

**Submission Type:**

Electronic filing (email submission)

Through IP SO (Region): \_\_\_\_\_

Through IT SO (ITSO): \_\_\_\_\_

## Copyright Registry Enrollment Form

### INSTRUCTIONS:

- Fill out the form completely and legibly. Do not leave any field blank. Definition of terms, requirements, and fees are indicated at the back of this form for reference. Use (N/A) for fields that are not applicable. For fields with boxes, use a checkmark (✓) to choose the applicable box.
- To check whether an author, institution, or other copyright holder already has an ISNI number, search for said name using this website for free: <https://isni.org/page/search-database/>.

**TYPE OF APPLICATION** (Based on the no. of works to be registered and nationality of copyright owner):

Single Filing (one work only)

Bulk Filing \_\_\_\_\_ No. of works (minimum of 10 works of the same class and by the same author/s only)

**TYPE OF APPLICATION** (Based on the domicile of the copyright owner):

Local Filing

International Filing

**HARD COPY OF COPYRIGHT CERTIFICATE REQUESTED?** (Additional fees apply).

No Yes QTY: \_\_\_\_\_

**TYPE OF APPLICANT** (This application is filed by):

Author/Creator/Related Rights Holder Licensee Employer Heirs

Copyright Owner/Assignee Mortgagee Other: \_\_\_\_\_

Agent/Representative (First Name, Middle Name, and Surname): \_\_\_\_\_

**ASSET SIZE OF COPYRIGHT OWNER:** Small (not exceeding 100M Pesos) Big (exceeding 100M Pesos)

### COPYRIGHT OWNER INFORMATION (Fill-out either individual or institutional copyright owner. For more than one copyright owner, use additional BCRR FORM 2025-2)

#### FOR INDIVIDUAL COPYRIGHT OWNER USE ONLY

First Name \_\_\_\_\_ Middle Name (Put N/A if not applicable) \_\_\_\_\_ Surname \_\_\_\_\_ Suffix (Put N/A if not applicable) \_\_\_\_\_

International Standard Name Identifier Number (ISNI)

Name appearing in IPOPHL'S Copyright Search

Original Name Anonymus Pseudonym (Please indicate): \_\_\_\_\_ Pseudonym's ISNI Number: \_\_\_\_\_

Nationality \_\_\_\_\_ Alien Certificate of Reg. No. (Put N/A if not applicable) \_\_\_\_\_ Date of Birth (YYYY/MM/DD) \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status \_\_\_\_\_  
Male Female Single Married Widow Separated/Divorced

Is the copyright owner also the author/creator/performer? Yes (Skip Author/Creator/Performer Information below) No (Fill out Author/Creator/Performer Information below)

#### FOR INSTITUTIONAL COPYRIGHT OWNER USE ONLY

Name of School/Company/Organization/Broadcaster \_\_\_\_\_ International Standard Name Identifier Number (ISNI) \_\_\_\_\_ Business Registration \_\_\_\_\_  
Registered with DTI Registered with SEC  
Not applicable Other: \_\_\_\_\_

#### COPYRIGHT OWNER'S CONTACT INFORMATION

Address (Street, Village, Subdivision, Barangay) \_\_\_\_\_ Municipality/City \_\_\_\_\_ Province/State \_\_\_\_\_  
Region \_\_\_\_\_ Country \_\_\_\_\_ ZIP Code \_\_\_\_\_ Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

### AUTHOR/CREATOR/PERFORMER INFORMATION

First Name \_\_\_\_\_ Middle Name (Put N/A if not applicable) \_\_\_\_\_ Surname \_\_\_\_\_ Suffix (Put N/A if not applicable) \_\_\_\_\_

International Standard Name Identifier Number (ISNI)

Name appearing in IPOPHL'S Copyright Search

Original Name Anonymus Pseudonym (Please indicate): \_\_\_\_\_ Pseudonym's ISNI Number: \_\_\_\_\_

Nationality \_\_\_\_\_ Alien Certificate of Reg. No. (Put N/A if not applicable) \_\_\_\_\_ Date of Birth (YYYY/MM/DD) \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status \_\_\_\_\_  
Male Female Single Married Widow Separated/Divorced

Address (Street, Village, Subdivision, Barangay) \_\_\_\_\_ Municipality/City \_\_\_\_\_ Province/State \_\_\_\_\_  
Region \_\_\_\_\_ Country \_\_\_\_\_ ZIP Code \_\_\_\_\_ Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

# Copyright Registry Enrollment Form

BCRR FORM 2025-1

## WORK/CREATION/PERFORMANCE/BROADCAST INFORMATION

(For more than one work by the same author/s, use additional BCRR FORM 2025-1 and fill out Work Information only)

Title of the Work/Creation/Broadcast/Performance   	Date of Creation/Broadcast/Performance (YYYY/MM/DD):  ISBN/ISSN/ISRC/ISWC/ISAN (If applicable):	CLASSIFICATION OF THE WORK:																															
DISCLAIMERS (Are you disclaiming authorship of any part/element of the submitted work?):  NONE (All parts/elements were created by the author/s)  YES (Indicate elements/parts of the work which you did not create. Check all that apply): <table style="width: 100%; font-size: small;"> <tr> <td><input type="checkbox"/> Text</td> <td><input type="checkbox"/> Photographs</td> <td><input type="checkbox"/> Previously published/pre-existing work</td> </tr> <tr> <td><input type="checkbox"/> Script</td> <td><input type="checkbox"/> Choreographic work</td> <td><input type="checkbox"/> Audiovisual work</td> </tr> <tr> <td><input type="checkbox"/> Architectural work</td> <td><input type="checkbox"/> Public domain works</td> <td><input type="checkbox"/> Musical Composition</td> </tr> <tr> <td><input type="checkbox"/> Sound recording</td> <td><input type="checkbox"/> Lyrics</td> <td><input type="checkbox"/> Artwork (2 or 3 Dimensional)</td> </tr> <tr> <td><input type="checkbox"/> Source Code</td> <td><input type="checkbox"/> Drawings</td> <td></td> </tr> </table> Others (specify): _____	<input type="checkbox"/> Text	<input type="checkbox"/> Photographs	<input type="checkbox"/> Previously published/pre-existing work	<input type="checkbox"/> Script	<input type="checkbox"/> Choreographic work	<input type="checkbox"/> Audiovisual work	<input type="checkbox"/> Architectural work	<input type="checkbox"/> Public domain works	<input type="checkbox"/> Musical Composition	<input type="checkbox"/> Sound recording	<input type="checkbox"/> Lyrics	<input type="checkbox"/> Artwork (2 or 3 Dimensional)	<input type="checkbox"/> Source Code	<input type="checkbox"/> Drawings		Place of Creation/Broadcast/Performance (City & Country):  	AUTHORSHIP CLAIM (Check all that apply for the classification of this work. See definition at the back): <table style="width: 100%; font-size: small;"> <tr> <td><input type="checkbox"/> Text</td> <td><input type="checkbox"/> Sound recording</td> <td><input type="checkbox"/> Choreographic work</td> <td><input type="checkbox"/> Musical Composition</td> </tr> <tr> <td><input type="checkbox"/> Script</td> <td><input type="checkbox"/> Source Code</td> <td><input type="checkbox"/> Lyrics</td> <td><input type="checkbox"/> Audiovisual work</td> </tr> <tr> <td><input type="checkbox"/> Architectural work</td> <td><input type="checkbox"/> Photographs</td> <td><input type="checkbox"/> Drawings</td> <td><input type="checkbox"/> Artwork (2 or 3 Dimensional)</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Selection, arrangement, coordination of the work's elements</td> </tr> </table> Others (specify): _____	<input type="checkbox"/> Text	<input type="checkbox"/> Sound recording	<input type="checkbox"/> Choreographic work	<input type="checkbox"/> Musical Composition	<input type="checkbox"/> Script	<input type="checkbox"/> Source Code	<input type="checkbox"/> Lyrics	<input type="checkbox"/> Audiovisual work	<input type="checkbox"/> Architectural work	<input type="checkbox"/> Photographs	<input type="checkbox"/> Drawings	<input type="checkbox"/> Artwork (2 or 3 Dimensional)	<input type="checkbox"/> Selection, arrangement, coordination of the work's elements			
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<input type="checkbox"/> Selection, arrangement, coordination of the work's elements																																	

For the following questions, kindly put a checkmark (✓) in the applicable box. If you answered YES, kindly indicate the needed information in the space provided.

Is the author/creator/performer deceased?	No	Yes	Date of Death (YYYY/MM/DD): _____	With co-author(s)?	No	Yes	(For more than one author, use additional BCRR FORM 2025-2 as needed)
Is the work published?	No	Yes	Name of Publisher _____	ISNI No.	_____		
			Date of First Publication (YYYY/MM/DD): _____	Country of First Publication:	_____		
Is the work a derivative work?	No	Yes	Name of the original work _____	Type of Derivative Work	(Choose from the list at the back): _____		
Is the work derived from an indigenous knowledge, system, and practice (IKSP)?	No	Yes	(Indicate Name of IKSP Source/Indigenous Community): _____				
Was generative artificial intelligence (AI) used in making the work?	No	Yes	(Indicate AI program and describe extent of AI use): _____		For Class N Applications, indicate the programming language(s) used: _____		

For recordation of copyright assignment, exclusive license, and mortgage agreement applications, indicate:

Copyright Certificate Number: _____	Certificate Issuance Date (YYYY/MM/DD): _____	Issued by: IPOP HL    NLP    Others (specify): _____
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1. I declare that I am duly authorized to file this copyright registration/recordation application for and in behalf of all the copyright owner/s:
2. I/We agree and give consent to the publication of my/our contact details, to be contacted, and to receive technical advice from IPOP HL staff to discuss rights and permissions for the licensing/commercialization of my/our registered work:
3. I/We is/are requesting, authorizing, and is/are giving my/our consent to the enrollment, posting of images/previews of the registered work in IPOP HL's website, IP Depot, or on its authorized partners' platform for the licensing, or commercialization of our work:
4. I/We understand that I/We have the option to terminate said authority conferred upon IPOP HL upon written notice to the latter within 60 days upon posting of my IP asset. Likewise, I/We agree that IPOP HL has the right to terminate the posting of my/our work in the IP Depot for reasons that IPOP HL might deem detrimental to its interests or otherwise prejudicial to the objectives of the IP depot platform:
5. I/We agree to hold IPOP HL and its authorized partner/s harmless from any infringement and/or cancellation, or from any liability arising from the posting of the registered work in the IP Depot, IPOP HL or authorized partner's website or platform:

YES, I/We Agree      NO, I/We Disagree

Documents submitted:

Copy of the Work	SEC or DTI Registration Certificate	Appointment/Designation/Authorization Letter	Board Resolution/Secretary's Certificate
ID Card	Special Power of Attorney (SPA)	Contract/agreement (for commissioned works)	Deed of Assignment/Exclusive License/Mortgage Agreement
Copyright Certificate	Others: _____		

## IPOP HL DATA PRIVACY STATEMENT AS PER R.A. 10173 (DATA PRIVACY ACT OF 2012) AND SIGNATURE

By ticking "I/WE AGREE" and affixing my signature on this form, I/We understand that I/We are giving consent to the collection, storage, sharing, publishing, and other necessary processing of the personal information contained in this application, freely and voluntarily, to the Intellectual Property Office of the Philippines (IPOP HL) and its partners, in the exercise of its mandate as the lead government agency for the protection of IP rights and in compliance with the provisions of RA 10173, also known as, the Data Privacy Act of 2012.

I/WE AGREE

I/WE DISAGREE

I/We declare that all the information provided above and in all the requirements submitted are true and correct to the best of my/our knowledge.

APPLICANT'S SIGNATURE OVER PRINTED NAME AND DATE

Definition of Terms:

1. **Author:** The natural person who has created the work.
2. **Authorship claim:** An assertion of ownership of the copyright in a work of authorship. This also refers to a brief statement of the nature of the co-author’s contribution to a work, for example: composition of text (e.g. poems, lyrics, etc.), photograph, music, etc.; a computer program’s source code; compilation; translation; pictorial, graphic, or sculptural elements, audiovisual or sound recording, etc. Said authorship claim will be enrolled in IPOPHL’s Copyright Registry. Please note that no protection shall extend to any idea, procedure, system, method or operation, concept, principle, discovery or mere data as such, even if they are expressed, explained, illustrated or embodied in a work; news of the day and other miscellaneous facts having the character of mere items of press information; or any official text of a legislative, administrative or legal nature, as well as any official translation thereof.
3. **Assignee:** A person or a juridical entity to whom/which the copyright was assigned or transferred to, in whole or in part. Within the scope of the assignment, the assignee is entitled to all the rights and remedies which the assignor had with respect to the copyright. Please note that copyright is not deemed assigned inter vivos, in whole or in part, unless there is a written indication of such intention.
4. **Co-Authors:** Co-authors are individuals that have intended to have their contributions merged into inseparable or interdependent parts of a unitary whole. Co-authors shall be the original owners of the copyright and in the absence of agreement, their rights shall be governed by the rules on co-ownership. If, however, a work of joint authorship consists of parts that can be used separately and the author of each part can be identified, the author of each part shall be the original owner of the copyright in the part that he has created.
5. **Derivative work:** Refers to a work that is based on one or more already existing works. The author of a derivative work borrows expressive content from an existing work and transforms it into another work. Through this process, the author of a derivative work does not simply copy the existing work but creates an original work entitled to a separate copyright. Although the expression in the derivative work is intermingled with the expression from the underlying work, the derivative author contributes original expression to the new work making it distinct from the underlying work.
6. **Disclaiming authorship:** Identifying and declaring elements within a copyrightable work which did not originate from or were not originally created by an author of a work for copyright enrollment.
7. **International Standard Name Identifier (ISNI):** It is an International Organization for Standardization (ISO) identifier standard for the identification of public identities of parties. ISNI uniquely identifies public identities across multiple fields of creative activity and provides a tool for disambiguating public identities that might otherwise be confused. In 2022, the Department of Trade and Industry’s Bureau of Philippine Standards adopted ISNI as PNS ISO 22729:2022.
8. **Licensee:** The holder of a license through a written agreement by which a party grants another party one or more rights (but fewer than all rights), usually limited to a particular territory and/or time period. A license may be granted as sole, exclusive, or non-exclusive.
9. **Mortgagee:** The lender in a mortgage, typically a bank.
10. **Published work:** Works, which, with the consent of the authors, are made available to the public by wire or wireless means in such a way that members of the public may access these works from a place and time individually chosen by them: Provided, That availability of such copies has been such, as to satisfy the reasonable requirements of the public, having regard to the nature of the work.

Classification of Works:

Classification of works		Acceptable authorship claims. Multiple claims may be made if these are made by the same author(s)
<b>A</b>	Books, pamphlets, articles and other writings	• Text • Artwork • Original selection, coordination, arrangement
<b>B</b>	Periodicals and newspapers (includes, electronic journals, newspapers, magazines)	• Text • Artwork • Original selection, coordination, arrangement or pre-existing or published works
<b>C</b>	Lectures, sermons, addresses, dissertations prepared for oral delivery, whether or not reduced in writing or other material form (includes speeches prepared for delivery). (Note: For masteral thesis and doctoral dissertations, please use Class A).	• Text • Artwork • Original selection, coordination, arrangement
<b>D</b>	Letters (Note: Includes circulars, encyclicals, electronic messages or emails, etc.)	• Text • Artwork • Original selection, coordination, arrangement
<b>E</b>	Dramatic or dramatico-musical compositions; choreographic works or entertainment in dumb shows (includes scripts for plays, operas, choreographies, pantomimes, magic routines, and other novelty acts).	• Text • Artwork • Original selection, coordination, arrangement
<b>F</b>	Musical compositions, with or without words	• Musical composition • Musical arrangement (For derivative work)
<b>G</b>	Works of drawing, painting, architecture, sculpture, engraving, lithography or other works of art; models or designs for works of art (includes digital artworks).	• Artwork (either 2 or 3-Dimensional) • Text • Original selection, coordination, arrangement
<b>H</b>	Original ornamental designs or models for articles of manufacture, whether or not registrable as an industrial design, and other works of applied art.	• Artwork (2 or 3-Dimensional)
<b>I</b>	Illustrations, maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science.	• Artwork (2 or 3-Dimensional) • Text
<b>J</b>	Drawings or plastic works of a scientific or technical character	• Artwork (2 or 3-Dimensional) • Text • Original selection, arrangement, coordination
<b>K</b>	Photographic works including works produced by a process analogous to photography; lantern slides;	• Photographs • Original selection, arrangement, coordination
<b>L</b>	Audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings.	• Audiovisual recording • Original selection, arrangement, coordination
<b>M</b>	Pictorial illustrations and advertisements (Note: Includes original graphical designs incorporated in product packagings, boxes, billboards, etc.	• Artwork (either 2 or 3-Dimensional) • Original selection, arrangement, coordination • Text
<b>N</b>	Computer programs Note: Includes mobile applications and games	• Hand-coded source code
<b>O</b>	Other literary, scholarly, scientific and artistic works Note: Use this classification for works that do not fit any of the enumerated classifications like board games and playing cards, flash cards, forms and spreadsheets, etc.	• Artwork (either 2 or 3-Dimensional) • Text • Original selection, arrangement, coordination
<b>P</b>	Sound recordings (Related Rights)	• Sound recording
<b>Q</b>	Broadcast recordings (Related Rights)	• Broadcast
<b>R</b>	Audiovisual performance (Related Rights)	• Performance

