This form allows the registration of up to two separate copyright works. If you have more than two works to register, please continue on separate application form(s).

Please refer to the notes in the left hand column for guidance in completing the application. The form must be signed and dated by the copyright holder (or an authorised agent).

Send the completed form, a copy of your work and payment to:

Copyright Witness – Registrations
4 Tavistock Avenue
Didcot
Oxfordshire
OX11 8NA
United Kingdom

Fields marked with an asterisk * are required and must be completed.

1. Contact details of the person registering the work

   Title*(Mr/Mrs/Dr, etc.) | First name(s)*

   Last name*

   Account number (if applicable)

   Company/organisation
   (if applicable)

   Full postal address* (including zip/postal code)

   Country*

   Telephone

   Email

   How did you hear of this service?

2. Payment details

   • To pay by cheque, postal order or international money order
     Cheques/postal orders/international money orders for **UK Pounds Sterling (GBP)**, should be made payable to "Copyright Witness Ltd".
   • To pay by credit/debit card

   Payment method (tick one)
   - Mastercard
   - Visa
   - Visa Debit
   - American Express
   - UK Maestro

   Card holder's name
   (Exactly as it appears on the card)

   Card number

   Valid from (if shown) / Expiry date /

   Issue number (must be entered if it appears on your card, otherwise leave blank)

   Security code (3 or 4 digit CV2 code, normally found on the signature strip)

   Card holder's full address (including zip/postal code and country)

   Card holder's signature

Register on-line and save £10

Use the on-line registration facility at www.copyrightwitness.com/register and you could save £10 per registration.
Section 3 notes

- **Copyright owner**
  Here you should enter the name of the person(s) or organisation that is the copyright owner of the work (normally this is the creator or author of the work).
  - For joint ownership, this may be a collective name that you use or a list of names.
  - If you wish to use a pseudonym or pen-name please also include your real name.
    i.e. 'Real Name, ("Pen-name")'.
  Please enter the copyright owner exactly as you wish it to be shown on the registration certificate.

- **Title of work**
  This should be the name you use to refer to the item you are registering.
  Please enter the title of work exactly as you wish it to be shown on the registration certificate.

- **Additional information**
  Here you can enter extra information to help you identify the items being deposited. What you enter here will be shown on the schedule that accompanies the registration certificate.

- **Length of registration**
  Please enter the fee that applies to the period of cover required.

- **Format**
  The standard charges include submissions of CDs, USB Flash drive or a DVD/Blu-ray disc containing up to 4GB (4096MB) of data, or paper documents, photos or fabric samples up to 20 pages A4/Letter/Foolscap size.
  Additional processing fees apply to the following items:
  - Paper documents/printed materials: Documents over 20 pages are charged at £5 per 100 pages or part thereof: i.e. 21 - 120 pages = £5, 121 - 220 pages = £10, etc.
  - Electronic media: DVD/BD/CD disc(s) or USB Flash drives (etc.) containing over 4GB of data are charged at £10 per 4GB or part thereof: i.e. 4GB-8GB = £10, 8-12GB = £20, etc.
  If your work requires a processing fee, please enter this in the space provided.

- **Extra certificates**
  If required, enter the quantity here. (see notes).

- **Notice labels**
  If required, enter the number of sheets (see notes).

3. About the work to be registered

### Work 1

<table>
<thead>
<tr>
<th>Copyright owner*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of work*</td>
<td></td>
</tr>
<tr>
<td>Additional information (optional – no more than 80 characters)</td>
<td></td>
</tr>
<tr>
<td>Length of registration*</td>
<td>Either 5 years @ £52.50 or 10 years @ £82.50</td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Extra certificates</td>
<td>Quantity @ £2.00 each</td>
</tr>
<tr>
<td>Notice labels</td>
<td>Quantity @ £2.00 each</td>
</tr>
<tr>
<td>Sub-total*</td>
<td>£</td>
</tr>
</tbody>
</table>

### Work 2

If you have more than two works to register, please continue on separate form(s).

<table>
<thead>
<tr>
<th>Copyright owner</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of work</td>
<td></td>
</tr>
<tr>
<td>Additional information (optional – no more than 80 characters)</td>
<td></td>
</tr>
<tr>
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<td>Either 5 years @ £52.50 or 10 years @ £82.50</td>
</tr>
<tr>
<td>Format</td>
<td></td>
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<td>Extra certificates</td>
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</tr>
<tr>
<td>Notice labels</td>
<td>Quantity @ £2.00 each</td>
</tr>
<tr>
<td>Sub-total*</td>
<td>£</td>
</tr>
</tbody>
</table>

**Total**

**£**

GBP (UK Pounds Sterling).

