



# Intellectual Property Rights (IPR) Form

To be submitted with each NEW order

Must be completed by the individual or organization soliciting replication. (Not a Broker)

Letters of Indemnity are not adequate.

LICENSED content requires proof of licensing for replication from the IPR owner.

OWNED content indicates the individual/organization completing this form is the IPR owner.

Title of Project \_\_\_\_\_

Customer Number: \_\_\_\_\_ Selection Number: \_\_\_\_\_

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

If OTHER indicate here: \_\_\_\_\_

In which countries will product be distributed? \_\_\_\_\_

Do you own the Intellectual Property Rights (IPR) for the contents of the ENTIRE recording or project?  YES  NO

- Mark "YES" if you are the OWNER of the IPR of ALL content on the disc.
- If the answer is "NO", you **MUST PROVIDE PROOF OF LICENSING** (permission from the actual owner of the content).
- Proceed to the section (1, 2, or 3) below that applies to the content of your disc. MP3 or Enhanced Disc content requires completion of both ROM and Audio Sections.

## 1. CD-ROM / DVD-ROM Content: \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of ALL disc content, list on page 2 of this form all licensed copyrighted software, including freeware and shareware products (such as FlashPlayer, Apple Quicktime, WinZip, Acrobat Reader, Internet Explorer, MS Powerpoint Viewer, etc.)
- For any non-owned software, attach necessary distribution licensing documentation from the software vendor/publisher. (You should consult the software vendor for what is required.)
- If your project is an Enhanced CD (contains both ROM and Audio), you must complete sections 1 and 2.

## 2. Audio (CD or DVD) Content: \_\_\_\_\_

If this project is a **COMPILATION**, then check this box

Artist(s) \_\_\_\_\_ Content/Music Type \_\_\_\_\_

- An attached list of track title, artist, and IPR owner is **REQUIRED** (see page 2 of this form).
- If you are not the IPR owner of every track (typically the performer or record label), you must provide proof of replication licensing from IPR owner.
  - Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

## 3. Video (CD / DVD) Content: \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of the video content, proof of replication licensing from IPR owner is **REQUIRED**.
  - If there are audio tracks in the video that are separately licensed, complete Audio Section 2 above, list those tracks on page 2 of this form, and provide necessary Audio/Video Synchronization licensing.

*I declare that all information provided herein is true and that all disc contents indicated as being "licensed" are 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 contents 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.contentdeliveryandstorage.org](http://www.contentdeliveryandstorage.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.*

Name of Company, Organization or Individual Soliciting Order \_\_\_\_\_

Telephone # \_\_\_\_\_ Date \_\_\_\_\_

Print Name, Title \_\_\_\_\_

Signature of Representative from Party Soliciting Order \_\_\_\_\_

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**Please use this chart to:**

- List all owned or licensed software on your CD-ROM or DVD-ROM disc.
  - List track titles, artist(s) and IPR owners for ALL tracks on your Audio disc.
  - List chapter titles and all separately licensed music titles on your Video disc.
- Attach any necessary Distribution licensing documentation. You should consult the software vendor for executable (.exe) files not owned by you or your company. (Apple, Microsoft, Corel, etc.)

No.	Artist/Creator	Song/Chapter/File Name	Time/Size	Performance (IPR) Owned by: <sup>1</sup>	Licensed from: <sup>2</sup>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

(Please continue on another sheet if you have additional songs or files)

If you are Not the IPR owner,

Are you contracted by the IPR owner as a formal distributor for this product?

YES

NO

<sup>1</sup> If you are performing a 'cover tune', you probably own the performance of that song (IPR), and would indicate so in this column.

<sup>2</sup> 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 disc and include proof of the license agreement with your order.