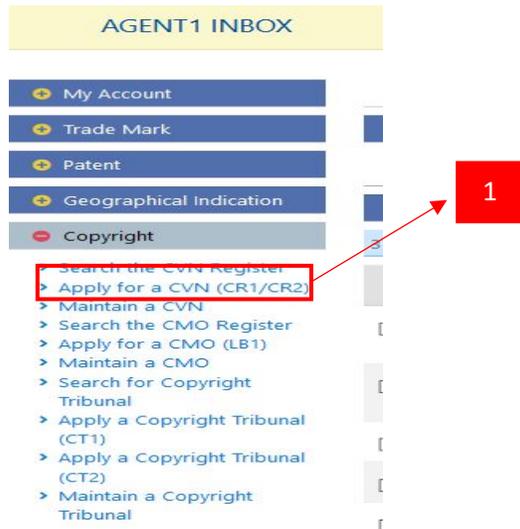


Apply CVN (CR1/CR2)

1. Go to “Copyright” in Extra, then “Apply for a CVN(CR1/CR2)”



2. On the next page, you get a very light page with a field to input case reference , For Section Work, Fill to Type Of Application and insert work, If the work exceeds 100 MB, you will need to file your application physically to MyIPO and bring along the work on physical storage. For reference type of work you can refer this link <https://www.myipo.gov.my/wp-content/uploads/2019/02/Panduan-Kategori-Karya-Hakcipta.pdf>

The screenshot shows the 'APPLY FOR A COPYRIGHT (CR1/CR2)' form page. The page has a yellow header with 'INBOX >' and 'APPLY FOR A COPYRIGHT (CR1/CR2)' and a 'Logout' link. Below the header, there are instructions: 'Completa the fields below, and press Submit at the bottom right hand corner, to submit your application. You can save your application at any stage by pressing Save at the bottom right hand corner. All fields marked with * need to be completed. For further information please refer to the Copyright section of this website.' There are several sections: 'Your saved copyright requests' with a 'Select' button; 'Disclaimer' with a text box; 'Reference' with a text box; 'Work' with radio buttons for 'Original' and 'Derivative'; 'Disclaimer of Work' with a text box; 'Work' with a text box and a 'Add' button; 'Contact' with a text box; 'Identity' with radio buttons for 'Author', 'Owner', 'Licensee', 'Representative', 'On behalf of company', and 'On behalf of institution'; and 'Copyright information' with a text box. At the bottom right, there is a 'Digitized Signature' section with 'ID' and 'PIN' text boxes and 'Clear', 'Save', and 'Submit' buttons.

- For Section Contact, fill up field Identity, If Owner fill up Author and Correspondent, and Notification can choose Email or Post, Insert Statutory Declaration and Supporting Document. **(For add identity please refer Manual [Adding Client](#)).**
 - If you on behalf of institution, Please click button “ On Behalf of Institution”, and in section owner insert institution as owner, and insert list author, and for correspondent please insert name of person incharge.**

- For correspondent, default system will be take from section identity, but you can change correspondent with click “Search”, After click page for search individual/company will appear, fill up name and search, and result will be appear and choose name and click “Select”.

5. Section Copyright Information, fill up mandatory field and other field related.

Copyright Information	
Title of Work	<input type="text"/>
	<input type="checkbox"/> The title of work is neither in English nor in Bahasa Malay.
Nature of Work	Not Defined
Related Application Number	Is this new work related with any other work applied in this system previously? If Yes, please state the Application No. <input type="text"/>
Date of Creation / Fixation	<input type="text"/>
Publication	<input type="radio"/> Unpublished <input type="radio"/> Published
Copyright Voluntary Certificate Collection Method	<input type="radio"/> Post <input type="radio"/> Self Collect
Declaration	I/We hereby declare that the applicant is: <input type="radio"/> The author of the work <input type="radio"/> The owner of the copyright in the work <input type="radio"/> The licensee of the work (Kindly provide supporting document(s))

6. Once all mandatory fields have been filled, DigiCert validation has been successful **(PLEASE MUST CHECK YOUR DIGICERT HAS BEEN APPROVED FROM DIGICERT TO GO THROUGH THIS STEP) AND THIS LINK GO THROUGH MANUAL [APPLY DIGICERT](#)**, and payment was successful too, you get a case number that appears in a pop-up (you can check the case in “My Portfolio”).

- For Individual using B2C to complete payment (Business to consumer)
- For Business Account can using B2B to complete payment. (Business to business)
- All Document, Work or letter will be visible in the system for 24 hours from the date of filling.
- All Notification or the said Letter will be visible in the system for 24 hours from the date of Notice issued. You will have access during this time frame for printing purposes, for your perusal and record of hard copy.

