

STATUTORY INSTRUMENT

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THE COPYRIGHT AND RELATED RIGHTS REGULATIONS, 2024.

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THE COPYRIGHT ACT, 2011
(ACT NO. 8 OF 2011)

THE COPYRIGHT REGULATIONS, 2024

Short title

In exercise of the powers conferred on him by section 80 of the Copy Right Act, 2011 (Act No. 8 of 2011), the Minister hereby makes the following Regulations -

PART I-PRELIMINARY

1. In these Regulations unless the context otherwise Interpretation. requires-

"Act" means the Copyright Act, 2011;

"author" includes a co-author and a joint author;

"Collecting Society" means the Collecting Society of Sierra Leone established under section 54 of the Copyright Act 2011;

"copyright" means a law that grants authors, composers, software writers, website designers, and other creators' legal protection for their literary and artistic creations, which are usually referred to as "works";

"copyright inspector" means an inspector appointed under Regulation 21;

"Minister" means the Minister responsible for copyright;

"Registrar" means the Registrar of Intellectual property referred to in section 50 of the Act;

"related rights" means a right related to copy right that covers performing artists such as actors and singers in their performances; producers of sound recordings in their recordings and broadcasting organisations in their radio and television programmes;

"security device" means an adhesive label, seal or hologram.

PART II - REGISTRATION OF RIGHTS, ASSIGNMENT, TRANSFER, ETC.

Registration
of copyright
and related
rights.

2. (1) A person who has an interest in -

- (a) a literary work;
- (b) an artistic work;
- (c) a musical work;
- (d) a sound recording;
- (e) an audiovisual work;
- (f) a choreographic work;
- (g) a derivative work;
- (h) programme-carrying signals; and
- (i) a computer software and programme,

may apply to the Copyright Office for the registration of his interest in the work as a copyright or related right.

(2) The registration of a copyright or related right under sub-regulation (1), shall be for the purpose of -

- (a) keeping evidence of ownership of a copyright or related right;
- (b) identification of a work and author; or
- (c) maintenance of record of a copyright or related right.

3. (1) An application for registration of a copyright or related right shall state the following - Contents of application.

- (a) the title of the work sufficient to identify the work, or if the work has been published as part of a larger work, the title of that larger work in addition to the title of the contribution;
- (b) a description of the nature of the work being registered as specified in section 4 of the Act, such as literary work, artistic or musical work, audiovisual and sound recording; choreographic work; derivative work; programme - carrying signals and computer software and programmes;
- (c) the name, nationality and registered address of the author and owner of the copyright;
- (d) the date of birth of author;
- (e) if the author is dead, the date of death;
- (f) the year in which creation of the work was completed;

- (g) the date and year of publication, if work is published;
- (h) the names and addresses of copyright claimants such as assignee, transferee or licensee, if any;
- (i) if the registration being applied for is for derivative work, state the pre-existing work; and
- (j) the date and signature of the applicant.

Deposit of
work.

4. (1) An applicant for registration of copyright and related right shall deposit, in the case of -

- (a) published works, 2 complete copies of the best edition;
- (b) unpublished works, one copy of the work;
- (c) sound recording or audio-visual works, 2 complete phonograms of the best edition and any printed or perceptible material published with the phonograms;
- (d) a group of works by an individual which is a contribution to newspapers or periodicals within a 12 month period, one copy of -
 - (i) the entire issue of the newspaper or periodical, or
 - (ii) the entire section of the newspaper or periodical in which the contribution was published.

(2) An applicant for registration of copyright or related right in respect of a group of works under paragraph (d) of sub-regulation (1) shall identify, in the application, each work by the newspaper or periodical containing the work separately and the date of first publication.

(3) Notwithstanding sub-regulation (1), the Copyright Office may permit an applicant for registration of copyright or related right to deposit photographs or illustrations of the work for which copyright or related right is to be registered instead of a copy of the actual work, where the Copyright Administrator reasonably believes that the deposit of 2 copies may impose hardship on the applicant of the copyright or related right.

5. (1) The Registrar shall, upon receipt of an application for registration of a copyright or related right, publish a notice of the application in the Gazette in Form 2 in Schedule 1. Notice of publication of application.

(2) The fees for the publication of a notice under sub-regulation (1), shall be paid by the applicant.

