

**APPLICATION FOR COPYRIGHT VOLUNTARY NOTIFICATION PROCEDURES**

\*Each copyright notification shall be made by citizen or Malaysian permanent resident.

\*Foreign applicant shall appoint a representative to file the copyright notification.

\*Please prepare one (1) copy for applicant reference purposes and one (1) extra original copy to be submitted to MyIPO for registration.

1. Notification by author/owner/licensee shall submit the following 1.1 – 1.5 paragraph as follows:

1.1 **Form CR-1** (Original Works) OR **Form CR-2** (Derivatives Works)

- a. Author/s address is an optional and not mandatory to fill in.
- b. Owners information and contact person is mandatory to fill in.
- c. Completed Form CR-1 / CR-2 shall be signed and scanned in pdf format
- d. Completed Form CR-1 / CR-2 in editable softcopy pdf format shall be submitted to MyIPO together with item (c) which is duly scanned.

1.2 Statutory Declaration (SD)

- a. Applicant shall state the following information:
  - i. whether he is an author/owner/assignee/licensee in the SD;
  - ii. The title of the work
  - iii. Signed and affirmed in front of Magistrate, Sessions Court Judge, Commissioners for Oath or Notary Public; and
  - iv. SD shall be scanned in pdf format.

\*The applicant is encouraged to use the proposed SD in the MyIPO website to facilitate and fasten the application for copyright notification.

1.3 Copy if the work

- a. Applicant is encouraged to send the copy of the work in softcopy or digital format in fasten the application.  
\*A copy of the work which is more than 100MB and have more than 1 file shall be submitted manually to MyIPO.

1.4 Form CR-5

- a. Filled up Form CR-5 shall be signed and scanned in pdf format.
- b. Filled up CR-5 in editable pdf format shall be submitted to MyIPO in softcopy together with scanned item (a) which is duly scanned.

1.5 Prescribed Fee.

2. Notarized Public Document from foreign country/s is acceptable but shall contain information as described in para 1.2 above.

3. Applicant shall fill up Form CR-3 ONLY if the author/owner/licensee wish to appoint representative on behalf in filing copyright voluntary notification. Form CR-3 may be submitted by IP Agent, individual represent foreign national, a foreign national which have registered address in Malaysia, and individual that represent owners. Form CR-3 is not applicable to dispatch/runner or officer that represent the applicant's company.

4. Work is categorized into the followings:

<b>ORIGINAL WORKS (CR-1)</b>	<b>DERIVATIVE WORKS</b>
A. Literary B. Music C. Artistic D. Film E. Sound Recording F. Broadcast	A. Translation B. Adaptations, arrangements, and other transformations of works which qualified to register. C. Collections and compilations of works or compilation of mere data

\*(Further information can be referred to list of Category of works)

5. Example of registration which contain more than one works (single works) are the followings:

<b>NO</b>	<b>WORKS</b>	<b>CATEGORY OF WORKS</b>	<b>EXAMPLE</b>
A.	Single work	Artistic (CR1)	- Image of KLCC
B.	Multiple works that related each other	Artistic (CR1)	- Image of KLCC and Buildings - Image of KLL and Museum - Image of KLCC and national Monument
C.	Multiple works that not related to each other	Collection or Compilation of Works (CR2)	- Image of KLCC - Image of Apple

6. Accepted Format of Works are as follows:

ORIGINAL WORKS	FORMAT
LITERARY	PDF, ZIP (COMPUTER PROGRAM)
ARTISTIC	PDF/GIF/JPEG/PNG
MUSIC	MP3/WMV/PDF (MUSICAL NOTES)
FILM	AVI/MPEG/MOV/MP4
SOUND RECORDING	MP3/WMV
BROADCAST	SD / HD
DERIVATIVES	DEPENDS ON ABOVE FORMAT
Applicant are encouraged to submit works in digital/softcopy format to expedite the filing..	

7. Example of calculation of fee are as follows:

	A	B	C
<b>FORM CR-1/CR-2</b>	CR-1=RM15	CR-2=RM30	CR-1=RM15
<b>FORM CR-5</b>	CR-5=RM50	CR-5=RM50	CR-5=RM50
<b>DEPOSIT OF WORKS</b>	CD=RM30	Pages (30pgs) =RM10+RM20	Thumbdrive (700MB)=RM20+RM30
<b>TOTAL</b>	RM95	RM110	RM115

\* Submitted Deposit of works will not be returned.

