

# Literary/Dramatic & Artistic Work Upload Manual

## Prerequisite:

### Literary/Dramatic Work

1. Submission of work specific document is mandatory.
2. All the documents must be in PDF format.
2. Maximum size of each document file is 5 MB.
3. Multiple documents can be uploaded.

### Artistic Work

1. Submission of work specific document is mandatory.
2. Work specific document must be in JPG/PNG/PDF format & while other related document must be in PDF format.
3. Maximum size of each document file is 5 MB.
4. Multiple documents can be uploaded.

## Procedure to upload work & related documents:

1. Click **"Upload Literary/Dramatic & Artistic Work"**  
(Refer Screenshot-1)
2. Login with valid credentials.  
(Refer Screenshot -2)
3. Click **"Select"** link of respective Diary Number  
(Refer Screenshot -3)
4. To attach the documents:-
  - Select the Type of Document.
  - Choose the appropriate file.
  - Click **"Add Attachment"** button to attach file.
  - Maximum size of each file is 5 MB.  
(Refer Screenshot -4)

5. Verify attached documents in **Documents Attached List**.  
(Refer Screenshot -5)
6. To delete the attached documents from the **Documents Attached List**, use **"Delete"** button, if required.  
(Refer Screenshot -5)
7. Click **"Upload Documents"** button to upload the attached.  
(Refer Screenshot -6 & 7)

## Screenshot-1

Not secure | copyright.gov.in/Default.aspx

Copyright Office Government of India

Home | Copyright Societies | IPR Chair | Notice | E-Register | New Applications | Hearing Notice & Orders | Search Work

**Online Services**

- ▶ e-Filing of Application
- ▶ Status of the Application
- ▶ Received Application
- ▶ Work Awaited Application
- ▶ Application for Hearing
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ FAQ
- ▶ Document Upload Manual
- ▶ Expunged ROC
- ▶ Upload Literary/Dramatic or Artistic Work

**Act, Rules, Notifications & Manuals**

- ▶ Copyright, Act 1957
- ▶ Copyright Rules 2013

**Introduction**

The Copyright Act, 1957 came into effect from January 1958. This Act has been amended six times till date since then, i.e., in 1983, 1984, 1991, 1994, 1999 and 2012. The Copyright (Amendment) Act, 2012 is the most substantial. The main reasons for amendments to the Copyright Act, 1957 include to bring the Act in conformity with WCT and WPPT; to protect the Music and Film Industry and address its concerns; to address the concerns of the physically disabled and to protect the interests of the author of any work; incidental changes; to remove operational facilities; and enforcement of rights. Some of the important amendments to the Copyright Act in 2012 are extension of copyright protection in the digital environment such as penalties for circumvention of technological protection measures and rights management information, and liability of internet service provider and introduction of statutory licences for cover versions and broadcasting organizations; ensuring right to receive royalties for authors, and music composers, exclusive economic and moral rights to performers, equal membership rights in copyright societies for authors and other right owners and exception of copyrights for physically disabled to access any works.

[More]

**Download**

- ▶ Forms
- ▶ Documents
- ▶ Archives

**Useful Links**

- Dep: Polic
- World Intel Prop Orga
- WIPO
- Intellectual Property India
- IP&B IPAE

Boudhik Sampada Bhawan,

## Screenshot-2

The screenshot displays the Copyright Office website interface. At the top, there is a header with the Copyright Office logo and the Government of India emblem. Below the header is a navigation menu with links: Home, Copyright Societies, Organisational Structure, FAQ, Contact Us, Notice, E-Register, and New Applications. A banner image shows various creative works like books, a film reel, and a musical instrument. The main content area is titled "Instruction for Filing copyright registration form Online:" and lists seven steps. A red arrow points to the "Submit" button in the login section. The footer contains contact information for the Copyright Division and a list of online services.

**Copyright Office**  
Government of India

Home | Copyright Societies | Organisational Structure | FAQ | Contact Us | Notice | E-Register | New Applications

**Login**

User ID\*

Password\*

**P7VYDK**

Enter the verification code as shown in image:

Click here for New User Registration [New User Registration](#)  
Click here if you [Forgot Password](#)

**Online Services**

- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ Status of Application

**Instruction for Filing copyright registration form Online:**

1. Enter your valid User ID and Password to login.
2. Click onto **NewUser Registration**, if you have not yet registered.
3. Note down User ID and Password for future use.
4. After login, click on to link "Click for online Copyright Registration".
5. The online "Copyright Registration Form" is to be filled up in four steps
  - I. **Complete the Form XIV**, then press SAVE button to Save entered details, and press Step 2 to move to Next Step.
  - II. **Fillup the Statement of Particulars**, and then press SAVE button to Save entered details, and press Step 3/4 to move to Next step
  - III. **Fillup the Statement of Further particulars**. This form is applicable for "LITERARY/ DRAMATIC, MUSICAL AND ARTISTIC" works, and then press SAVE button to Save entered details, and press Step 4 to move to Next Step.
6. After successful submission of the form, Diary Number will be generated (Please note it for future reference).
7. Please take hard copy(print) of "Acknowledgement Slip" and "Copyright Registration Report", and send it by post to

