

## PROSEDUR PERMOHONAN PEMBERITAHUAN SUKARELA HAK CIPTA (COPYRIGHT)

Hak cipta adalah perlindungan yang diberikan kepada pengarang, pemilik hak cipta dan pelaku karya dan persembahan seperti yang ditetapkan di bawah Akta Hak Cipta 1987. Selaras dengan itu, pihak Pusat Pengajian Siswazah (*Centre for Graduate Studies, CGS*) mengambil inisiatif untuk menggalakkan setiap pelajar mengemukakan permohonan mendapatkan hak cipta bagi tesis/disertasi yang telah ditulis.

Bagi tujuan ini, pelajar diminta untuk membuat rumusan tentang tesis/disertasi tidak lebih daripada 25 muka surat. Sekiranya lebih, bayaran tambahan akan dikenakan oleh pihak myIPO (sila rujuk [www.myipo.gov.my](http://www.myipo.gov.my)). Permohonan hendaklah dibuat oleh warganegara atau pemastautin tetap Malaysia. Sekiranya pemohon merupakan warga negara asing, pemohon mestilah melantik seorang wakil (sila sertakan surat lantikan).


Berikut ialah prosedur bagi mengemukakan permohonan mendapatkan hak cipta.

1. Melengkapkan Borang CR-1 (karya asal). Jadual di bawah menerangkan jenis karya dan format yang diterima untuk mendaftarkan hak cipta. Memandangkan pelajar akan menghantar rumusan tesis, jenis karya adalah SASTERA.

Karya asal	Format
Sastera	pdf,zip
Muzik	pdf/gif/jpeg/png
Seni	mp3/wmv/pdf(nota muzik)
Filem	avi/mpeg/mov/mp4
Rakaman bunyi	mp3/wmv
Siaran	sd/hd

Sila rujuk **Lampiran A** untuk contoh pengisian borang CR-1. Borang CR-1 boleh dimuat turun dari laman sesawang <http://www.myipo.gov.my/en/form-fees/?lang=en>

### FORMS

Matters of Proceedings		Form
		
<b>MEDIA</b>	Notification of works (referred to in subsection 7(1) of the Act) [subregulations 5(2) and 5(3)]	CR 1
	Notification of derivative works [subregulations 5(2) dan 5(3)]	CR 2
	Notification of copyright by a representative [subregulation 5(3) and subregulation 14(2)]	CR 3
<b>LINKS</b>	Request for amendment to a notification of copyright [regulation 6]	CR 4

2. Mendapatkan akuan berkanun yang ditandatangani dan diakui di hadapan Hakim Mahkamah Sesyen, Majistret, Pesuruhjaya Sumpah, atau notari awam.

Sila rujuk **Lampiran B** untuk contoh surat akuan berkanun.




3. Bayaran fi
  - i. Borang CR-1 - RM 15
  - ii. Deposit karya - Penulisan (1-25 m/s) - RM 10  
CD – RM 30

Contoh pengiraan

- a. Borang CR-1 + Karya (1-25 m/s)  
= RM 15 + RM 10  
= RM 25
  - b. Borang CR-1 + Karya (CD)  
= RM 15 + RM 30  
= RM 45
4. Bayaran adalah melalui cek/wang pos/bank draf atas nama  
**“PERBADANAN HARTA INTELEK MALAYSIA”**
  5. Sebarang pertanyaan mengenai myIPO bolehlah emel kepada [infocopyright@myipo.gov.my](mailto:infocopyright@myipo.gov.my) atau diajukan kepada Puan Nurayuzee (03-22998918) atau Puan Masitqah (03-22998917). Untuk maklumat lanjut berkaitan MyIPO, sila layari laman sesawang <http://myipo.gov.my>.
  6. Permohonan yang telah lengkap mengandungi
    - i. Borang CR-1
    - ii. Karya
    - iii. Akuan Berkanun
    - iv. Wang Poshendaklah dialamatkan kepada:

**BAHAGIAN HAK CIPTA  
PERBADANAN HARTA INTELEK MALAYSIA  
TINGKAT 18, TOWER B  
MENARA UOA BANGSAR  
NO. 5, JALAN BANGSAR UTAMA 1  
59000 KUALA LUMPUR**

LAMPIRAN A

	<b>INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA</b> An agency under the Ministry of Domestic Trade and Consumer Affairs <b>COPYRIGHT ACT 1987</b> <b>NOTIFICATION OF WORKS</b> [subregulation 5(2) and 5(3)]	
 <b>CR - 1</b>	Application No: <input style="width: 100%; height: 40px;" type="text"/>	
<b>Applicant :</b>		
*Title of work <small>(Original language)</small>	:	<input style="width: 100%; height: 20px;" type="text" value="TITLE OF YOUR WORK"/> <input style="width: 100%; height: 20px;" type="text"/>
Translation <small>(If the title of work is neither in Bahasa nor English)</small>	:	<input style="width: 100%; height: 20px;" type="text"/>
Transliteration <small>(If the title of work is neither in Bahasa nor English)</small>	:	<input style="width: 100%; height: 20px;" type="text"/>
Name of the Language <small>(Language use in the work)</small>	:	<input style="width: 100%; height: 20px;" type="text"/>
<b>* Section A : Category of Works</b>		
<input checked="" type="checkbox"/> Literary <input type="checkbox"/> Musical <input type="checkbox"/> Artistic <input type="checkbox"/> Film <input type="checkbox"/> Sound Recording <input type="checkbox"/> Broadcast		
Date of Creation / Fixation : <input style="width: 20px;" type="text" value="10"/> / <input style="width: 20px;" type="text" value="12"/> / <input style="width: 40px;" type="text" value="2019"/>		
<b>Section B : Publication</b>		
The Work is	:	<input type="checkbox"/> Published <input checked="" type="checkbox"/> Unpublished
If published <small>(please state date first published)</small>	:	<input style="width: 40px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 100px;" type="text"/>
		<small>(Year of Compilation)    (Date of first publication)    (Country)</small>
<b>* Section C : Author</b> <small>(Note : I. Author is an individual person, not a company. To add additional authors, please attach separate sheet : II. If author is anonymous, please state name of legal representative)</small>		
Name	:	<input style="width: 100%;" type="text" value="YOUR NAME"/>
I.C / Passport No. :		<input style="width: 100%;" type="text" value="XXXXXX-XX-XXXX"/>
Address	:	<input style="width: 100%;" type="text" value="FACULTY OF ENGINEERING &amp; LIFE SCIENCES"/> <input style="width: 100%;" type="text" value="UNIVERSITI SELANGOR"/> <input style="width: 100%;" type="text" value="JALAN TIMUR TAMBAHAN"/>
Postcode	:	<input style="width: 40px;" type="text" value="45600"/> City : <input style="width: 150px;" type="text" value="BESTARI JAYA"/> Nationality : <input style="width: 100px;" type="text" value="MALAYSIAN"/>
State	:	<input style="width: 150px;" type="text" value="SELANGOR"/> Country : <input style="width: 100px;" type="text" value="MALAYSIA"/>
Telephone No.	:	<input style="width: 40px;" type="text" value="013-XXXXXX"/> E-mail : <input style="width: 100px;" type="text" value="XYZ@YAHOO.COM"/> Date of Death : <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>
Fax No.	:	<input style="width: 40px;" type="text"/>
* Required to be filled in <span style="float: right;">PAGE 1 OF 3</span>		

**\* Section D : Owner** (Note: to add additional owners, please attach separate sheet)

Name :

I.C / Passport No. :

**OR**

Company Name :

Company Registration No. :

Address :

Postcode :  City :  Nationality :

State :  Country :

Telephone No. :  E-mail :  Fax No. :

**Section E : Licensee** (Section D must be filled in)

Name :

I.C / Passport No. :

**OR**

Company Name :

Company Registration No. :

Address :

Postcode :  City :  Nationality :

State :  Country :

Telephone No. :  E-mail :  Fax No. :

Date of Agreement :  /  /

Duration of Agreement :  /  /  until  /  /

Please provide copy of agreement(s) or supporting document(s)