(3) The Registrar shall-

(a) enter the name of the applicant in the register as the author or owner of the copyright if -

(i) after 60 days from the date of publication of the application in the Gazette under sub-regulation (1), there is no objection lodged against the registration; and

(ii) the Registrar is satisfied that all the necessary information have been provided by the applicant.

(b) issue to the applicant, a certificate of copyright registration in Form 3 in Schedule 1, as proof of registration.

Objection
against
registration.

6. (1) A person who wishes to object to the registration of a copyright or related right may, lodge a notice of objection, in writing, against the registration with the Registrar within 60 days from the date of publication of the application under sub-regulation (1) of Regulation 5.

(2) The notice of objection shall clearly spell out the reasons for the objection.

(3) The Registrar shall, as soon as practicable, upon receipt of a notice of objection under sub-regulation (1), -

(a) notify the applicant of the objection; and

(b) convene a meeting of the applicant and the objector, or their agents, where the parties cannot attend in person, in order to address the reasons for the objection.

(4) The Registrar may call upon any other person or demand the production of documents or articles to enable him make a decision to accept or reject the objection.

(5) Where the Registrar is satisfied with the reasons for the objection, the Registrar shall not register the copyright.

Registration
of assignment
or transfer.

7. (1) A holder of an assignment or transfer of copyright or related right may apply to Registrar for registration of the assignment or transfer for the purpose of -

(a) keeping evidence of the assignment or transfer of copyright or related right;

(b) maintenance of a record of the assignment or transfer of copyright or related right;

(c) publication of the assignment or transfer of copyright or related right.

(2) An application for registration of an assignment or transfer of copyright or related right under sub-regulation (1), shall -

- (a) be in Form 4 in Schedule 1; and
- (b) be accompanied by -
 - (i) a copy of the instrument of assignment or transfer of the copyright or related right; and
 - (ii) an application fee specified in Schedule 2.

(3) An application for registration of an assignment or transfer of the assignment or transfer of a copyright or related right under sub-regulation (1) shall state -

- (a) the name, nationality and registered address of the author and owner of the copyright or related right;
- (b) the name, trade or business and the description of the assignor or transferor of the copyright or related right;
- (c) particulars of the instrument of assignment or transfer of the copyright or related right;
- (d) the limitations in the assignment or transfer of the assignment or transfer of the copyright or related right, stating, whether or not the assignment or transfer is limited to -
 - (i) some of the assignor's rights;
 - (ii) a part of the term of the copyright or related right; or
 - (iii) a specified country or geographical area.

(4) Where, in the case of an application under sub-regulation (1), an applicant does not claim under an instrument of assignment or transfer, proof of his entitlement to the copyright or related right, shall be supported by a statutory declaration setting out the full particulars of facts upon which his claim to ownership of the work is based, showing that the work has been assigned or transferred to him.

(5) The Registrar shall, if satisfied that all the necessary information have been provided by the applicant, issue a certificate of registration in Form 5 in Schedule 1, to the applicant, as proof of registration.

Application
for licence.

8. (1) An application for the grant of a licence for a copyright or related right shall be in Form 9 in Schedule 1.

(2) A holder of a licence for a copyright or related right may apply to the Registrar for the registration of the licence.

(3) An application for the registration of a licence under sub-regulation (2), shall be in Form 6 in Schedule 1 and shall -

- (a) be accompanied by a fee specified in Schedule 2;
- (b) state the name, nationality and address of the licensee;
- (c) indicate full particulars of the instrument, if any, under which the interest is claimed;
- (d) be accompanied by a statutory declaration made by the owner of the work stating whether or not the licence is -
 - (i) granted for a limited period; or
 - (ii) exclusive or non-exclusive.

9. (1) The Registrar shall, on receipt of an application for the registration of a copyright or related right, an instrument of assignment or transfer of a copyright or related right or a licence, - Entry in register.

(a) enter the following information in the register

- (i) the name, trade or business address and description of the owner;
- (ii) particulars of the assignment, transfer or licence;
- (iii) a statement showing the limitation, if any, to the scope of the assignment, transfer or licence; and
- (iv) the date of the publication or the date at which copyright protection begins; and

(b) issue the applicant with a certificate of registration as proof of registration.