Application Requirements:

- Filled-out and signed BCRR form 2025-1 (Form 2025-2 and 2025-3 only if applicable);
- Copy of a government issued ID of copyright owner(s) and/or author(s) or Oath or affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual, or of two credible witnesses neither of whom is privy to the instrument, document or transaction who each personally knows the individual and shows to the notary public documentary identification;
- For Heirs, a copy of Philippine Statistics Authority (PSA) issued Marriage/Birth Certificate (Spouse or children heirs) and Death Certificate of Author(s) or Copyright owner(s), and/or Will or any document evidencing designation as heir, if applicable;
- Copy of the work in the following format:
  - For Class A-D, G-K, M, O:** Electronic copy or photo of the work in JPG or PDF format. For 3-Dimensional objects, photographs of all sides of the work;
  - For Class E, F, L, P-R:** Electronic copy of the music sheet, labanotation (For class E), or audiovisual or sound recording, broadcast, or audiovisual recording in MP3, WAV, MPEG-4, AVI, or other formats as may be prescribed;
  - For Class N:** Manually-coded source codes in PDF or text format only. A reasonable amount of redactions on submitted codes may be made to protect trade secrets. An executable copy of the computer program is not acceptable.

Requirements for institutional applicants, and those involving indigenous knowledge, practice, & system (IKSP), or government funded projects, and applications by non-Filipino or non-resident applicants

- If company or institution is claiming copyright ownership, a copy of the:
  - Employment contract, or position description form or job description signed by employee-author/creator;
  - Certificate of Registration issued by the Securities and Exchange Commission (SEC), Department of Trade and Industries (DTI), or other government agency responsible for business registration from other jurisdiction (whichever is applicable);
  - Memorandum of agreement or contract from the funding agency for government funded research projects.
- For applications filed by a school's Innovation Technology Support Office (ITSOs), appointment, designation, or authorization letter authorizing representative to file the application;
- Special Power of Attorney for Non-Filipino applicants appointing a local agent.
- For IKSP derived works, Certification(s) of ownership of IKSP from the National Commission on Indigenous People (NCIP), or other Certifying Authority, or indigenous peoples group recognized or accredited by NCIP.
- For Non-Filipino copyright owners residing in the Philippines, Alien Certificate of Registration (ACR).

Note: Documents notarized or issued in jurisdictions other than the Philippines must be apostilled.

Types of Derivative Works:

A. Dramatization	C. Translation	E. Adaptation
B. Abridgment	D. Arrangement, and other alteration of literary or artistic works	F. Collection of works or compilations of data and other materials which are original by reason of the selection or coordination or arrangement of their contents

Schedule of Fees:

Type of Fee *	Small Entity	Big Entity
Copyright Enrollment / Recordation of Copyright Assignment (NCR)	P450	P625
Copyright Enrollment / Recordation of Copyright Assignment (Region)	P550	P750
Copyright Enrollment & Recordation (Combo-NCR)	P700	P1,050
Copyright Enrollment & Recordation (Combo-Region)	P900	P1,300
Copyright Enrollment (Discounted rate for 10-49 works of the same class and made by the same author/s)	10-19 = P50 discount per certificate 20-29 = P100 discount per certificate 30-39 = P150 discount per certificate 40-49 = P200 discount per certificate	
Copyright Enrollment (50 or more works of the same class & made by the same author/s, per certificate)**	P200 per certificate	P200 per certificate
Hardcopy of Original Certificate of Copyright Enrollment/ Recordation	P370 per certificate	P500 per certificate
Certified True Copy (CTC) of Certificate	Mailing/Courier fee only	P500 per certificate

\* Pursuant to IPOPHL MC 2017-02. Exclusive of 1% Legal Research Fee for transactions with fees P1,000 and above or P10.00 Legal Research Fee for transactions with fees lower than P1,000.00 (RA 3870 as amended).

\*\* Pursuant to IPOPHL MC 2021-028.