

COPYRIGHT ACT  
(CHAPTER 63, SECTION 202)

COPYRIGHT REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

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[10th April 1987]

**Citation**

1. These Regulations may be cited as the Copyright Regulations.

**Definitions**

2. In these Regulations, unless the context otherwise requires —
  - “address for service in Singapore” means an address at which service may be effected in accordance with regulation 15;
  - “officer-in-charge” means —
    - (a) in relation to archives — the person holding, or performing the duties of, the office or position in the service of the body administering the archives the duties of which involve that person having direct responsibility for the maintenance of, and the provision of services in relation to, the collection comprising the archives; and
    - (b) in relation to a library — the officer holding, or performing the duties of, the office or position in the service of the body administering the library the duties of which involve that person having direct responsibility for the maintenance of, and the provision of services in relation to, the collection comprising the library.

**Educational institutions**

3. *[Deleted by S 221/2005]*

**Institutions assisting persons with reading disabilities**

4. For the purposes of the definition of “institution assisting persons with reading disabilities” in section 7(1) of the Act, each of the institutions specified in the Second Schedule is declared to be, for the purposes of the Act, an institution for assisting persons with reading disabilities.

*[S 130/2015 wef 31/03/2015]*

**Institution assisting intellectually handicapped readers**

**4A.** For the purposes of the definition of “institution assisting intellectually handicapped readers” in section 7(1) of the Act, each of the institutions specified in the Eighth Schedule is declared to be, for the purposes of the Act, an institution assisting intellectually handicapped readers.

**Notices to be displayed**

- 5.** For the purposes of sections 34(b) and 105A(b) of the Act —
- (a) a notice 297 millimetres long and 210 millimetres wide shall be a notice of the prescribed dimensions; and
  - (b) the prescribed form of notice shall be in the form set out in the Third Schedule.

**Prescribed period for retention of records and copies made for simulcasting**

**5A.—(1)** Where a sound recording or cinematograph film of a literary, dramatic or musical work, or of an adaptation of such a work, is made in accordance with section 43A(1) and (2) of the Act, the prescribed period for the purposes of section 43A(3) of the Act shall be —

- (a) subject to sub-paragraphs (b) and (c), 6 months;
- (b) subject to sub-paragraph (c), if the recording or film is made by a non-profit organisation, 2 years; or
- (c) such longer period as may be agreed between the maker of the recording or film and the owner of the copyright in the work,

commencing from the day on which the recording or any further record embodying the recording referred to in section 43A(2)(b)(i) of the Act, or the film or any further copy of the film referred to in section 43A(2)(b)(ii) of the Act, as the case may be, is first used for the purpose of simulcasting the work or adaptation, as the case may be, in digital form.

(2) Where a copy of a sound recording or cinematograph film is made in accordance with section 107A(1) and (2) of the Act, the

prescribed period for the purposes of section 107A(3) of the Act shall be —

- (a) subject to sub-paragraphs (b) and (c), 6 months;
- (b) subject to sub-paragraph (c), if the copy is made by a non-profit organisation, 2 years; or
- (c) such longer period as may be agreed between the maker of the copy and the owner of the copyright in the recording or film,

commencing from the day on which that copy or any further copy referred to in section 107A(2)(b) of the Act is first used for the purpose of simulcasting the recording or film in digital form.

### **Notice of intended publication of unpublished work kept in public library**

6. For the purposes of section 49(1)(b) and (2)(b) of the Act, the prescribed notice of the intended publication of the new work shall be a notice given by advertisement published in the *Gazette* not earlier than 3 months, and not later than 2 months, before the date of the publication or subsequent publication, as the case may be, of the new work and —

- (a) stating the name, and the address of the place of residence or business, of the person intending to publish the new work and the intention of that person to publish the new work;
- (b) stating the title (if any) of the old work and, if that title is not sufficient to enable that work to be identified, containing a description of that work that is sufficient for that purpose;
- (c) stating the time, or an estimate of the time, when the old work was made or the period, or an estimate of the period, over which the making of the old work extended, as the case may be;
- (d) if the name of the author of the old work is known to the person intending to publish the new work — stating the name of that author;
- (e) stating the name and address of the library or other place in which a copy, or the manuscript, of the old work is kept;

- (f) stating the name of the person from whom the copy or manuscript of the old work was acquired for the purposes of that library or other place or, if the person intending to publish the new work does not know the name of the person from whom the copy or manuscript was acquired for those purposes, stating that fact;
- (g) stating that a person claiming to be the owner of the copyright in the old work may give notice of his claim to the person intending to publish the new work; and
- (h) stating, at the foot of the notice, the name of the person by whom the notice is given.

### **Particulars of copying records**

7.—(1) For the purposes of section 52(6) of the Act, a record of the copying of the whole or part of an article contained in a periodical publication by or on behalf of the body administering an educational institution for the educational purposes of the educational institution shall set out —

- (a) if the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number;
- (b) if the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication;
- (c) the title or description of the article;
- (d) the name of the author of the article (if that name is known);
- (e) the volume, or volume and number, as the case requires, of the periodical publication containing the article;
- (f) the page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
- (g) the date on which those copies have been made; and
- (h) the number of copies made.

