

F.NO. 10-02/2020-CO
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Copyright Office)

*Plot no. 32, Boudhik Sampada Bhawan,
Sector-14, Dwarka – 110078*

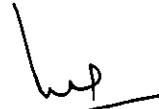
Date: 17.12.2020

PUBLIC NOTICE

The copyright office, in its endeavor to enhance transparency and digital empowerment of users has decided to introduce e-filing facility for “Registration of Changes in the Particulars of Copyright entered in the Register of Copyrights (Form XV)” w.e.f 18.12.2020 at 00.00 hrs

2. All concerned, may, use “Change in RoC (Form XV)” option under the head ‘E-filing of application’ in ‘Online Services’ available at www.copyright.gov.in

An indicative user guide is attached herewith for reference.


17.12.20

(Hoshiar Singh)
Registrar of Copyrights

Encl: As above

Payment Details of Change in Particulars (Form XV)

Type of work	Fees
Literary/ Dramatic / Music / Computer Software /Artistic works	Rs 200/-
Artistic works in relation to goods or services	Rs 1000/-
Sound Recording	Rs 1000/-
Cinematograph Film	Rs 2000/-

The following document(s) is/are required to be submitted with the Application;

- Original Power of Attorney (POA). [If Applicable]
- Affidavit to the effect that 'No Case' is/are pending in any court of law relating to RoC in Question; **[Mandatory]**
- Copy of 'Death Certificate' duly attested/certified by Notary Public, in case the original Owner of the copyright is deceased; [If Applicable]
- Notarized Copy of Assignment Deeds of Licence, in case the proposed changes are consequential on assignment of Licences copyright; [Mandatory in respect of Col No. 11 And 12]
- Notarized copy of Assignment Deed/Partnership Deed/Dissolution Deed/Certificate of Incorporation etc; **[Mandatory in respect of Col No. 11, 12 and 13]**
- Copy of Extract of RoC. **[Mandatory]**

Guidelines of Change in particulars [Form XV]

Step1 : Click on the Link button “Change in RoC (Form XV)” under ‘e-filing of application’ in online services section

The screenshot displays the Copyright Office website interface. At the top, there are logos for the Copyright Office, Government of India, and the Department for Promotion of Industry and Internal Trade. A navigation menu includes Home, About Us, Who's Who, Policy & Programs, Achievements, News & Updates, RTI, Contact Us, and Helpdesk. Below the menu is a banner image featuring books, a person playing a musical instrument, and a film reel. The main content area is divided into three columns. The left column, titled 'Online Services', contains a list of links: e-Filing of Application (with sub-links for Registration of copyright and Change in RoC (Form-xv)), Status of the Application, Received Application, Work Awaited Application, Application for Hearing, Details of Processing Fee, Check List, Workflow, FAQ, Document Upload Manual, Expunged ROC, Upload Literary/Dramatic or Artistic Work, Notice (with sub-links for Public Notice, Society Notice, and Miscellaneous Notice), E-Register (with sub-links for 2020, 2019, 2018, and 2017), New Applications (with sub-links for Fresh Applications and Monthly Applications), Hearing Notice & Orders, and Search TM-C. A red arrow points to the 'Change in RoC (Form-xv)' link. The middle column, titled 'Introduction', provides an overview of the Copyright Act, 1957, and its amendments, including the Copyright (Amendment) Act, 2012. The right column, titled 'Copyright Office', describes the office's role and location, and lists recent news items such as '19-06-2020: PUBLIC NOTICE REGARDING TIMELINES/PERIODS FOR COMPLETION OF VARIOUS ACTS/PROCEEDINGS, FILING OF REPLY/DOCUMENT, PAYMENT OF FEES, ETC.' and '22-05-2020: EXTENSION IN TIMELINES/PERIODS'. A sidebar on the right contains sections for Downloads (Forms, Documents, Archives), Useful Links (Department For Promotion of Industry & Internal Trade, World Intellectual Property Organization, Intellectual Property India, IPAB IPAB), and a search bar.

Step 2: Applicant must login with valid credentials (user name and password).


Copyright Office
Government of India


सत्यमेव जयते


Department for Promotion of
Industry and Internal Trade
Government of India


Copyright Office

[Home](#) | [About Us](#) | [Who's Who](#) | [Policy & Programs](#) | [Achievements](#) | [News & Updates](#) | [RTI](#) | [Contact Us](#) | [Helpdesk](#)

Login

User ID*

Password*

FLFF6Q

Enter the verification code as shown in image:

[Click here for New User Registration](#) [New User Registration](#)
[Click here if you Forgot Password](#)

Online Services

- [Details of Processing Fee](#)
- [Check List](#)
- [Workflow](#)
- [Status of Application](#)

Instruction for Filing change in particulars (form XV):

1. Enter your valid User ID and Password to login.
2. Click onto **NewUser Registration**, if you have not yet registered.
3. Note down User ID and Password for future use.
4. After login, click on to link "**Click here for filling form XV**".

Pre-Requisite :

1. Registration certificate number and date of issue (**Mandatory**)
2. Evidence of prior intimation of filing of Form XV to the interested/affected person(s), if any.
3. Signature to be scanned in jpg format with less then 512 KB and kept ready for uploading
4. All the documents to be uploaded in pdf format in less than 5 MB

Necessary Documents :

1. Original Power of Attorney (POA). [If Applicable]
2. Affidavit to the effect that 'No Case' is/are pending in any court of law relating to RoC in Question; [**Mandatory**].
3. Notarized Copy of Assignment Deeds of Licence, in case the proposed changes are consequential on assignment of Licences copyright; [**Mandatory in respect of Col No. 11 And 12**]
4. Notarized copy of Assignment Deed/Partnership Deed/Dissolution Deed/Certificate of Incorporation etc; [**Mandatory in respect of Col No. 11, 12 and 13**]
5. Copy of Extract of RoC. [**Mandatory**]

[\(List of the documents to be attached in pdf and Guidelines, please ensure that acrobat pdf is installed in your system\).](#)

Step 3: Enter Valid RoC Number and Date of issue (Date format: dd-mm-yyyy)

The screenshot shows the Copyright Office website interface. At the top, there are logos for the Copyright Office, Government of India, the Department for Promotion of Industry and Internal Trade, and the Copyright Office. Below the logos is a navigation bar with links for Home, Edit Profile, and Change Password. A banner image shows a bookshelf, a person playing a musical instrument, and a film reel. Below the banner, there is a welcome message for 'rajeev kumar (Applicant)' and a 'Logout' link. On the left, there is a sidebar with 'Online Services' including e-Filing of Form XV, Status of Form XV, Discrepancy Reply of Form XV, Make Repayment, Pending Payment, and Payment History. The main content area is titled 'Instructions For Filing Change In Particulars (Form XV):' and contains a 'Pre-Requisite' section with four numbered points, a 'Necessary Documents' section with five numbered points, and a link to a list of documents. At the bottom, there are two input fields: 'ROC Number*' with a placeholder 'Roc Number(ex:L-89295/2020)' and 'ROC Issue Date*' with a placeholder 'Roc Date(format: dd-mm-yyyy)'. A blue button labeled 'Click here for Filling FORM XV' is located at the bottom right.

Copyright Office
Government of India

Department for Promotion of Industry and Internal Trade
Government of India

Copyright Office

Home | Edit Profile | Change Password

Welcome rajeev kumar (Applicant) [User Home Options](#) | [Logout](#)

Online Services

- » e-Filing of Form XV
- » Status of Form XV
- » Discrepancy Reply of Form XV
- » Make Repayment
- » Pending Payment
- » Payment History

Instructions For Filing Change In Particulars (Form XV):

Pre-Requisite :

1. Registration certificate number and date of issue (**Mandatory**)
2. Evidence of prior intimation of filing of Form XV to the interested/affected person(s), if any.
3. Signature to be scanned in jpg format with less then 512 KB and kept ready for uploading
4. All the documents to be uploaded in pdf format in less than 5 MB

Necessary Documents :

1. Original Power of Attorney (POA). [If Applicable]
2. Affidavit to the effect that 'No Case' is/are pending in any court of law relating to RoC in Question; [**Mandatory**].
3. Notarized Copy of Assignment Deeds of Licence, in case the proposed changes are consequential on assignment of Licences copyright; [**Mandatory in respect of Col No. 11 And 12**]
4. Notarized copy of Assignment Deed/Partnership Deed/Dissolution Deed/Certificate of Incorporation etc; [**Mandatory in respect of Col No. 11, 12 and 13**]
5. Copy of Extract of RoC. [**Mandatory**]

[\(List of the documents to be attached in pdf and Guidelines, please ensure that acrobat pdf is installed in your system\).](#)

ROC Number* ROC Issue Date*

[Click here for Filling FORM XV](#)

Step 4: Add or Edit columns as required. Upload signature (in jpg format, file size less then 512 kb).

