

REQUIREMENTS FOR COPYRIGHT APPLICATION

(from the National Library of the Philippines)

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 copies of the work as deposit, two hundred pesos (PhP200.00) as registration fee, and two sets of ten pesos of documentary stamps.
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 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 _____ (copyright owner).

e.g.

<p><i>Philippine Copyright 2006</i> <i>by</i> <i>National Bookstore, Inc.</i></p>

No. 8 of the application should 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 If the work for registration is unpublished work, two copies of the manuscript or photocopies of the work without the copyright notice shall accompany the application.

“Unpublished work” for purposes of registration means that the work has not been disseminated to the public at the time of registration.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 should appoint a local authorized agent by a Special Power of Attorney to prosecute copyright application for and his behalf with this office.
7. If a third party is claiming copyright ownership of the work, a duly notarized “Waiver of Copyright Ownership” or “Affidavit of Joint Ownership” executed by the Author in favor of the third party making the claim shall 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) shall be attached to the application.
9. If copyright certificate/s will be sent through mail, the applicant must attach a mailing envelope and the corresponding mailing stamps to the filled-up application forms.