

Membership and **Copyrights** **Registration** Processes within **COSOTA**





EXTENT
CORPORATE
ADVISORY

Members Registration

Registration of members and their works are done in accordance with the Copyright and Neighbouring Rights (Registration of Members and their works) Regulations 2005.

An author or other owner of a copyright may apply for membership of COSOTA and may be admitted by the Copyright Administrator as a provisional, full or successor member and be issued a membership certificate.



Membership Registration Requirements

Individual members are required to fill Form No. CST 4, while members in groups must fill Form No. CST 5 as part of their membership application process. In addition, the following items must be submitted along with the application:-

- Two (2) passport size photographs of the applicant
- A copy of National Identity card or passport or birth certificates of the applicant
- A copy of National Identity card or passport or birth certificates for next of kin
- Names of group members and representative if it is a group or band or choir



EXTENT
CORPORATE
ADVISORY

Work Registration

If a member wants to register a work with COSOTA, they will be required to complete Form No. CST 8, which is also known as the Work Declaration Form. The form must be signed by the copyright owner or an authorized representative.

It is important to note that each application form is intended for the registration of a single work only.





EXTENT
CORPORATE
ADVISORY

Work Registration Requirements

The Work Declaration Form should be accompanied with the following documents:-

- Two (2) copies of compact disk/ videotape/ book/ picture/ manuscript/ drama of each work to be copyrighted.
- Two (2) passport size photographs of the applicant
- A copy of National Identity card or passport or birth certificates of the applicant and next of kin.
- Names of group members and representative if it is a group or band or choir
- Copy of an agreement with other right holders regarding their ownership of the work's creativity





EXTENT
CORPORATE
ADVISORY

Examination

When an application for registration of a work is received, the copyright administrator will conduct a search among the registered works and pending applications to determine if there are any records or disputes related to the same work.

The administrator has the authority to either approve or reject an application, in case of rejection, he may provide reasons for the decision.





EXTENT
CORPORATE
ADVISORY

Registration

If the Copyright Administrator accepts the application, he must inform the applicant in writing.

After registration, the Copyright Administrator must acknowledge receipt of the application and any materials that were submitted.



Relevant Official Fees

Form No.	Fees	Name of the Form	Form to be completed
CST4	10,000	Individual Application Form for membership	By an Individual/by an Applicant
CST5	20,000	Group Application form for Membership	By a Group or a Company
CST6	20,000	Individual Member Annual Subscription	By an Individual/by an Applicant
CST7	80,000	Group Member Annual Subscription	By a Group or a Company
CST8	1,000	Work Declaration	By an Individual/by an Applicant





EXTENT
CORPORATE
ADVISORY

For more information, please do not hesitate to
contact us through: **info@extentadvisory.co.tz**

www.extentadvisory.co.tz



@extentcorporateadvisory