



REQUIREMENTS FOR APPLICATION FOR COPYRIGHT REGISTRATION AND DEPOSIT

- Application for Copyright Registration Form (two copies)
- Affidavit (notarized)
- *Deposit (two copies of the work being registered)
- Registration Fee (Php 200.00)
- Documentary Stamps (two pieces, worth Php 15.00 each)

For Corporate/Enterprise Applications (any of the following)

- Certificate of Registration from SEC
- Certificate of Business Name from DTI

*****Supporting Documents (any of the following)***

- Waiver of Copyright Ownership
- Deed of Assignment
- Affidavit of Heirship
- Publication Contract (with clause on transfer of copyright ownership)
- Affidavit of Joint Ownership

Note:

*In filing up the application form, Question No. 8 pertains to the ***Date of Creation*** of the work, which must **NOT** be later than the date when the application is filed.

**For *Original Ornamental Design/Works for Manufacture*, the deposit shall be in the form of a drawing of the design and the corresponding technical description

For published works, two copies of the final printed work must be submitted. The printed copies should have a copyright notice printed in front or at the back of the title page (for books) or on any clear space (for non-book materials, such as CDs, posters, brochures, etc.). The **COPYRIGHT NOTICE shall be in the form, *PHILIPPINE COPYRIGHT 20__(YEAR OF PUBLICATION) BY _____(NAME OF COPYRIGHT OWNER.)*

***Applications where the *Copyright Owner* is **NOT** the *Author* must be submitted along with one of the supporting documents listed above.

Applications with incomplete attachments or not filled up completely will not be accepted.