



TRANSACTION FORM

NOTE: Use "N/A" for fields that are not applicable. Recordation of copyright transfer/assignment, mortgage, etc. requires initial registration, if applicable.

Type of Application (Please tick boxes that apply)	Copyright / Related Rights Registration Anonymous/Pseudonymous Work Registration Correction of Entry in Copyright Registry Registration of Resale Rights Other Certifications: _____ No. of Certificates: _____	Certified True Copy of Copyright Certificate Recordation of Copyright Transfer/Assignment, License, Mortgage, Sale, etc. Reconstitution of Records (for lost original certificate of copyright registration)
Submission Type	Electronic Filing (email submission) _____ Through IPSO (Indicate IPSO-Region) _____ Through ITSO _____	Single Filing Bulk Filing (QTY): _____ (minimum of 10 works of the same class only)
Type of Applicant	Author/Creator/Related Rights Holder Agent	Copyright Claimant/Transferee/Assignee/Mortgagee Licensee
		Heir(s) New Owner (Resale)

APPLICANT INFORMATION (For Individual applicants, you may skip Name of Company/Government Agency/School)

Surname		First Name		Middle Name	
Name of Company / Corporation / Government Agency / School					
		Small Entity (Assets less than 100M)		Big Entity (Assets more than 100M)	
Date of Birth (YYYY-MM-DD)	Civil Status (Single, Married, Sex Widow, Divorced, Separated) (Male, Female)		Nationality	Country of Residence	
Address (Complete Street info, village, subdivision, barangay)				Municipality/City	
Province/State	ZIP Code	Mobile/Contact Number	Email Address		

AUTHOR/ CREATOR/ PERFORMER INFORMATION (Skip this if same as above). Include all author(s) / creator(s) using the supplemental sheet(s), if applicable

Surname		First Name		Middle Name	
Name of Company / Corporation / Government Agency / School					
		Small Entity (Assets less than 100M)		Big Entity (Assets more than 100M)	
Date of Birth (YYYY-MM-DD)	Civil Status (Single, Married, Sex Widow, Divorced, Separated) (Male, Female)		Nationality	Country of Residence	
Address (Complete Street info, village, subdivision, barangay)				Municipality/City	
Province/State	ZIP Code	Mobile/Contact Number	Email Address		

WORK/ CREATION/ PERFORMANCE INFORMATION (For bulk applications, minimum of 10 works of the same class, use additional transaction forms)

Title	Date of Creation / Performance / Broadcast (YYYY-MM-DD)	Place of Creation / Performance /Broadcast (City/Municipality)	Classification of Work (Choose letter from the list at the back of this form)
Is the work a local or foreign submission?		Copyright registered with the IPOPHL or the National Library of the Philippines (NLP)?	
<input type="checkbox"/> Local <input type="checkbox"/> Foreign		<input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, select which office</i> <input type="checkbox"/> with IPOPHL <input type="checkbox"/> with NLP	
Is the work published? (If applicable) NO YES (indicate publisher)			
Is this a derivative work? (If applicable) NO YES (indicate original work)			
Is the work derived from an indigenous knowledge & system & practice (IKSP) NO YES (indicate source)			
Is the work a product of a government funded research project? NO YES (indicate Government Funding Agency)			
Is the work part of the regular duties of the author as an employee? (if applicable) NO YES (indicate employer)			
Is the Author/creator/performer claiming copyright/related right for the entire work? YES NO (indicate part(s)/role(s))			

DOCUMENTS SUBMITTED (Please check only those that are applicable for this application)

Electronic copy/photos of the work	Government ID	Deed of Assignment	Marriage/Birth Certificate (spouse or children heirs)
Special Power of Attorney (for Agents)	Board Resolution	Secretary's Certificate	Other/s (please specify): _____
IPOPHL/NLP Certificate of Copyright Registration			

IPOPHL PRIVACY STATEMENT AS PER RA 10173 (DATA PRIVACY ACT OF 2012) AND SIGNATURE

Agree Disagree	I declare that all the information provided above is true and correct to the best of my knowledge.
By ticking the AGREE box and affixing my signature to the right, I understand that I am giving consent to the collection, storage, sharing and other necessary processing of the personal information contained in this application, freely and voluntarily, to the Intellectual Property Office of the Philippines (IPOPHL) and its partners, in the exercise of its mandate as the lead government agency for the protection of IP rights and in compliance with the provisions of RA 10173, also known as, the Data Privacy Act of 2012.	_____ Signature over printed name

