

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 indicates the individual/organization completing the form is the IPR owner
- > This form must be completed by the individual or organization soliciting replication and not a broker or intermediary.

Title of Project: _____

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

In which countries will this 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 contents on the disc.
- > If the answer is "NO", you MUST PROVIDE PROOF OF LICENSING (permission from the actual owner of the content) before replication or duplication 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

Section 1 -- CD-ROM or DVD-ROM Content

Describe Contents on 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 (Acrobat®Reader®, Apple QuickTime, Internet Explorer, MS PPT 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)

Section 2 -- Audio (CD or DVD) Content

Is this a COMPILATION? ☐ Yes ☐ No

Artist(s): _____ Contents / Music Type: _____

- ◆ A list of TRACK TITLE, ARTIST and 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 2 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 or duplication licensing from the IPR owner.
 - > sampling/mixing of additional recording 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 requires proof of mechanical licensing or compulsory licensing.

Section 3 -- Video (CD / DVD) Content

Describe Contents on Disc: _____

- ◆ If you are not the IPR owner of the video content, proof of replication or duplication licensing from the 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 the 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), 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: _____ Phone Number: _____ Date: _____

Please use this chart to:

- > List tracks titles, artist(s), and IPR owners for ALL tracks on audio discs
- > List chapter titles and any music titles used on Video discs
- > List all copyrighted software on CD or DVD ROM discs, including:
 - software copyrighted by your company or the company that developed the CD for you
 - any other executable (.exe) files not owned by you or your company (this includes applications by Microsoft, Apple, Intuit, Corel, Adobe, etc.
 - any shareware or freeware executable (.exe) files on the disc (Acrobat Reader, Macromedia Flash, Apple QuickTime, Internet Explorer, Netscape Navigator, FireFox, etc.

No.	Artist/Creator	Song/Chapter/File Name	Time/Size	Performance (IPR) Owned By: ¹	Licensed From: ²
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

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

1- If you are performing a "cover tune", you probably own your own performance of that song (IPR), which is what this column is asking for. For 'cover tunes', you must provide mechanical licensing to perform the work from the publisher or from the Harry Fox Agency
www.songfile.com

2- If you don't 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 license agreement with your order.