F. No. 10-02/2021-CO
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Copyright Office)

Boudhik Sampada Bhawan,
Plot no. 32, Sector-14, Dwarka,
New Delhi -110075

Dated: 19.03.2021

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/renewal of a Copyright society (Form VIII) & (Form IX)” and “Registration/renewal of a Performers’ society (Form XI) & (Form XII)” w.e.f. 19.03.2021. The options is available under the head ‘online services’ at www.copyright.gov.in

[Signature]
19.3.21
(Hoshiar Singh)
Registrar of Copyrights

Encl: User Guide
User guide for Registration of Application of Copyright Society.

Introduction

The Copyright Act, 1957 (the "Act") came into effect from January 1958. The Act has been amended five times since then, i.e., in 1963, 1984, 1992, 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 two WIPO internet treaties concluded in 1996 namely, the WIPO Copyright Treaty ("WCT") and WIPO Performances and Phonograms Treaty ("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 licenses 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.

Copyright Office

Section 9 of the Copyright Act requires for establishment of an office to be called the Copyright Office for the purpose of the Act. The Copyright Office is to be under the immediate control of a Registrar of Copyrights to be appointed by the Central Government, who would act under the superintendence and directions of the Central Government. The Copyright Office is currently located at the following address:
For online registration of copyright society, users must choose user type as "society user" at the time of sign up.
REGISTRATION OF COPYRIGHT SOCIETY

- Ensure all prerequisites and Mandatory documents before starting the registration process of e-filing of application.
- For registration as copyright society click “Click here for filling Society Registration”
- For registration as performer’s society click “Click here for filling Performer’s Society Registration”

Instructions For Filling Society Registration (Form VIII) & Performer’s Society:

Pre-Requisite:
1. Signature of members of the governing body to be scanned in jpg format with less than 512 KB and kept ready for uploading.
2. Signature of chief executive officer to be scanned in jpg format with less than 512 KB and kept ready for uploading.
3. All the documents to be uploaded in pdf format in less than 5 MB.

Necessary Documents:
1. The certificate to show that the applicant has a separate legal personality.
2. Last audited balance sheet.
3. Income and expenditure accountant balance.
4. True copy of the instrument by which the applicant is established or incorporated.
5. Consent in writing of the individuals named in the application to act as members of the Governing Council of the applicant.
6. A declaration containing the objectives of the applicant.
7. An undertaking to the effect that the instrument by which the applicant is established or incorporated provides for conforming the same to the provisions of the Act and the Rules.
8. A copy of the Registers of authors and owners containing the list of the authors and others owners of rights, their names and addresses.
9. All Documents are Mandatory.

(List of the documents to be attached in pdf and Guidelines, please ensure that acrobat pdf is installed in your system).

Click here for Filling Society Registration

Click here for Filling Performer’s Society Registration
APPLICATION FORM FOR PERMISSION TO CARRY ON COPYRIGHT BUSINESS AND FOR REGISTRATION AS A COPYRIGHT SOCIETY OR AS PERFORMER’S SOCIETY

Society Registration Form (Form VIII)

(See Rule 44)

APPLICATION FORM FOR PERMISSION TO CARRY ON COPYRIGHT BUSINESS AND FOR REGISTRATION AS A COPYRIGHT SOCIETY

1. Name and address of the association of persons making the application (in capital letters) (hereinafter referred to as "applicant").
   - Society Name
   - Address

2. The right or set of rights in specific categories of works in respect of which the applicant proposes to carry on the copyright business.
   - Eight Col 2

3. The certificate to show that the applicant has a separate legal personality.
   - To be uploaded

4. Name, address and profession or occupation of the persons who comprise the applicant.
   - Name & Occupation
   - Address

5. Details of works in which copyright of such individuals subsist.
   - Eight Col 5

6. The territory or territories to which the business of the applicant shall extend.
   - Eight Col 6
7. The names, addresses and profession/occupation of individuals comprising the Governing Body (by whatever name called) of the applicant in whom the ultimate management, control and direction of the applicant is vested*

Name & Occupation

Enter Name & Occupation

Address

Enter Address

8. The capacity (author or other owner of the rights) in which such individual has become a member of Governing Body*

9. Address of the registered or administrative office of the applicant at which its records will be maintained and kept and the designation of the chief executive officer of the applicant with address on whom communications may be served*

10. Financial position of the applicant on the date making the application i.e., last audited balance sheet and income and expenditure account/bank balance*

To be uploaded


To be uploaded

12. Signature along with the name of the members of the governing body (Min. 7 Signature are mandatory)*

S.N. | Member Name | Signature
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II' | | Choose File | No Fileosen | Upload Signature |
III' | | Choose File | No Fileosen | Upload Signature |
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13 Name and signature of the chief executive officer.