Welcome rajeev kumar (Applicant) User Home Options | Logout

Online Services

- e-Filing of Form XV
- Status of Form XV
- Discrepancy Reply of Form XV
- Make Repayment
- Pending Payment
- Payment History

STATEMENT OF PARTICULARS

Diary Number	[REDACTED]				
Registration Number	[REDACTED]				
Class of Work	Artistic				
Title of the work	[REDACTED]				
Applicant	[REDACTED]				

7. if the author is deceased

Date of his decease :

8. Whether work is Published or unpublished :

Published

10. Years and countries of subsequent publication, if any, and names, addresses and nationalities of the.

Year of Subsequent Publish	Name of Subsequent Publisher	Address of Subsequent Publisher	Pin Code	Nationality of Subsequent Publisher	
2019	[REDACTED]	[REDACTED]	110041	Indian	Edit

11. Names and addresses and nationalities of the owners of the various rights comprising the copyright in the

Name	Address	Pin Code	Nationality	
[REDACTED]	[REDACTED]	110041	Indian	Edit

12. Names and addresses and nationalities of other persons, if any authorized to assign or license the rights "

13. If the work is an 'Artistic work', the location of the original work, including name, address and nationality of the person in"

Location Of Work	Name	Address	Pin Code	Nationality	
India	[REDACTED]	[REDACTED]	110041	Indian	Edit

Applicant Signature : *

Choose File

Signature File type:

- jpg and jpeg format.
- File size Less than 512 KB.

Documents to be uploaded

- Notarized copy of deed, if any(Licences/Assignment/Partnership/Dissolution etc) *
- An affidavit to the effect that 'No Case' is pending in my court of law relating to ROC in question *
- Noarized copy(ies) of extrat of ROC(s) is submitted along with the work *
- Attested copy of Death Certificate(if the original copyright holder is deceased)
- Original Power of Attorney(specific for the purpose), if the application is filed through attorney

Insturction:

1. File(*) are mandatory document and should be pdf format without password protected
2. Size of pdf must be max 2 mb
3. Upload only one file against each document

--Select Document-- No file chosen

Enter Remarks
Characters:200

I acknowledge and confirm that I have sent copy of FORM XV, SOP & other relavent document to other parties

Step 5: Preview details and click on 'pay ' button to make payment.

Welcome rajeev kumar (Applicant) User Home Options | Logout

Online Services

- ▶ e-Filing of Form XV
- ▶ Status of Form XV
- ▶ Discrepancy Reply of Form XV
- ▶ Make Repayment
- ▶ Pending Payment
- ▶ Payment History

STATEMENT OF PARTICULARS

Diary Number: [REDACTED]
Registration Number: [REDACTED]
Class of Work: Artistic
Title of the work: [REDACTED]
Applicant: [REDACTED]


Existing Entry of Register copyright office*

Col. No.	Year	Name	Address	Pin Code
10	2019	[REDACTED]	[REDACTED]	110041

Entry made in place of the existing entry the copyright office*



Col. No.	Year	Name	Address	Pin Code
10	2019	[REDACTED]	[REDACTED]	110041

For : rajeev


Proprietor

Amount to be pay 1000

Step 6: Once you click on pay button, you will be directed to NTRP payment gateway. On successful payment, a receipt would be generated.

Copyright Receipt					
					
भारत सरकार / GOVERNMENT OF INDIA कॉपीराइट कार्यालय / Copyright Office बौद्धिक संपदा भवन, प्लॉट संख्या 32, सेक्टर 14, द्वारका, नई दिल्ली-110078 फोन: 011-28032496 Intellectual Property Bhawan, Plot No. 32, Sector 14, Dwarka, New Delhi-110078 Phone: 011-28032496 रसीद / Receipt					
PAGE No : 1					
To, Rajat-Sahay Noida-Noida-201301 (M)-999999999999 : E-mail- rajatsahay@gmail.com			RECEIPT NO : ██████████ FILING DATE : 13/12/2020 BRANCH : Delhi USER : rajatsahay		
S.No	Form	Diary No.	Request No	Title	Amount (Rupees)
1	Form-XV	XV/██████████ CO/A	1831	VO	2
Amount in Words					Rupees Two
					2
PAYMENT MODE		Transaction Id		CIN	
Online		C-██████████		██████████	
(Administrative Officer)					
*This is a computer generated receipt, hence no signature required.					
*Please provide your email id with every form or document submitted to the Copyright office so that you may also receive acknowledgements and other documents by email.					
<input type="button" value="Print"/>					

Status of Form XV : Applicant can view the status of all submitted Form XV applications.