**Copyright Division**  
Department of Industrial Policy & Promotion, Ministry of Commerce and Industry  
Boudhik Sampada Bhawan,  
Plot No. 32, Sector 14, Dwarka, New Delhi-110075  
Email Address: [copyright@nic.in](mailto:copyright@nic.in)  
Telephone No.: 011-25301202

[\(List of the documents to be attached in pdf, please ensure that acrobat pdf is installed in your system\).](#)

Home | Terms & Condition | Hyperlink Policy | Privacy Policy | Disclaimer | Feedback | Contact Us | Web Information Manager

# Screenshot-3

The screenshot shows the Copyright Office website interface. At the top, there is a header with the Copyright Office logo and the Government of India emblem. Below the header is a navigation menu with links for Home, Copyright Societies, Copyright Board, Organisational Structure, FAQ, and Contact Us. A banner image displays various creative works. The main content area is titled 'Upload Work & Documents' and features a section for 'Work Awaited Applications'. This section contains a table with four rows of application data. A red arrow points to the 'Select' link in the 'Upload Documents' column of the fourth row. Below the table, there is a section for 'Uploaded Documents' which states 'No Work Uploaded Records'. A sidebar on the left lists 'Online Services' such as e-Filing of Application, Pending Application for Form XIV, Status of the Application, Details of Processing Fee, Check List, Workflow, Upload Discrepancy Reply, Generate Diary Number, and Upload Literary/Dramatic or Artistic Work. The footer contains links for Home, Terms & Condition, Hyperlink Policy, Privacy Policy, Disclaimer, Feedback, Contact Us, and Web Information Manager.

Copyright Office  
Government of India

Home | Copyright Societies | Copyright Board | Organisational Structure | FAQ | Contact Us

Welcome ABHISHEK PALIWAL (General Public) « Your last Login was: 17/01/2019 11:04:15 AM » User Home Options | Logout

**Online Services**

- ▶ e-Filing of Application
- ▶ Pending Application for Form XIV
- ▶ Status of the Application
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ Upload Discrepancy Reply
- ▶ Generate Diary Number
- ▶ Upload Literary/Dramatic or Artistic Work

**Upload Work & Documents**

Work Awaited Applications

Sr. No.	Diary No	Work Title	Date of Filing	Type of Work	Status	Upload Documents
1	17257/2018-CO/L	SHREEMAD DEVKRIT BRAHMAND GEETA	12/12/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>
2	16490/2018-CO/A	Alphabet Design	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
3	16494/2018-CO/A	LOGO DESIGN	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
4	16486/2018-CO/L	Genique Lifesciences - Brand Identity Guidelines	29/11/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>

Uploaded Documents

No Work Uploaded Records

Home | Terms & Condition | Hyperlink Policy | Privacy Policy | Disclaimer | Feedback | Contact Us | Web Information Manager

# Screenshot-4



Copyright Office

Home | Copyright Societies | IPR Chair | Notice | E-Register | New Applications | Hearing Notice & Orders | Search Work | Contact Us



Welcome ABHISHEK PALIWAL (General Public) < Your last Login was: 18/01/2019 02:33:35 PM >

User Home Options | Logout

- Online Services
- ▶ e-Filing of Application
- ▶ Pending Application for FormXIV
- ▶ Status of the Application
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ Upload Discrepancy Reply
- ▶ Generate Diary Number
- ▶ Upload Literary/Dramatic or Artistic Work

## Upload Work & Documents

### Work Awaited Applications

Sr. No.	Diary No	Work Title	Date of Filing	Type of Work	Status	Upload Documents
1	17257/2018-CO/L	SHREEMAD DEVKRIT BRAHMAND GEETA	12/12/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>
2	16490/2018-CO/A	Alphabet Design	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
3	16494/2018-CO/A	LOGO DESIGN	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
4	16486/2018-CO/L	Genique Lifesciences - Brand Identity Guidelines	29/11/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>

Diary No: **16486/2018-CO/L** for **Literary/ Dramatic** work

Note:

1. Maximum size of File is 5 MB.
2. For Artistic Work, Artistic Work Document is mandatory & format in JPG/PNG/PDF.
3. For Literary Work, Literary Work Document is mandatory & format in PDF.

