

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:

<p><i>Philippine Copyright 2013</i> <i>by</i> <i>National Book Store, Inc.</i></p>
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OR

<p><i>Karapatang Ari 2013</i> <i>ni</i> <i>Juan C. Dela Cruz</i></p>
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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 If the work applied for registration is unpublished work, two (2) manuscript and/or Xerox copies of the work without the copyright notice shall accompany the application.
"Unpublished work" for purposes of registration means that the work has not been disseminated to the public at the time of registration.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.