

## Instructions for filling up Form – CR1

### **1. Title of the Work**

Enter the specific title of the work. Subtitles, alternative titles and descriptive matter are not permitted as part of the title. Titles are usually not protected by copyright, please note that the application must refer to one work only.

### **2. Language of the work**

Enter the language of the work (for instance, Dzongkha/English etc)

### **3. Translation of the title of the work (other than English and Dzongkha):**

### **4. Format of the work submitted:**

Check the boxes. Tick on the format that you have submitted.

### **5. Date of Creation:**

Enter the day, month and year of the creation of the work

### **6. Publication of the work**

Check box (a) or (b). If the work is published, enter the date and place of publication in the appropriate space and also Name, addresses and nationality of the publisher

According to the Copyright Act, “publication” means making copies of a work available to the public.

### **7. Description of the work**

Provide a short description or summary of the work in no more than 150 words.

### **8. Category of the work**

Check the category or categories that best describe your work. Please note that the selection should apply to the classification that best describes the work. It should not reflect works that may be developed in future. Please note that the application must refer to one work only.

### **9. Author(s) details**

a) Provide the details as required in the form. The name of the person or persons who actually created the work is required. The author is usually the person who has created the work.

#### **b) If the author is deceased, the date of his/her death**

The term of copyright protection is based on the lifetime of the author.

If the author is dead, the exact date of the author’s death should be mentioned

**10. Owner(s) details**

Complete parts A or B depending on whether ownership is to be in the name of an individual or an entity. The copyright owner can be the author of the work, the employer of the author, or any person that has obtained ownership through a transfer of ownership, such as assignment.

**11. Related Rights:** Enter the specific title of the related rights. Please note that the application must refer to only one performer's performance, sound recording or broadcasting.

**12. Agent (if applicable)**

This section is to be completed only if the application is being submitted by an agent. The certificate will be sent to the name and address given in this section. If this section is not completed, the certificate will be given to the owner named in section 7.