

# Intellectual Property Rights Form

## How To Fill the IPR Form

**Intellectual property** is an asset, and as such it can be bought, sold, licensed, exchanged, or gratuitously given away like any other form of property. Intellectual property is intangible, that is, it cannot be defined or identified by its own physical parameters. It must be expressed in some discernable way in order to be protected. The intellectual property owner has the right to prevent unauthorized use or sale of the property.

### Intellectual Property Rights (IPR) Form

To be submitted with every order.

- © Letters on 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 YOUR ALBUM TITLE HERE

Distribution  Within an organization  Retail  Free to public  Other

Countries Where Distributed WORLDWIDE - OR LIST INDIVIDUAL COUNTRIES

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Are you the IPR owner for the entire disc content?  Yes  No

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 IPR owner, list all included non-owned software, freeware, and shareware products. Attach necessary distribution licensing documentation from IPR owner. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

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**2. CD / DVD Audio Content**  Check Here if **COMPILATION**

Artist(s) \_\_\_\_\_ Content / Music Type \_\_\_\_\_

**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 licensing of those original recordings.

If Not IPR owner, proof of replication licensing from IPR owner for tracks is **REQUIRED**.

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**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 affirm that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under that terms of the original rights holder(s) with proof of such licensing and / or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being "owned" and approve of replication. I agree to abide by the current version of the Anti-Privacy Compliance Program procedures and standards of the International Recording media Association (available at www.recordingmedia.org). Advanced Media Solutions reserves the right to refuse the processing of any order not complying with the Anti-Privacy Compliance Program guidelines.

Print Organization Name & Telephone # of Party Soliciting Order: NAME OF YOUR COMPANY/BAND

**AND YOUR TELEPHONE NUMBER**

Signature of Representative from Party Soliciting Order: YOUR SIGNATURE

Print Name, Title & Date: PRINT NAME, TITLE, MAY 3, 2003

### DISTRIBUTION

Check **Within an organization** if you are distributing your CD only to the members of an organization (e.g. a church or school) or company.  
 Check **Retail** if your CD is going to be sold anywhere.  
 Check **Free to public** if your CD is only going to be given away at no charge.  
 Check **Other** if our choice is not listed above.

### COUNTRIES WHERE DISTRIBUTED

You must fill in any and all countries where your CD will be available. If you are selling your CDs through an online distributor, it will probably be available worldwide.

### IPR OWNER

If you are the original artist featured on this recording, check Yes. Check No if you are not the original artist featured on this recording. If you are not the artist on this recording, you must provide us a contract authorizing you to reproduce the recording.

### ENHANCED CD

If your CD is an Enhanced CD, you must fill the both sections #1 and #2. An Enhanced CD is music CD that also has data on it. You must also obtain a license for any third-party software applications that appear on your CD (e.g. Adobe Acrobat Reader or Apple QuickTime Viewer).

### COMPILATION CD

If this recording is a Compilation CD (multiple artists have recorded a song and/or songs for this recording), provide us documentation signed by each artist/band on the recording or contact(s) granting you permission to reproduce their performance.

If your compilation includes previously released recording(s), you must obtain permission from the owner of the master recording.

Note: You must provide Odds On Manufacturing with the proper documentation and licenses for each track on your compilation CD before your project can be manufactured.

### AUDIO / VIDEO SYNCHRONIZATION LICENSE

If you do not own the video on your Enhanced CD, you must provide us with a Master Use License from the owner of the video.

### LIST OF PERFORMANCES LICENSED OR OWNED

Attach a separate sheet to this IPR form that lists:

- name of each track / song.
- name of the person / company that owns the copyrights to the song.
- name of the person who owns the performance of that song. The intellectual property rights belong to the performer of the song on this recording. If this is a Compilation CD, the intellectual property rights belong to the artist / band who recorded the song(s).

**ORDERS THAT DO NOT HAVE A COMPLETED IPR FORM CANNOT BE PROCESSED AND WILL BE DELAYED!** If you are not the artist performing on this recording, you must also submit documentation signed by the artist(s) on the recording granting you permission to reproduce the recording.

**Note:** Filling out this IPR form does not grant you a license to use copyright material, nor does it copyright your original material. When you are recording a song written by someone else, you must obtain a documentation from the owner of the copyrights of that song authorizing you to reproduce their composition.

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\_\_\_\_\_

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Print Organization Name & Telephone # of Party Soliciting Order: \_\_\_\_\_

Signature of Representative from Party Soliciting Order: \_\_\_\_\_

Print Name, Title & Date: \_\_\_\_\_

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## Master Information

**CD-ROM /Data/ SOFTWARE Content:**

- Game
  - Application
  - Database
  - Operating System
  - Multimedia
  - Software Compilation
  - Shareware/Freeware
  - MP3\*
  - Enhanced CD \*
- \* Also Complete Audio Section

**Indicate Included Software Products**

**Any contents compressed or encrypted?**  Yes  No  
 If yes, specify instructions for decompressing and/or decrypting:

**AUDIO Content:**

- Live Performance
- Single Artist/Band
- Compilation
- Soundtrack
- Broadcast Program
- Spoken Word
- Karaoke/CD+G
- \_\_\_\_\_ Music Genre

**VIDEO Content:**

- Theatrical
- Music Video
- Karaoke
- Promotional
- Documentary
- \_\_\_\_\_ Other

**Failure to fill out this form completely may result in a delay of your job.**

Advanced Media Solutions, Inc. reserves the right not to replicate, reproduce, duplicate any media without proper legal authorization.

No.	Artist / Creator	Song / Chapter / File Name	Time / Size	Performance (IPR) Owner	Licensed †
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

**Distribution Rights:**  Owned  Licensed †

(Please continue on another sheet if you have additional songs / chapters / files) †supporting documentation requirement

**Countries of Distribution:** \_\_\_\_\_

I affirm that all information provided herein is true and that all disc contents are properly licensed for replication under the terms of the original rights holder(s). Proof of such licensing and/or trademark authorization is attached. I agree to abide by Advanced Media Solutions Terms and Conditions and the Anti-Privacy Compliance Program guidelines of the International Recording Media Association. All media masters received by Advanced Media Solutions will be tested for Intellectual Property, Copyright or License Ownership Rights. Advanced Media Solutions. will maintain one source copy for at least one year, will incorporate a source code in all glass masters, and reserves the right to refuse the processing of any order not complying with the Anti-Privacy Compliance Program guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_