



# **COPYRIGHT: SELF-FILING METHOD**

**Legal & Intellectual Property Management Unit  
Business Innovation & Technology Commercialization Centre (BITCOM)**

## Executive Summary

The self-filing copyright application is in line with the endorsement by the Majlis Mesyuarat Eksekutif (MEU) Bil. 02/2024, a series of announcements and reminders issued in September and November 2024, and the updated Copyright Voluntary Notification Guideline available on our website. In summary, the self-filing option for copyright applications is allowed and must be self-funded by the researchers. Although it is a self-filing process, it must still comply with Dasar Harta Intelek UiTM and the updated Copyright Voluntary Notification Guideline on our website to ensure proper governance. The following are the steps you must follow when choosing the self-filing mode:

### Stage: MyIPO

1. The application form (labelled 'CR-1') can be downloaded from MyIPO's website. The form can either be completed at MyIPO or filled out beforehand.
2. In Section D of Form CR-1, ensure that 'Universiti Teknologi MARA (UiTM)' is named as the owner of the work.
3. Ensure that the work (karya) you submit with the application falls within one of the categories listed in UiTM's Guidelines. Please refer to our website (BITCOM) and navigate to: IP > Manual PRIME > Copyright Voluntary Notification (CVN). If you are unsure about this, please contact the Secretariat (Legal & Intellectual Property Management Unit) first.
4. Researchers must go to MyIPO, submit the completed form, and pay RM200 for the application. You may ask a MyIPO staff member for assistance if you need help.
5. If there are no issues, you will receive a copyright certificate. Before leaving MyIPO, double-check the details on the certificate.