**Declaration**

I hereby accept the terms and conditions, and certify that the information I have provided is correct and that the work to be registered does not infringe copyright or other rights of any other party.

**Signed**

(Applicant/authorised agent)

**Date**

/ / 

Applicants under 18 should also obtain a signature from a parent or guardian:

**Name of Parent/guardian**

**Signature**

Please ensure you enclose a full copy of the work you wish to register.
Deposited copies are non-returnable, please do not send the original or master copy.
in these conditions are for convenience and shall not affect their interpretation.

2 Supply of the Services

2.1 The Company shall provide the Services to the Client subject to these Conditions. Any changes to these Conditions shall be notified to the Client by the Company and deemed to have been accepted unless the contrary is indicated by the Client in writing within one month. Any changes to the Services proposed by the Client must be agreed in writing by the authorised manager of the Company.

2.2 The Client shall at its own expense supply the Company with all necessary data or other information relating to the Services within sufficient time to enable the Company to provide the Services in concept and presentation to the Client. The Client shall ensure the clarity and accuracy of all such data and information. The Client shall check any Certificates provided by the Company, and notify the Company within 28 days of any inconsistencies, errors or other changes or new Certificate issued. Excepting updates to Client contact information, no other changes will be permitted.

2.3 The Client shall if so requested by the Company supply it (in the form specified by the Company) with any declaration necessary for the purposes of obtaining any consent or clearance which the Company might be required to obtain by any competent authority to enable it to provide the Services.

2.4 The Services shall be provided in accordance with the Estimates (if any) and otherwise in accordance with the Company’s current practices and literature relating to the Services published from time to time subject to these Conditions.

2.5 Further details about the Services and advice or recommendations about its provision or utilisation which are not given in the Estimate or other literature may be made available on request.

2.6 The Company may without any liability to the Client make such alterations to any brochure promotional literature quotation or other document relating to the provision of the Services if in its absolute discretion it believes such alteration is necessary to correct any typographical or other errors or omissions.

2.7 The Company may at any time without notifying the Client make any changes to the Services which are necessary to comply with any applicable safety or other statutory requirements or which do not materially affect the nature or quality of the Services.

2.8 For storage, insurance, and data integrity purposes, the Company may create back-up copies of submitted works if it is practicable to do so. Submitted ‘original’ copies may be discarded due to storage capacity, but a 99% back-up has been made in all cases. Client data will be considered confidential, and treated accordingly.

2.9 Duplicate works can be provided on request of the Client, and will demonstrate the full content of the registration, but may be lower in a medium other than that submitted, (normally this will be an electronic media format).

3 Charges and payment

3.1 Subject to any special terms agreed, the Client shall pay the Charges and any additional sums which are agreed between the Company and the Client for the provision of the Services, or which in the Company’s sole discretion are required as a result of the Client’s (or the Client’s agents) instructions, or lack of instructions, the inaccuracy of any data, or information supplied by the Client or its agents, or any other cause attributable to the Client or its agents.

3.2 The Company shall be entitled to vary Charges from time to time, these will be published or made available to the Client on request and shall apply to any new transactions.

3.3 The Company shall be entitled to invoice the Client directly following the provision of the Services or at such other times as it may agree with the Client.

3.4 The Charges and any additional sums payable shall be paid by the Client (together with any applicable Value Added Tax and without any set off or other deduction) within 14 days of the date of the Company’s invoice unless otherwise agreed by the Client with an authorised manager of the Company and confirmed in writing.

3.5 If payment is not made on the due date the Company shall be entitled without limiting any other rights it may have to charge interest on the outstanding amount (both before and after any judgement at the rate of 1% above the base rate from time to time of Lloyd’s Bank PLC from the due date until the outstanding amount is paid in full. The Company shall also be entitled to refuse any further transactions with the Client or refuse to provide any Services for the Client.

3.6 The Company shall be entitled to terminate any Services offered where the Client has not made full payment or payment was made fraudulently (for example card fraud). The Company shall also be entitled to charge the Client for any Bank charges as well as any reasonable administration charges that may be attributed to the Client’s failure to pay.

4 Confidentiality

4.1 Any data or other information provided by the Client which is so designated by the Client as confidential shall be kept confidential by the Client and shall not be disclosed to any third party or otherwise used by the Company except as required by law or other claims arising from their late arrival, non-arrival, failure to transfer correct information, verity receipt of data (where applicable) or any other fault of the Client, this includes any issue relating to the validity of items submitted by the Client for Registration and timely notification of Client charge of address.