(2) For the purposes of section 52(7) of the Act, a record of the copying of the whole or part of a work (not being an article contained in a periodical publication) by or on behalf of the body administering an educational institution for the educational purposes of an educational institution shall set out —

- (a) if the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number;
  - (b) if the International Standard Book Number in respect of the work is not so recorded —
    - (i) the title or description of the work;
    - (ii) the name of the publisher of the edition of the work; and
    - (iii) the name of the author of the work (if that name is known);
  - (c) the page numbers of the pages in the edition of the work that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
  - (ca) if the work is contained in a published edition that is stored on any medium by electronic means, the total number of bytes in the edition that have been copied;
  - (d) the date on which those copies have been made; and
  - (e) the number of copies made.
- (2A) For the purposes of paragraphs (1)(h) and (2)(e), if —
- (a) the copies made are in an electronic form on a network operated or controlled by an educational institution;
  - (b) the copies are made to enable persons undertaking a course of education provided by that or another educational institution to access the article or work or that part of the article or work, as the case may be; and
  - (c) the number of the copies made cannot reasonably be ascertained,

the number of the copies made shall be taken to be equal to the number of students enrolled in that course of education.

(3) For the purposes of section 54A(4) of the Act, a record of the copying of the whole or part of an article contained in a periodical publication by or on behalf of the body administering an institution assisting intellectually handicapped readers shall set out —

- (a) if the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number;
- (b) if the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication;
- (c) the title or description of the article;
- (d) the name of the author of the article (if that name is known);
- (e) the volume, or volume and number, as the case requires, of the periodical publication containing the article;
- (f) the page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
- (g) the date on which the copy has been made; and
- (h) the form in which the copy has been made.

*[S 130/2015 wef 31/03/2015]*

(4) For the purposes of section 54A(5) of the Act, a record of the copying of the whole or a part of a work (not being an article contained in a periodical publication) by or on behalf of the body administering an institution assisting intellectually handicapped readers shall set out —

- (a) if the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number;
- (b) if the International Standard Book Number in respect of the work is not so recorded —

- (i) the title or description of the work;
  - (ii) the name of the publisher of the edition of the work;  
and
  - (iii) the name of the author of the work (if that name is known);
- (c) the page numbers of the pages in the edition of the work that have been reproduced, or, in a case where a page so reproduced does not bear a page number, such description of the page as will enable it to be identified;
- (d) the date on which the copy has been made; and
- (e) the form in which the copy has been made.

*[S 130/2015 wef 31/03/2015]*

(5) For the purposes of section 54(4)(a) of the Act (including that provision as applied by section 115C of the Act), a record of the making, distribution or making available of an accessible format copy of a relevant work or other subject-matter, is to —

- (a) in the case of a relevant work, set out the particulars in paragraph (8); or
- (b) in the case of other subject-matter, set out the particulars in paragraph (9).

*[S 130/2015 wef 31/03/2015]*

(6) For the purposes of section 54(6)(b) of the Act (including that provision as applied by section 115C of the Act), a record of the making of an accessible format copy in a physical form of a relevant work or other subject-matter for the purpose of export, or the making available of an accessible format copy in an electronic form of a relevant work or other subject-matter, is to —

- (a) in the case of a relevant work, set out the particulars in paragraph (8); or
- (b) in the case of other subject-matter, set out the particulars in paragraph (9).

*[S 130/2015 wef 31/03/2015]*

(7) For the purposes of section 54(10)(c) of the Act (including that provision as applied by section 115C of the Act), a record to be made after the receipt of an accessible format copy of a relevant work or other subject-matter, is to —

- (a) in the case of a relevant work, set out the particulars in paragraph (8); or
- (b) in the case of other subject-matter, set out the particulars in paragraph (9).

*[S 130/2015 wef 31/03/2015]*

(8) The particulars referred to in paragraphs (5)(a), (6)(a) and (7)(a) are as follows:

- (a) where the relevant work in question is a literary work in the form of a book (whether in an electronic or a physical form) —
  - (i) if the record maker knows the International Standard Book Number for the edition of the work from which the accessible format copy is made, that number;
  - (ii) if the record maker does not know the International Standard Book Number for the edition of the work from which the accessible format copy is made —
    - (A) the title of the work or, if no title is available, such description of the work as will allow the work to be identified;
    - (B) the name of the publisher of the edition of the work from which the accessible format copy is made; and
    - (C) the name of the author of the work;
  - (iii) the page numbers of the pages in the edition of the work from which the accessible format copy is made, which have been copied in the accessible format copy or, if a page which has been so copied does not bear a page number, such description of the page as will enable it to be identified;

- (iv) if the accessible format copy is made from a medium which stores the work by electronic means, the total number of bytes in the medium which have been copied in the accessible format copy;
  - (v) the date on which the accessible format copy is made, distributed, made available or received; and
  - (vi) the number of accessible format copies made, distributed, made available or received;
- (b) where the relevant work in question is a literary work in any other form or is an artistic work or a dramatic work —
- (i) the title of the work or, if no title is available, such description of the work as will allow the work to be identified;
  - (ii) the name of the author of the work;
  - (iii) if the accessible format copy is made from a published edition of the work —
    - (A) the name of the publisher of the edition of the work; and
    - (B) the page numbers of the pages in the edition of the work which have been copied in the accessible format copy or, if a page which has been so copied does not bear a page number, such description of the page as will enable it to be identified;
  - (iv) if the accessible format copy is made from a medium which stores the work by electronic means, the total number of bytes in the medium which have been copied in the accessible format copy;
  - (v) the date on which the accessible format copy is made, distributed, made available or received; and
  - (vi) the number of accessible format copies made, distributed, made available or received.

