

GUIDE TO COMPLETING THE FORM



Printable forms are available on our website under Registration Service/PLR Forms and Leaflets. Please visit www.plr.uk.com for details. 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.

First Application for Posthumous Registration:

SECTION A Insert the name of the original registered owner whose rights have been assigned. Please also state the country of residence at the time of their death and their date of death so that we can check eligibility for posthumous registration.

SECTION B Insert the name of the assignee or personal representative who is claiming the right in the books applied for.

SECTION C This section should only be completed if the bank details which we hold on our records are incorrect.

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 D The application cannot be processed unless this section is signed by the assignee/personal representative.

SECTION E Required only for the first application for posthumous registration. This section should be completed by an independent witness who was not a relative and who knew the original registered owner for at least two years before their death.

SECTION F List details of the published books which you are applying to register. Refer to the page overleaf for examples of how this section should be completed. Information regarding the rules for posthumous registration can be found in our Information Leaflet for Assignments and Posthumous Registration. This is also available on our website www.plr.uk.com under Registration Service/PLR Forms and Leaflets.

Contributor List each contributor named on the title page and identify the nature of contribution eg writer, illustrator, editor.

% Share Please refer to our Information Leaflet for details of eligible contributors and shares. Information is also available on our website under Registration Service/PLR Forms and Leaflets.

Publ'n Year The month of publication is only required for books published in the year that you apply.

ISBN ISBN stands for International Standard Book Number and is a 10 or 13 digit number printed on the reverse of the title page or the cover (NB from Jan 2007 all new books will have 13 digit ISBNs). Each edition of a book (eg hardback, paperback, large print) has a different ISBN and must be listed separately. **However, reprints, where the ISBN does not change, should not be listed.**

Subsequent Applications For Posthumous Registration:

- Enter the PLR number in the box at the top of the page.
- Always complete the **shaded areas** of **Sections A, B & D**. If any of your details have changed, please write the new information in capitals on the form.
- You **do not** need to complete the Certificate (Section E).
- You **do not** need to re-apply for ISBNs which are already on the Register.



