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| **Instruction for Filing copyright registration form Online:** |
| 1. Enter your valid User ID and Password to login. 2. Click onto **NewUser Registration**, if you have not yet registered. 3. Note down User ID and Password for future use. 4. After login, click on to link **“Click for online Copyright Registration”**. 5. The online **“Copyright Registration Form”** is to be filled up in four steps    1. **Complete the Form XIV**, then press SAVE button to Save entered details, and press Step 2 to move to Next Step.    2. **Signature**to be scanned in 512 KB and kept ready for uploading.    3. **Fillup the Statement of Particulars**, and then press SAVE button to Save entered details, and press Step 3/4 to move to Next step    4. **Fillup the Statement of Further particulars**. This form is applicable for “LITERARY/ DRAMATIC, MUSICAL AND ARTISTIC” works, and then press SAVE button to Save entrered details, and press Step 4 to move to Next Step.    5. **Make the payment through Internet Payment gateway** 6. After successful submission of the form, Diary Number will be generated (Please note it for future reference). 7. Artistic Work to be uploaded in pdf/jpg/png format or Literary/Dramatic Work to be uploaded in pdf format, less than 5 MB, keep ready. 8. Please take 1 hard copy (print) of  “Acknowledgement Slip” and 1 hard copy (print) of  “Copyright Registration Form”, and send it by post to   **Copyright Division Department For Promotion of Industry and Internal Trade Ministry of Commerce and Industry Boudhik Sampada Bhawan, Plot No. 32, Sector 14, Dwarka, New Delhi-110078 Email Address: copyright[at]nic[dot]in Telephone No.: 011-28032496**  ([**List**](http://copyright.gov.in/Documents/Check_List-WorkWise.pdf) of the documents to be attached in pdf, please ensure that acrobat pdf is installed in your system). |