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<i>S. I. No.</i>	<i>Short Title</i>	<i>Page</i>
17	Collective Management Regulations, 2025	B95-123

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COPYRIGHT ACT, 2022
COLLECTIVE MANAGEMENT REGULATIONS, 2025



ARRANGEMENT OF REGULATIONS

Regulation :

1. Objectives
2. Functions of a CMO
3. Grant of approval
4. Revocation of approval
5. Renewal of approval
6. Eligibility for membership
7. Information to right owners
8. Scope of mandate
9. Fair and equitable treatment of any right owner
10. Withdrawal of membership
11. Rights of a member
12. Obligation to furnish information to the Commission
13. Relationship with other CMOs
14. Relationship with users
15. Licensing and tariff setting
16. Extended licensing
17. Governance
18. Internal supervision
19. Avoidance of conflict of interest
20. Split accounts
21. Holding account
22. Accounts and audit
23. Annual report
24. Distribution policies
25. Revenue deductions
26. Complaints and dispute resolution procedures
27. Processing of members' and users' data
28. Prohibition of unethical practices
29. Fees
30. Notice to comply
31. Sanctions
32. Enforcement of sanctions
33. Existing CMOs

34. Interpretation
35. Revocation and transitional provisions
36. Citation

S. I. No. 17 of 2025

COPYRIGHT ACT, 2022**COLLECTIVE MANAGEMENT REGULATIONS, 2025**

[28th Day of January, 2025]

Commence-
ment

In exercise of the powers conferred on it under sections 78(2)(d), 88(6)(c), 97(1)(b) and 97(1)(c) of the Copyright Act, 2022 the Nigerian Copyright Commission hereby makes the following Regulations —

1. The objective of these Regulations is to provide a legal framework for the approval, membership, management and obligations of Collective Management Organizations (CMO).

Objective

2. The CMO shall —

Functions
of a CMO

(a) administer the rights of authors and copyright owners entrusted to it in accordance with its internal rules, the Copyright Act and the provisions of these Regulations;

(b) monitor the exploitation of the rights entrusted to it and the use of works associated with those right;

(c) negotiate and grant copyright licences on behalf of copyright owners;

(d) collect royalties which accrue from the use of copyright works;

(e) distribute royalties collected to copyright owners;

(f) assist their members to enforce their rights under the Copyright Act; and

(g) provide social, cultural and educational services for the benefit of its members.

3.—(1) Subject to the conditions specified under section 88 of the Act, a company may apply to the Commission for grant of approval to operate as a CMO, in the form prescribed in the First Schedule to these Regulations.

Grant of
approval

(2) A company which applies for approval to operate as a CMO shall furnish the Commission with the following documents —

(a) a certificate of registration in respect of the company issued under the Companies and Allied Matters Act;

(b) the Memorandum of Association of the company;

(c) the Articles of Association of the company;

(d) a statement which indicates the class of rights or the category of right owners in respect of which the company intends to function;

(e) the signed consent of not less than 100 right owners who belong to the class of rights in respect of which the company seeks approval to operate as a CMO;

(8) Subject to the provisions of these Regulations, an approval shall be valid for five years in the first instance and may thereafter be renewed every three years.

4.—(1) The Commission may, on its own motion or on application by any interested person, revoke the approval of a CMO where — Revocation
of approval

(a) the CMO no longer possesses the legal status which justifies it to continue operation as a CMO;

(b) the CMO no longer acts for or represents the copyright owners in the class of works in respect of which approval was granted to it;

(c) the Commission is aware of facts unknown or not disclosed by the applicant at the time of approval, which if known to the Commission, may have constituted a ground for refusal of the application; or

(d) the CMO is suspended and has, within six months of the suspension, failed to comply with the directive or sanction which led to the suspension.

(2) Where the approval of a CMO is revoked, the Commission shall notify the CMO in writing stating the grounds for the revocation.