--Nature of Documents--

Choose File No file chosen

Add Attachment

### Uploaded Documents

No Work Uploped Records

# Screenshot-5

- Online Services
- ▶ e-Filing of Application
- ▶ Pending Application for FormXIV
- ▶ Status of the Application
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ Upload Discrepancy Reply
- ▶ Generate Diary Number
- ▶ Upload Literary/Dramatic or Artistic Work

### Upload Work & Documents

#### Work Awaited Applications

Sr. No.	Diary No	Work Title	Date of Filing	Type of Work	Status	Upload Documents
1	17257/2018-CO/L	SHREEMAD DEVKRIT BRAHMAND GEETA	12/12/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>
2	16490/2018-CO/A	Alphabet Design	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
3	16494/2018-CO/A	LOGO DESIGN	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
4	16486/2018-CO/L	Genique Lifesciences - Brand Identity Guidelines	29/11/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>

Diary No: **16486/2018-CO/L** for **Literary/ Dramatic** work

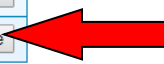
Note:

1. Maximum size of File is 5 MB.
2. For Artistic Work, Artistic Work Document is mandatory & format in JPG/PNG/PDF.
3. For Literary Work, Literary Work Document is mandatory & format in PDF.



Noc of the Publisher   No file chosen

#### Documents Attached

Sr. No.	File Type	File Name	
1	Literary Work	testing1.pdf	<input type="button" value="Delete"/>
2	Noc of the Publisher	testing2.pdf	<input type="button" value="Delete"/>




# Screenshot-6



Copyright Office  
Government of India

## Copyright Office

[Home](#) | [Copyright Societies](#) | [IPR Chair](#) | [Notice](#) | [E-Register](#) | [New Applications](#) | [Hearing Notice & Orders](#) | [Search Work](#) | [Contact Us](#)



Welcome ABHISHEK PALIWAL (General Public) < Your last Login was: 18/01/2019 02:33:35 PM > User Home Options | Logout

**Online Services**

- ▶ e-Filing of Application
- ▶ Pending Application for FormXIV
- ▶ Status of the Application
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ [Upload Discrepancy Reply](#)
- ▶ [Generate Diary Number](#)
- ▶ [Upload Literary/Dramatic or Artistic Work](#)

### Upload Work & Documents

Work Awaited Applications

Sr. No.	Diary No	Work Title	Date of Filing	Type of Work	Status	Upload Documents
1	17257/2018-CO/L	SHREEMAD DEVKRIT BRAHMAND GEETA	12/12/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>
2	16490/2018-CO/A	Alphabet Design	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
3	16494/2018-CO/A	LOGO DESIGN	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
4	16486/2018-CO/L	Genique Lifesciences - Brand Identity Guidelines	29/11/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>


**Diary No: 16486/2018-CO/L for Literary/ Dramatic work**  
Note:  
1. Maximum size of File is 5 MB.  
2. For Artistic Work, Artistic Work Document is mandatory & format in JPG/PNG/PDF.  
3. For Literary Work, Literary Work Document is mandatory & format in PDF.

Noc of the Publisher ▼

No file chosen

Documents Attached

Sr. No.	File Type	File Name	
1	Literary Work	testing1.pdf	<input type="button" value="Delete"/>
2	Noc of the Publisher	testing2.pdf	<input type="button" value="Delete"/>



# Screenshot-7



Copyright Office

Home | Copyright Societies | Copyright Board | Organisational Structure | FAQ | Contact Us



Welcome ABHISHEK PALIWAL (General Public) < Your last Login was: 17/01/2019 11:04:15 AM >

User Home Options | Logout

## Online Services

- ▶ e-Filing of Application
- ▶ Pending Application for FormXIV
- ▶ Status of the Application
- ▶ Details of Processing Fee
- ▶ Check List
- ▶ Workflow
- ▶ Upload Discrepancy Reply
- ▶ Generate Diary Number
- ▶ Upload Literary/Dramatic or Artistic Work

## Upload Work & Documents

### Work Awaited Applications

Sr. No.	Diary No	Work Title	Date of Filing	Type of Work	Status	Upload Documents
1	17257/2018-CO/L	SHREEMAD DEVKRIT BRAHMAND GEETA	12/12/2018	Literary/ Dramatic	Work Awaited	<a href="#">Select</a>
2	16490/2018-CO/A	Alphabet Design	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>
3	16494/2018-CO/A	LOGO DESIGN	29/11/2018	Artistic	Work Awaited	<a href="#">Select</a>

### Uploaded Documents

S.No.	Diary No	Work Title	Date of Filing	Type of Work	Uploaded Date	Status	View Document
1	16486/2018-CO/L	Genique Lifesciences - Brand Identitiv Guidelines	29/11/2018	Literary/ Dramatic	17/01/2019	Waiting	<a href="#">Literary Work</a>