(2) Where the Registrar is not satisfied as to the right of an applicant for registration of a copyright or related right, the Registrar shall not enter the name of the applicant in the register and shall inform the applicant in writing, of the reasons for his decision.

10. (1) A person who applies to become a registered owner or holder of a copyright or related right shall furnish the Registrar with an address for service in Sierra Leone. Address for service.

(2) Notwithstanding sub-regulation (1), where an applicant or owner of a copyright or related right is outside of Sierra Leone and an agent has been appointed, the address of the agent shall be treated, for all purposes connected with such proceeding or a copyright or related right, as the address of the person concerned in the proceeding or the owner of the copyright or related rights.

Method of
service.

11. Where a notice, application or other document is required to be served on person under these Regulations, service may be effected by delivery of a copy of the notice, application or other document -

- (a) at the address for service furnished to the Registrar under regulation 10;
- (b) to the person personally or to his duly authorised agent;
- (c) at the residence or place of business or employment of the person or to some responsible person residing or employed there.

PART III - THE COLLECTING SOCIETY OF SIERRA LEONE

Collecting
Society of
Sierra Leone.

12. (1) The Collecting Society of Sierra Leone established under section 54 of the Act shall -

- (a) maintain offices and officers in Freetown and other parts of Sierra Leone .
- (b) keep and maintain at its offices -
 - (i) a register of its members and their published works,
 - (ii) records of transactions in respect of the works of its members;
 - (iii) records of contracts of assignment of rights in respect of works of its members,
 - (iv) records of how the rights of members have been affected by transactions in respect of their works, and

(v) records of users of members' works and from whom members are entitled to receive payments and the status of the payments.

(c) submit the register and records under paragraph (b) to the Registrar for inspection at the end of each calendar year.

13. (1) The Collecting Society may, on behalf of its members-

Powers and
rights of
Collecting
Society.

(a) receive royalties and other moneys to which its members are entitled;

(b) take measures that the Collecting Society considers appropriate for the collection of royalties and any payments to which members of the Collecting Society are entitled;

(c) enforce the rights of its members of the Collecting Society by -

(i) entering into contract, and

(ii) reviewing contracts in respect of works of its members;

(d) either acting alone or with other appropriate institutions -

(i) seize works which infringe the rights of its members;

(ii) cause the arrest of persons who infringe the rights of its members, and

(iii) institute legal action against persons who infringe the rights of its members.

(2) The Collecting Society shall retain portions of money due to members as agreed on by the members for the administration of the society.

(3) The portion of money retained under sub-regulation (2) for administrative purposes shall not exceed 30 percent.

(4) The Collecting Society may request security agencies and other national agencies to provide assistance in the exercise of the mandate of its functions.

Obligations of
Collecting
Society.

14. The Collecting Society shall -

- (a) promptly and in any case not later than 6 months after receipt of money on behalf of a member pay the money to the member;
- (b) render quarterly accounts to members of moneys due to the members and of payments actually made;
- (c) distribute copies of annual reports including audit reports to its members and submit a copy of the report together with the audit report to the Registrar and Minister;
- (d) protect the rights of its members against infringement or abuse; and
- (e) with approval of members, establish a provident fund or any other pension scheme to provide for the retirement and welfare needs of the members.

Meetings of
Collecting
Society.

15. The Collecting Society shall keep records of the minutes and decisions of its meetings in a form as it may determine.

16. (1) The Collecting Society shall

- (a) appoint a qualified accounts officer; and
- (b) appoint a qualified auditor to audit the accounts of the society at the end of each year;
- (c) keep proper books of account and other records in relation to the activities, property and finances of the Society in a form approved by the Auditor-General, and shall prepare in respect of each financial year of the Society, a financial statement which shall include -
 - (i) balance sheet accounts;
 - (ii) income and expenditure accounts; and
 - (iii) source and application of funds;

(2) The Collecting Society shall submit returns of its accounts to the Registrar and Minister annually and at other periods that the Registrar and Minister may determine.

17. The Collecting Society shall prepare and submit to the Registrar and Minister within 4 months after the end of the financial year an annual report which shall include - Annual report.

- (a) the record of meetings,
- (b) the auditor's report, and
- (c) other matters determined by the Registrar and Minister.

Inspection of
records and
facilities.