The screenshot shows the user interface of the Copyright Office Government of India. At the top, there are logos for the Copyright Office, the Government of India, and the Department for Promotion of Industry and Internal Trade. Below the logos is a navigation bar with links for Home, Edit Profile, and Change Password. A banner image is displayed below the navigation bar. The main content area is titled 'Status of Change in Particulars (Form-XV)'. On the left, there is a sidebar with 'Online Services' including e-Filing of Form XV, Status of Form XV, Discrepancy Reply of Form XV, Make Repayment, Pending Payment, and Payment History. The main table displays the following data:

Request Number	Diary Number	Reference Diary Number	Created Date	Status	Amount	Preview
627	007/0040 XV	21500010 0001	11/30/2020 10:50:54 PM	Submitted	2	Preview

Discrepancy Reply: To upload reply against the discrepancy issued, kindly click 'select' button against the desired application and then click on 'upload' button.

The screenshot displays the user interface of the Copyright Office Government of India portal. At the top, there are logos for the Copyright Office, the Government of India, and the Department for Promotion of Industry and Internal Trade. A navigation bar includes links for Home, Edit Profile, and Change Password. Below this is a banner image with the text 'Welcome rajeev kumar (Applicant)' and 'User Home Options | Logout'. The main content area is titled 'Upload Document of FORM XV'. On the left, there is a sidebar menu for 'Online Services' with options like 'e-Filing of Form XV', 'Status of Form XV', 'Discrepancy Reply of Form XV', 'Make Repayment', 'Pending Payment', and 'Payment History'. The main area features a table with columns for Application Number, Diary No, Form Number, Receipt No., Receipt Date, and Status. A single row is visible with the status 'Successfully Applied' and a 'Select' button. Below the table are 'Preview' and 'Upload' buttons.

Application Number	Diary No	Form Number	Receipt No.	Receipt Date	Status	
6678649 XV	74588946-884	Form-XV	4445	Nov 30 2020 10:50PM	Successfully Applied	Select

Preview Upload

The Applicant can view all the previously uploaded documents here. Select 'discrepancy reply' to upload the same along with the supporting documents

Please note: Discrepancy reply document is mandatory.

The screenshot shows the Copyright Office website interface. At the top, there are logos for the Copyright Office, Government of India, and the Department for Promotion of Industry and Internal Trade. The main navigation bar includes links for Home, Edit Profile, and Change Password. The user is logged in as 'User Home | Options | Logout'.

The 'Online Services' menu is expanded, showing options like Filing of Form XV, Status of Form XV, Discrepancy Reply of Form XV, Make Payment, Pending Payment, and Payment History. The 'Discrepancy Reply of Form XV' option is selected.

The 'Upload Document of FORM XV' page displays a table of previously uploaded documents:

File Name	
Deeds	Download
Affidavit	Download
Extrat of ROC	Download

Below the table, there are radio button options for the type of document to be uploaded:

- Original Power of Attorney (specific for the purpose), if the application is filed through attorney
- Notarized copy of deed, if any (Licences/Assignment/Partnership/Dissolution etc)
- An affidavit to the effect that 'No Case' is pending in my court of law relating to ROC in question
- Attested copy of Death Certificate (if the original copyright holder is deceased)
- Notarized copy(ies) of extrat of ROC(s) is submitted along with the work
- Discrepancy Reply*

Instructions for the upload:

Instruction:
1. File(*) are mandatory document and should be pdf format without password protected
2. Size of pdf must be max 2 mb

The upload area shows a 'Choose File' button with the text 'No file chosen' and an 'Enter Remarks' text box. At the bottom, there are 'Submit' and 'Back' buttons.

The footer contains links for Home, Terms & Condition, Hyperlink Policy, Privacy Policy, Disclaimer, Feedback, Contact Us, and Web Information Manager.