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Most audio or visual work released within the last 100 years is protected by copyright. In order for us to reproduce any content we need to have permission of the Intellectual Property Rights (IPR) owner. This may be yourself or a 3rd party so please complete this form so we can establish the IPR status of your order. This is a fillable PDF so please complete 'electronically' and avoid printing it.

We get a lot of questions on how to complete this correctly so we made each section more descriptive, however if you have completed one of these before you can skip any explanations.

Section 1 – About the order

Title. What is the title of your release?

Catalog Number. Do you have an alpha-numeric code for this release?

Name and address. Who is the person or company responsible for this release?

If you are representing a company, please provide your **company registration number**:

Section 2 – Distribution

Distribution. We understand that most orders are for local or regional distribution only. However, please tell us the designated areas for distribution of your product:

Section 3 – IPR Information

Ownership. Do you own the copyright on all of the content?

If you said NO to the above, do you have **permission from the copyright owner** to reproduce the content? We may ask you for proof of permission or licensing contract details.

Compilation. Does the content comprise of tracks from more than one artist or copyright owner?

BIEM membership. Does the product contain copyrighted content AND are you represented by a member organisation of BIEM, such as MCPS, AMRA or GEMA ?

If the content comprises of protected content and you have any form of contract with a member of BIEM please state the nature of the contract above. If you are unsure if you have a contract or want to find out if this applies to you please visit BIEM's website at www.biem.org.

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Section 4 – Tracklist

Please use this track list to tell us about the running order of your content including the side if you press vinyl. Please state the title as it should appear on your printed parts and on the test pressing (if any). If your content comprises of more than one artist please state "Various" in the artist field and list the artists separately per track.

Please indicate if you need CD Text or Karaoke lyrics (CD only):   CD Text   Karaoke Lyrics

Catalog #	
Artist	
Title	

Track	Side	Title	Artist (if Various)	Length	ISRC code (if required)

Use a separate sheet for additional tracks

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Section 5 – Declaration

The person/company responsible for the release (hereinafter referred to as "the Client") hereby gives the following warranties and indemnities to Duplion Limited, (hereinafter referred to as "Duplion"):

1. That the Client has made the correct representation in respect of the copyright ownership in the material supplied for reproduction, or alternatively that the Client has been granted the right to reproduce and distribute the material described in the order by all copyright owners.

2. That the Client has not granted an exclusive License or assignment of the rights in clause 1 hereof to any other party and that the material does not infringe the copyright or any other rights of any other party.

3. That the material does not contain anything of an illegal nature.

4. That the Client will keep Duplion fully indemnified against all losses and all actions, claim proceedings, costs and damages and all legal costs or other expenses arising out of any breach of any of the above warranties.

5. That the Client agrees to provide Duplion on their request with all relevant information, papers and documents that Duplion shall reasonably require to determine the ownership of the intellectual property at issue.

6. The Client agrees that despite any non-disclosure agreements that may be in effect to the contrary, Duplion may consult all applicable governing bodies (i.e. IFPI, BSA, IRMA/CDSA, RIAA, BIEM, OSA, or others) concerning intellectual property rights ownership. In such consultation Duplion shall disclose only that information necessary to determine the ownership of the intellectual property at issue.

7. The Client agrees that Duplion may retain components or products for a limited period to determine the ownership of intellectual property at issue.

    Date:

    Name:

    Email:

    Signature: (only if submitting hardcopy)

Please note: We will be unable to commence your order until we receive this document, completed and dated with your name and email address. Any delay arising from a late submission of this document is solely the responsibility of you, the client.