



HOW TO COMPLETE THE INTELLECTUAL PROPERTY RIGHTS (IPR) FORM

Intellectual Property is a product of creative thought that has commercial value, such as artistic works, patents and industrial processes. It is an asset that can be bought, sold, licensed, exchanged or gratuitously given away like any other form of property. As intellectual property is intangible, meaning it cannot be defined or identified by its own physical limits, it must be expressed in some discernable way in order to be protected. The intellectual property owner has the right to prevent unauthorized use or sale of the property.

INTELLECTUAL PROPERTY RIGHTS (IPR) FORM To Be Submitted With EVERY ORDER

- Letters of Indemnity are not adequate.
- Licensed content requires proof of licensing for replication.
- Owned content means that the individual or organization completing this form is the IPR owner.
- This form **MUST** be completed in its entirety by the individual or organization soliciting replication and NOT by a broker or intermediary.

Project Title: _____ Copy Format(s): CD BD DVD Flash Media

How will product be distributed?
 Within an organization Retail
 Free to public Other

In which countries will project be distributed?

Do you own the Intellectual Property Rights for the contents of this entire recording or project?
 YES NO

If you do not own the Intellectual Property Rights (IPR) for anything in your project, you must provide proof that you have obtained licenses for the intellectual property owned by others. Please choose and complete the section(s) below most appropriate to your project and follow directions in that section. NOTE: MP3 or Enhanced Disc content requires completion of both the ROM and Audio sections.

1. CD-ROM / DVD-ROM Content
 Describe the content of the disc: _____
 List on Page 3 of this form all included owned and non-owned software, freeware, shareware products and executable programs included on the CD or DVD-ROM. Attach the necessary distribution licensing documentation from the IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary. If the disc contains additional audio or video, then the appropriate sections (Section 2 or 3) must also be completed.

2. BD / CD / DVD Audio Content Check Here if Compilation Artists(s) _____ Content / Music Type _____
 A list of ALL track titles, artist, and IPR owner (typically the performer or the label) is **REQUIRED** – use Page 3 of this form. Any sampling or mixing of other recordings not owned (regardless of type, quantity and length) requires licensing of those original recordings. If you are performing “cover tunes” you must obtain and provide a mechanical license from Harry Fox and the publisher. If you are NOT the IPR owner (typically the performer or the label) of EVERY track, proof of replication licensing from the IPR owner(s) is **REQUIRED**.

3. BD / DVD Video Content Check Here if Video Content Contains ANY Audio and complete Section 2 - Audio Content above; Page 3 Audio – Content and the Track Listing must also be completed
 Describe the content of the disc: _____
 Proof of replication licensing from IPR owner is **REQUIRED**.

4. Flash Media (One-time Programmable USB Flash Memory)
 Describe the content of the Flash Media: _____
 List on Page 3 of this form all included owned and non-owned software, freeware, shareware products and executable programs included on the Flash Media. Attach the necessary distribution licensing documentation from the IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary. If the flash media contains additional audio or video, then the appropriate sections (Section 2 or 3) must also be completed.

Declaration
 I declare that all information provided herein is true and that all disc and flash media content indicated as being “licensed” is properly licensed for replication under the terms of an effective agreement with the original rights holder(s). I further declare that I am the intellectual property rights owner for all content indicated as being “owned” and I authorize its replication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the Content Delivery & Storage Association (available at www.cdsonline.org), the replicator reserves the right to refuse the processing of any order not strictly complying with the Anti-Piracy Compliance Program guidelines or such other guidelines adopted by the replicator.

Print Name of Company, Organization or Individual Soliciting Order: _____
 Signature of Representative from Party Soliciting Order: _____
 Print Name, Title & Date: _____ Telephone #: _____

F-0649.04 Page 2 of 3
Public

Distribution – Check **Within an organization** if you are distributing to members of organization (i.e. school, church or company). Check **Retail** if your product is going to be sold anywhere. Check **Free to public** if your product is going to be given away at no charge. Check **Other** if your selection is not listed.

Countries Where Distributed – You must list all countries where your product will be available. If through an online distributor it will probably be worldwide.