5.—(1) A CMO may, not later than three months before the expiration of its approval, apply to the Commission for renewal, as prescribed in the First Schedule to these Regulations, and the application shall be accompanied by — Renewal of
approval

(a) a general report of its activities covering the period of the existing approval;

(b) an up-to-date list of its members;

(c) a statement of any change in the Board and management and reasons for the change; and

(d) a statement of any money collected and distributed as royalties for the period of the existing approval.

(2) The Commission may renew the approval for another period of three years, if satisfied that the CMO has substantially complied with the Copyright Act and these Regulations.

(3) The Commission may refuse to approve an application for renewal, if the CMO no longer meets the requirement for grant of approval or had failed to serve a sanction imposed on it within its last approval period.

(4) Where the Commission refuses to renew an approval, it shall notify the CMO in writing stating the grounds for the refusal.

6.—(1) Any copyright owner in the category of works or class of rights to which the CMO seeks approval or is approved to operate under these Regulations is eligible for membership. Eligibility for
membership

(2) A CMO shall accept a right owner as a member if he fulfills the membership criteria.

(3) A CMO may refuse a request for membership on the basis of non-compliance with the provisions of its Articles of Association or membership rules and the grounds for such refusal shall be furnished to the applicant in writing within 30 days of its decision.

(4) The membership criteria of the CMO shall be included in its Articles of Association or its internal rules.

Information
to right
owners

7.—(1) A CMO shall provide the following information on its membership, including electronically, where practicable —

- (a) eligibility and procedure for membership;
- (b) the terms of membership and where the information may be found;
- (c) the nature and scope of rights transferred to the CMO by the members;
- (d) how a member may restrict the authority of the CMO to act on his behalf;
- (e) the conditions and implications of termination of membership;
- (f) what happens if a member dies or a corporate member is dissolved;
- (g) rules which guide the governing bodies, committees and other administrative structures;
- (h) rules which govern meetings; and
- (i) any deduction policy and how members may benefit from activities and services funded through the deductions.

(2) A CMO may make provision for collective membership through an association of right owners or for admission of a member through their agents, provided that the —

- (a) association shall provide a list and particulars of its members; and
- (b) agent or the association shall undertake to indemnify the CMO against claims from the actual right owners in respect of any royalty distributed to the agent or the association.

Scope of
mandate

8.—(1) Where a right owner authorises a CMO to manage his rights, he shall give a written consent for each right, category of rights or type of works and any other subject matter that he authorises the CMO to manage.

(2) A right owner shall be free to grant his rights to one or more CMOs provided that there is no grant of the same rights within the same territory to more than one CMO.

(3) A CMO shall not impose any condition which requires a member to constitute the CMO as his sole collecting agent or as agent for any other purpose otherwise than to manage the rights of the member within the scope of the CMO's approval under these Regulations.

(4) A CMO shall not make a mandatory requirement for a member to assign to it the right to collect royalties from equivalent foreign CMOs.

9. A CMO shall treat right owners it represents fairly and equitably.

Fair and
equitable
treatment of
right owners

10.—(1) A member shall, upon notice of his intention to do so, withdraw his membership of a CMO or the rights assigned to the CMO in respect of any of his works.

Withdrawal
of
membership

(2) Any licensing contract that is concluded by the CMO, at the time of or prior to the withdrawal of membership or mandate, is valid until the end of the financial year in which notice is given.

(3) Without prejudice to sub-regulation (2) of this regulation, the member who withdraws his membership, shall retain his right in the distribution process, and in the administrative and financial information provided by the CMO for the rest of the financial year as if he is a member of the CMO.

11.—(1) The internal rules of a CMO shall provide for appropriate and effective mechanisms for the participation of its members in the CMO's decision-making process and in particular —

Rights of a
member

(a) voting rights and privileges;

(b) eligibility to hold positions in any of its decision-making, supervisory or advisory bodies, provided that he meets the qualifications set out in the internal rules; and

(c) right to participate at the CMO's General Meeting.

(2) A CMO may in its internal rules provide for weighted voting rights for members based on objective criteria such as size of catalogue or amount of royalties earned on a member's individual repertoire.

(3) A member may appoint another member as a proxy to attend and vote at a General Meeting provided that a proxy shall not represent more than 10 members.

