

# *Jamaica Intellectual Property Office*

## *Voluntary Copyright Registration System*

### **What Should an Applicant Submit?**

- 1) A signed Application for Registration Form (hardcopy only), providing relevant information such as date of birth of the author and full contact details, including next of kin
  - Applicant's signature must be witnessed by a Justice of the Peace, Attorney-at-Law, Minister of Religion or Medical Doctor.
  - Applicant **must** be the owner, author or authorized agent of the owner/author of the work being registered.
  
- 2) A hard copy Voluntary Declaration Form
  - Applicant's signature must be witnessed by a Justice of the Peace.
  
- 3) Digital copy of the work(s); ONLY electronic file formats accepted:
  - Written/Literary works in PDF Format only
  - Musical compositions, speeches, jingles, sounds and narrations in MP3 format only.
  - Videos in AVI/XVID, MPEG2, MOV, FLV/F4V, MKV, and MP4
  - Image files in JPEG, PNG, PSD, TIF, BMP at minimum 1800x2000 pixels
  - In the case of 3D works such as sculptures, photos of all possible angles and elements of the work should be submitted.
  
- 4) Copy of your ID.

## Notes

- a) *These notes will help you to fill in this form. If you need any more help or you have any questions, please contact the Copyright & Related Rights Directorate.*
- b) *Write your answers in capital letters using black ink or you may type them in electronically.*
- c) *Multiple works of the same category can be registered in a single application once the copyright interests in and type of copyright of each work is identical. Each work will be named in the application and on the certificate.*
- d) *Section 2 requires that you circle the relevant description of the work(s) you are registering. Some examples of types of work in these categories include:*

*Artistic: paintings, drawings, illustrations, photographs, layout for websites and so on.*

*Literary: written works including novels, short stories, business plans, poems, scripts and so on.*

*Musical: musical compositions, scores or other notations (lyrics protected as literary work)*

*Dramatic: dance, mimes and so on*

*Computer Software: written software codes and programme processes*

*Related rights include: Sound Recording, Film, and Typographical Arrangement of Published Editions*

- e) *Section 3: If the work is registered at JIPO under as any other form of Intellectual Property, please indicate by checking the relevant box. If not, please state "N/A"*
- f) *Section 4: State the date and place of creation of the work.*
- g) *Section 5: If the work has been published before, state the date and country of first publication of the work.*
- h) *Section 6: Indicate whether this work is owned solely by you or whether it was created jointly with others who hold an interest in the copyright of the work. If ownership by joint authors is not in equal portions, a written agreement outlining the various interests of the authors should be submitted to prove this.*
- i) *Section 7: Fill in the relevant information describing the author(s) of the work including date of birth and date of death (if applicable) of the authors. A sheet can be provided for listing of additional authors.*
- j) *Section 8: If the author of the work is known by an alias or pseudonym please state it here.*
- k) *Section 9: Indicate here whether the author of the work is the owner of the copyright in the work. If yes, proceed to #14. If no, complete #s 10-13. A sheet can be provided for listing of additional co-owners and relevant information if applicable.*
- l) *Sections 10-13: For each copyright co-owner, provide their name, contact information, country of residence/citizenship, and indicate the relationship to the author of the work as well as type and duration of interest in the work(s) being registered.*
- m) *If the form is being deposited by a person other than the owner or author of the copyright work(s), contact information should be provided.*
- n) *A declaration at the end of the application form must be signed by each copyright owner, author or agent and witnessed by a Justice of the Peace, Attorney-at-Law, Minister of Religion or Medical Doctor.*
- o) *If the copyright owner(s)/author(s) is/are below the age of eighteen (18) years old, a parent or guardian for each must sign a declaration.*
- p) *A Declaration of Copyright Ownership/Authorship form must be signed by each copyright owner/author and accompany the application form in order to begin the registration process.*

## THIRD SCHEDULE

(Sections 9B)

*Registration and Certification Fees**Library Works—**Poems/lyrics/short stories:*

1-10 works	\$ 500.00
11-50 works	\$1,000.00
51-100 works	\$2,000.00
Each succeeding 10 works	\$ 10.00

