



# INTELLECTUAL PROPERTY RIGHTS (IPR) FORM

To be submitted with each new order

This form can be filled out digitally using Adobe Acrobat, which can be downloaded free from: [get.adobe.com/reader/](http://get.adobe.com/reader/)  
Please feel free to complete the form, print, sign, and return to us.

- 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:**

**Sales Representative:** \_\_\_\_\_

**MUSIC:** enter name of the band and title of the record.  
**FILM:** enter title of the film or video.  
**BUSINESS:** enter the title of your project here.

Please tell us how you plan to distribute your discs.

List countries you plan to distribute your discs. If you plan on distributing it worldwide, write "World."

**Are you the IPR owner for the entire disc contents?**    Yes    No

Check off "YES" if you own all of the content that appears on your disc. If you do not own all of the content, check off "NO" and read text below denoted with an \*.

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 the 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 what is necessary.

List of non-owned software, freeware and shareware titles here.

**2. CD / DVD Audio Content**    **Is this a COMPILATION?**    Yes    No

Choose yes if more than one band, artist or composer is featured.

**Artist(s):**

**Content / Music Type:**

Content / Music Type such as Rock, Classical, Rap, R&B, Gospel, etc.

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 licensings 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 declare that all information provided herein is true and that all disc contents indicated as being "licensed" are property licensed for replication under the terms of the original rights holder(s). I further declare that I am the intellectual property rights owner for all contents indicated as being "owned" and I authorize its duplication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the international recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)), the replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.

**Organization Name & Telephone # of Party Soliciting Order:**

**Name (Printed):**     **Title:**     **Date:**

**Signature of Representative from party Soliciting Order:** \_\_\_\_\_