

THE COPYRIGHT ACT

The Copyright (Licensing Bodies) Regulations, 2025

REGISTRATION APPLICATION FORM

Instructions to Applicant

1. Please read the form carefully and complete in block capitals in blue or black ink.
2. This application form must be completed in order to avoid delay in the processing.
- Where attached sheets are utilized in lieu of the space provided indicate cross-references.
- Paragraphs that are not applicable to your application should be marked as “N/A”.
3. If you are in doubt as to any provision of this application form, please consult with an authorised officer of the Jamaica Intellectual Property Office before completing it.
4. All completed application forms and all supporting documents must be placed in a single sealed envelope and delivered to the Jamaica Intellectual Property Office.

TYPE OF APPLICATION

All applicants should complete this section

Please indicate whether this is your first time applying

☐ First Time Application

☐ Renewing Application
(In case of renewal proceed to Part II.

PART I: DETAILS OF APPLICANT

To be completed by the Licensing Body:

Name of Licensing body:	Date of Incorporation:	Date of commencement of operation:
Type of Company/Business: ☐ Partnership ☐ Limited Liability ☐ Unlimited Liability ☐ Other	Licensing Body TRN:	Licensing Body Company Registration Number:
Licensing Body Registered Address:	Licensing Body Mailing Address (if different from above):	
Licensing Body Contact Number:	Licensing Body Email Address:	Nature of works being administered:

Class of rights being administered:	Number of members as at date:	Distribution of royalties: ☐ Quarterly ☐ Annually ☐ Other (please specify) _____
Description of Method of Distribution:	Name of Authorised Agent:	Position:
Contact Number of authorised agent: (home)	(work)	(mobile)
Email Address:		

DECLARATION

All applicants must sign this declaration for their application to be processed

I, _____, hereby declare that the information contained in this application and all the attachments, statements, disclosures and supporting documents submitted to the Jamaica Intellectual Property Office are true and correct to the best of my knowledge and belief.

I acknowledge that this statement is executed with the knowledge that misrepresentation or failure to reveal information shall lead to discontinuation of the processing of the application and the revocation of any registration granted and may also lead to prosecution. I further declare that the registration, if granted may be suspended or revoked for breach of any of the terms or conditions stipulated therein.

Date the _____ day of _____
Date Month Year

Signed by the said)
)
)
)
_____)

Name and Position of Director/Officer

Signature

DOCUMENTS SUBMITTED BY THE LICENSING BODY FOR REGISTRATION

To be completed by the Executive Director

Articles of Incorporation and other constitutive documents including Rules and Regulations of the licensing body's operations ☐ Yes ☐ No

By-Laws (optional) ☐ Yes ☐ No

Statutory Declaration by Directors ☐ Yes ☐ No

Letter of Good Standing by Registrar of Companies ☐ Yes ☐ No

Document detailing the names and position of officers on current governing body ☐ Yes ☐ No

Statement on number and composition of membership as at the date of application ☐ Yes ☐ No

Public documentation submitted to foreign licensing bodies ☐ Yes ☐ No

Criminal records ☐ Yes ☐ No

Information with respect to licensing bodies in existence prior to date of application:

Statement of proof of royalty distribution for year prior to application (*may include public documentation submitted to foreign licensing bodies.*) ☐ Yes ☐ No

Copy of audited accounts approved by most recent Annual General Meeting of applicant licensing body ☐ Yes ☐ No

Report and findings of any judicial proceedings involving the licensing body. ☐ Yes ☐ No

Payment of application fee: J\$ ☐ Yes ☐ No

Government representation on Board of licensing body ☐ Yes ☐ No

Application: ☐ Granted ☐ Refused

Reasons for refusal:

Date of 1st publication of notices: _____ Date of 2nd publication of notices: _____

Signed:

Executive Director
Jamaica Intellectual Property Office

Date: