

Notes

- a) *These notes will help you to fill in this form. If you need any more help or you have any questions, please contact the Copyright & Related Rights Directorate.*
- b) *Write your answers in capital letters using black ink or you may type them in electronically.*
- c) *Multiple works of the same category can be registered in a single application once the copyright interests in and type of copyright of each work is identical. Each work will be named in the application and on the certificate.*
- d) *Section 2 requires that you circle the relevant description of the work(s) you are registering. Some examples of types of work in these categories include:*

Artistic: paintings, drawings, illustrations, photographs, layout for websites and so on.

Literary: written works including novels, short stories, business plans, poems, scripts and so on.

Musical: musical compositions, scores or other notations (lyrics protected as literary work)

Dramatic: dance, mimes and so on

Computer Software: written software codes and programme processes

Related rights include: Sound Recording, Film, and Typographical Arrangement of Published Editions

- e) *Section 3: If the work is registered at JIPO under as any other form of Intellectual Property, please indicate by checking the relevant box. If not, please state "N/A"*
- f) *Section 4: State the date and place of creation of the work.*
- g) *Section 5: If the work has been published before, state the date and country of first publication of the work.*
- h) *Section 6: Indicate whether this work is owned solely by you or whether it was created jointly with others who hold an interest in the copyright of the work. If ownership by joint authors is not in equal portions, a written agreement outlining the various interests of the authors should be submitted to prove this.*
- i) *Section 7: Fill in the relevant information describing the author(s) of the work including date of birth and date of death (if applicable) of the authors. A sheet can be provided for listing of additional authors.*
- j) *Section 8: If the author of the work is known by an alias or pseudonym please state it here.*
- k) *Section 9: Indicate here whether the author of the work is the owner of the copyright in the work. If yes, proceed to #14. If no, complete #s 10-13. A sheet can be provided for listing of additional co-owners and relevant information if applicable.*
- l) *Sections 10-13: For each copyright co-owner, provide their name, contact information, country of residence/citizenship, and indicate the relationship to the author of the work as well as type and duration of interest in the work(s) being registered.*
- m) *If the form is being deposited by a person other than the owner or author of the copyright work(s), contact information should be provided.*
- n) *A declaration at the end of the application form must be signed by each copyright owner, author or agent and witnessed by a Justice of the Peace, Attorney-at-Law, Minister of Religion or Medical Doctor.*
- o) *If the copyright owner(s)/author(s) is/are below the age of eighteen (18) years old, a parent or guardian for each must sign a declaration.*
- p) *A Declaration of Copyright Ownership/Authorship form must be signed by each copyright owner/author and accompany the application form in order to begin the registration process.*