CLASSIFICATION OF COPYRIGHTED WORKS AND APPLICATION REQUIREMENTS

Classification of Work	Copy of Work for Deposit and Registration (For Copyright Registrations Only)	Requirements for Recordation of Copyright Transfer, Assignment, Exclusive License and Mortgage Agreements, Resale Rights, or Foreign Submissions, or Lost/Missing Certificate	Additional Requirements for Institutional or IKSP or TTA Related Registration
A - Books, E-Books, Audio books, pamphlets, comics, novels, articles	Two (2) original copies or an electronic copy submitted online or in storage medium	<ul style="list-style-type: none"> - Three (3) original copies of filled-out and signed BCRR Transaction form. - 1 Government ID for the applicant - Special Power of Attorney (For Agents) 	<ul style="list-style-type: none"> - Board Resolution OR Secretary's Certificate - For IKSP derived works, Certification from National Commission on Indigenous People OR Certification(s) of ownership of IKSP from the National Commission on Indigenous People (NCIP) OR Other Certifying Authority OR Indigenous Peoples recognized or accredited by NCIP. - For works by a RDI under by the Technology Transfer Act, Memorandum of Agreement OR Contract from Funding Agency. - Four (4) Original Copies of the Deed or Contract of Assignment or Transfer for employers claiming copyright ownership over their employee's work OR Employment Contract OR Job Description signed by employee-author/creator clearly indicating that the work is part of his/her regular duties.
B - Periodicals, journals, diaries, newspaper, magazine, e-magazines			
C - Lectures, sermons, addresses, speeches, dissertations prepared for delivery			
D - Letters, circulars, encyclicals, emails, and other electronic messages			
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	<ul style="list-style-type: none"> - Four (4) Original Copies of the Deed/Contract of Assignment/Transfer OR Mortgage/Exclusive License Agreement 	
F - Musical compositions with or without lyrics			
G - Drawings, paintings, architectural works, sculpture, engraving, prints, lithography, or other works of art, models, or designs for work of art	Two (2) 5R photographs or an electronic copy submitted online or in a storage medium	<ul style="list-style-type: none"> - For Heirs (Children) Birth certificate of heir/s and death certificate of parent author/creator - For Heir (Spouse) Marriage Certificate of the heir spouse and author/creator 	
H - Ornamental designs or models for articles of manufacturer and industrial objects, and other works of alphabet arts			
I - Illustrations, maps, plans, sketches, charts, and three-dimensional works relative to geography, topography, architecture, or science	Two (2) 5R photographs or an electronic copy submitted online or in a storage medium	<ul style="list-style-type: none"> - Alien Certificate of Registration ID (for Non-Resident Alien Applicant) - For Foreign Submissions, Special Power of Attorney for designated or assigned agent 	
J - Drawings or plastic works of a scientific and technical character			
K - Photographic works including works produced by a process analogous to photography, lantern slides			
L - Audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio visual recordings	<ul style="list-style-type: none"> - Two (2) original copies or an electronic copy submitted online or in storage medium - Source Code (for Computer Programs and Games) 	<ul style="list-style-type: none"> - Three (3) Original Hard Copies of Affidavit of Loss for lost or missing Certificate of Copyright Registration applications 	
M - Pictorial illustrations and advertisements			
N - Computer programs and games			
O - Other literary, scholarly, scientific, and artistic works, including reports, studies, research, theses, and other academic papers, examinations, online courses, presentations			
P - Sound recordings			
Q - Broadcast recordings			

SCHEDULE OF FEES

Type of Fee*	Small Entity	Big Entity
Copyright Deposit/Recordation (NCR)	450	625
Copyright Deposit/Recordation (Region)	550	750
Copyright Deposit/Recordation (Bulk), per certificate + NLP Trust-in-Fund	200	200
Amendment/Correction – Certificate (NCR)	200	625
Amendment/ Correction – Certificate (Region)	300	750
Amendment/Correction – Certificate (Bulk)	100	200
Dispute Resolution (Author's Rights)	2000	6500
Additional Copies of Original Certificate of Copyright Registration (under IPOPHL general fees-Certification)	370	370
Certified True Copy of Certificate	Free. Courier fee to be paid by applicant	500
Other Certification Requests (under IPOPHL general fees)	370	370
Computer Printout, per printed sheet (under IPOPHL general fees)	20	20
Reconstitution of Records- for lost/missing certificate of copyright registration (under IPOPHL general fees)	900	900

* Inclusive of 1% Legal Research Fee for transactions with fees P1,000 and above or P10.00 Legal Research Fee for transactions with fees lower than P1,000.00 (RA 3870 as amended) + Documentary Stamp Tax (DST) (TBF)