5 Warranties and Liability

5.1 The Company warrants to the Client that the Services will be provided using reasonable care and skill and as far as reasonably possible.

5.2 The Company shall have no liability to the Client for any loss damage costs expenses or other claims arising from the performance or non-performance of the Services.

5.3 Except in respect of death or personal injury caused by the Company’s negligence or as expressly provided in these conditions the Company shall not be liable to the Client by reason of any representation (whether fraudulent or not) or implied warranty condition or any other term or any duty at common law or under the express terms of the Contract for any loss of profit or any indirect special or consequential loss damage costs expenses or other claims (whether caused by the negligence of the Company its servants or agents or otherwise) which arise out of or in connection with the provision of the Services or their use by the Client and the entire liability of the Company under in or in connection with the Contract shall not exceed the amount of the Company’s Charges for the provision of the Services except as expressly provided in these conditions.

5.4 The Company shall not be liable to the Client or be deemed to be in breach of the Contract by reason of any delay in performing or any failure to perform any of the Company’s obligations in relation to the Services if the delay or failure was due to any cause beyond the Company’s reasonable control.

5.5 The Client warrants that any data or other information provided and its use by the Company for the purpose of providing the Services will not infringe the copyright or other rights of any third party and the Client shall indemnify the Company against any loss damages costs expenses or other claims arising from any such infringement.

5.6 The Client warrants, with regard to all items the Client submits to the Company for the purposes of the Company’s Services, and undertake that the Client (or any person acting on the Client’s behalf) has full authority to supply such items, or that the Client is acting directly on behalf of the copyright owner of those items, and the Client warrants that all items submitted are suitable for the provision of the Company’s services, and undertake, that the Company cannot or make any judgment regarding the suitability of submitted material.

5.7 The Company’s Services is as an independent witness and intended as an aid in the proof of copyright. No guarantee, warranty or liability is given for the accuracy of any information or instructions supplied by the Client, the Company will not enter into any legal issues on the Client’s behalf other than providing copies of certificates and/or copies of work at the Client’s request.

5.8 The Company undertakes to provide contingency measures to ensure that, where reasonably practicable, appointed agents of the company are identified and made personally responsible for the complete fulfilment of any existing Client contracts in the unlikely event of a cessation to trade.

5.9 In the event that the Client instructs the Company to use any third party in connection with the provision of the Services the Company may give any warranty, guarantee or other term as to the quality of services of any third party.

5.10 The Client understands that 99% of the Company’s Charges specifically cover the provision of initial administration, account set up, and duplication services involved with Registration, Registration extensions and other services at the time of the transaction/sale. The Client understands and agrees that excepting claims made within 30 days of the date of Registration, in the event of any loss, corruption or damage, or in the event of liquidation whether due to the Company’s failure or by any other cause whatsoever, that the financial liability will not exceed 1% of the transaction value.

6 Termination

6.1 The Client shall be entitled to terminate the Contract by giving written notice to the Company, but should be advised that this shall terminate the Registration, and that items deposited with the Company for the purposes of carrying out its services shall be returned to the Client (excluding any statutory rights of the Client) payment will not be refunded for early termination.

6.2 In accordance with statutory law, consumers will have a 7 day ‘cooling off period’ after purchase in which they have the right to cancel and receive a full refund.

6.3 Either party may (without limiting any other remedy) at any time terminate the Contract by giving written notice to the other if the other commits any breach of these conditions and (if capable of remedy) fails to remedy the breach within 30 days of being required by written notice to do so or if the other goes into liquidation or (in the case of an individual or firm) becomes bankrupt makes a voluntary arrangement with his or creditors or has a receiver or administrator appointed.

7 General

7.1 These Conditions (together with any terms, if any, set out at the time of purchase or in the Estimate (if any)) constitute the entire agreement between the parties and supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other terms and conditions express or implied by statute or otherwise are excluded to the fullest extent permitted by law.

7.2 Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address as may be given by the Company and confirmed in writing.

7.3 No failure or delay by either party in exercising any of its rights under the Contract shall be deemed to be a waiver of that right and no waiver by either party of any breach of the contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.

7.4 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be effected.

7.5 Any dispute arising under or in connection with these Conditions or the provision of the Services shall be referred to arbitration by a single arbitrator appointed by agreement or (in default) nominated on the application of either party in accordance with the provisions of the Arbitration Act 1996.

7.6 English law shall apply to the Contract and the parties agree to submit to the non- exclusive jurisdiction of the English courts.

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