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<thead>
<tr>
<th>SN</th>
<th>Officer Name</th>
<th>Signature</th>
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<th>Applicant Name</th>
<th>Designation</th>
<th>Place</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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</table>
Applicant Name | Designation | Place | Date
--- | --- | --- | ---

12/03/2021

Documents to be uploaded (All Documents are mandatory)

- The certificate to show that the applicant has a separate legal personality
- Last audited balance sheet
- Income and expenditure account/bank balance
- True copy of the instrument by which the applicant is established or incorporated
- Consent in writing of the individuals named in the application to act as members of the Governing Council of the applicant
- A declaration containing the objectives of the applicant
- An undertaking to the effect that the instrument by which the applicant is established or incorporated provides for conforming the same to the provisions of the Act and the Rules
- A copy of the Registers of authors and owners containing the list of the authors and others owners of rights, their names and addresses

Choose File | No file chosen | Add Attachment

Submit | Reset
APPLICATION FORM FOR PERMISSION TO CARRY ON BUSINESS AND FOR REGISTRATION AS A PERFORMERS’ SOCIETY

Performer’s Society Form (Form XI)

FORM XI

(See Rule 69)

APPLICATION FORM FOR PERMISSION TO CARRY ON BUSINESS AND FOR REGISTRATION AS A PERFORMER’S SOCIETY

1. Name and address of the association of performers making the application (in capital letters) (hereinafter referred to as “applicant”)
   Society Name:  
   Address:  

2. The class or classes of performers for whose rights the applicant is to carry on the business of issuing licences.

3. The certificate to show that the applicant has a separate legal personality
   To be uploaded

4. Names, addresses and profession or occupation of the persons who comprise the applicant
   Name & Occupation:  
   Address:  
   Enter Name & Occupation  Enter Address
   Add

5. The territory or territories to which the business shall extend

6. The names, addresses and profession/occupation of individuals comprising the Governing Body (by whatever name called) of the applicant in whom the ultimate management, control and direction of the applicant is vested
   Name & Occupation:  
   Address:  
   Enter Name & Occupation  Enter Address
   Add

7. The capacity (performer or other owner of the rights) in which such individual has become a member of Governing Body

7. The capacity (author or other owner of the rights) in which such individual has become a member of Governing Body

8. Address of the registered or administrative office of the applicant at which its records will be maintained and kept, and the designation of the chief executive officer of the applicant with address on whom communications may be served

9. Financial position of the applicant on the date making the application i.e., last audited balance sheet and income and expenditure account/bank balance

10. Documents mentioned in rule 47(3) and 49

To be uploaded

11. Signature along with the name of the members of the governing body (Min. 7 Signature are mandatory)

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Member Name</th>
<th>Signature</th>
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<tbody>
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12 Name and signature of the chief executive officer.

<table>
<thead>
<tr>
<th>SN</th>
<th>Officer Name</th>
<th>Signature</th>
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<tbody>
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<th>Designation</th>
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**Documents to be uploaded (All Documents are mandatory)**

- The certificate to show that the applicant has a separate legal personality
- Last audited balance sheet
- Income and expenditure account/bank balance
- True copy of the instrument by which the applicant is established or incorporated
- Consent in writing of the individuals named in the application to act as members of the Governing Council of the applicant
- A declaration containing the objectives of the applicant
- An undertaking to the effect that the instrument by which the applicant is established or incorporated provides for conforming the same to the provisions of the Act and the Rules
- A copy of the Registers of authors and owners containing the list of the authors and others owners of rights, their names and addresses

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RENEWAL OF REGISTRATION OF A COPYRIGHT SOCIETY

FORM IX

(See Rule 47)

APPLICATION FORM FOR RE-REGISTRATION OR RENEWAL OF REGISTRATION OF A COPYRIGHT SOCIETY

1. Name and address of the association of persons making the application (in capital letters) (hereinafter referred to as "applicant").
   - Society Name
   - Address

2. The right or set of rights in specific categories of works in respect of which the applicant proposes to carry on the copyright business.