18. The Registrar may, in consultation with the Minister or a person authorised by the Registrar and the Minister, conduct an inspection of the records and facilities of the Collecting Society that the Registrar and Minister consider necessary for the enforcement of these Regulations.

PART IV - PROTECTION OF RELATED RIGHTS

Protection of
performers,
broadcasting,
sound
recording
and
audiovisual
works.

19. A person shall not produce, reproduce, distribute, broadcast, make available to the public, sell or offer for sale, lease or rent out or make public performances or import for distribution sound recordings or audio visual recordings in Sierra Leone except under a licence issued by the owner of the copyright or related right.

Seizure of
sound
recording or
audio visual
recording.

20. (1) A sound recording or audio visual recording without a security device, which is either imported, distributed or offered or exposed to the public for distribution by way of sale, hire or rental within Sierra Leone shall be considered as a copy infringing copyright or related right and may be seized by a copyright inspector appointed under Regulation 21, a police officer or an officer of customs and excise.

(2) A copyright inspector may seize and detain an item which he has reasonable cause to believe has infringed or is about to infringe a copyright or related right in a work.

(3) Where a copyright inspector seizes an item under sub-regulation (1) or (2), he shall notify the person from whom the items is seized, in writing, of the fact of the seizure and the item seized.

(4) A seizure under this regulation shall remain pending for a period of 30 days, during which, the owner of the seized item may make objections against the seizure to the Registrar.

(5) The Registrar shall, where, in the opinion of the Registrar, the seizure was made in error, -

(a) expeditiously handle any objections filed under sub-regulation (4); and

(b) revoke the seizure.

(6) Where, after the objection, the owner of the seized items fails to convince the Registrar that the seizure was made in error, the copyright inspector shall, by an application in writing seek a court order for the destruction of seized item.

(7) The owner of the seized items shall be notified of the application and may file a reply to the application.

(8) Where a court is satisfied that an item was infringing a copyright or related right, the court shall make an order for the destruction of the item and the copyright inspector shall make arrangements for the item to be destroyed under the supervision of a court officer or a customs officer.

21. (1) The Registrar may, by notice in Form 10 published in the Gazette, appoint an officer or officers of the Copyright Office or staff of the Collecting Society to be a copyright inspector for the purposes of enforcing the Act and these Regulations. Appointment of copyright inspector.

(2) A person appointed a copyright inspector under sub-regulation (1) shall be issued a certificate of authority by the Registrar in Form 11 in Schedule 1.

22. (1) A person shall not import pre-recorded sound recordings or audio visual recordings into Sierra Leone unless he has applied for and obtained clearance from the owner or the Collecting Society representing the interests of the copyright or related right owner. Importation of pre-recorded sound recordings or audio visual recordings.

(2) An application to the owner or the Collecting Society for clearance under sub regulation (1) shall be in Form 7 in Schedule 1.

(3) Where the owner or the Collecting Society is satisfied that the recordings will be produced in conformity with the Act and these Regulations, the owner or the Collecting Society shall issue an authentication certificate and the certificate shall be in Form 8 in schedule 1.

(4) A customs officer shall, on application by the Collecting Society, seize, impound or retain a sound recording or audio visual recording imported into Sierra Leone exceeding a quantity of 2 copies of the recording until the importation has been consented to, verified and authenticated by the Collecting Society.

Protection of
performers'
rights.

23. (1) A person shall not, without the express consent of a performer or the Collecting Society representing the interests of a performer, carry out the following -

- (a) fix a performer's live performance not previously fixed on a physical medium;
- (b) broadcast or communicate to the public a performer's unfixed performance;
- (c) directly or indirectly reproduce a fixation of a performance;
- (d) distribute or make available to the public the original or copies of a fixation of a performer's performance through sale or other transfer of ownership;
- (e) make available to the public a fixation of a performer's performance by wire or wireless or internet in such a way that members of the public may access it from a place and time individually chosen by them; or
- (f) conduct a public performance.

(2) The consent referred to in sub-regulation (1) shall be by way of a contract entered into with a performer or the Collecting Society representing the rights of the performer, setting out the terms and conditions that the performer may wish for the use of the performance or the fixation by the other party to the contract.

24. (1) A person shall not, without the express consent of a broadcaster perform any of the following acts - Protection of
broadcasters'
rights.

- (a) broadcast a broadcaster's broadcast;
- (b) fix a broadcast; or
- (c) reproduce a fixation of a broadcast.

