**Guidelines for Copyright Filing**

For filing Copyright applications, the requirements are as under:

1. Copyright documents:
2. 3x copies of Application Form II (in original)
3. 2x copies of Literary Work (The content/text/work, authors want to be copyrighted)
4. 3x writeable or re-writeable CDs containing the material which is to be protected (source code in readable file format or screen shots of User Interface in readable file format)
5. Deed of assignment as per the given format on School’s letterhead duly signed by all the inventors and stamped & signed by HoD and Dean.
6. Undertaking/ Affidavit for Literary Work / NOC from Writer/Author/Creator, as per given format
7. The authors shall add their name and father name in the affidavit along with the CNIC No.
8. Copy of CNIC of lead author
9. A single invention may have the potential to be filed in multiple categories.
10. By visiting [www.ipo.gov.pk](http://www.ipo.gov.pk/) details of all the different types of IPs can be obtained.
11. The text which is to be amended in provided forms and samples has been highlighted red. No other changes shall be made by the author(s) / inventor(s).
12. Applications may be sent to ORIC for a review prior to printing and final submission.
13. Duly filled and signed documents be submitted to ORIC for further processing.
14. ORIC will process the filing fee through Demand Draft and submit the copyright application to IPO.