



Controlled Copy Support Systems, Inc.

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Intellectual Property Rights (IPR)/Anti-Piracy Compliance Form Package

Please read cover page and fill out IPR and any other required forms.

Attention: _____
From: _____

Any third-party software applications you plan to include on your CD (such as Apple QuickTime, Netscape Navigator, MS Internet Explorer, etc.) are the intellectual property of the persons or organizations that developed them. It is illegal to reproduce and/or distribute third-party software applications without a license, whether your product will be sold, used internally, or given away. Even freeware and shareware applications require a user distribution license from the property rights owner if you want to include them on your CD. To protect the intellectual property rights of owners of original software, Controlled Copy Support Systems, Inc. (CCSS Inc.) abides by the International Recording Media Association's (IRMA) (<http://www.recordingmedia.org/antipiracy.html>) Anti-Piracy Compliance Program. This program protects copyright owners from the unauthorized reproduction of their property.

In an effort to protect copyright owner's rights, Controlled Copy Support Systems, Inc. (CCSS Inc.) abides by the **International Recording Media Association's (IRMA) Anti-Piracy Compliance Program**. This program benefits you by protecting copyright owners from unauthorized reproduction of their property. In addition, this program requires that Controlled Copy Support Systems, Inc. (CCSS Inc.) obtain proof that you have the required licensing for any and all content included on CDs submitted for replication. Please fill out this form in its entirety and submit it with your order. **Orders without this form cannot be processed.**

Intellectual Property Rights (IPR) form Frequently Asked Questions.

What is Intellectual Property? Intellectual property is an asset, and as such it can be bought, sold, licensed, exchanged, or gratuitously given away like any other form of property. Intellectual property is intangible, that is, it cannot be defined or identified by its own physical parameters. It must be expressed in some discernable way to be protectable. The intellectual property owner has the right to prevent unauthorized use or sale of the property.

Confused about how to label the distribution of your project?

- Check "Within an organization" if you are only distributing inside an organization or company.
- Check "Retail" if product will be sold.
- Check "Free to public" if product is for promotional use only.
- Check "Other" if choice is not listed above. (Ex. World Wide Web sold on location etc.)

Is this an Enhanced CD? If so, fill out both sections #1 (ROM) and #2 (Audio) on the IPR form. Also, be sure to attach licensing documentation as applicable for any third party software/content.

Are you the artist? If not, a completed Controlled Copy Support Systems, Inc. (CCSS Inc.) Audio Manufacturing Agreement needs to be sent in along with the IPR form. This form must be filled out completely and signed by the artist. In case of a compilation, an Audio Manufacturing Agreement will be needed from each artist or band.

Is this a compilation? If so, attach Intellectual Property Rights Ownership for each track individually as needed.

Not sure what content/music type your project is? This is referring to the style of content/music. Ex. Rock, Rap, Country, Latin, Spoken Word.

Intellectual Property Rights (IPR) Form

To be submitted with every order.

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

Album/Project Title _____

Distribution Within an organization ___ Retail ___ Free to public ___ Other _____

Countries Where Distributed _____

Are you the IPR owner for the entire disc contents? ___ YES ___ NO*

Complete the section(s) below describing the content that is applicable to the media you have ordered. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

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)

***If Not IPR owner, proof of replication licensing from IPR owner is REQUIRED.**

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. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at www.recordingmedia.org). Controlled Copy Support Systems, Inc. (CCSS Inc.) reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.

Print Organization Name & Telephone # of Party Soliciting Order _____

Signature of Representative from Party Soliciting Order _____

Print Name, Title, & Date _____

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International Recording Media Association
www.recordingmedia.org
APCP-12