(2) A consent referred to in sub-regulation (1) shall be by contract entered into with the broadcaster setting out the terms and conditions that the broadcaster may wish for the use of the broadcast or the fixation by the other party to the contract.

PART V - SECURITY DEVICE.

25. (1) A security device shall be affixed to every sound recording or audiovisual recording which is distributed or otherwise exposed to the public for sale, hire or rental, within Sierra Leone. Security
device.

(2) The Registrar may, with the approval of the Minister, designate and approve a security device to be affixed to any work protected under the Act.

(3) A security device shall attract such fee that the Registrar, in consultation with the Minister, determine.

(4) The Copyright Office is responsible for the sale of the security device designated by the Registrar.

(5) The Registrar may set up administrative structures that he considers necessary for the management of a security device.

Commercial transaction without security device prohibited.

Application to purchase security device.

26. A person shall not sell, rent, hire or otherwise distribute to the public for commercial purposes a protected work unless it has a device approved by the Registrar in consultation with the Minister affixed to security it.

27. (1) An application to purchase a security device shall specify -

- (a) the name of the author;
- (b) the number of copies of the work -
 - (i) imported;
 - (ii) manufactured;
 - (iii) produced;
 - (iv) reproduced, or
 - (v) to be distributed, and
 - (vi) country of origin in the case of imported works.

(2) An application to purchase a security device under sub-regulation (1), shall be accompanied by documents that prove ownership or reproductive right to the sound recording or audiovisual works.

(3) An importer who applies to purchase a security device shall in addition to any requirements under sub-regulation (1), attach to the application, a valid contract with the copyright or related right owner which permits the importation of the work into Sierra Leone.

Affixing security device.

28. A member or representative of a copyright or related right monitoring team shall affix the security device where applicable, on the inlay card, in the case of -

- (a) a sound recording or an audiovisual work manufactured or produced in Sierra Leone; or
- (b) an imported sound recording or audiovisual work, before the sound recording or audiovisual work is released into the channels of commerce.

29. (1) A copyright or related right monitoring team would be responsible for the enforcement of the use of a security device. Enforcement of use of security device.

(2) A copyright or related right monitoring team shall, in furtherance of sub-regulation (1), -

- (a) ensure that a person required to affix a security device to a work affixes the security device;
- (b) enter premises where it is suspected that a commercial transaction in pirated works or works which are not protected or do not have security device affixed to them are taking place, about to take place or likely to take place and may search and seize any work to which the transaction relates.

(3) A person whose premises are entered by members of a copyright or related right monitoring team may request identification from members of the team and the members of the team shall satisfy the request.

(4) Where a copyright or related right monitoring team seizes a work under paragraph (b) of sub-regulation (2), the copyright or related right monitoring team shall record the item seized and the record shall be signed by at least 2 members of the team and the person from whom the item was seized.

(5) A record under sub-regulation (4) shall be kept as part of the records of the copyright or related right monitoring team and shall be made available for inspection on request by a person who has interest in the seized work.

(6) A person who obstructs a member of a copyright or related right monitoring team from carrying out its functions under these Regulations commits an offence and is liable on conviction to a fine or imprisonment for a term of not exceeding 12 months or to both such fine and imprisonment.

Offences
related to
security
device.

30. (1) A person who purchases, rents or borrows a sound recording or audiovisual work which does not have a security device or other protection method approved by the Registrar to be affixed to the sound recording or audiovisual work commits an offence under subsection (2) of section 53 of the Act.

(2) A person who manufactures, produces, reproduces or imports a sound recording or an audiovisual work and releases the sound recording or audiovisual work into the channels of commerce without having a security device approved by the Minister affixed to the sound recording or audiovisual work commits an offence under subsection (3) of section 53 of the Act.

(3) Where a person commits an offence under this regulation, any sound recording or audiovisual work in respect of which the offence was committed may be seized and upon conviction for the offence, may be confiscated to the state to be disposed of in a manner determined by the Court.

PART VI - LEVY ON DEVICES USED FOR REPRODUCTION OF COPYRIGHT MATERIAL

Imposition
of levy.

31. (1) There is imposed on security devices, a levy of 20 percent of the cost, insurance and freight value of the device.

(2) For the purpose of sub-regulation (1), the devices to be levied include -

- (a) video and audio cassettes with integral storage such as -
 - (i) MP3,
 - (ii) CD R/RWs (data disc),
 - (iii) DVD-R/RWs set top boxes;
- (b) pen drives and other data disks including SMART or SIM cards;
- (c) ipods;
- (d) diskettes;
- (e) CD copiers; and
- (f) any other device that the Registrar in consultation with the Minister may by statutory instrument prescribe.

32. (1) A person who -

Liability to
pay levy.

- (a) manufactures;
- (b) imports a security device specified in Regulation 31 for the purpose of trade,

shall pay the levy imposed in these Regulations, in the case of -

- (a) a local manufacturer of the device to an authorised officer of the Customs Excise Department at the point of manufacture;
- (b) an importer of the device to an authorised officer of the Customs and Excise Department.

(2) A manufacturer or importer of a security device shall-

- (a) keep statements of account of his activities connected to the manufacture or importation of the security device;
- (b) send a copy of the statement of account to an authorised officer of the Customs Excise Department, at 3 months intervals.

Exemption
from
payment of
levy.

33. The levy imposed under Regulation 32 shall not apply to -

- (a) devices manufactured in Sierra Leone for purpose of export;
- (b) institutions that represent persons with disability and which are specified in an enactment;
- (c) devices which are used to duplicate works produced in Sierra Leone; and
- (d) any other material that the Registrar and the Minister may by statutory instrument exempt.

Fee on
reprographic
reproduction.

34. (1) The Collecting Society shall -

- (a) determine a fee in respect of photocopying of works protected by copyright and related rights by educational institutions and any other outlets where reprography is carried out commercially;
- (b) collect fees on behalf of stakeholders and beneficiaries.

(3) Where there is a dispute over a fee imposed on photocopying of copyright works by the Collecting Society, the Tribunal shall levy a flat rate fee as the Tribunal considers fit.

35. (1) The Registrar shall, in consultation with the Minister, distribute the levies in respect of security devices as follows - Distribution of levies paid.

- (a) 10 percent for cultural activities to the Collecting Society;
- (b) 10 percent for the administrative purposes of the Collecting Society;
- (c) 4 percent to the Customs Excise Department, and
- (d) 6 percent to the Copyright Office.

(2) The Registrar shall, in consultation with the Minister, distribute the remaining 70 percent equally among the various rights groups to be shared as follows -

- (a) holders of audio works rights, -
 - (i) 28 percent to composers or publishers;
 - (ii) 21 percent to producers; and
 - (iii) 21 percent to performers;
- (b) holders of audiovisual works rights -
 - (i) 35 percent to producers;
 - (ii) 21 percent to performers, and
 - (iii) 14 percent to authors of audio visual works,

(c) holders of literary works rights, -

(i) 42 percent to authors including visual authors, and

(ii) 28 percent to publishers.

PART VII - DISPUTE SETTLEMENT

Powers of
Tribunal.

36. (1) There shall be a Copyright Tribunal which shall be responsible to hear disputes -

(a) on the terms of proposed licensing schemes by licensing bodies;

(b) on the terms of existing licensing scheme whether or not the operator of the scheme is a licensing body, or

(c) related to the refusal by an operator of licensing scheme to grant a licence to an applicant who claims to be covered by the scheme.

(2) The Tribunal -

(a) shall exercise the powers of a court for the purpose of attendance of a person before the Tribunal;

(b) may confirm or vary the terms of -

(i) a licensing scheme,

(ii) a licence, and

(iii) the refusal of a licence by a licensing body.

Disputes
related to
licensing
schemes.

37. (1) For the purpose of these Regulations, the Tribunal shall exercise jurisdiction over licensing schemes -

- (a) in relation to -
 - (i) literary works;
 - (ii) dramatic works;
 - (iii) artistic works;
 - (iv) musical works;
 - (v) audiovisual works; and
 - (vi) sound track accompanying a film; and
- (b) licenses for the right to -
 - (i) copy the works specified in sub-paragraph (i) - (v) of paragraph (a),
 - (ii) perform, play or show the works in public, or
 - (iii) broadcast or include the works in a cable programme service.
- (c) licensing schemes in the case of recordings other than sound-tracks accompanying a -
 - (i) film; or
 - (ii) broadcast.

