varies from the Main Edition (the UK and/or ROI version that has the largest circulation), usually for reasons of geography, timing or content. How it has varied from the Main Edition will affect how or whether it can be included on the same ABC Certificate.

PRINCIPLES

1. **An Edition must be in keeping with the overall issue to be reported on the same ABC Certificate**
2. **Changes to an Edition may require a breakout on the ABC Certificate**

REQUIREMENTS

1. **An Edition must be in keeping with the overall issue to be reported on the same ABC Certificate**
 - a) The Edition must carry a logotype/masthead incorporating the generic name of the Main Edition.
 - b) The branding and appearance of the Edition must not give the impression that it is a different publication than the Main Edition. For the avoidance of doubt a change in format alone (such as a change in publication size) will not infringe this requirement.
 - c) The Edition must carry the same cover date/issue identification as the Main Edition.
 - d) The Edition must be published and distributed on or about the same date as the Main Edition.
 - e) *Note: Ignore from the advertising calculations:
 - i) Any supplement (published in any Edition) which is published on 3 or less occasions in a 6 month period.
 - ii) Any wrap-round ('wrap') providing:
 - The wrap consists of multiples of 4 pages
 - The wrap is not included in the issue's page numbering
 - The normal publication including masthead remains intact inside the wrap
 - Any publication branding on the wrap is consistent with the publication inside
 - f) *Note: Where a supplement (published in any Edition) is published on 4 or more occasions in a 6 month period but due to exceptional circumstances copies of an issue are distributed without the supplement, you may apply to us to exempt it from the advertising/editorial/pagination calculations. *For example: a late breaking story leading to additional printing of the main section without the supplement.*
 - g) As an exception an Edition does not need to carry a logotype/masthead incorporating the generic name of the Main Edition if the publication was reporting Editions with different names as at 28 June 2007 providing:
 - i) The Edition carries a strapline which clearly and prominently indicates on the masthead that it is an edition of the Main Edition.
 - ii) You have continued to report the different Edition name since that time
2. **Changes to an Edition may require a breakout on the ABC Certificate**
 - a) Where there are any advertising changes you must report the average circulation and breakout by circulation type for that Edition, which will appear on the Certificate.
 - b) Advertising changes are ignored for ABC purposes if:
 - i) They are made solely because their inclusion would, in the opinion of the publisher, the advertiser or their agency render the publication illegal in a particular territory. Note: This opinion must be judged reasonable by the auditor and ABC.

- ii) The advertisement has changed but it is the same advertiser.
- c) Where the Edition is in a different format to the Main Edition *for example tabloid rather than broadsheet*, you must report the average circulation and breakout by circulation type for that Edition, which will appear on the Certificate.
- d) If you do need to breakout an Edition then the Main Edition will be broken out as well.

GUIDANCE

None.

ISSUES TO BE INCLUDED/EXCLUDED

DEFINITION

All published issues for which the majority of the distribution took place within the Reporting Period must be included except for any issues allowed to be excluded according to this section.

PRINCIPLES

1. **All issues published in the Reporting Period must be included**
2. **Published issues that are allowed to be excluded according to this section may be removed from the average circulation figure**
3. **Issues allowed to be excluded from the average circulation figure will be reported**

REQUIREMENTS

1. **All issues published in the Reporting Period must be included**
 - a) Whether an issue is included in the Reporting Period is determined by the date by which 50% of the claimed distribution is distributed/made available. For each component of distribution the date distributed/made available is determined as follows:
 - i) Mailed copies: The date the copies enter the distribution chain, i.e. when they are posted or delivered to a courier.
 - ii) Paid copies: The first date the copies are made available to the consumer, i.e. for retail sales the first official on sale date.
 - iii) Copies made available for pick up by consumer: The date the copies are made available/handed out to the consumer.
2. **Published issues that are allowed to be excluded according to this section may be removed from the average circulation**
 - a) There are certain circumstances under which you may exclude an issue from the average circulation. The circumstances and information surrounding any exclusion are subject to audit.
 - b) **Daily Publications:** You may exclude an issue an issue if:
 - i) Due to circumstances outside your control:
 - The planned level of distribution is achieved but is severely delayed or withdrawn prematurely from sale resulting in a shortfall in the Normal Net Sale* greater than 5%.
 - ii) You can demonstrate there is a shortfall in the Normal Net Sale* greater than 5% because of the occurrence of a local public holiday, that is evidenced either:
 - By publication on an official local authority website; or
 - By virtue of a long-standing custom/tradition previously recognised by ABC
 - c) **Daily Publications:** You may optionally exclude the following issues without the need to demonstrate a shortfall in circulation:
 - i) Any issue published on an Official National Public Holiday.

Note: As Good Friday is not an official public holiday in the Republic of Ireland you cannot use the optional exclusion rules to exclude affected issues from your circulation claim. However you may exclude the issue of a daily publication published on Good Friday as long as its net sale is lower than its normal net sale by 5% or more.

- ii) Issues published during the Christmas/New Year trading period, which is defined as from Christmas Eve to the second official working day after 1st January (inclusive).
 - d) **Weekly Publications or less frequent:** You may exclude an issue if:
 - i) Due to circumstances outside your control:
 - The planned level of distribution is achieved but is severely delayed or withdrawn prematurely from sale resulting in a shortfall in the Normal Net Sale* greater than 5%.
 - ii) You can demonstrate there is a shortfall in the Normal Net Sale* greater than 5% because of the occurrence of a local public holiday, that is evidenced either:
 - By publication on an official local authority website; or
 - By virtue of a long-standing custom/tradition previously recognised by ABC.
 - iii) You can demonstrate there is a shortfall in the Normal Net Sale* greater than 5% because of the occurrence of an official National Public Holiday. Note: Does not apply to Easter holidays - see below.
 - e) **Weekly Publications or less frequent:** You may optionally exclude the following issues without the need to demonstrate a shortfall in circulation:
 - i) An issue published on Easter Sunday
 - ii) The issue published in the week containing Easter Monday
 - iii) Any two of the three issues published in the three weeks preceding the first Sunday after New Year's Day.
- Note: As Good Friday is not an official public holiday in the Republic of Ireland you cannot use this rule to exclude an affected issue from your circulation claim. However you may exclude the issue of a weekly publication published in the week containing Good Friday, as long as its net sale is lower than its normal net sale by 5% or more.
- f) ***Normal Net Sale:** The Normal Net Sale used in the above calculations must:
 - i) Be the average normal net sale of the previous four equivalent issues (e.g. for a Monday compare to Mondays etc). Note:
 - If one or more of the last four issues are excluded because of an official National Public Holiday or Christmas/New year trading period exclusions then do not use this as one of the four comparable issue but go back one further issue.
 - If one or more of the last four issues are excluded for reasons outside your control then it will be counted as one of the four comparable issues.
 - Only include individually purchased sales (i.e. Paid Single Copies and Paid Subscriptions).

3. Issues allowed to be excluded from the average circulation figure will be reported

- a) Any issues excluded from the reported circulation will be reported on the Certificate.

REPORTING

You will report the following which will be reported on the ABC Certificate:

1. Number of issues included in the circulation claim.
2. Details of any issues excluded from the circulation claim, including the general reason for exclusion.

GUIDANCE

None.

REPORTING PERIODS

DEFINITION

Each ABC Certificate has a defined Reporting Period which identifies the date or dates it covers.

PRINCIPLES

1. You must report a continuous series of Reporting Periods on a mandatory frequency
2. You can report optional shorter Reporting Periods