8. Request for amendment to notification of Copyright (CR-4) are as follows:

ALLOWED	NOT ALLOWED
A. Clerical error amendment (I misk you, Pindaan: I miss you)	A. Additional/restructuring of wording added to the amendment (I love you, Pindaan : You love me)
B. Spelling of Author/Owner/Licensee name/s	B. Amendment to reduce the word (I love you, Pindaan : I love)
C. Additional name/s added	C. Amendment to add words (I love you, Pindaan : I love you more)
D. Expungement of owner's name	D. Amendment relates to information contain in the form and statutory declaration as a whole
E. Application to amend information of author/owner/licensee/contact person - Change of authors/owners/contact person address - Change of contact person particulars	E. Changes to content of the work
	F. Additional of authors name
	G. Expungement of Authors name

\*(CR-4) only can be made before issuance of Copyright Voluntary

\*Any amendment which does not affect information in Statutory Declaration is permitted. If there is amendment which affect information contains in statutory declaration, a new statutory shall be submitted together with Form CR-4.

9. Application to request for certificate (CR-5) may be made through CR-9 form in the system.

10. Application to request for correction of clerical error (CR-6) may be submitted to correct the following clerical error request:

ALLOWED	NOT ALLOWED
A. Clerical error amendment (I misk you, Pindaan : I miss you)	A. Additional/restructuring of wording added to the amendment (I love you, Pindaan : You love me)
B. Spelling of Author/Owner/Licensee name/s	B. Amendment to reduce the word (I love you, Pindaan : I love)
	C. Amendment to add words (I love you, Pindaan : I love you more)
	A. Amendment relates to information contain in the form and statutory declaration as a whole
	B. Additional of authors and owners name
	C. Expungement of Authors name
	D. Changes to content of the work

11. Form **CR-7** shall be submitted for correction, expungement or amendment to application by order of court. Court order/decision is required. Any changes to any owners/authors information are permitted upon submission of court order/decision contains in the system.

12. Request to extracts under Form (CR-9) shall be submitted for the following request:

<b>CERTIFIED TRUE COPY</b>	<b>NON-CERTIFIED TRUE COPY</b>
A. May be made any person including by Author/Owner/Licensee	A. May be made ONLY by Author/Owner/Licensee
B. For court litigation purposes, defendant or plaintiff shall obtain a court order	
C. Application by any public shall obtain approval from Owner of the Copyright in Work.	

\* Applicant shall submit a pendrive/CD/DVD (or any) if applicant intends to request electronic format extracts which exceed 4.3GB

13. Form CR-10 shall be submitted for notification to change address on the following terms and conditions:

- 13.1 One form CR-10 represents changes to only one address only;
- 13.2 Applicant shall submit CR-10 together with a new Statutory declaration if changes of address relates to information contains in the statutory declaration.
- 13.3 Changes are limited to changes relating to authors/owners/licensee/assignee and contact person address only.

14. Required document for notification for assignment, licence of testamentary disposition (CR-11) are the followings:

ASSIGNMENT	Deed of Assignment
LICENCE	Licence Agreement
TESTAMENTARY DISPOSITION	Letter of probate, Letter of Administration

15. Application for CR6 until CR-11 may be made after Copyright Voluntary Notification is issued.

16. Payment through cheque/money order/bank draft shall be made **"PERBADANAN HARTA INTELEK MALAYSIA"**.

17. CR-1/CR-2, CR-5 together with a statutory declaration and deposit of work shall be submitted if the applicant intends to make a payment through through local order (LO). Copyright Division will check submitted documents before quotations can be issued.

18. Any questions may be emailed at [infocopyright@myipo.gov.my](mailto:infocopyright@myipo.gov.my) or to the contact person Ms Nurayuzee (03-2299 8918), Ms Masitqah (03-2299 8917) and Ms Nur Izza Shazni (03-2299 8916).

19. Application via post or courier shall be addressed to

**BAHAGIAN HAK CIPTA,  
PERBADANAN HARTA INTELEK MALAYSIA,  
TINGKAT 18, TOWER B,  
MENARA UOA BANGSAR,  
NO.5, JALAN BANGSAR UTAMA 1,  
59000 KUALA LUMPUR.**