

How to fill out the Intellectual Property Rights Form

Intellectual property: is a product of creative thought that has commercial value, such as artistic works, patents and industrial processes. These rights can be bought, sold and licensed, and must be expressed in some way to protect the owner from unauthorized use or sale of the property.

A Distribution:
Within an organization: if distributing to members of organization (ie: school, church or company).
Retail: If your disc is going to be sold anywhere.
Free to Public: if your disc is going to be given away at no charge.
Other: if your selection not listed.

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

C IPR Owner:
Yes: if you are original artist featured on this recording.
No: if you are not original artist on recording. If no then you must also provide copy of contract authorizing reproduction use of recording.

1 CD-ROM / DVD-ROM Content:
You need to obtain licensing rights for any third party software that appears on your disc (ie: Acrobat Reader)

Enhanced CD: Contains both music and data. This requires the completion of sections 1 and 2.

2 CD / DVD Audio Content:
You need to obtain licensing rights for any third party software that appears on your disc (ie: Acrobat Reader)
Compilation: 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, then permission from the current owner of the master recording is required.

3 CD / DVD Video Content:
A Master Use License is required for any video on your disc that you do not own.

- Letters of Indemnity are not adequate.
- **Licensed** content requires proof of licensing for replication or duplication.
- **Owned** content indicates the individual/organization completing this form is the IPR owner.
- **Must be completed by the organization soliciting replication or duplication and not a broker or intermediary.**

Project Title: (Album Title) Copy Format(s): ☐ VHS ☐ CD ☐ DVD

A Distribution: ☐ Within an organization ☐ Retail ☐ Free to public ☐ Other

B Countries Where Distributed: (Individual Countries or Worldwide)

C Are you the IPR owner for the entire master contents? ☐ Yes ☐ No*

Complete the section(s) below describing the content that is applicable to the media you have ordered.

1. CD-ROM / DVD-ROM Content

**If Not IPR owner, list all included non-owned software, freeware, and shareware products. Attach necessary distribution licensing documentation from the IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.*

2. CD / DVD Audio Content

☐ Check Here if Compilation

Artist(s)/Content/Music Type _____

An attached list of track title, artist, and IPR owner is **required**. Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

If Not IPR owner, proof of replication licensing from IPR owner for licensed tracks is **required.*

3. CD / DVD Video Content

If Audio is separately licensed, complete Audio section and provide necessary Audio/Video Synchronization licensing

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I affirm 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) with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being "owned" and approve of replication or duplication. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association. Paragon Media reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines or the Copyright Law of the United States of America, or any other applicable statutes or comparable law of any other jurisdiction regulating the rights and use of data, recorded and printed materials.

Signature _____ Date _____

Name _____ Title _____

Organization Name (Name of Company / Band) Telephone _____

ORDERS CANNOT BE PROCESSED WITHOUT A COMPLETED IPR FORM AND WILL BE DELAYED!

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

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