*Book/script/ magazine/catalogue/newsletter/minutes of meetings*

Under 100 pages	\$1,000.00
100-250 pages	\$2,000.00
Each succeeding 50 pages	\$ 500.00

*Press release/flyers/circulars etc.*

\$ 250.00

*Audio-Visual/Dramatic Works*

Film: 15 minutes or less	\$3,000.00 each
Documentaries	\$4,000.00
Feature film /plays	\$7,000.00
Other (e.g. lectures, weddings) under 3 hours	\$2,500.00
Each succeeding 50 pages	\$ 500.00

*Artistic Works/Typographical Arrangements**Photo/painting/graphic image/dress pattern:  
(black/white)*

\$ 200.00 each

*(colour)*

\$ 250.00 each

*Technical drawing/map/website or book layout*

\$1,500.00

*Musical Works/Sound Recordings*

1-15 compositions/pieces	\$1,000.00
20-40 compositions	\$2,500.00
Each additional 10 compositions	\$ 500.00

<i>Computer Software</i>	\$1,000.00
<i>Certified copies of registration certificate</i>	\$ 200.00 per page
Application for Registration to enter particulars in the Register	\$1,000.00 .".

Passed in the House of Representatives this 9th day of June 2015 with two  
(2) amendments.

MICHAEL A. PEART  
*Speaker.*

Registration Number:  
\_\_\_\_/\_\_\_\_/\_\_\_\_



**Voluntary Copyright Registration Service  
Application for Registration to Enter Particulars in Register  
(Pursuant to section 9B)**

1. Title of Work(s): \_\_\_\_\_

2. Description of Work: \_\_\_\_\_  
Artistic (includes layout for websites)/ Literary / Musical / Dramatic (dance, mimes) / Film / Computer software/ Sound Recording / Typographical Arrangement of Published Editions

3. Also registered at JIPO as:

Trade Mark  Patent  Industrial Design  Geographical Indication

4. Date and Country where work was made: \_\_\_\_\_

5. If published, country and date of first publication: \_\_\_\_\_

6. Single Author:  Joint Authors:  Number of joint Authors: \_\_\_\_\_

7. Name of Author: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Country of Citizenship or Habitual Residence: (please state) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Name of Author: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Country of Citizenship or Habitual Residence: (please state) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

*For additional authors, please continue on additional blank paper*

Registration Number:  
\_\_\_\_/\_\_\_\_/\_\_\_\_



**Voluntary Copyright Registration Service  
Application for Registration to Enter Particulars in Register  
(Pursuant to section 9B)**

**15. Declaration by Author /Copyright Owner:**

I/We \_\_\_\_\_ hereby declare that I/we am/are  
*(please select as appropriate)*

the true author(s) and / or owner of the work above described and have deposited an electronic copy of the work with the Jamaica Intellectual Property Office of my own free will and volition.

I/We fully understand that depositing a copy of this work with Jamaica Intellectual Property Office does not grant copyright, nor prevent potential acts of infringement but only provides *prima facie* evidence of my/our claim of authorship/ownership in the deposited work. I/We grant Jamaica Intellectual Property Office permission to reproduce and store in electronic format, a copy of my/our work for the purposes of this copyright registration service only.

It has been explained to me/us and I/we fully understand that copyright arises automatically once a work qualifies under Part II of the Copyright Act of Jamaica, 1993 and, that the Jamaica Intellectual Property Office shall only indicate under which category of work it may be classified.

I/We hereby also declare that the information contained herein is true to the best of my/our knowledge and belief. I/We will indemnify and hold the Jamaica Intellectual Property Office harmless against any and all third party claims in respect of its dealings with the work deposited.

Signed:

\_\_\_\_\_  
(Author/ Copyright Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Signed:

\_\_\_\_\_  
(Author/ Copyright Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Registration Number:  
\_\_\_\_/\_\_\_\_/\_\_\_\_



**Voluntary Copyright Registration Service  
Declaration of Copyright Ownership and/or Authorship  
(Pursuant to section 9B)**

I/We \_\_\_\_\_ is the author/owner of the copyright  
(the applicant)

- a person to whom a partial assignment is made pursuant to section 23(2)
- a licence granted.

