

Generating the Diary Number

If the Diary Number is not issued automatically on payment. The applicant can generate it from the Pending Payment section.

Steps

1. Log in to the Copyright e-filing portal as Applicant.
2. In the **Online Services** menu on the left, click **Pending Payment**.
3. Find the correct application row using the filing date, time and transaction number. The Diary Number column will be blank.
4. Click **Preview** to confirm it is the right application.
5. Click **Verify** in that row. The payment is checked and the **Diary Number is generated**.
6. Note down the Diary Number and save a screenshot along with the payment receipt.
7. Repeat for each pending row — every application must be verified separately.
8. Confirm it under **Status of the Application**.






Department for Promotion of
Industry and Internal Trade
Government of India



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Online Services

- e-Filing of Application
- Pending Application for FormXIV
- Status of the Application
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- Check List
- Workflow
- Upload Discrepancy Reply
- Pre-Hearing Documents
- Hearing Documents
- Correspondence
- Upload Work & Documents
- Re-Upload Work By Applicant
- Make Repayment
- Pending Payment
- Payment History
- Objection Petition
- Download Certificate

Pending Payment

Request Number	Diary Number	Date	Form	Transaction No	Amount		
XXXXXX		08-06-2024 3:21:55 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		05-07-2024 2:06:35 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		09-06-2025 7:57:18 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		20-08-2024 12:53:19 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		17-10-2022 9:37:28 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		18-10-2022 12:59:46 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		28-08-2026 10:18:38 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify
XXXXXX		29-08-2026 1:00:04 PM	Form-XIV	C-0000XXXXXX	500	Preview	Verify

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Use of the Diary Number

Quote the Diary Number in **every communication with the Copyright Office, online and offline**. Anything without it cannot be linked to the file.

- **On the portal:** status enquiry, discrepancy reply, correspondence, upload of work and documents, re-upload, pre-hearing and hearing documents, objection petition, repayment and download of certificate.
- **Offline:** subject line of emails, reference line of letters, covering letters and envelopes, hearing submissions, and any telephonic or counter enquiry.

Ref: Diary No. _____ dated __/__/____ — Application for Registration of Copyright in the work titled “_____”

If the Diary Number does not appear

- Check **Payment History** — the Diary Number is generated only when the payment is confirmed successful.
- If the payment failed, use **Make Repayment** and then click Verify again.

Do not file a fresh application for the same work. A duplicate filing creates a second file and a second fee liability. Resolve the pending entry instead.

Screen labels may change with portal updates; where the on-screen wording differs, follow the portal.