

# [ OFFICE ORDER NO. 13 - 173, October 01, 2013 ]

## **RULES AND REGULATIONS ON THE ACCREDITATION OF COLLECTIVE MANAGEMENT ORGANIZATIONS**

**Whereas**, the intellectual Property Office of the Philippines (IPOPHL) is mandated to administer and implement the State policies declared in Republic Act No. 8293, the Intellectual Property Code of the Philippines (IP Code):

**Whereas**, Sec. 183 of the IP Code, as amended by Sec. 10 of Republic Act No. 10372, allows the owners of copyright and related rights or their heirs to designate a society of artists, writers, composers and other right-holders, commonly referred to as collecting societies or collective management organizations (CMOs), to collectively manage their economic and moral rights on their behalf, provided that they first secure the necessary accreditation from IPOPHL in order that they can enforce the rights of their members;

**Whereas**, meetings with various copyright stakeholders have resulted in a call for IPOPHL to establish accreditation mechanisms for CMOs with the view of protecting both the right-holders and the users of protected works, taking into consideration the public interest, as well as the access to knowledge:

Now, therefore IPOPHL hereby issues the following rules and regulations on the accreditation of CMOs:

### **RULE I GENERAL PROVISIONS**

**Section 1.** *Title.* These rules shall be known as the "Rules on Accreditation of Collective Management Organizations".

**Section 2.** *Coverage.* These rules and regulations shall apply to:

a. Any CMO, which refers to a group of artists, writers, composers and other creators, or copyright/related rights holders whose primary purpose is to collectively manage copyright and/or related rights, including any or all of the following activities:

(i) negotiation with and grant of licenses to users of protected literary, scholarly, scientific and artistic works, derivative works, performances, sound recordings, audiovisual works and broadcasts:

(ii) collection of royalties and other forms of remuneration for the use of protected literary, scholarly, scientific and artistic

works, derivative works performances, sound recordings, audiovisual works and broadcasts:

(iii) collection of proceeds in subsequent transfers of the originals of paintings, sculptures and manuscripts;

(iv) collection of additional remuneration for subsequent communication or broadcast of a performance;

(v) collection of single equitable remuneration for the broadcast, other communication to the public or public performance of a sound recording: and

(vi) distribution of the abovementioned collections to the rights holders.

b. Any CMO established before the effectivity of these Guidelines and is engaged in any or all of the above cited activities. Such CMO shall, within three (3) months from effectivity hereof, apply for accreditation.

c. These rules and regulations shall also apply to entities or individuals who engage in any of the functions enumerated in item (a) of this section.

## **RULE II**

### **PROCEDURE FOR ACCREDITATION**

**Section 1.** *Minimum Requirements.* Only groups or CMOs meeting the following minimum requirements may apply:

a. Registration as a non-stock, non-profit corporation:

b. Membership is composed of right-holders belonging to the sector whose rights shall be managed:

c. The General Manager or Executive Director, the heads of Documentation, Licensing, Distribution and Finance have at least sixteen (16) hours of training on copyright or any related topics relevant to the particular sector obtained from IPOPHL or other institutions offering IP courses or seminars, both local and abroad;

d. Managerial and administrative capability of enforcing the rights of its members.

**Section 2.** *Documentary Requirements.* A duly accomplished application form shall be submitted in duplicate to the Bureau of Copyright and Other Related Rights, along with the following documents:

a. Articles of Incorporation and By-Laws

b. SEC Registration/BIR Registration/business permits and/or relevant government licenses/registrations

- c. Organizational structure
- d. List of Board members and officers, with respective biodata
- e. List of members
- f. List of current licensees (if applicable)
- g. List of authorized collecting agents, with respective contracts of agency
- h. Business/Operations Manual (including published tariffs/rates per category and distribution rules)
- i. Documents used in business:
  - (i) Membership Agreement/Deed of Assignment
  - (ii) Reciprocal agreements, if any
  - (iii) Licensing Agreement
- j. Audited Financial Statements, if already in operation

**Section 3. *Application Fee.*** A non-refundable application fee in the amount of Ten Thousand Pesos (PhP 10,000.00) shall be paid by the applicant to cover expenses of the proceedings and administrative costs.

**Section 4. *Third Party Observation.*** Within one (1) week from filing, the application shall be published in the IPOPHL Website. Any interested party may submit written observations thereon to the Bureau of Copyright and Other Related Rights within thirty (30) days. The observations shall forthwith be communicated to the applicant who may comment on them within ten (10) days from receipt of said communication. The Bureau shall acknowledge and consider the observations and comment in making its decision, and include the same in the file of the application to which it relates.

**Section 5. *Decision of the Director of the Bureau of Copyright and Other Related Rights.*** The Director of the Bureau of Copyright and Other Related Rights, or, in his absence, any IPOPHL official who may be duly designated by the Director General, shall examine the merits of the application within thirty (30) days from filing thereof or from the receipt of the last observation or comment of the parties. After which, the Director or duly designated official shall render a decision granting or denying accreditation. The Director or duly designated official may obtain the assistance of experts in the government and/or private sector who have worked for at least ten (10) years in the relevant copyright industry, or have at least a masteral degree in the relevant field, when necessary to resolve the matter. The corresponding certificate shall be issued within one (1) week after the decision.

**Section 6. *Denial of Accreditation.*** Accreditation may be denied if:

- a. The applicant does not comply with the provisions of Sections 1 and 2 of Rule II above.