**DO SOLEMNLY AND SINCERELY DECLARE** as follows:

1. That I/we am/are the author/person to whom a partial assignment or licence is made or granted by the copyright owner(s) of a \_\_\_\_\_ work entitled \_\_\_\_\_.
2. Described nature of the work \_\_\_\_\_.
3. The work was made on \_\_\_\_\_ at \_\_\_\_\_.
4. That copies of the said work were first issued to the public on \_\_\_\_\_ at \_\_\_\_\_.
5. \_\_\_\_\_ is/am/are the author(s) of the work and which is original to me/us/him/them and not copied from another work.
6. The electronic version of the work submitted to the Jamaica Intellectual Property Office is a true representation of the work described herein, in respect of which I/we claim authorship/copyright ownership.

**AND I/WE MAKE THIS SOLEMN DECLARATION** conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

**TAKEN AND ACKNOWLEDGED}**

By  
This day of \_\_\_\_\_, 20\_\_\_\_,  
in the Parish of \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Author/Copyright Owner

**TAKEN AND ACKNOWLEDGED}**

By  
This day of \_\_\_\_\_, 20\_\_\_\_,  
in the Parish of \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Author/Copyright Owner

Registration Number:  
\_\_\_\_/\_\_\_\_/\_\_\_\_



**Voluntary Copyright Registration Service  
Application for Registration to Enter Particulars in Register  
(Pursuant to section 9B)**

**1. Title of Work(s):** Rain, 2004 (name of album)

- 1. Heavenly
- 2. In it all
- 3. Love
- 4. Cry Cry
- 5. Memories
- 6. Can't sleep
- 7. Baby
- 8. Bye Bye

1. A group of work(s) that are created/published in the same year by the same author/copyright owner can be registered using one application form. If not, they should be registered individually on separate application forms.

2a. The applicant must circle what category their work falls under.

**2. Description of Work:** Music album

2. The applicant should describe what their work is

Artistic (includes layout for websites)/ Literary / Musical / Dramatic (dance, mimes) / Film / Computer software/ Sound Recording / Typographical Arrangement of Published Editions

3. To be filled out if applicant has done business with JIPO before.

**3. Also registered at JIPO as:**

Trade Mark  Patent  Industrial Design  Geographical Indication

**4. Date and Country where work was made:**

**5. If published, country and date of first publication:** \_\_\_\_\_

4. Country and date of first release.

5. If works were first published online e.g. iTunes, Google play, the jurisdiction where uploading took place would take precedent. Therefore, if done within the jurisdiction, then Jamaica would be the country of first publication.

**6. Single Author:**  **Joint Authors:**  **Number of joint Authors:** \_\_\_\_\_

6. Applicant should indicate how many authors were involved in the creation of the works.

7a. All information about the author should be given even if the author(s) is/are not the copyright owner/applicant.

**7. Name of Author:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Numbers : \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)  
Email: \_\_\_\_\_  
Country of Citizenship or Habitual Residence: (please state) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Date of Death: \_\_\_\_\_

**Name of Author:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Numbers : \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)  
Email: \_\_\_\_\_  
Country of Citizenship or Habitual Residence: (please state) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Date of Death: \_\_\_\_\_

7b. All information about the co-author is needed (if applicable). That is, a person who has played a part in the creation of the work.

*For additional authors, please continue on additional blank paper*



Insert author/copyright owner(s) name as indicated above.

**15. Declaration by Author /Copyright Owner:**

I/We \_\_\_\_\_ hereby declare that I/we am/are  
(please select as appropriate)

the true author(s) and / or owner of the work above described and have deposited an electronic copy of the work with the Jamaica Intellectual Property Office of my own free will and volition.

I/We fully understand that depositing a copy of this work with Jamaica Intellectual Property Office does not grant copyright, nor prevent potential acts of infringement but only provides *prima facie* evidence of my/our claim of authorship/ownership in the deposited work. I/We grant Jamaica Intellectual Property Office permission to reproduce and store in electronic format, a copy of my/our work for the purposes of this copyright registration service only.

it has been explained to me/us and I/we fully understand that copyright arises automatically once a work qualifies under Part II of the Copyright Act of Jamaica, 1993 and, that the Jamaica Intellectual Property Office shall only indicate under which category of work it may be classified.

