



## 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.***