REQUIREMENTS

1. You must report a continuous series of Reporting Periods on a mandatory frequency
 - a) Once we have issued a publication's first ABC Certificate for a mandatory Reporting Period we must continue to issue Certificates for subsequent consecutive mandatory Reporting Periods (i.e. so there is no gap in certification) while the publication remains registered.
 - b) The mandatory Reporting Period will either be:
 - i) Monthly - a four or five week period commencing on a Monday and ending on a Sunday. The exact dates to be included in each Reporting Period will be set out in a published ABC Accounting Calendar.
 - ii) 6 months, broadly January to June and 6 months, July to December each year. The exact dates will be based on reporting weeks commencing on a Monday and ending on a Sunday. These dates will be set out in a published ABC Accounting Calendar.
 - iii) 12 months, broadly January to December each year, for non-daily publications (excluding Sunday publications)
 - iv) For annual publications (1 issue per year) the distribution period (the entire date range over which the claimed copies have been distributed) or a single principal distribution date (the date by which more than 50% of the claimed distribution has occurred).
 - c) Changing the mandatory frequency, if possible, is expected to be infrequent. We reserve the right to reject or impose conditions on requests to change frequency if in our view this might affect transparency or comparability.
 - d) If in our opinion there are exceptional changes to a publication during the Reporting Period that mean issuing a Certificate for the mandatory Reporting Period in full might lead to confusion or a lack of transparency in the data certified, then we may agree or require the issue of more than one Certificate covering the mandatory period. *For example if a publication changes from a daily to a weekly publishing frequency during the period then one Certificate could be issued up until the point of change and one from that point to the end of the mandatory Reporting Period.*
2. You can report optional shorter Reporting Periods
 - a) Optional Reporting Periods are whole months or any number of whole months in addition to mandatory Reporting Periods. Note: A month is a four or five week period commencing on a Monday and ending on a Sunday. The exact dates to be included in each Reporting Period will be set out in a published ABC Accounting Calendar.
 - b) For newly registered publications only:
 - i) You can report single issues until the start of the next month.
 - ii) You can report one or more consecutive optional Reporting Periods. (i.e. there is no gap in certification) before reporting your first mandatory Reporting Period.

GUIDANCE

G2. You can report optional shorter Reporting Periods

- a) Please contact us regarding any additional optional periods with us as early as possible in order that we can discuss fees and scheduling of audits.

RETURN FORM SUBMISSION, AUDIT, CERTIFICATION

DEFINITION

The Return Form is a submission in which the circulation claim is reported to ABC for certification. Each circulation claim is subject to audit.

PRINCIPLES

1. **A Return Form must be submitted for the registered product for every applicable Reporting Period**
2. **The Return Form must be submitted by the Submission Deadline**
3. **ABC will issue a Certificate based on the Return Form**
4. **Each circulation claim is audited to verify it is in accordance with the applicable Reporting Standards**

REQUIREMENTS

1. **A Return Form must be submitted for the registered product for every applicable Reporting Period**
 - a) You must submit a Return Form for the applicable mandatory and optional Reporting Periods you have chosen to report.
 - b) We will advise you how to submit your Return Form. *For example online via the ABC eReturn website.* However if you have not heard from us at the appropriate time please contact us.
 - c) If you use ABC Staff Auditors you will submit your Return Form to us, authorised by an appropriate individual representing your organisation.
 - d) If you use a non-ABC Auditor then they must submit the Return Form to us, authorised both by an appropriate individual representing your organisation and your Approved Auditor.
 - e) Whilst our systems contain some arithmetic and logic validation processes, the accuracy of the Return Form remains your responsibility.
 - f) Estimates and assumptions must not be made on the Return Form unless the Reporting Standards allow for them, or we have authorised them.
2. **The Return Form must be submitted by the Submission Deadline**
 - a) We will publicise the applicable Submission Deadline.
 - b) It is your responsibility to ensure Return Forms are submitted by the Submission Deadline. Failure to do so can result in a penalty and/or cancellation of your product's ABC registration under the ABC Byelaws.
3. **ABC will issue a Certificate based on the Return Form**
 - a) We will publish the certified data on our website subject to any timing criteria applicable to the sector. We may also make arrangements to provide our data to be published via commercial data providers and to those who subscribe to our data services.
 - b) We first release the circulation figures for publications reporting on the 1 or 6 month mandatory reporting cycles in an ABC concurrent release of data. We publicise the date and time of this release and you must not issue or publicise any figures before this release.
 - c) We will confirm when circulation figures not in a concurrent release will become publicly available, normally 5 working days after a draft Certificate has been sent to you.

