F.NO. 10-02/2020-CO
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Copyright Office)
Plot no. 32, Boudhik Sampada Bhawan,
Sector-14, Dwarka – 110078
Date: 17.12.2020

PUBLIC NOTICE

The copyright office, in its endeavor to enhance transparency and digital empowerment of users has decided to introduce e-filing facility for “Registration of Changes in the Particulars of Copyright entered in the Register of Copyrights (Form XV)” w.e.f 18.12.2020 at 00.00 hrs

2. All concerned, may, use “Change in RoC (Form XV)” option under the head ‘E-filing of application’ in ‘Online Services’ available at www.copyright.gov.in

An indicative user guide is attached herewith for reference.

(Signature)
17.12.20
(Hoshiar Singh)
Registrar of Copyrights

Encl: As above
Payment Details of Change in Particulars (Form XV)

<table>
<thead>
<tr>
<th>Type of work</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literary/ Dramatic / Music / Computer Software /Artistic works</td>
<td>Rs 200/-</td>
</tr>
<tr>
<td>Artistic works in relation to goods or services</td>
<td>Rs 1000/-</td>
</tr>
<tr>
<td>Sound Recording</td>
<td>Rs 1000/-</td>
</tr>
<tr>
<td>Cinematograph Film</td>
<td>Rs 2000/-</td>
</tr>
</tbody>
</table>

The following document(s) is/are required to be submitted with the Application;

- Original Power of Attorney (POA). [If Applicable]
- Affidavit to the effect that ‘No Case’ is/are pending in any court of law relating to RoC in Question; [Mandatory]
- Copy of ‘Death Certificate’ duly attested/certified by Notary Public, in case the original Owner of the copyright is deceased; [If Applicable]
- Notarized Copy of Assignment Deeds of Licence, in case the proposed changes are consequential on assignment of Licences copyright; [Mandatory in respect of Col No. 11 And 12]
- Notarized copy of Assignment Deed/Partnership Deed/Dissolution Deed/Certificate of Incorporation etc; [Mandatory in respect of Col No. 11, 12 and 13]
- Copy of Extract of RoC. [Mandatory]
Guidelines of Change in particulars [Form XV]

Step 1: Click on the Link button “Change in RoC (Form XV)” under ‘e-filling of application’ in online services section.
Step 2: Applicant must login with valid credentials (user name and password).
Step 3: Enter Valid RoC Number and Date of issue (Date format: dd-mm-yyyy)
Step 4: Add or Edit columns as required. Upload signature (in jpg format, file size less than 512 kb).

<table>
<thead>
<tr>
<th>Online Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Filing of Form XV</td>
</tr>
<tr>
<td>Status of Form XV</td>
</tr>
<tr>
<td>Discrepancy Reply of Form XV</td>
</tr>
<tr>
<td>Make Repayment</td>
</tr>
<tr>
<td>Pending Payment</td>
</tr>
<tr>
<td>Payment History</td>
</tr>
</tbody>
</table>

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**STATEMENT OF PARTICULARS**

<table>
<thead>
<tr>
<th>Year of Subsequent Publish</th>
<th>Name of Subsequent Publisher</th>
<th>Address of Subsequent Publisher</th>
<th>Pin Code</th>
<th>Nationality of Subsequent Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td>110041</td>
<td>Indian</td>
</tr>
</tbody>
</table>

7. If the author is deceased
Date of his death: ___________________________

8. Whether work is Published or unpublished:
Published

9. Years and countries of subsequent publication, if any, and names, addresses and nationalities of the:

10. Names and addresses and nationalities of the owners of the various rights comprising the copyright in the:

11. Names and addresses and nationalities of other persons, if any authorized to assign or license the rights:

12. If the work is an “Artistic work”, the location of the original work, including name, address and nationality of the person in:

13. Applicant Signature:

   - Choose File: No file chosen
   - Upload Signature

   Signature file type:
   - jpg and jpeg format.
   - File size less than 512 KB.
Step 5: Preview details and click on ‘pay ‘ button to make payment.
Step 6: Once you click on pay button, you will be directed to NTRP payment gateway. On successful payment, a receipt would be generated.
Status of Form XV: Applicant can view the status of all submitted Form XV applications.
Discrepancy Reply: To upload reply against the discrepancy issued, kindly click ‘select’ button against the desired application and then click on ‘upload’ button.
The Applicant can view all the previously uploaded documents here. Select ‘discrepancy reply’ to upload the same along with the supporting documents

Please note: Discrepancy reply document is mandatory.