REQUIREMENTS FOR APPLICATION FOR COPYRIGHT REGISTRATION AND DEPOSIT

[ ] Application for Copyright Registration Form (two copies)
[ ] Affidavit (notarized)
[ ] *Deposit (two copies of the work being registered)
[ ] Registration Fee (Php 200.00)
[ ] Documentary Stamps (two pieces, worth Php 15.00 each)

For Corporate/Enterprise Applications (any of the following)
[ ] Certificate of Registration from SEC
[ ] Certificate of Business Name from DTI

**Supporting Documents (any of the following)
[ ] Waiver of Copyright Ownership
[ ] Deed of Assignment
[ ] Affidavit of Heirship
[ ] Publication Contract (with clause on transfer of copyright ownership)
[ ] Affidavit of Joint Ownership

Note:
*In filing up the application form, Question No. 8 pertains to the Date of Creation of the work, which must NOT be later than the date when the application is filed.

**For Original Ornamental Design/Works for Manufacture, the deposit shall be in the form of a drawing of the design and the corresponding technical description

**For published works, two copies of the final printed work must be submitted. The printed copies should have a copyright notice printed in front or at the back of the title page (for books) or on any clear space (for non-book materials, such as CDs, posters, brochures, etc.). The COPYRIGHT NOTICE shall be in the form, PHILIPPINE COPYRIGHT 20__(YEAR OF PUBLICATION) BY____________(NAME OF COPYRIGHT OWNER.)

***Applications where the Copyright Owner is NOT the Author must be submitted along with one of the supporting documents listed above.

Applications with incomplete attachments or not filled up completely will not be accepted.