38. (1) Where a report is made to the Copyright Administrator, Settlement of disputes.
he shall fix a date to hear the parties to the dispute.

(2) A party to the dispute may be accompanied or represented by a lawyer.

(3) The Copyright Office shall charge a dispute settlement fee for a dispute reported to the Copyright Administrator for settlement and the fee is payable to the Copyright Office by the party who made the report.

(4) Where the Copyright Office recovers money on behalf of a party as a result of a resolution of a dispute, that party shall pay 10 percent of the amount recovered to the Copyright Office.

SCHEDULE 1

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 1

Regulation 2 (1)

APPLICATION FOR REGISTRATION OF COPYRIGHT AND RELATED RIGHTS

FOR OFFICIAL USE Received on Date.....

To: The Registrar of Copyright,.

1 Title of work.....

2 Description of the nature of the work

3 Full names of Author/Performer/Producer/Broadcaster.....

4 Registered address.....

5 Date of birth.....

6 Date of death (if Author/Performer/Producer/Broadcaster is dead).....

7 Date of publication (if work is published).....

8 Name and address of copyright claimants such as assignee, transferee or licensee,

if any.....

9 If the registration being sought is for derivative work, state the preexisting work;

Date and signature of the applicant.....

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024
FORM 2 Regulation 5 (1)

NOTICE OF PUBLICATION OF APPLICATION FOR REGISTRATION OF
COPYRIGHT AND RELATED RIGHTS

TAKE NOTICE THAT (names of applicant) of
.....(address of applicant) has lodged an application with
the Registrar of Copyright for the registration of copyright / related rights for the
following works: (briefly describe the works)

- 1.....
- 2.....
- 3.....

Any person intending to object to the application for registration of copyright or
related rights may file a letter of objection with this office within 60 days from the
date of this notice.

Dated this day of 20...

.....
Registrar of Copyright.

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 3

Regulation 5 (3)(b)

CERTIFICATE OF COPYRIGHT REGISTRATION

Registration Number

Effective Date of Registration

This Certificate issued under the seal of the Sierra Leone Copyright Office in accordance with the Copyright and Related Rights Act, 2011 and the Copyright and Related Rights Regulations, 2011 attests, that the registration has been made for the work identified below.

The information on this certificate has been made part of the copyright office records.

.....
Registrar of Copyright.

1 Title of work

2 Nature of work

3 Name of Author/Performer/Producer/Broadcaster

.....
4 Nature of authorship

5 Citizenship of author

6 Date of birth

7 Date of death

8 Year of creation

9 Date of first publication (if applicable)

10 Country of first publication

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 4

Regulation 7 (2 (a))

APPLICATION FOR REGISTRATION OF ASSIGNMENT OR TRANSFER

To: The Registrar of Copyright

PART 1-ASSIGNMENT OR TRANSFER

1. Registration No.

2. Title of work.

3. Nature or category of work.

A description of the nature of the work

4. Owner of the copyright or related rights, present on record

(a) Name

(b) Address

(c) Nationality

5. Assignee or transferee

(a) Name

(b) Address

(c) Nationality

(d) Country of residence or principal place of business

6 Particulars of the instrument, if any, under which the interest is claimed

i.e certified copy of assignment or transfer, contract or other document evidencing
change of ownership.....(specify)7 Limitations, if any, in the assignment or transfer, i.e. whether or not the assignment
or transfer is limited to-

(a) some of the assignor's rights; (b) a part of the term of copyright;

(c) a specified country or geographical area. Signature of applicant) assignee or
transferee or agent.....

FOR OFFICIAL USE

Date received

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 5

Regulation 7 (5)

CERTIFICATE OF REGISTRATION OF ASSIGNMENT

Registration Number

Effective date of registration

This Certificate issued under the seal of the Copyright Office of the Copyright and
Related Rights Act, 2011 and the Copyright and Related Rights Regulations, 2020,
attests that the registration has been made for the work identified below.

Name of work

Name of Assignee

The information on this certificate has been made part of the copyright office
records.

.....
Registrar of Copyright.