IPR Owner – Check **Yes** if you are the original artist featured on this recording. Check **No** if you are not the original artist featured on this recording. You **MUST** provide a copy of contract authorizing you to reproduce the recording.

CD-ROM / DVD-ROM Content – You need to obtain licensing rights for any third party software that appears on your disc (i.e. Acrobat Reader).

Enhanced CD – If your CD is an Enhanced CD you must fill out both Sections 1 and 2. An Enhanced CD contains both music and data. A license for any third party software applications that appear on your CD (i.e. Acrobat Reader or Apple QuickTime Viewer) must be obtained.

BD / CD / DVD Audio Content – A listing of the name of each song/track; name of the person/company that owns the copyrights to the song and the name of the person who owns the performance of that song is required – use Page 3 to provide this information.

Compilation CD – If multiple artists have recorded a song or songs for this recording, then you must provide documentation signed by the artist/band giving you permission to reproduce the music. If previously released recordings are included, then permissions from the current owner of the master recording are required.

BD / DVD Video Content – A Master Use License is required for any video on your disc that you do not own. A Synchronization License is required when your video includes copyrighted music or other audio.

Flash Media - You need to obtain licensing rights for any third party software that appears on your product (i.e. Acrobat Reader).

License Definitions:

Mechanical License – License agreement which provides the license holder the right to reproduce and distribute a copyrighted musical composition, for example a song, to the public. If a musician records a cover version of another musician’s song the musician who recorded the cover would need to obtain a mechanical license.

Compulsory Mechanical License – Is similar to a mechanical license, however once the copyright owner of the musical composition authorizes the public distribution of the recording for the first time, anyone else is now allowed to record and distribute that musical composition, under certain conditions, with notice and payment of royalty fees to the copyright holder.

Note: *If you create a recording of a performance and use or record copyrighted material you will have the rights to that recording but must still obtain a license agreement to perform or duplicate any of the copyrighted material on your recording.*

Master Use License – License agreement which will allow the use of a specific copyrighted recording of a musical composition. If you have used a compilation of music or songs, or you have sampled a portion of another’s work you will need to have a master use license.

Synchronization License – License agreement used when a video has been created and includes copyrighted music or other audio. The synchronization license provides permission to use a song or musical composition when synchronizing it to the visual image of the video.

Note: *Keep in mind that there are two different copyrights, one for the music (song) itself and one for the recording (master) of the music. The master use license is the permission to use the recording and the synchronization license is the permission to use the music or song in a video.*

Distribution License – A distribution license is used when the audio has not been licensed separately as with the synchronization license.

INTELLECTUAL PROPERTY RIGHTS (IPR) FORM



- Letters of Indemnity are **not** adequate.
- **Licensed** content requires proof of licensing for replication.
- **Owned** content means that the individual or organization completing this form is the IPR owner.
- This form **MUST** be completed in its entirety by the individual or organization soliciting replication and **NOT** by a broker or intermediary.



Project Title: _____ Copy Format(s): CD BD DVD Flash Media

How will product be distributed?

- Within an organization Retail
 Free to public Other

In which countries will project be distributed?

Do you own the Intellectual Property Rights for the contents of this entire recording or project?

YES NO

If you do not own the Intellectual Property Rights (IPR) for **everything** in your project, you **must** provide proof that you have obtained licenses for the intellectual property owned by others. Please choose and complete the section(s) below most appropriate to your project and follow directions in that section. **NOTE:** MP3 or Enhanced Disc content requires completion of both the ROM and Audio sections.

1. CD-ROM / DVD-ROM Content

Describe the content of the disc: _____

List on Page 3 of this form all included owned and non-owned software, freeware, shareware products and executable programs included on the CD or DVD-ROM. Attach the necessary distribution licensing documentation from the IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary. If the disc contains additional audio or video, then the appropriate sections (Section 2 or 3) must also be completed.

2. BD / CD / DVD Audio Content

[Check Here if Compilation](#)

Artists(s) _____ Content / Music Type _____

A list of **ALL** track titles, artist, and IPR owner (typically the performer or the label) is **REQUIRED** – use Page 3 of this form. Any sampling or mixing of other recordings not owned (regardless of type, quantity and length) requires licensing of those original recordings. If you are performing “cover tunes” you must obtain and provide a mechanical license from Harry Fox or the publisher. If you are **NOT** the IPR owner (typically the performer or the label) of **EVERY** track, proof of replication licensing from the IPR owner(s) is **REQUIRED**.