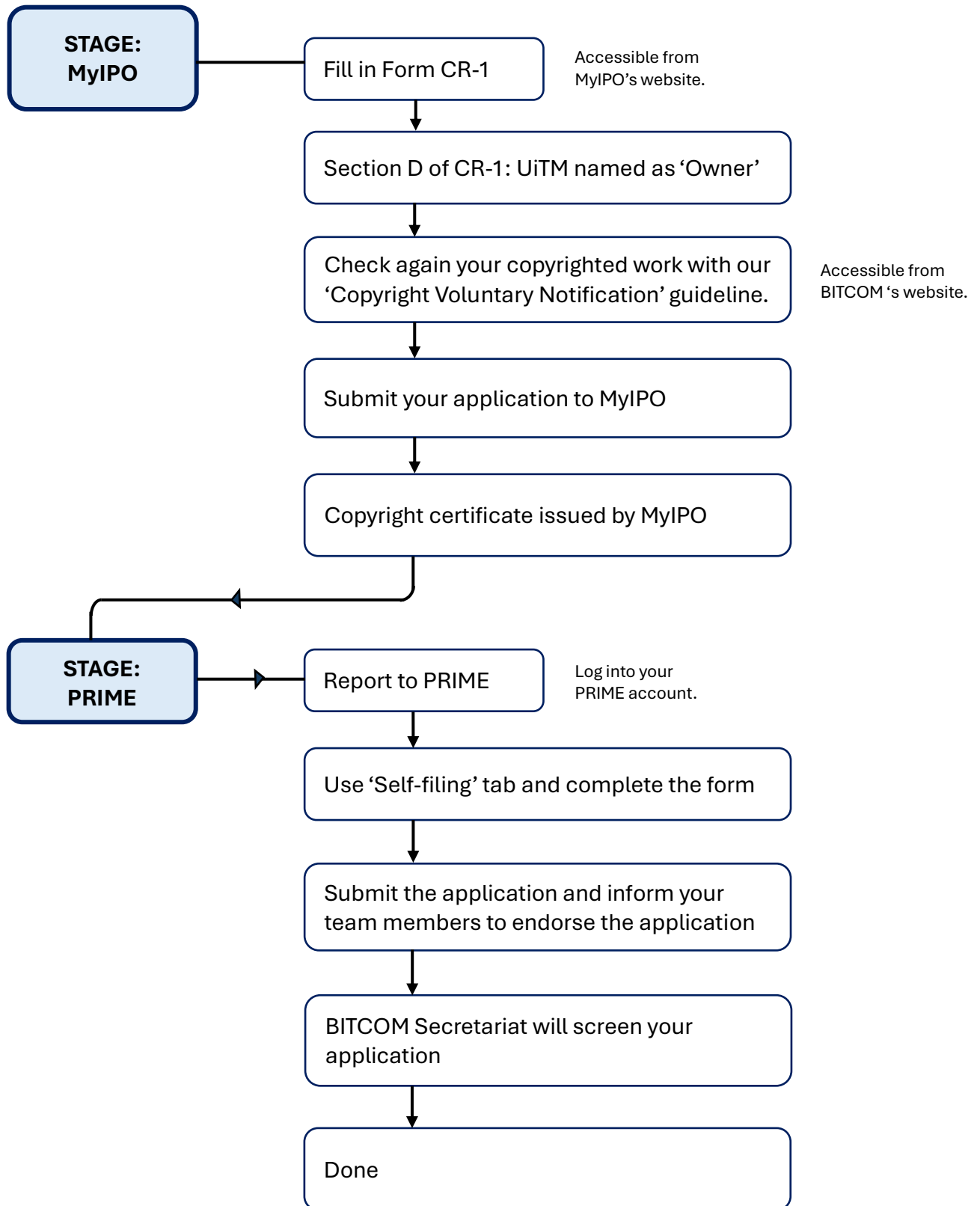
### Next Stage: UiTM/PRIME system

1. Once you have successfully obtained a copyright certificate from MyIPO, the next step is to report to the Secretariat.
2. Use the PRIME system to do this, under the "Self-Filing" tab. Complete all required information therein.
3. Once submitted in PRIME, remind your team members to endorse your application. Your application will not proceed until all team members have provided their endorsement.
4. The Secretariat will screen your application and approve it—if, and only if, it fulfils our internal guidelines.
5. Done! The status of your application in PRIME will appear as "Approved" and "Completed." The data for this will also automatically appear in your MyATP system.

In summary, when submitting your application to MyIPO, please ensure the following: (i) UiTM is clearly stated as the "owner of the work", and (ii) the work falls within one of the categories listed in UiTM's Copyright Voluntary Notification guideline. Failure to follow these steps may result in your application being rejected by the PRIME system. Adhering to this procedure promotes consistency, ensures alignment with Dasar Harta Intelek UiTM, and fulfils the University's reporting obligations. It also ensures that the RM200 application fee is spent wisely.

For further inquiries, please contact the Secretariat: [hartaintelek@uitm.edu.my](mailto:hartaintelek@uitm.edu.my)

## INFOGRAPHIC



# FORM CR-1

(accessible from MyIPO's website)



## CR - 1

Application No:

Applicant :

\* Title of work (Original language) : \_\_\_\_\_  
\_\_\_\_\_  
Translation (If the title of work is : \_\_\_\_\_  
neither in Bahasa nor English)  
Transliteration (If the title of work is : \_\_\_\_\_  
neither in Bahasa nor English)  
Name of the Language : \_\_\_\_\_  
(Language use in the work)

\* Section A : Category of Works (Please tick ONE only)

Literary  Musical  Artistic  Film  Sound Recording  Broadcast  Derivative  
(*'broadcasting service' only*)

Date of Creation / Fixation : DD MM YYYY

Section B : Publication

The Work is :  Published  Unpublished  
If published : DD MM YYYY \_\_\_\_\_  
(Date of first publication) (Country)

\* Section C : Author (To add additional Authors, please attach separate sheet)

Name (as per NRIC/Passport) : \_\_\_\_\_  
NRIC / Passport No. : \_\_\_\_\_  
Nationality : \_\_\_\_\_ DD MM YYYY  
(Date of Death (if applicable))

\* Section D : Owner (To add additional Owners, please attach separate sheet)

Name (as per NRIC/Passport) or : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
NRIC / Passport / Company No. : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
Address : \_\_\_\_\_  
Postcode : \_\_\_\_\_ City : \_\_\_\_\_  
State : \_\_\_\_\_ Country : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_ E-mail: \_\_\_\_\_

\* Required to be filled in

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Note: This section - UiTM should be named as the sole owner of the work. If copyright ownership is shared with collaborators (e.g., other universities, government agencies, or individuals), please include their details in this form as well. You may use either the main campus address or the address of your respective branch.

Your name will be acknowledged in Section C: "Author" of the form.