(4) In each financial year, a CMO shall make available to each of its members, information regarding its operations for the period, which shall include —

(a) annual statements of accounts;

(b) list of persons that constitute the Governing Board of the CMO;

(c) annual report of the Governing Board;

(d) report of the auditors; and

(e) information on the overall amount of remuneration paid to any Director certified by the auditors.

(5) Without prejudice to any information that may be communicated in accordance with the general laws, internal rules of the CMO or these Regulations, a CMO shall furnish to a member or his representative, within a period of one month from the date of request, information concerning —

- (a) any report or resolution of the meeting of any organ of the CMO for which the member is entitled to a notice and attendance;
- (b) the royalty attributed to the member;
- (c) the royalty paid to the member per category of rights managed and type of use;
- (d) the period during which the use took place for which amounts were attributed and paid to the right owner, unless objective reasons relating to reporting by users prevent the CMO from providing this information;
- (e) the deductions made for administration fee;
- (f) any other purpose, including those that may be required by law for the provision of any social, cultural or educational services; and
- (g) any royalty attributed to the right owner which is outstanding for any period.

(6) A CMO shall notify its members of information, including electronically where practicable, which relates to its activities, including changes in its internal rules, representation in governing bodies, and any other governance issue.

(7) A CMO shall make available to each member its up-to-date contact information including website, postal address, email address, telephone number, and indicate the office hours and days of the week during which the CMO may be contacted.

(8) A member may communicate to the Governing Board, his concerns on any illegal or unethical practice by any Director or member of the management of the CMO.

(9) Where such concerns border on the activities of the Governing Board, or the member is not satisfied with the resolution of the matter by the Governing Board, he shall have recourse to the Commission, and the Commission may investigate such complaints and issue appropriate directives.

(10) Nothing in these Regulations shall reduce, derogate or affect in any way the privileges that a member of a CMO is entitled to, or any relief or remedy available to the member under his membership agreement or any applicable legislation.

Obligation to
furnish
information
to the
Commission

12.—(1) A CMO shall within 30 days of occurrence, notify and furnish the Commission with documents in respect of any —

- (a) alteration to the Memorandum or Articles of Association or internal rules of the CMO;

(b) change in the membership or leadership of the Governing Board or supervisory organ of the CMO;

(c) adoption and alteration of tariff;

(d) reciprocal representation agreements with foreign CMOs;

(e) alteration or change to a document submitted at the time of application for approval;

(f) decisions in judicial or official proceedings to which the CMO is a party;

(g) debit or credit to the holding account of the CMO and the reasons; and

(h) information relating to, or arising from the obligations of the CMO under the Copyright Act or these Regulations.

(2) A CMO shall cause a report containing the minute and decisions taken at every meeting of the General Assembly and Governing Board of the CMO to be entered in a special register kept for that purpose and a certified copy of such report shall be submitted to the Commission.

13.—(1) A CMO may enter into any agreement with local or foreign CMOs.

Relationship
with other
CMOs

(2) A CMO shall, upon request, make available to other CMOs accurate and up to date documentation relating to the scope of its repertoire, the rights which it is mandated to manage in respect of such repertoire and the territory in which it is mandated to manage rights in respect of its repertoire.

(3) A CMO shall, upon request, inform other CMOs about its deduction policy and any change made to it.

14.—(1) Where it is not available in a manner that users may access, a CMO shall upon written request, provide a user of copyright works, information on its services, including —

Relationship
with users

(a) the description of the rights or class of rights it administers;

(b) its current tariff, terms and conditions of approval for all category of users; and

(c) the right owners on whose behalf the CMO acts.

(2) Where a CMO makes any change in the tariff rates for any category of users, it shall inform such users directly, or through a medium that is accessible by them.

(3) Where a CMO grants approval to a user, the user shall upon request, provide to the CMO information on the use of the works licensed as may be necessary for the distribution of royalties due to the right owner.

15.—(1) A CMO shall draw up tariffs in respect of any licence for the use of copyright works administered by it.

