

Copyright checklist for literary works

(Both published and unpublished works can be registered)

1. Fee-**Rs 50/-** by Demand draft or postal order
2. The application (Form IV) including the Statement of Particulars (SoP) and the Statement of Further Particulars (SoFP) should be signed by the applicant in **triplicate**
3. Under Rule 16 of the Copyright Rules, 1958, the applicant required to send by pre paid registered post copies of Form IV, SoP & SoFP to every person who claims or has any interest in the subject matter of the copyright or disputes the rights of applicant to it.
4. If the work is published by a person other than the applicant, a No Objection Certificate in original may be obtained from the person/firm and enclose with application.
5. Please enclose three (3) copies of published work and two (2) copies of unpublished work in case of all classes of work along with your application.
6. Please submit Power of Attorney (POA) if advocate is filling on behalf of the applicant.

If the work to be registered is unpublished, a copy of the manuscript has to be sent along with the application for affixing the stamp of the Copyright Office in profit of the work having been registered. In case two copies of the manuscript are sent, one copy of the same duly stamped will be returned, while the other will be retained as far as possible in this office for record and will be kept confidential. It would also be open to the applicant to send only extracts from the unpublished work instead of the whole manuscript and ask for the return of the extracts after being stamped with the seal of the Copyright Office