

**BCRR GUIDELINES NO. 2025 – 01**

**SUBJECT: GUIDELINES ON THE USE OF NEW BCRR FORMS AND THE  
ISSUANCE OF ELECTRONIC COPYRIGHT CERTIFICATES  
(COPYRIGHT eCERT) FOR REGISTERED WORKS**

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**WHEREAS**, in a Memorandum of Agreement (MOA) signed on January 25, 2011, the Intellectual Property Office of the Philippines (IPOPHL) was deputized by the National Library of the Philippines (NLP), as a receiving office for the registration and deposit of copyrighted works as well as documents pertaining to deeds of assignment or transfer, etc.;

**WHEREAS**, there is a need to revise the existing forms and certificates used by the BCRR for a more efficient and effective delivery of copyright services, as well as in observance of the State's Policy to streamline procedures for cost-savings and enhanced protection and enforcement of copyright;

**WHEREAS**, RA 8792 or the *Electronic Commerce Act of 2000* aims to to facilitate domestic and international dealings, transactions, arrangements, contracts and exchanges and storage of information through the utilization of electronic and similar medium, modes, instrumentality and technology to recognize the authenticity and reliability of electronic documents and to promote the universal use of electronic transaction in the government and general use;

**WHEREAS**, RA 8792, Section 7 states that electronic documents shall have the legal effect validity, or enforceability as any other document or legal writing;

**NOW, THEREFORE**, pursuant to the foregoing, the following guidelines are hereby adopted:

**Section 1. The New BCRR Forms** - The new forms were developed with the following goals in mind:

- a. To provide better guidance to filers by defining various terms used in the application forms;
- b. To capture additional authorship claims by the filers. This will significantly reduce processing time since filers will already indicate their authorship claim instead of the BCRR staff sending email to verify or confirm the claim;



- c. To collect information from copyright filers, specifically, on whether or not the work was created using an artificial intelligence (AI) program and the extent to which such a system was used in generating the work;
- d. To enable copyright filers to disclaim any element(s) in the work which are not original or did not originate from the author(s). Simply put, any author must not claim to be the creator of a work or any of its elements which he/she/they did not actually create or which are ineligible for copyright protection;
- e. To improve the process of availing other copyright services such as resale right enrollment, correction or /amendment of copyright registry information, requesting certified true copy of certificates, copyright search, etc., and;

**Section 2. General Guidelines** - In carrying out the objectives of this Circular, the following guidelines shall be observed:

**Section 2.1** Types of BCRR Forms - The new forms shall consist of the following:

- *Form 2025-1*, the Main Form to be used in connection with a copyright registration or recordation application;
- *Form 2025-2* is used as a supplemental form to collect information in relation to Form 2025-1. This is used for applications with more than one author(s) or copyright owner(s);
- *Form 2025-3* is to be used for applications involving correction of issued copyright certificate, updating contact information in the copyright registry, and request for the issuance of a new copyright certificate for lost or missing certificate as well as certified-true-copy of certificates.

**Section 2.2** The new BCRR application forms will be used starting 15th February 2025. Copyright registration and recordation applications using the old Transaction form will no longer be accepted starting 1st March 2025. Applicants will be required to resubmit the application using the new forms prescribed herein by then.

**Section 2.3** Approved copyright registration and recordation applications starting 15 February 2025 shall be issued the new *Copyright eCert*. The *Copyright eCert* will be sent to the registered email address of the applicant or agent on record.

The *Copyright eCert* is computer-generated, thus, it will no longer bear the signature of the BCRR Director. The authenticity of a *Copyright eCert* purporting to have been issued by IPOPHL may be verified using the *Copyright Registration Search* portal in the IPOPHL website.

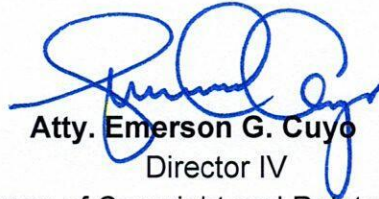


**Section 2.4** The BCRR will no longer issue hard copies of the copyright certificates. Applicants who would like to request for a hard copy of the *Copyright eCert* or a certified true copy thereof, must submit the required forms and requirements, and pay the applicable fees.

**Section 2.5** IPOPHL shall publish notices of approved copyright and resale right enrollment, as well as recordation and cancellation of copyright transfers, exclusive license or mortgage agreements in the IPOPHL Gazette or website pursuant to Section 182 of RA 8293, as amended.

**Section 3. Separability** - If any provision in this circular or where the application of such provision to any circumstance is held invalid, the remainder of this guideline shall not be affected thereby.

Done this 5th day of February, 2025; Taguig City, Philippines.



**Atty. Emerson G. Cuyo**  
Director IV

Bureau of Copyright and Related Rights