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 6

Regulation 8 (2)

APPLICATION FOR REGISTRATION OF LICENCE

To: The Registrar of Copyright,

1. Registration No.
2. Title of work
3. Nature or category of work.
4. Owner of the copyright or related right, present on record
 - (a) Name.
 - (b) Address.
 - (c) Nationality.
5. Licensee
 - (a) Name.
 - (b) Address.
 - (c) Nationality.
 - (d) Country of residence or principal place of business.
6. Particulars of the instrument, if any, under which the licence is claimed i.e. certified copy of contract or other document evidencing change of ownership.
7. Restrictions, if any, in the licence i.e
 - (a) the proposed term of licence begins on and ends on or is without period;
 - (b) The licence will/ will not be an exclusive licence;
- Signature of applicant/Licensee.

FOR OFFICIAL USE

Received on Date

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 7

Regulation 22 (2)

APPLICATION FOR CLEARANCE OF IMPORTED AUDIO VISUAL RECORDINGS
FROM OWNER OR COLLECTING SOCIETY

To:(Name of Collecting society) of
..... (Address of society)

1. Name of applicant/ importer.....

2. TIN No.....

3. Address.....

4. Physical Address.....

5. Tel No..... Fax..... E-mail.....

6. Title of work for which clearance is sought.....

7. Type of work: Audio* Audio visual* Tick whichever is applicable

8. Quantity of material being imported.....

9. Name of author(s).....

10. Name and address of producer.....

11. Has the importer received authorization of the producer or his or her authorized representative to import the said work?

12. Declaration:

Yes* No*

I/We..... declare that
the information given above is true to the best of my/ our knowledge and that any
misinformation provided by me/ us shall render my/our application void.

Date.....

Signed.....

Official stamp/ seal, where applicable.

Note: Importers must ensure that the imported materials are authenticated by the
society of origin or by the copyright holder.

To be filled in triplicate; Original to Society; copy to customs; copy to importer

To be completed for every title imported.

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 8

Regulation 22 (3)

AUTHENTICATION OF IMPORTED AUDIO-VISUAL RECORDINGS

Name of collecting society or owner.....

The customs officer at

Approval is hereby given to

TIN No.

To clear the work titled

Produced by

Address

From the Customs and Excise department.

Date

Name and Signature (For collecting Society)

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 9

APPLICATION FOR GRANT OF LICENCE

- To The Owner of Copyright/ Agent of
Owner of Copyright
P.O Box
- 1 Title of work
.....
.....
- 2 Nature or category of
work
.....
- 3 Owner of the copyright or related
rights, present on record / Agent of
Owner :
- (a) Name.....
.....
- (b) Address.....
.....
- (c) Nationality.....
.....

Applicant for Licence:

- (a) Name.....
- (b) Address.....
- (c) Nationality.....

Purposes for which licence is sought:

- (a).....
- (b).....
- (c).....

Signature of applicant Licensee.....

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 10

Regulation 21 (1)

NOTICE OF APPOINTMENT OF COPYRIGHT INSPECTOR

TAKE NOTICE THAT

*(Name of officer of Sierra Leone Copyright Office/ Staff of Collecting Society)**
has been appointed an Inspector of Copyright for the period

**Tick whichever is applicable.*

Registrar of Copyright

Date received

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 11

Regulation 21(2)

CERTIFICATE OF AUTHORITY OF COPYRIGHT INSPECTOR

This Certificate of Authority is issued to of P.O. Box
..... being an officer of Sierra Leone Copyright Office/ Staff
of Collecting Society* this day of 20.....

This certificate is issued for a period of

The certificate entitles the holder-

- (a) to enter any premises, ship, aircraft, vehicle or any place; and
- (b) to inspect-
 - (i) any substance or article appearing to be a work;
 - (ii) any container or package appearing to be used or intended to be used to carry any work;
 - (iii) any place, plant or equipment appearing to be used in connection with production, reproduction or to manufacture a work.

*Tick whichever is applicable.

Date.....

.....
Registrar of Copyright

Schedule 2

SIERRA LEONE COPYRIGHT OFFICE
THE COPYRIGHT REGULATIONS, 2024

FORM 12

SCHEDULE OF FEES

	FEES
Application for registration of copyright or related rights	
Application for registration of assignment, transfer or licence	
Application for registration of a licence	
Application for registration of collecting society	
Application for restoration of society on Register	

MADE this 26th day of June, 2024.

MOHAMED LAMIN TARAWALLEY
Attorney-General and Minister of Justice

FREETOWN,
SIERRA LEONE