4. Each circulation claim is audited to verify it is in accordance with the applicable Reporting Standards

- a) The audit must be carried out either by ABC Staff Auditors or, unless stipulated otherwise, an Approved Auditor appointed by you and approved by us.
- b) Requirements in relation to the auditor and audits will be covered by the ABC Byelaws, ABC Audit Programmes and contractual arrangements.
- c) We carry out inspections on all publications that are not audited by ABC Staff Auditors. The inspections are carried out by ABC Staff Auditors and all publications will be inspected at least once every two years on average and those publications with a publishing frequency of more than once a week will be inspected annually on average.
- c) Publications reporting on a mandatory basis every month may opt for a quarterly audit. Publications reporting 6 monthly may opt for an annual audit. Known as 'consolidated auditing' this enables the audit work for more than one certificate to be carried out at the same time. Note:
 - i) You must tell us in writing if you wish to use these options.
 - ii) As certificates are issued based on the member's claim any subsequent material errors identified at audit will require an updated certificate be issued that identifies the changes. This replaces the member's original Certificate and must be used in its place.
 - iii) We may withdraw the option to utilise consolidated auditing if certificates are repeatedly re-issued to correct material errors in claims.
- d) If following an audit or inspection we identify material problems with the Return Form or Certificate then we will propose to revise the claim. If a Certificate has already been issued we will issue an updated certificate that identifies the changes. This replaces your original Certificate and must be used in its place. The process is as follows:
 - i) We will send you a letter detailing the reason/problem giving rise to the amendment.
 - ii) You will have 10 working days from the receipt of this letter to provide any further information to us, or object to the revision of the claim.
 - iii) If you wish to object to the revision of the claim you must do this in writing to the Director of Audit who will investigate and provide a decision within 10 working days. If the objection is to a decision by the Director of Audit or the Chief Executive then the first level of appeal will be in accordance with the Review Procedure detailed in the ABC Byelaws.
 - iv) Subsequent Certificates will not be issued until we have resolved all queries on a previous audit and issued the updated Certificate, if applicable.
 - v) We identify updated certificates our website.

GUIDANCE

None.

CAPS BY SUPPLY TYPE – MULTIPLE COPY SALES

DEFINITION

The caps in this section set the maximum number of copies that you can claim for designated supply types for Multiple Copy Sales.

PRINCIPLES

1. **Copies must meet the requirements of the Multiple Copy Sales category.**
2. **If the number of copies supplied is less than the cap then you must claim the actual supply**
3. **You cannot claim copies supplied over and above the cap**
4. **Caps cannot be ‘double-counted’ at a particular location already subject to its own cap**
5. **Caps are set by the ABC Republic of Ireland Council**

REQUIREMENTS

3. **You cannot claim copies supplied over and above the cap**
 - a) If demand exceeds the cap at a particular location you may claim a greater number of copies than the caps below if you have documentary evidence demonstrating a commensurate level of demand. Note: You may ask us for advice before claiming a copy count higher than the cap
4. **Caps cannot be ‘double-counted’ at a particular location already subject to its own cap**
 - a) *For example if you distribute copies at a distinct betting shop outlet within an hotel then you cannot claim distribution up to the permitted cap for a betting shop and in addition up to the permitted cap for an hotel. However if you distribute at two different points in this environment you can claim up to the quantity of the largest cap at that location.*
5. **Caps are set by the ABC Republic of Ireland Council**
 - a) You may apply to us or any member of the Council to table a proposed cap to be considered for inclusion.

CAPS

Where caps refer to a quantifiable measurement for a location e.g. seats, rooms, attendance etc. then you must have evidence to support this.

Audience type	New Cap
Transport (airside/airline, train, ferry, cruise ship, coach, bus)	No. of seats (based on 1 journey per issue per transport method/location)
Train/Bus Station / Park & Ride	150 copies
Hotel/Apartment block	No. of rooms/residences
Sports Event / Exhibition	50% of attendance
Business / School / College	50% of no. of staff/students
Hospital / Residential home / Prison	50% of no. of beds
Supermarket / Major store / Petrol station / Motorway Services	250 copies
Managed shopping centre / retail park	Sum of individual outlet caps
General retail / customer service location	50 copies
Other Publication Insert	ABC certified net retail sale/letterbox figure



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