

REQUIREMENTS FOR COPYRIGHT REGISTRATION

1. The application form shall be accomplished in **DUPLICATE, TYPEWRITTEN** and the affidavit at the back should be duly **NOTARIZED**.
2. Application shall be accompanied by **TWO (2) COPIES OF THE WORK AS DEPOSIT, (Php 200.00) TWO HUNDRED PESOS AS REGISTRATION FEE** and **2 PIECES FIFTEEN PESOS DOCUMENTARY STAMPS**. If sent through mail, the registration fee shall be in **postal money order (P.M.O.)** addressed to **THE DIRECTOR, NATIONAL LIBRARY OF THE PHILIPPINES**.
3. If the work applied for registration is an **original ornamental design (classification H)**, it should be accompanied by a **TECHNICAL DESCRIPTION OF THE DESIGN**.
4. If the work applied for registration is **published work**, two (2) printed copies with copyright notice printed in front or at the back of the title page if it is a book and on any clear space thereof if non-book material, shall accompany the application. The **COPYRIGHT NOTICE** shall be in the form, **PHILIPPINE COPYRIGHT 20__ (YEAR OF PUBLICATION) BY _____ (NAME OF COPYRIGHT OWNER.)**

Sample format:

Philippine Copyright 2013 by National Book Store, Inc.	OR	Karapatang Ari 2013 ni Juan C. Dela Cruz
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No. 8 of the application should always be filled up by stating the specific date when the work is finished and likewise **No. 9** be filled up to indicate when the work is published.

A "**published work**" for purposes of registration means that the work has been disseminated to the public prior to its registration with the Copyright Office.

5. If the work applied for registration is **unpublished work**, two (2) manuscript and/or Xerox copies of the work without the copyright notice shall accompany the application.
"**Unpublished work**" for purposes of registration means that the work has not been disseminated to the public at the time of registration.
6. If the applicant is **non-resident foreigner**, he/she should appoint a local authorized agent by a **SPECIAL POWER OF ATTORNEY** to prosecute copyright application for and his/her behalf with this office.
7. If another person other than the author is claiming copyright ownership of the work, a **DULY NOTARIZED WAIVER OF COPYRIGHT OWNERSHIP** executed by the **AUTHOR** in favor of the person or legal entity making the claim should be attached to the application form.
8. If the applicant is a **PROPRIETORSHIP OR A CORPORATION**, a **PHOTOCOPY OF THE CERTIFICATE OF BUSINESS NAME (DTI or SEC Registration) (first page only)** should be attached to the application.
9. If copyright certificate/s will be sent through mail, the applicant must attached a **MAILING ENVELOPE** and the corresponding **MAILING STAMPS** to the filled-up application form.