I/We hereby also declare that the information contained herein is true to the best of my/our knowledge and belief.

I/We will indemnify and hold the Jamaica Intellectual Property Office harmless against any and all third party claims in respect of its dealings with the work deposited.

Signed:

\_\_\_\_\_  
(Author/ Copyright Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Signed:

\_\_\_\_\_  
(Author/ Copyright Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

The application form should only be signed by the author/copyright owner.

if the copyright owner is a company an authorised officer /agent should sign and seal/stamp forms.

A witness must be a JP, Pastor, Doctor or an Attorney-at-Law who should sign and stamp/seal

This section is only signed by co-author or co-owner. (if applicable)

A witness must be a JP, Pastor, Doctor or an Attorney-at-Law who should sign and stamp/seal

**Note:** A separate declaration form must be submitted for each and every work being registered.

**Voluntary Copyright Registration Service  
Declaration of Copyright Ownership and/or Authorship  
(Pursuant to section 9B)**

I/We John Brown is the author/owner of the copyright  
(the applicant)

To be ticked if applicable to you. If so, document of assignment/licence is to be submitted.

- a person to whom a partial assignment is made pursuant to section 23(2)
- a licence granted.

(a). An assignment of right(s) will grant the owner(s) a total of 95 years since the date of creation of work.

(b). A copyright owner can licence certain rights to a work for a certain period of time e.g. 2 years.

**DO SOLEMNLY AND SINCERELY DECLARE** as follows:

1. That I/we am/are the author/person to whom a partial assignment or licence is made or granted by the copyright owner(s) of a Musical work entitled Heavenly.
2. Described nature of the work Music Album.
3. The work was made on September 12, 2014 at Jamaica.
4. That copies of the said work were first issued to the public on iTunes at Jamaica.
5. John Brown is/am/are the author(s) of the work and which is original to me/us/him/them and not copied from another work.
6. The electronic version of the work submitted to the Jamaica Intellectual Property Office is a true representation of the work described herein, in respect of which I/we claim authorship/copyright ownership.

**AND I/WE MAKE THIS SOLEMN DECLARATION** conscientiously believing the same to be true and by virtue of the provisions of the Voluntary Declarations Act.

**TAKEN AND ACKNOWLEDGED)**

By  
This day of \_\_\_\_\_, 20\_\_\_\_,  
in the Parish of \_\_\_\_\_.

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Author/Copyright Owner

**TAKEN AND ACKNOWLEDGED)**

By  
This day of \_\_\_\_\_, 20\_\_\_\_,  
in the Parish of \_\_\_\_\_.

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Author/Copyright Owner

Sheet for Additional Copyright Owners' Information:

**Name of Copyright (Co-)Owner (if applicable):**

Mailing Address:

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email:

Country of Citizenship or Habitual Residence: *(please select)*

**Relationship to author(s):**

Publisher  Record Producer  Manager  Employer  Assignee  Beneficiary

Other  *(please specify)* \_\_\_\_\_

**Nature of rights (co-)owned:**

All rights:  Reproduction (text/image)  Reproduction (music/lyrics)  Synchronisation

Other Reproduction  *(please specify)* \_\_\_\_\_ Distribution  Public Performance

Adaptation  Broadcast/inclusion in cable programme  Other  *(please specify)* \_\_\_\_\_

**Duration of rights:** From \_\_\_\_\_ to \_\_\_\_\_

Sheet for Additional Authors Information:

**1. Name of Co-Author (if applicable):**

Mailing Address:

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email:

Country of Citizenship, Habitual Residence or Establishment: *(please indicate)*:

Date of Birth:

Date of Death:

**Next of Kin**

(i) Name:

Relation to author:

Mailing Address:

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email:

**2. Name of Co-Author (if applicable):**

Mailing Address:

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email:

Country of Citizenship, Habitual Residence or Establishment: *(please indicate)*:

Date of Birth:

Date of Death:

**Next of Kin**

(i) Name:

Relation to author:

Mailing Address:

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

Email: