

ANNEXURE-B

APPLICATION FOR REPROGRAPHIC LICENSE

**The Licensing Manager,
Indian Reprographic Rights Organisation (IRRO)**
18/1-C, Aruna Asaf Ali Marg,
Institutional Area, New Delhi-110067, India.
Phone: +91-11-26852263, 26966931, 26964847
Fax: +91-11-26864054; E-mail: info@irro.org.in

Dear Sir/Madam,

With reference to your letter no. _____ dated
_____ our organisation would like to apply for a Reprographic
Rights License under Tariff No. _____, as per the following details:

Full Name of Applicant Establishment:	
Full Name of Applicant CEO / MD / Vice Chancellor / Owner:	
Type of Organisation (Limited Liability Company / Society / Trust / Partnership / Association of Persons / Individual / Educational or Research Institution / any other):	
Full Name of designated Competent Authority / In-charge by CEO / Managing Director / Owner:	
Designation:	
Full Address of Establishment:	
Landmarks:	
Type of Establishment (education / government / private / business / copy shop / other	
Total No of students / teachers / employees / others (as applicable):	
Contact Details: 1. Telephone:	2. Fax:
3. Mobile:	
4. Email 1:	Email 2:

Tariff calculated by the Applicant as per Tariff No. _____ : Rs.

(Depict detailed calculation)

List of top 10 titles / works used in reprographic usage (including photocopying, scanning, printing, etc.)

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

Details of Tariff Payment attached Crossed Cheque / Demand Draft Number _____ dated _____ for Rs. _____/- (Rupees _____ only) drawn on _____ branch of _____ Bank in favor of "Indian Reprographic Rights Organisation".

I certify that I have gone through the Terms and Conditions of the IRRO License and agree to abide by them. The information provided on this form is true, complete and correct to the best of my knowledge and belief.

Yours Sincerely,

(Signature _____) Affix Establishment Seal.

(Name _____, Designation _____)

Enclosed: Crossed Cheque / Demand Draft for Rs. _____/-

TERMS & CONDITIONS:

- A) Licence fee must be paid on annual basis i.e. the license will come into effect from the date of commencement for a period of one year and then continue from year to year, subject to renewal of license. Late payment will attract a penalty of 10% every quarter or part thereof.
- B) All payments are to be made only by way of demand draft, pay order, or crossed cheque in favour of “**Indian Reprographic Rights Organisation**” only.
- C) IRRO is authorized to send notice for payment. Final receipt will be issued only after receipt of clear payment by IRRO Head Office, Delhi.
- D) GST shall be payable extra as applicable in each category.
- E) Licence fee rates above are applicable strictly for single campus only. For each campus Licence fee calculation as well as Licence fee payment shall be made individually and separately. This shall be irrespective of parent establishment or affiliation or its head office having paid for itself.
- F) All Licence fee rates calculated on per employee basis shall always include employees on contract, employees through service provider and / or employees working at / for the offices of the said establishment. Exemption shall be provided only in cases where the services provider / contractor produces written or electronic proof showing that Licence fee has already been paid for employees working through his payroll.
- G) Receipt of IRRO tariff scheme constitutes “Notice” under law. Failure to procure valid license(s) shall be prosecutable under various civil and criminal laws and procedures.
- H) The license will only be effective from the date mentioned in the agreement and will continue for a period of one year.
- I) If the licensee does not notify IRRO that it doesn’t want to renew the license, 30 days prior to the expiry date, the license will automatically be deemed to be renewed for a further term of one year and annual fees shall be payable by the licensee according to the renewed term and tariff.
- J) **Limits and Limitations of License:**
 - 1. Licensed copies cannot be sold, hired or exploited for the purposes other than the defined purposes of the license.
 - 2. The license can be used for the benefit of the authorized person(s) in the licensed organisation only.
 - 3. The licensee shall not edit, amend, manipulate, add to or delete from digital copies nor shall it authorize the same.
- K) **License fees in consideration for the License:** The licensee shall pay License fee to IRRO each year annually for the term of license, on the basis of the tariff scheme. Such annual fee shall be due and payable within 21 days of date of invoice.