**\* Section F : Contact Person**

Name :

I.C / Passport No. :

Address :

Postcode :  City :  Nationality :

State :  Country :

Telephone No. :  E-mail :  Fax No. :

\* Required to be filled in

**\* Section G : Declaration**

I/We hereby declare that the applicant is :

- The Author of the work
- The Owner of the copyright in the work
- The Licensee of the work (Kindly provide supporting document(s))

Signature,

()  
Name : YOUR NAME  
Date (dd/mm/yy) : 21/07/20

**Section H : Official Use**

Payment Received

Acknowledged by,

(  
Officer's Name :  
Date (dd/mm/yy) :

\* Required to be filled in

**All correspondence should be addressed to :**

Copyright Division,  
Intellectual Property Corporation of Malaysia (MyIPO)  
Aras 1B, Tower B,  
Menara UDA Bangsar,  
No. 5 Jalan Bangsar Utama 1,  
59000 Kuala Lumpur.

Telephone : +603 - 2299 8400  
Fax : +603 - 2299 8989  
Website : <http://www.myipo.gov.my>  
E-Mail : [infocopyright@myipo.gov.my](mailto:infocopyright@myipo.gov.my)

Sekiranya terdapat pertambahan ahli untuk didaftarkan, sila kepilkan lampiran seperti berikut.

**ATTACHMENT (ADDITIONAL AUTHOR)**

**Section C : Author**

Name :

IC No :

Address :

Nationality :

Country :

Telephone No.:

Email :

.....

Name :

IC No :

Address :

Nationality :

Country :

Telephone No.:

Email :

.....

Name :

IC No :

Address :

Nationality :

Country :

Telephone No.:

Email :

.....

**LAMPIRAN B**

**FORM OF DECLARATION**

I, **YOUR NAME (NRIC No.: XXXXXX-XX-XXXX)** of full age and a Malaysia citizen with an address at **Faculty of Engineering & Life Sciences, Universiti Selangor, Jalan Timur Tambahan, 45600 Bestari Jaya, Selangor** sincerely and solemnly declare as follows:

1. I am the **researcher** of **Universiti Selangor** (hereinafter referred to as 'the Company') a company incorporated in Malaysia with its principal place of business address at **Faculty of Engineering & Life Sciences, Universiti Selangor, Jalan Timur Tambahan, 45600 Bestari Jaya, Selangor** and am duly authorized to make this Statutory Declaration on its behalf.
2. Save where the contrary appears, all matters deposed herein are within my personal knowledge and / or taken from the records of the Company to which I have access at all material times.
3. I affirm the following:
  - 3.1 The Company is the owner of a copyright work entitled **TITLE OF YOUR WORK** (hereinafter referred to as 'the Work');
  - 3.2 The authors of the work are as follow:
    - i. **Main Author (xxxxxx-xx-xxxx)**
    - ii. **Co-author (xxxxxx-xx-xxxx)**
    - iii. **Co-author (xxxxxx-xx-xxxx)**

**\*please provide an attachment of additional authors contains Name, IC No., Address, Nationality, Country, Telephone No., and e-mail address.**
  - 3.3 The year in which the work has been created and completed is on **10/12/2019;**
  - 3.4 Annexed hereto and marked as Exhibit "A" for the purpose of notification of copyright in Form **CR-1** is true copy of the work;

4. I make this declaration in accordance to Section 26A(3)(b) of the Copyright Act 1987.

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by the above named :  
YOUR NAME (XXXXXX-XX-XXXX) :  
at \_\_\_\_\_ in the State of \_\_\_\_\_ :  
this day of \_\_\_\_\_ :

Before me,

.....  
(Signature of Sessions Court Judge,  
Magistrate, Commissioner for Oaths  
or notary public)



The following is an Exhibit marked as Exhibit "A" referred to in the Statutory Declaration of YOUR NAME (XXXXXX-XX-XXXX) affirmed before me on \_\_\_\_\_.

Before me,

.....

(Signature of Sessions Court Judge,  
Magistrate, Commissioner for Oaths  
Or notary public)