

GUIDE TO COMPLETING THE FORM



This form may be used to transfer PLR interests to a new owner (either an individual or an organisation) who will then become the PLR assignee. Printable forms are available on our website www.plr.uk.com under Registration Service/PLR Forms and Leaflets. Forms are also available in braille or large print on request.

NB: We recommend that you read our Information Leaflet for Assignments and Posthumous Registration before completing this form. You can request a printed copy from the office (contact details below), alternatively this is available on our website www.plr.uk.com under Registration Service/PLR Forms and Leaflets.

Transfer on Death

(PLR continues for up to 70 years after the date of the original registered owner's death.)

- SECTION A** Insert the name, PLR number and Date of Death of the deceased registered owner.
- SECTION B** You do not need to complete this section.
- SECTION C** The **legal representative** should complete this section. This person will be named on the Grant of Probate or Will and may be the Executor, Administrator or Beneficiary. If there is more than one legal representative, it is only necessary for one person to complete this section. We need to see a copy of either the **Grant of Probate** (Confirmation document in Scotland) or the **Will and Death Certificate**. If there are no documents available or the registered owner died intestate, the next of kin must provide a letter confirming this. The **legal representative** or **next of kin** also needs to sign this section.
- SECTION D** The **new owner** should complete this section. Once the form is processed, they will own the right in the book(s). A Statement will be sent each January to advise of any earnings due.
- SECTION E** The **new owner** should complete this section:
- Payments within the UK:** To save costs, payment is made by credit transfer direct into your account. If the account is with a building society, please check with your branch to find out which details need to be quoted.
- Payments outside the UK:** To save costs, earnings are paid by cheque in euros. You may leave this section blank unless you wish to nominate a UK bank account to receive your payments.
- SECTION F** The **new owner** needs to sign this section.
- SECTION G** PLR can be assigned to up to 4 joint owners. The person who completes Section D is deemed the **senior owner** and will receive all correspondence and payment. Further details can be found in our Information Leaflet for Assignments & Posthumous Registration (see top of page).
- SECTION H** Do not complete this section if PLR in **all** the registered owner's books is being transferred. If only **some** titles are to be transferred, please list them here.

Gift or Sale

(Books must be registered before assignment. Please complete a registration form if the book(s) are not registered.)

- SECTION A** The original **registered owner** needs to complete this section.
- SECTION B** The original **registered owner** needs to sign this section.
- SECTION C** This section should not be completed.
- SECTION D** The **new owner** should complete this section. Once the form is processed, they will own the right in the book(s). A Statement will be sent each January to advise of any PLR earnings due.
- SECTIONS E & F** Please refer to the guidelines for Sections E & F above.
- SECTION G** This section should not be completed.
- SECTION H** Do not complete this section if PLR in **all** the registered owner's books is being transferred. If only **some** titles are to be transferred, please list them here.



APPLICATION FOR ASSIGNMENT OF PLR



A REGISTERED OWNER (refer to section A of the guidelines on the front of the form)

Title (Mr, Mrs, etc)	<input type="text"/>		
Surname	<input type="text"/>		
Forenames	<input type="text"/>		
Date of death (if applicable)	<input type="text"/>	PLR No	<input type="text"/>

B DECLARATION (refer to section B of the guidelines on the front of the form)

I confirm that the PLR in all books/the books specified overleaf is to be transferred to the new owner detailed in Section D.

Signature	<input type="text"/>	Date	<input type="text"/>
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C LEGAL REPRESENTATIVE (refer to section C of the guidelines on the front of the form)

Surname	<input type="text"/>		
Forename	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Tel No:	<input type="text"/>
Signature	<input type="text"/>		

DOCUMENTS - Please indicate which documents you have enclosed. These will be returned after we have recorded receipt.

Grant of Probate	<input type="checkbox"/>	or	Will & Death Certificate	<input type="checkbox"/>	
Letter of Admin	<input type="checkbox"/>	Other	<input type="checkbox"/>	No documentation available*	<input type="checkbox"/>

* Where there is no documentation available or the registered owner died intestate, the next of kin should sign above and provide a letter to confirm this.

D NEW OWNER (refer to section D of the guidelines on the front of the form)

Title (Mr, Mrs etc)	<input type="text"/>	PLR No (official use)	<input type="text"/>
Surname or Organisation	<input type="text"/>	Forename	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Tel No	<input type="text"/>
Email	<input type="text"/>		



E PAYMENT DETAILS (UK only – please refer to section E of the guidelines for payments outside the UK)

Name of Acc Holder(s)

Bank Name

Branch Name

Sort Code

Account No

Roll/Ref No

F DECLARATION (refer to section F of the guidelines on the front of the form)

I confirm that the PLR in all books/the books specified in the Book Details section overleaf has been legally transferred to me and I claim the right in these books.

Signature

Date

G JOINT OWNERS (refer to section G of the guidelines on the front of the form)**SECOND OWNER**

Title

Surname

Forename

Address

Postcode

Country

THIRD OWNER

Title

Surname

Forename

Address

Postcode

Country

FOURTH OWNER

Title

Surname

Forename

Address

Postcode

Country