3. BD / DVD Video Content

[Check Here if Video Content Contains ANY Audio and complete Section 2 - Audio Content above; Page 3 Audio – Content and the Track Listing must also be completed](#)

Describe the content of the disc: _____

Proof of replication licensing from IPR owner is **REQUIRED**.

4. Flash Media (One-time Programmable USB Flash Memory)

Describe the content of the Flash Media: _____

List on Page 3 of this form all included owned and non-owned software, freeware, shareware products and executable programs included on the Flash Media. Attach the necessary distribution licensing documentation from the IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary. If the flash media contains additional audio or video, then the appropriate sections (Section 2 or 3) must also be completed.

Declaration

I declare that all information provided herein is true and that all disc and flash media content indicated as being “licensed” is properly licensed for replication under the terms of an effective agreement with the original rights holder(s). I further declare that I am the intellectual property rights owner for all content indicated as being “owned” and I authorize its replication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the Content Delivery & Storage Association (available at www.cdsaonline.org), the replicator reserves the right to refuse the processing of any order not strictly complying with the Anti-Piracy Compliance Program guidelines or such other guidelines adopted by the replicator.

Print Name of Company, Organization or Individual Soliciting Order: _____

Signature of Representative from Party Soliciting Order: _____

Print Name, Title & Date: _____ **Telephone #:** _____

INTELLECTUAL PROPERTY RIGHTS (IPR) FORM



Master Information

CD-ROM / Data / Software Content:

- Game*
- Application
- Database
- Operating System
- Multimedia*
- Software Compilation*
- Shareware/Freeware
- MP3*
- Enhanced CD*
- Other _____

Audio Content:

- Live Performance
- Single Artist/Band
- Compilation
- Soundtrack
- Broadcast Program
- Spoken Word
- Karaoke/CD+G
- Other _____

Indicate Included Software Products

Any contents compressed or encrypted? Yes No

If yes, specify instructions for decompressing and/or decrypting

Video Content:

- Theatrical*
- Music Video*
- Karaoke*
- Promotional*
- Documentary*
- Other* _____

***Complete Section 2 - Audio Content (Pg. 1) and Audio Content above if applicable.**

FAILURE TO FILL THIS FORM OUT COMPLETELY MAY RESULT IN A DELAY OF YOUR ORDER.

We reserve the right not to replicate, or reproduce any media without proper legal authorization.

Use the table below to provide the following information:

CD-ROM / DVD-ROM - All owned and licensed software, shareware, freeware, executable files, audio tracks and video chapter titles.

BD / CD/ DVD Audio - All track titles, artist(s), track time/size, IPR owners and where licensed from.

BD / DVD Video - All chapter titles and all audio tracks included on disc.

Flash Media - All owned and licensed software, shareware, freeware, executable files, audio tracks and video chapter titles.

No.	Artist / Creator	Song / Speech Title / Track / Chapter / Trade Name / Software Name	Time / Size	IPR Owner ¹	Licensed From ²
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Please continue on another sheet if you have additional Songs / Speech Titles / Tracks / Chapters

Do you own or have you licensed the Distribution Rights for this product? Own Licensed**

¹ Musicians, even if you are performing a “cover tune” you probably own your performance (IPR) but you must enclose your mechanical licenses (license agreement which provides the license holder the right to reproduce and distribute a copyrighted musical composition) for any “cover tunes” as soon as you receive them from the Publisher or Harry Fox.

² If you do not have the rights to a performance (i.e., someone else owns the master recording), then you must obtain a license to include the performance on your project and include proof of the license agreement with your order.

** Supporting documentation / proof of license agreement required.

ORDERS CANNOT BE PROCESSED WITHOUT A COMPLETED IPR FORM AND PROPER LICENSING DOCUMENTATION!

NOTE: Filling out this IPR form does not grant you a license to use copyrighted material, nor does it copyright your original material. All licenses must be obtained from the owner of the copyrighted material.