3. The certificate to show that the applicant has a separate legal personality.
   - To be uploaded

4. The territory or territories to which the business of the applicant shall extend.

5. The year of incorporation of the applicant and the date from which the applicant has been carrying on the copyright business of granting licenses.

6. The names, addresses and profession/occupation of individuals comprising the Governing Body (by whatever name called) of the applicant in whom the ultimate management, control and direction of the applicant is vested.

7. The capacity (author or other owner of the rights) in which such individual has become a member of Governing Body.

8. Address of the registered or administrative office of the applicant at which its records will be maintained and kept and the designation of the chief executive officer of the applicant with address on whom communications may be served.

9. Financial position of the applicant on the date making the application i.e., last audited balance sheet and income and expenditure account/bank balance.
10. Documents mentioned in rule 47(3) and 48

11. Signature along with the name of the members of the governing body

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Member Name</th>
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12. Name and signature of the chief executive officer

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Documents to be uploaded (All Documents are mandatory)

- The certificate to show that the applicant has a separate legal personality
- Last audited balance sheet
- Income and expenditure account/bank balance
- True copy of the instrument by which the applicant is established or incorporated
- Consent in writing of the individuals named in the application to act as members of the Governing Council of the applicant
- A declaration containing the objectives of the applicant
- An undertaking to the effect that the instrument by which the applicant is established or incorporated provides for conforming the same to the provisions of the Act and the Rules
- A copy of the Registers of authors and owners containing the list of the authors and owners of rights, their names and addresses
- A copy of resolution passed by the General Body declaring that all the royalties collected till the previous accounting year have been distributed to all accessible members and no complaint in this regard is pending
- A statement as to the changes, if any, made in the instrument since the last General Body
- Copies of various schemes as approved by the General Body

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RENEWAL OF REGISTRATION AS A PERFORMERS’ SOCIETY

FORM XII

(See Rule 68)

APPLICATION FORM FOR RENEWAL OF REGISTRATION AS A PERFORMERS’ SOCIETY

1. Name and address of the association of performers making the application (in capital letters) (hereinafter referred to as “applicant”):*
   
   Society Name
   
   Address

2. The class or classes of performers for whose rights the applicant is to carry on the business of issuing licences:

3. Names, addresses and profession or occupation of the persons who comprise the applicant:

   Name & Occupation
   Enter Name & Occupation

   Address
   Enter Address

4. The territory or territories to which the business shall extend:

5. The names, addresses and profession/occupation of individuals comprising the Governing Body (by whatever name called) of the applicant in whom the ultimate management, control and direction of the applicant is vested:

   Name & Occupation
   Enter Name & Occupation

   Address
   Enter Address
6. The capacity (performer or other owner of the rights) in which such individual has become a member of governing body

7. Address of the registered or administrative office of the applicant at which records will be maintained and kept and the designation of the chief executive officer of the applicant with address on whom communications may be served

8. Financial position of the applicant on the date of making the application i.e., last audited balance sheet and income and expenditure account/bank balance

9. Documents mentioned in rules 47(2) and 48

10. Signature along with the name of the members of the governing body (Min. 7 Signature are mandatory)

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11 Name and signature of the chief executive officer.

<table>
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Documents to be uploaded (All Documents are mandatory)

- The certificate to show that the applicant has a separate legal personality
- Income and expenditure account/bank balance
- True copy of the instrument by which the applicant is established or incorporated
- Consent in writing of the individuals named in the application to act as members of the Governing Council of the applicant
- A declaration containing the objectives of the applicant
- A undertaking to the effect that the instrument by which the applicant is established or incorporated provides for conforming the same to the provisions of the Act and the Rules
- A copy of the Registers of authors and owners containing the list of the authors and others owners of rights, their names and addresses
- A copy of resolution passed by the General Body declaring that all the royalties collected till the previous accounting year have been distributed to all accessible members and no complaint in this regard is pending
- A statement as to changes, if any, made in the instrument since the last General Body
- Copies of various schemes as approved by the General Body

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Compliance under Rule 65

compliance to be made, once the society gets its registration.
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<th>Date</th>
<th>Uploaded By</th>
<th>View</th>
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<td>08/03/2021</td>
<td>Shivesh</td>
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</tr>
<tr>
<td>2020-2021</td>
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**Compliance Documents**

**Compliance Year**

2020-2021

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