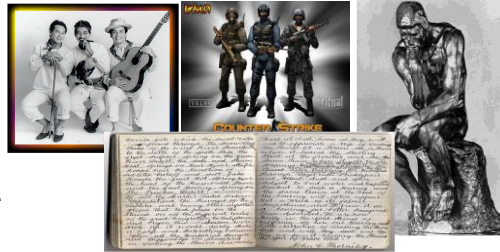




INTELLECTUAL PROPERTY
OFFICE OF THE PHILIPPINES

Copyright



Requirements:

The owner of the copyright may file an application for a certificate of registration and deposit of copies or reproduction of the works or works personally or via registered mail with the Copyright Division of the National Library and the Supreme Court Library. The application must contain the following:

1. A duly accomplished form in duplicate for each work, provided, that a separate application is submitted for each number of a periodical containing a notice of copyright.
2. A support document evidencing ownership of the copyright, the manner of its acquisition if the claimant is not the original author translator, or editor, and where and in what establishment the work was made, performed, printed, or produced, and the date of its completion and publication.
3. Receipt showing payment of the registration fee if the application is filed personally or by postal money order if the application is filed by registered mail.
4. Documentary stamps in the correct amount, which shall be affixed to the registration and deposit certificate.
5. Two (2) complete copies or reproduction of the work or replica or picture
6. Two (2) printed copies with the copyright notice printed in front or at the back of the title page or on any conspicuous space for a non-book material, if the work is a published work.
7. If the work is in a musical work, two (2) copies of the original work, in the form of a music sheet, in cassette, optical disk, or multimedia.
8. A technical description of the design, if the work is an original ornamental design.
9. Two (2) duplicate originals or certified true copies of the deed of assignment.
10. Filing Fee:

Origin	Fee (Php) inclusive of 1% Legal Research Fund (LRF)	
	Small Entity	Big Entity
Manila	460.00	635.00
Regions	560.00	760.00
Bulk (50 works and above)	220.00	220.00

*(Manner of Deposit) See back page for reference.

Manner of Deposit

The works shall be deposited in the following manner.

Class	Works Included	Manner of Deposit
A	Books, e-books, audio books, pamphlets, comics, novels, articles	Two (2) original copies or an electronic copy submitted online or in storage medium
B	Periodicals, journals, diaries, newspaper, magazines, e-zines	Two (2) original copies or an electronic copy submitted online or in storage medium
C	Lectures, sermons, addresses, speeches, dissertations prepared for oral delivery	Two (2) original copies or an electronic copy submitted online or in storage medium
D	Letter, circular, encyclicals, e-mail and other electronic messages	Two (2) original copies or an electronic copy submitted online or in storage medium
E	Plays, operas, choreographies, pantomimes, magic routines and other novelty acts	Two (2) original copies of the music sheet or an electronic copy submitted online or in storage medium
F	Musical compositions with or without lyrics	Two (2) original copies of the music sheet or an electronic copy submitted online or in storage medium
G	Drawings, paintings, architectural works, sculpture, engraving, prints. Lithography, or other works of art, models or designs for works of art	Two (2) 5R photographs or an electric copy submitted online or in a storage medium
H	Ornamental designs or models for articles of manufacturer and industrial objects, and other works of alphabet art	Two (2) 5R photographs or an electric copy submitted online or in a storage medium, with a technical description of the design
I	Illustrations, maps, plans, sketches, charts, and three-dimensional works relative to geography, topography, architecture, or science	Two (2) 5R photographs or an electric copy submitted online or in a storage medium
J	Drawings or plastic works of a scientific and technical character	Two (2) 5R photographs or an electric copy submitted online or in a storage medium
K	Photographic works including works produced by a process analogous to photography, lantern slides	Two (2) 5R photographs or an electric copy submitted online or in a storage medium
L	Audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio visual recordings	Two (2) original copies or an electronic copy submitted online or in storage medium
M	Pictorial illustrations and advertisements	Two (2) 5R photographs or an electric copy submitted online or in a storage medium
N	Computer programs and games	Two (2) original copies or an electronic copy submitted online or in storage medium
O	Other literary, scholarly, scientific and artistic works, including reports, studies, research, theses and other academic papers, examinations, online courses, presentations	Two (2) original copies or an electronic copy submitted online or in storage medium
P	Sound recordings	Two (2) original copies or an electronic copy submitted online or in storage medium
Q	Broadcast recordings	Two (2) original copies or an electronic copy submitted online or in storage medium