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(9) The particulars referred to in paragraphs (5)(b), (6)(b) and (7)(b) are as follows:

- (a) the title of the subject-matter or, if no title is available, such description of the subject-matter which will allow it to be identified;
- (b) if the accessible format copy is made from a medium which stores the subject-matter by electronic means, the total number of bytes in the medium which have been copied in the accessible format copy;
- (c) if the subject-matter is a sound recording or sound broadcast of an edition of a book and the record maker knows the International Standard Book Number for that edition, that number;
- (d) if the subject-matter is a sound broadcast, the name of the holder of a broadcasting licence which made the sound broadcast;
- (e) the date on which the accessible format copy is made, distributed, made available or received;
- (f) the number of accessible format copies, made, distributed, made available or received.

*[S 130/2015 wef 31/03/2015]*

### **Particulars of communication records**

**7A.—(1)** For the purposes of section 52(7C) of the Act, a record of the communication of the whole or part of an article contained in a periodical publication by or on behalf of the body administering an educational institution for the educational purposes of the educational institution shall set out —

- (a) if the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number;
- (b) if the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication;

- (c) the title or description of the article;
- (d) the name of the author of the article (if that name is known);
- (e) the volume, or volume and number, as the case requires, of the periodical publication containing the article;
- (f) the page numbers of the pages in that volume, or in that number of that volume, that have been communicated, or, in a case where a page so communicated does not bear a page number, such description of the page as will enable it to be identified;
- (g) the date on which the communication was made; and
- (h) the number of persons to whom the communication was made.

(2) For the purposes of section 52(7D) of the Act, a record of the communication of the whole or part of a work (not being an article contained in a periodical publication) by or on behalf of the body administering an educational institution for the educational purposes of an educational institution shall set out —

- (a) if the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number;
- (b) if the International Standard Book Number in respect of the work is not so recorded —
  - (i) the title or description of the work;
  - (ii) the name of the publisher of the edition of the work; and
  - (iii) the name of the author of the work (if that name is known);
- (c) the page numbers of the pages in the edition of the work that have been communicated, or, in a case where a page so communicated does not bear a page number, such description of the page as will enable it to be identified;

- (d) if the work is contained in a published edition that is stored on any medium by electronic means, the total number of bytes in the edition that have been communicated;
  - (e) the date on which the communication was made; and
  - (f) the number of persons to whom the communication was made.
- (3) For the purposes of paragraphs (1)(h) and (2)(f), if —
- (a) the communication is made through a network operated or controlled by an educational institution;
  - (b) the communication is made to enable persons undertaking a course of education provided by that or another educational institution to receive the article or work or that part of the article or work, as the case may be; and
  - (c) the number of persons to whom the communication was made cannot reasonably be ascertained,

the number of persons to whom the communication was made shall be taken to be equal to the number of students enrolled in that course of education.

### **Keeping of records and period for payment for making of copies**

**8.—**(1) For the purposes of section 52(8)(a), 54(13)(a) or 54A(6)(a) of the Act, a record may, instead of being kept in writing, be kept in any manner that permits the information in the record to be elicited by the use of a computer.

*[S 130/2015 wef 31/03/2015]*

(2) Subject to paragraph (3), for the purposes of section 52(8)(b) or 54A(6)(b) of the Act, where a record of the copying of a work or a part of a work is kept in writing, that record shall be kept in accordance with —

- (a) in the case of the copying of the whole or a part of an article contained in a periodical publication — the form in the Fourth Schedule or the Fifth Schedule, as the case requires; or

- (b) in the case of the copying of the whole or a part of a work not being an article contained in a periodical publication — the form in the Sixth Schedule or the Seventh Schedule, as the case requires.

*[S 130/2015 wef 31/03/2015]*

(2A) Subject to paragraph (3), for the purposes of section 54(13)(b) of the Act (including that provision as applied by section 115C of the Act), a record which is kept in writing is to be kept in accordance with the form in the Eleventh Schedule (in the case of a relevant work) or in accordance with the form in the Twelfth Schedule (in the case of other subject-matter).

*[S 130/2015 wef 31/03/2015]*

(3) Strict compliance with the forms in the Fourth, Fifth, Sixth, Seventh, Eleventh and Twelfth Schedules is not necessary and substantial compliance is sufficient.

*[S 130/2015 wef 31/03/2015]*

(4) For the purposes of sections 52(11), 54(15)(b) (including that provision as applied by section 115C of the Act) and 54A(7) of the Act, the prescribed period shall be 4 years.

*[S 130/2015 wef 31/03/2015]*

### **Keeping of records and period for payment for communication**

**8A.**—(1) For the purposes of section 52(7C) and (7D) of the Act, a record of the communication of a work or a part of a work shall be kept in writing or in any manner that permits the information in the record to be elicited by the use of a computer.

(2) Subject to paragraph (3), where a record of the communication of a work or a part of a work is kept in writing, that record shall be kept in accordance with —

- (a) in the case of the communication of the whole or a part of an article contained in a periodical publication — the form in the Ninth Schedule; or
- (b) in the case of the communication of the whole or a part of a work not being an article contained in a periodical publication — the form in the Tenth Schedule.

(3) Strict compliance with the forms in the Ninth and Tenth Schedules is not necessary and substantial compliance is sufficient.

(4) For the purposes of section 52(11C) of the Act, the prescribed period shall be 4 years.

### **Retention of declarations in relation to copies, copying records and communication records**

**9.**—(1) Where a copy of the whole, or a part of a work, or of other subject-matter, is made in reliance on section 45, 46, 48 or 113 of the Act by an authorised officer of a library or archives, the body administering the library or archives concerned and the officer-in-charge of the library or archives concerned shall retain the relevant declaration in relation to the making of the copy in the records of the library or archives until the expiration of 4 years after the date the copy was made, failing which the body administering the library or archives concerned and, subject to paragraph (3), the officer-in-charge of the library or archives concerned shall each be guilty of an offence and shall each be liable on conviction to a fine not exceeding \$1,000.

(2) Where —

- (a) a copy of the whole or a part of a work is made in reliance of section 52 of the Act by or on behalf of the body administering an educational institution;
- (b) an accessible format copy of a work or other subject-matter, or of a part of a work or other subject-matter, is made, distributed, made available or imported, in reliance of section 54 of the Act (including that provision as applied by section 115C of the Act), by or on behalf of the body administering an institution assisting persons with reading disabilities or an educational institution; or
- (c) an intellectually handicapped reader's copy of the whole or a part of a work is made in reliance of section 54A of the Act by or on behalf of the body administering an institution assisting intellectually handicapped readers,

the body administering the institution, and the custodian in charge of the records of the making, distribution, making available or

importation (as the case may be) of the copy, must retain the records until the expiration of 4 years after the date of such making, distribution, making available or importation.

*[S 130/2015 wef 31/03/2015]*

(2A) Subject to paragraph (3), a person who fails to comply with paragraph (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

*[S 130/2015 wef 31/03/2015]*

(3) No officer-in-charge of a library or archives and no custodian in charge of the records of an educational institution, institution assisting persons with reading disabilities or institution assisting intellectually handicapped readers shall be guilty of an offence of failing to comply with paragraph (1) or (2), if he proves that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence by himself or any person under his control or supervision.

*[S 130/2015 wef 31/03/2015]*

(4) Where the communication of the whole or a part of the work is made in reliance on section 52 of the Act by or on behalf of the body administering an educational institution, the body administering the institution and the custodian in charge of the communication records of the institution shall retain the relevant record in relation to the communication in the records of the institution until the expiration of 4 years after the date of the communication.

(5) The body administering the institution and, subject to paragraph (6), the custodian in charge of the communication records of the institution which fail to comply with paragraph (4) shall each be guilty of an offence and shall each be liable on conviction to a fine not exceeding \$1,000.

(6) No custodian in charge of the communication records of an educational institution shall be guilty of an offence of failing to comply with paragraph (4) if he proves that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence by himself or any person under his control or supervision.

**Notice under section 45(9) of Act**

**9A.**—(1) A notice given under section 45(9) of the Act to a person to whom an electronic copy of an article, or a part of an article, contained in a periodical publication, or of the whole or part of a published literary, dramatic or musical work other than such an article, is communicated shall state —

- (a) that the electronic copy has been made under section 45 of the Act;
- (b) that the article or work might be subject to copyright protection under the Act;
- (c) that the person is only entitled to use the electronic copy communicated to him for the purposes of his own research or study; and
- (d) that the person shall not use the electronic copy communicated to him in any manner which might constitute an infringement of any copyright in the article or work.

(2) Subject to paragraph (3), an authorised officer of a library or archives who, before or when communicating such an electronic copy to a person under section 45(2) and (9) of the Act, fails to give that person the notice under paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

(3) No authorised officer of a library or archives shall be guilty of an offence of failing to comply with paragraph (2) if he proves that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence.

(4) The notice under paragraph (1) may be given in writing or in any manner that permits the information in the notice to be elicited by the use of a computer.

**Arrangement of declarations and records**

**10.**—(1) The body administering the library or archives and the officer-in-charge of the library or archives shall arrange in chronological order the declarations that relate to the making of copies of the whole or parts of works, or of other subject-matter by an

authorised officer of a library or archives in reliance on sections 45, 46, 48 and 113 of the Act and retain the declarations in the records of the body administering the library or archives according to the dates on which the declarations were made.

(2) The body administering the educational institution, an institution assisting persons with reading disabilities or an institution assisting intellectually handicapped readers and the custodian in charge of the copying records of the institution shall arrange the copying records of the educational institution, institution assisting persons with reading disabilities or institution assisting intellectually handicapped readers in such a manner as to allow a person to inspect all of those records that relate to any works by the same author without having to inspect any such records that relate to any works by another author.

*[S 130/2015 wef 31/03/2015]*

### **Inspection of records and declarations retained by libraries, archives or institutions**

**11.—(1)** The owner of the copyright in a work, sound recording or cinematograph film or the agent of such an owner —

- (a) may notify the officer-in-charge of a library or archives, in writing, that he wishes to inspect —
  - (i) all the relevant declarations retained in the records of the library or archives that relate to the making, in reliance on section 45, 46, 48 or 113 of the Act, of copies of works or parts of works or of copies of other subject-matter;
  - (ii) such of those declarations as relate to the making, in reliance on section 45, 46, 48 or 113 of the Act, of copies of works or parts of works or of copies of other subject-matter and were made during a period specified in the notice,

on a day specified in the notice, being an ordinary working day of the library, archives or institution not less than 7 days after the date of the giving of the notice; and

(b) may, if the notice relates to the making of copies of works or parts of works or of copies of other subject-matter in reliance on section 48 or 113 of the Act, state in the notice that he also wishes to inspect, on the day so specified, the collection of the library or archives.

(2) The owner of the copyright in a work, or the agent of such an owner, may notify the custodian in charge of the copying records of an educational institution or an institution assisting intellectually handicapped readers, in writing, that the owner or agent, as the case may be, wishes to inspect —

(a) all the relevant records of the institution that relate to the making, in reliance of section 52 or 54A of the Act, of copies or intellectually handicapped readers' copies of works or parts of works; or

(b) such of those records as relate to any works by a specified author,

on a day specified in the notice, being an ordinary working day of the institution not less than 7 days after the date of the giving of the notice.

*[S 130/2015 wef 31/03/2015]*

(2A) The owner of the copyright in a work, or the agent of such an owner, may notify the custodian in charge of the communication records of an educational institution, in writing, that the owner or agent, as the case may be, wishes to inspect —

(a) all the relevant records of the institution that relate to the communication, in reliance on section 52 of the Act, of electronic copies of works or parts of works; or

(b) such of those records as relate to any works by a specified author,

on a day specified in the notice, being an ordinary working day of the institution not less than 7 days after the date of the giving of the notice.

(2B) The owner of the copyright in a work or other subject-matter, or the agent of such an owner, may notify in writing the custodian in charge of the records of an educational institution or an institution assisting persons with reading disabilities, that relate to any act done

in reliance of section 54 of the Act (including that provision as applied by section 115C of the Act), that the owner or the agent wishes to inspect on a day specified in the notice, being an ordinary working day of the institution not less than 7 days after the date of the giving of the notice —

- (a) all those records; or
- (b) such of those records as relate to —
  - (i) any works by a specified author; or
  - (ii) any specified subject-matter.

*[S 130/2015 wef 31/03/2015]*

(3) Where a person gives notice under paragraph (1) to the officer-in-charge of a library or archives that he wishes to inspect certain declarations on a particular day, that person may, during the ordinary working hours of the library or archives on that day but not earlier than 10 a.m. or later than 3 p.m., inspect the declarations to which the notice relates and, where the notice relates also to the inspection of the collection of the library or archives, may also during those hours on that day inspect that collection and, for that purpose, may enter the premises of the library or archives.

(4) Where a person gives notice under paragraph (2) or (2A) to the custodian in charge of the copying records or communication records, as the case may be, of an institution that he wishes to inspect certain records on a particular day, that person may, during the ordinary working hours of the institution on that day but not earlier than 10 a.m. or later than 3 p.m., inspect the records to which the notice relates and, for that purpose, may enter the premises of the institution at which the copying records or communication records, as the case may be, of the institution are kept.

(5) The body administering the library or archives and the officer-in-charge of the library or archives, as the case may be, shall, in relation to a person who attends at the premises of a library or archives for the purpose of exercising the powers conferred on him by paragraph (3), provide all reasonable facilities and assistance for the effective exercise of those powers.

(6) The body administering the institution and the custodian in charge of the copying records or communication records, as the case may be, of the institution shall, in relation to a person who attends at the premises of an institution for the purpose of exercising the powers conferred on him by paragraph (4), provide all reasonable facilities and assistance for the effective exercise of those powers.

### **Circumstances in which design is to be deemed to be applied industrially**

**12.—**(1) For the purposes of section 74 of the Act, a design shall be deemed to be applied industrially if it is applied —

- (a) to more than 50 articles; or
  - (b) to one or more articles (other than hand-made articles) manufactured in lengths or pieces.
- (2) For the purposes of paragraph (1)(a), any 2 or more articles —
- (a) that are of the same general character;
  - (b) that are intended for use together; and
  - (c) to which the same design, or substantially the same design, is applied,

shall be deemed to constitute a single article.

(3) For the purposes of this regulation, a design shall be deemed to be applied to an article if —

- (a) the design is applied to the article by a process (whether a process of printing, embossing or otherwise); or
- (b) the design is reproduced on or in the article in the course of the production of the article.

### **Notification of use of copyright material for service of Government**

**13.—**(1) For the purposes of section 198(4) of the Act, the owner of a copyright shall be informed of the doing of any act comprised in the copyright by means of a notice given in accordance with this regulation.

(2) If the person giving the notice on behalf of the Government knows the name, and an address for service in Singapore, of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of that copyright owner with the copyright in the work, or other subject-matter, that is the subject of the notice, of that owner or agent, that notice shall be given by service of the notice on that owner, or that owner or agent, as the case requires.

(3) If the person giving the notice on behalf of the Government —

(a) knows the name of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of the copyright owner with the copyright in the work, or other subject-matter, that is the subject of the notice, of that owner or agent; and

(b) knows an address outside Singapore of a place of residence or business, but no address for service in Singapore, of that owner, or that owner or agent, as the case requires,

the notice shall be given by service of the notice by post on that owner, or on that owner or agent, as the case requires, at that address outside Singapore.

(4) If the person giving the notice on behalf of the Government does not know the name or address, or knows the name, but not the address of a place of residence or business, of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of the copyright owner with the copyright in the work or other subject-matter, that is the subject of the notice, of that owner or agent, the notice shall be given by publishing it in the *Gazette*.

(5) A notice under this regulation shall —

(a) be given in the name of the Government;

(b) state —

(i) the International Standard Book Number (if any) in respect of the work or other subject-matter concerned where that International Standard Book Number can be ascertained from that work or other subject-matter; and

- (ii) where no such International Standard Book Number can be so ascertained, or where that International Standard Book Number is insufficient to enable the work or other subject-matter concerned to be identified, as the case may be — the title, if any of that work or other subject-matter and, if that title is not sufficient to enable the work or other subject-matter to be identified, a description of the work or other subject-matter that is sufficient to enable it to be so identified;
- (c) specify the act to which the notice relates;
- (d) state whether the act has been done by the Government or by a person authorised by the Government;
- (e) where the act has been done by a person authorised by the Government — state the name of that person; and
- (f) state that the purpose of the notice is to inform the owner in pursuance of section 198(4) of the Act of the doing of the act.

### **Notation of copies and copies for persons with reading disabilities**

**14.** For the purposes of section 201(3) of the Act, the message that is to be embodied on a record embodying a sound recording of a work or other subject-matter, or of a part of a work or other subject-matter, made in reliance of section 54(1) or (5)(a) of the Act (including those provisions as applied by section 115C of the Act), immediately before the commencement of the recording, is as follows:

“This record, embodying a sound recording of (*name of work or other subject-matter*) was made in reliance of section 54 of the Copyright Act (Chapter 63) on (*date on which record was made*) by (*name of person who made the record*) on behalf of (*name of institution assisting persons with reading disabilities or educational institution on behalf of which the record was made*). Copyright may subsist in the work or the subject-matter and, if it does, the making of a record embodying this sound recording, otherwise than with the permission of the owner of the copyright in the work or in reliance of a provision of that Act,

constitutes an infringement of copyright in the work or the subject-matter.”.

[S 130/2015 wef 31/03/2015]

### **Service of documents in Singapore**

**15.** A document that is required or permitted by these Regulations to be served on a person in Singapore may be served on the person —

- (a) if the person is a corporation — by delivering the document personally to the manager or secretary of the corporation, or, if the corporation has a registered office in Singapore, by leaving it at that office or by sending it by post addressed to the corporation at that office or, if the corporation does not have such a registered office, by sending it by post addressed to the corporation at its principal place of business in Singapore; or
- (b) if the person is not a corporation — by delivering the document to the person personally or by sending it by post addressed to the person at the address of the place of residence or business in Singapore of the person last known to the person sending the document.

### **Matters to be set out in statutory declaration**

**16.** [*Deleted by S 221/2005*]

#### FIRST SCHEDULE

(*Deleted by S 221/2005*)

#### SECOND SCHEDULE

Regulation 4

#### INSTITUTIONS ASSISTING PERSONS WITH READING DISABILITIES

- (1) Singapore Association of the Visually Handicapped

SECOND SCHEDULE — *continued*

(2) Lighthouse School (formerly known as Singapore School for the Visually Handicapped)

[S 130/2015 wef 31/03/2015]

(3) SG Enable

[S 130/2015 wef 31/03/2015]

(4) SPD (formerly known as Society for the Physically Disabled)

[S 130/2015 wef 31/03/2015]

(5) Very Special Arts (Singapore)

[S 130/2015 wef 31/03/2015]

## THIRD SCHEDULE

Regulation 5

FORM OF NOTICE FOR PURPOSES OF  
SECTIONS 34(b) AND 105A(b)COPYRIGHT ACT  
(CHAPTER 63)  
COPYRIGHT REGULATIONS

## WARNING

A copyright owner is entitled to take legal action against a person who infringes his copyright. Unless otherwise permitted by the Copyright Act, unauthorised copying of a work in which copyright subsists may infringe the copyright in that work.

Where making a copy of a work is a fair dealing under section 35 of the Copyright Act, making that copy is not an infringement of the copyright in the work. Where making a copy of an audio-visual item is a fair dealing under section 109 of the Copyright Act, making that copy is not an infringement of the copyright in the item or in any work or other audio-visual item included in the item.

It is a fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject-matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion. In the case of an electronic version of a published work that is not divided into pages and is not an artistic work, each of the following is a reasonable portion:

- (a) 10% of the total number of bytes in that edition;

THIRD SCHEDULE — *continued*

- (b) 10% of the total number of words in that edition or, where it is not practicable to use the total number of words as a measure, 10% of the contents of that edition; or
- (c) one chapter of the work.

More extensive copying may also constitute a fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in sections 35 and 109 of the Copyright Act.

## FOURTH SCHEDULE

Regulation 8(2)(a)

COPYRIGHT ACT  
(CHAPTER 63)FORM OF RECORD FOR PURPOSES OF  
SECTION 52(6) AND (8)RECORD OF COPIES MADE BY OR ON BEHALF OF THE BODY  
ADMINISTERING (*name of educational institution*) OF THE WHOLE OR A  
PART OF AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION

Item	Matter	Particulars
1	If the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number.	
2	If the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication.	
3	The title or description of the article.	
4	The name of the author of the article (if that name is known).	
5	The volume, or volume and number, as the case requires, of the periodical publication containing the article.	
6	The page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified.	

FOURTH SCHEDULE — *continued*

- 
- |   |  |
|---|--|
| 7 | The number of copies made.                     |
| 8 | The date on which those copies have been made. |
| 9 | The date on which this record is made.         |

(Signature)

## FIFTH SCHEDULE

Regulation 8(2)(a)

COPYRIGHT ACT  
(CHAPTER 63)FORM OF RECORD FOR PURPOSES OF  
SECTION 54A(6)

RECORD OF A COPY MADE BY OR ON BEHALF OF THE  
BODY ADMINISTERING (*name of institution assisting  
intellectually handicapped readers*) OF THE WHOLE OR A PART  
OF AN ARTICLE CONTAINED IN A PERIODICAL  
PUBLICATION

[S 130/2015 wef 31/03/2015]

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Item	Matter	Particulars
1	If the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number.	
2	If the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication.	
3	The title or description of the article.	
4	The name of the author of the article (if that name is known).	
5	The volume, or volume and number, as the case requires, of the periodical publication containing the article.	
6	The page numbers of the pages in that volume, or in that number of that volume, that have been	

FIFTH SCHEDULE — *continued*

copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified.

- 7 The date on which the copy has been made.
- 8 The form in which the copy has been made.
- 9 The date on which this record is made.

(Signature)

## SIXTH SCHEDULE

Regulation 8(2)(b)

COPYRIGHT ACT  
(CHAPTER 63)FORM OF RECORD FOR PURPOSES OF  
SECTION 52(7) AND (8)

RECORD OF COPIES MADE BY OR ON BEHALF OF THE BODY ADMINISTERING (*name of educational institution*) OF THE WHOLE OR A PART OF A WORK (NOT BEING AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION)

Item	Matter	Particulars
1	If the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number.	
2	If the International Standard Book Number in respect of the work is not so recorded —	
	(a) the title or description of the work;	
	(b) the name of the publisher of the edition of the work; and	
	(c) the name of the author of the work (if that name is known).	
3	The page numbers of the pages in the edition of the work that have been copied, or, in a case where a page so copied does not bear a page	

SIXTH SCHEDULE — *continued*

- number, such description of the page as will enable it to be identified.
- 4 The number of copies made.
  - 5 The date on which those copies have been made.
  - 6 The date on which this record is made.
  - 7 If the work is contained in a published edition that is stored on any medium by electronic means and is not divided into pages, the total number of bytes in the edition that have been copied.

(Signature)

## SEVENTH SCHEDULE

Regulation 8(2)(b)

COPYRIGHT ACT  
(CHAPTER 63)FORM OF RECORD FOR PURPOSES OF  
SECTION 54A(6)

RECORD OF A COPY MADE BY OR ON BEHALF OF THE  
BODY ADMINISTERING (*name of institution assisting  
intellectually handicapped readers*) OF THE WHOLE OR A PART  
OF A WORK (NOT BEING AN ARTICLE CONTAINED IN A  
PERIODICAL PUBLICATION)

[S 130/2015 wef 31/03/2015]

Item	Matter	Particulars
1	If the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number.	
2	If the International Standard Book Number in respect of the work is not so recorded — (a) the title or description of the work;	

SEVENTH SCHEDULE — *continued*

- (b) the name of the publisher of the edition of the work; and
- (c) the name of the author of the work (if that name is known).
- 3 The page numbers of the pages in the edition of the work that have been reproduced, or, in a case where a page so reproduced does not bear a page number, such description of the page as will enable it to be identified.
- 4 The date on which the copy has been made.
- 5 The form in which the copy has been made.
- 6 The date on which this record is made.

(Signature)

## EIGHTH SCHEDULE

Regulation 4A

INSTITUTIONS ASSISTING  
INTELLECTUALLY HANDICAPPED READERS

<i>Name of School</i>	<i>Address</i>
1. AWWA Special School	11 Lorong Napiri, Singapore 547532
2. Rainbow Centre — Yishun Park School	15 Yishun Street 1, Singapore 768548
3. Rainbow Centre — Margaret Drive School	501 Margaret Drive, Singapore 149306
4. Spastic Children's Association School	65 Pasir Ris Drive 1, Singapore 519529
5. AESN Delta Senior School	20 Delta Avenue, Singapore 169831
6. Chao Yang Special School	18 Ang Mo Kio Ave 9, Singapore 569767
7. Katong Special School	900 New Upper Changi Road, Singapore 467354

EIGHTH SCHEDULE — *continued*

8. Woodlands Gardens School	30 Woodlands Ring Road, #01-01, Singapore 737883
9. Lee Kong Chian Gardens School	801 Margaret Drive, Singapore 149307
10. Towner Gardens School	1B Lengkong Lima, Singapore 417557
11. Fernvale Gardens School	7 Fernvale Road, Singapore 797635
12. National Council of Social Service	170 Ghim Moh Road, #01-02 NCSS Centre, Singapore 279621.

## NINTH SCHEDULE

Regulation 8A(2)(a)

COPYRIGHT ACT  
(CHAPTER 63)Form OF RECORD FOR PURPOSES OF  
Section 52(7C)

RECORD OF COMMUNICATION OF THE WHOLE OR A PART OF AN  
ARTICLE CONTAINED IN A PERIODICAL PUBLICATION BY OR ON  
BEHALF OF THE BODY ADMINISTERING (NAME OF EDUCATIONAL  
INSTITUTION)

Item	Matter	Particulars
1	If the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number.	
2	If the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication.	
3	The title or description of the article.	
4	The name of the author of the article (if that name is known).	
5	The volume, or volume and number, as the case requires, of the periodical publication containing the article.	

NINTH SCHEDULE — *continued*

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- 6 The page numbers of the pages in that volume, or in that number of that volume, that have been communicated, or, in a case where a page so communicated does not bear a page number, such description of the page as will enable it to be identified.
  - 7 The date on which the communication was made.
  - 8 The number of persons to whom the communication was made.
  - 9 The date on which this record is made.

(Signature)

## TENTH SCHEDULE

Regulation 8A(2)(b)

COPYRIGHT ACT  
(CHAPTER 63)Form OF RECORD FOR PURPOSES OF  
Section 52(7D)

RECORD OF COMMUNICATION OF THE WHOLE OR A PART OF A  
WORK (NOT BEING AN ARTICLE CONTAINED IN A PERIODICAL  
PUBLICATION) BY OR ON BEHALF OF THE BODY ADMINISTERING  
(NAME OF EDUCATIONAL INSTITUTION)

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Item	Matter	Particulars
1	If the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number.	
2	If the International Standard Book Number in respect of the work is not so recorded —	
	(a) the title or description of the work;	
	(b) the name of the publisher of the edition of the work; and	
	(c) the name of the author of the work (if that name is known).	

TENTH SCHEDULE — *continued*

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- 3 The page numbers of the pages in the edition of the work that have been communicated, or, in a case where a page so communicated does not bear a page number, such description of the page as will enable it to be identified.
  - 4 If the work is contained in a published edition that is stored on any medium by electronic means, the total number of bytes in the edition that have been communicated.
  - 5 The date on which the communication was made.
  - 6 The number of persons to whom the communication was made.
  - 7 The date on which this record is made.

(Signature)

## ELEVENTH SCHEDULE

Regulation 8(2A) and (3)

COPYRIGHT ACT  
(CHAPTER 63)FORM OF RECORD FOR PURPOSES OF  
SECTION 54(13)(b)

RECORD OF THE MAKING, DISTRIBUTION, MAKING AVAILABLE  
OR RECEIPT OF AN ACCESSIBLE FORMAT COPY OF A  
RELEVANT WORK BY OR ON BEHALF OF THE BODY  
ADMINISTERING (NAME OF THE INSTITUTION ASSISTING  
PERSONS WITH READING DISABILITIES OR EDUCATIONAL  
INSTITUTION)

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Item	Matter	Particulars <i>(to indicate "N.A." if the matter is not applicable to the relevant work in question or is not required to be recorded)</i>
1	The International Standard Book Number for the edition of the work from which the accessible format copy is made.	

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ELEVENTH SCHEDULE — *continued*

- 2 The title or description of the work.
- 3 The name of the publisher of the edition of the work from which the accessible format copy is made.
- 4 The name of the author of the work.
- 5 The page numbers of the pages in the edition of the work from which the accessible format copy is made which have been copied in the accessible format copy, or, if a page which has been so copied does not bear a page number, such description of the page as will enable it to be identified.
- 6 The total number of bytes in the electronic medium from which the accessible format copy is made which have been copied in the accessible format copy.
- 7 The date on which the accessible format copy was made, distributed, made available or received.
- 8 The number of accessible format copies made, distributed, made available or received.

(Signature)

[S 130/2015 wef 31/03/2015]

TWELFTH SCHEDULE

Regulation 8(2A) and (3)

COPYRIGHT ACT  
(CHAPTER 63)

FORM OF RECORD FOR PURPOSES OF  
SECTION 54(13)(b)

RECORD OF THE MAKING, DISTRIBUTION, MAKING AVAILABLE OR  
RECEIPT OF AN ACCESSIBLE FORMAT COPY OF SUBJECT-MATTERS

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TWELFTH SCHEDULE — *continued*

OTHER THAN WORKS BY OR ON BEHALF OF THE  
BODY ADMINISTERING (NAME OF THE INSTITUTION ASSISTING  
PERSONS WITH READING DISABILITIES OR EDUCATIONAL  
INSTITUTION)

Item	Matter	Particulars <i>(to indicate "N.A." if the matter is not applicable to the subject-matter in question or is not required to be recorded)</i>
1	The title or description of the subject-matter which will allow it to be identified.	
2	The total number of bytes in the electronic medium from which the accessible format copy is made which have been copied in the accessible format copy.	
3	The International Standard Book Number for the edition of the book comprised in the subject-matter.	
4	The name of the holder of the broadcasting licence which made the sound broadcast.	
5	The date on which the accessible format copy is made, distributed, made available or received.	
6	The number of accessible format copies made, distributed, made available or received.	

(Signature)

*[S 130/2015 wef 31/03/2015]*

LEGISLATIVE HISTORY  
COPYRIGHT REGULATIONS  
(CHAPTER 63, RG 4)

This Legislative History is provided for the convenience of users of the Copyright Regulations. It is not part of these Regulations.

**1. G. N. No. S 117/1987 — Copyright Regulations 1987**

Date of commencement : Date not available

**2. G. N. No. S 265/1987**

Date of commencement : Date not available

**3. G. N. No. S 299/1987**

Date of commencement : Date not available

**4. G. N. No. S 208/1988**

Date of commencement : Date not available

**5. G. N. No. S 35/1989**

Date of commencement : Date not available

**6. G. N. No. S 247/1989**

Date of commencement : Date not available

**7. G. N. No. S 414/1989**

Date of commencement : Date not available

**8. G. N. No. S 446/1989**

Date of commencement : Date not available

**9. G. N. No. S 280/1990**

Date of commencement : Date not available

**10. G. N. No. S 209/1991**

Date of commencement : Date not available

**11. G. N. No. S 528/1992**

Date of commencement : Date not available

**12. 1996 Revised Edition — Copyright Regulations**

Date of operation : 25 March 1992

- 13. G. N. No. S 18/1997 — Copyright (Amendment) Regulations 1997**  
Date of commencement : 1 October 1995
- 14. G. N. No. S 166/1996 — Copyright (Amendment) Regulations 1996**  
Date of commencement : 1 April 1996
- 15. G. N. No. S 226/1998 — Copyright (Amendment) Regulations 1998**  
Date of commencement : 16 April 1998
- 16. G. N. No. S 534/1999 — Copyright (Amendment) Regulations 1999**  
Date of commencement : 15 December 1999
- 17. G. N. No. S 221/2005 — Copyright (Amendment) Regulations 2005**  
Date of commencement : 18 April 2005
- 18. 2009 Revised Edition — Copyright Regulations**  
Date of operation : 31 March 2009
- 19. G.N. No. S 130/2015 — Copyright (Amendment) Regulations 2015**  
Date of commencement : 31 March 2015