

## FAQs for the IPR form Version 1.0

### 1. Who has to fill in the IPR form?

The organization seeking the replication. NOT the agent/broker. The organization authorizes/nominates the agent/broker (if any) in the section 1 of the IPR form.

### 2. When to fill in this form?

- Whenever a new order is being released or
- Whenever a new master is being released for an already existing catalogue number.

### 3. When should I supply the filled in IPR form?

Along with the master and the Purchase Order. Production cannot commence unless the PO, IPR and valid licensing (if applicable) accompany the master. Your account manager might also ask for the electronic or physical copies of the label films, packaging material (inlays etc) before proceeding with the order.

### 4. Who has the rights to seek replication?

- Either the OWNER or
- A licensee.

### 5. If I am the owner of the content what do I do on the IPR form?

Please fill in the sections 1 and 7 on the IPR form.

### 6. If I am a licensee, what do I do on the IPR form?

Please fill in the sections 1,5,6,7 on the IPR form. Also, please provide the valid licensing documentation.

### 7. What constitutes a valid license?

Verifiable licensing documentation could be: *either* an original letter on letterhead signed by an authorized representative of the original rights owner for each title, authorizing you to manufacture and distribute the product (possibly within certain quantitative limits); *or*: other documentation (such as copies of relevant license agreements) establishing that you are authorized to manufacture and distribute the content streams in question.

### 8. What sections of the IPR form are mandatory?

Sections 1 and 7 have to be filled in at all times.

### 9. What is a content stream?

Any singular creation that is subjected to Intellectual Property Rights. E.g. an audio track is a content stream, a movie is a content stream, background audio used in an application is a content stream, a computer application is a content stream etc.

### 10. What are the sections 2,3,4 on the IPR form?

These are informative sections. Please read them if you are NOT the owner of the content streams.

11. What happens if I do not provide the IPR form (+valid licenses if applicable) along with the PO, master and films?

Production will not commence until all the required documentation is available to your account manager.

12. What about Mechanical Licenses?

Your account manager might also seek proof of mechanical rights to reproduce.