



# Intellectual Property Rights (IPR) Form

To be submitted with each new order sent for replication

**This form must be completed by the individual or organization soliciting replication and not a broker or intermediary**

- > Letters of Indemnity are not adequate.
- > **LICENSED** content requires proof of licensing for replication.
- > **OWNED** content indicates the individual/organization completing this form is the IPR owner.

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

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

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

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

YES  NO

- > Mark "YES" if you are the **OWNER** of the intellectual property rights of **ALL** the content on the disc.
- > If the answer is "NO", you **MUST PROVIDE PROOF OF LICENSING** (permission from the actual owner of the content) before replication can begin.
- > 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 content on the disc, list on page two of this form or on a separate sheet all non-owned software, including freeware and shareware products (such as Acrobat Reader, Apple Quicktime, 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)

**2. Audio (CD or DVD) Content:** \_\_\_\_\_ Is this a COMPILATION?  YES  NO

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

- **A list of 1)TRACK TITLE, 2)ARTIST and 3)IPR OWNER** (typically the performer or record label) for each track on the disc is **REQUIRED** for ALL audio titles, even if you own the content and performing rights for all recorded tracks. (see page two of this form)
- If you are not the IPR owner (typically the performer or record label) of every track, 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.
  - > "Cover versions" of songs written by someone other than the performing artist require proof of mechanical licensing or compulsory licensing.

**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 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 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 duplication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)), the replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.*

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

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

Print Name, Title, Date & Phone # \_\_\_\_\_

(must be completed by individual or organization ordering replication, **not by a broker or intermediary**)