Query Respond For Extra

Extra will be get task to answer if a previously submitted application has a problem, the copyright formality will validate and send the query to the applicant back

1. If applicant get query from MYIPO CVN formality, dashboard will appear task “ Respond to Query”, **Applicant have 2 month to respond this task, if not respond from applicant this application will be abandon.**

The screenshot shows a 'Tasks' dashboard with a search filter and a table of tasks. The search filter includes fields for Application Number, Task Name, Task Type, and Client Reference. The table has columns for Task, Application Number, Application Title, and Task Due Date. One task is listed: 'Respond to Query' with Application Number 'U2021E00116', Application Title 'tesgg', and Task Due Date '16 Sep 2021'. The 'Respond to Query' task name is highlighted with a red box.

2. Click task “ Respond to Query” and page respon to query will appear.

The screenshot shows the 'Respond to Query' page. The page title is 'INBOX > U2021E00116 - RESPOND TO QUERY'. The 'Documents' section shows a document titled '800 - CVN formality validation query - U2021E00116' with Type 'Outgoing Letter' and Creation Date '16 Jul 2021'. Below the document list, there is a 'View' button highlighted with a green box. The page also includes sections for 'Work Size', 'Waive Remaining Period', and 'Waive Remaining Period'.

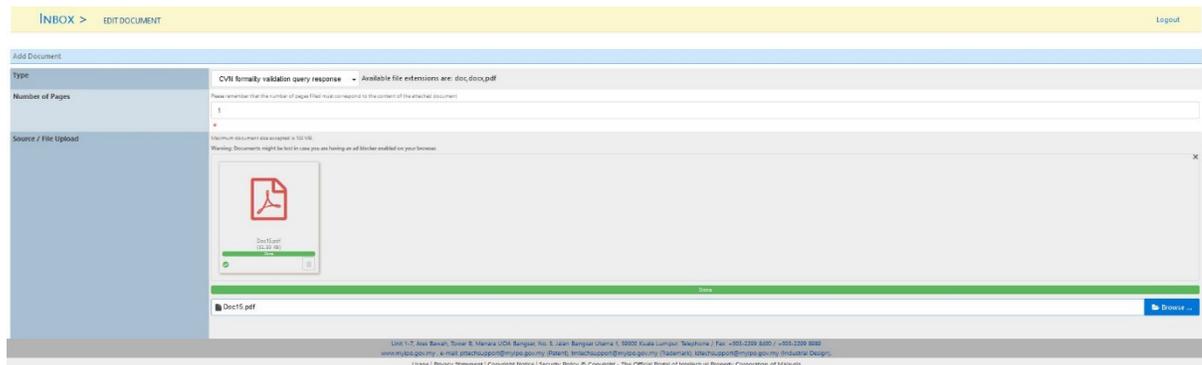
3. Applicant click link name of document to find out the query that has been sent by officer validate. **For query, only 2 times are allowed for the query procedure.**

The screenshot shows the 'Respond to Query' page, similar to the previous one. The 'Documents' section shows the same document: '800 - CVN formality validation query - U2021E00116' with Type 'Outgoing Letter' and Creation Date '16 Jul 2021'. Below the document list, there is a 'View' button highlighted with a green box. The page also includes sections for 'Work Size', 'Waive Remaining Period', and 'Waive Remaining Period'.

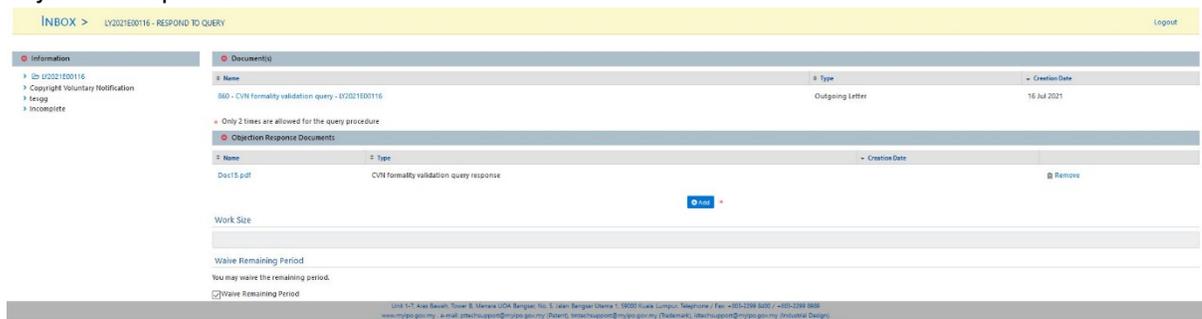
- If applicant want to respond the task, click add button in section objection response documents.



- Page add document will appear, you can choose type “CVN formality validation query response” or “work”, fill up number of pages and browse file to upload and click button continue.



- After successful add document to respond, list document will appear in section section objection response documents.



- In Section waive remaining period, system will default tick for waive remaining period, if you do not want to waive remaining period can untick the checkbox, after fill up all field you can click button “submit” to respond this task.