Licensing
and tariff
setting

(3) Upon receipt of an opt out notice from a non-member right owner, a CMO shall within 14 days —

- (a) inform any relevant licensees that the work is opted out with the termination date of the licence; and
- (b) update the list of opt out non-members and relevant works.

(4) Any licence issued by the CMO in respect of the work of the non-member right owner who has issued an opt out notice shall terminate at the end of the financial year in which the notice is given.

17.—(1) The Articles of Association of a CMO shall provide for the following organs — Governance

- (a) the General Assembly, which shall consist of members; and
- (b) a Governing Board appointed by the General Assembly.

(2) The Governing Board of a CMO shall have a balanced representation of the different categories of its right owners.

(3) A CMO shall convene a meeting of the General Assembly at least once a year.

(4) The General Assembly, shall —

- (a) appoint and remove members of the Governing Board, and approve their allowances;
- (b) approve the general policies on distribution of collected monies and deduction for social, cultural or educational purposes;
- (c) approve annual report and auditor's report;
- (d) approve any amendment to the Articles of Association and any internal rules;
- (e) approve the investment policy of the CMO;
- (f) appoint the external auditor; and
- (g) appoint the Company Secretary who shall not be the Chief Executive of the CMO.

18.—(1) The Governing Board shall make and monitor the implementation of policies for the management of the CMO. Internal supervision

(2) Notwithstanding the provision of the internal rules of a CMO on election cycle of members of the Governing Board, the Chairman of the Governing Board shall not serve for more than eight years.

(3) The Governing Board shall appoint a Chief Executive Officer of the CMO, who shall head the management team of the CMO.

19.—(1) A CMO shall have internal guidelines on avoidance of conflict of interest and the Governing Board shall ensure compliance with the guidelines. Avoidance of conflict of interest

(2) A member of the Governing Board who has a real, potential or perceived conflict of interest concerning any matter that is or is likely to come before the Board shall promptly disclose his interest to the Board and shall abstain from participating in the consideration of such matter by the Board.

(3) A member of the Governing Board who is aware of a real, potential or perceived conflict of interest on the part of another member of the Board shall promptly inform the Chairman of the Board.

(4) Any disclosure by a member of the Governing Board of a real, potential or perceived conflict of interest or a decision by the Board on whether a conflict of interest exists shall be recorded in the minutes of the meeting where the matter is disclosed.

(5) Without prejudice to the provisions of any other applicable law and these Regulations, the internal rules of a CMO shall, stipulate that —\

(a) any person who is a member of the Governing Board or any supervisory committee of a CMO shall not be engaged or be a member of similar organ of another CMO; and

(b) the CMO shall not enter into contracts or otherwise commission for any paid services, with any member or the spouse, family member or business partner of a member of its Governing Board or a supervisory committee of the CMO.

(6) A member of a CMO shall not hold office as Chief Executive Officer or a principal member of the management team of the CMO.

(7) A conflict of interest shall be deemed to occur where the personal relationship or personal interest of an officer of the CMO, including family, friendship, financial, or other social factor, is likely to compromise his judgment, decision, or action in the course of carrying out his functions in connection with the CMO.

Split
accounts

20. A CMO shall maintain separate account for royalties, distinct from any other income.

Holding
account

21.—(1) A CMO shall establish a holding account to keep any share of the distributable amount, which cannot be allocated or distributed for any reason which includes where —

(a) the CMO is unable to establish contact with the qualified person who is not currently a member;

(b) the relevant copyright owner or agent entitled to the amount cannot be ascertained;

(c) there is a dispute in respect of the entitlement or person entitled; or

(d) a portion of funds collected cannot be allocated immediately due to inadequate data for apportionment.

(2) Any fund placed in a holding account shall be held for a holding period of at least seven years.

(3) Distribution of funds in a holding account, when due, shall be based on the best available data at the time of distribution.

(4) Any fund in the holding account may be paid out, at any time within the holding period, to a person who is entitled, where the basis for the holding has ceased.

(5) Any amount which remains in the holding account at the expiration of the holding period shall fall into general revenue of the CMO for distribution.

22.—(1) A CMO shall keep proper accounts consistent with standard accounting practice.

Accounts
and audit

(2) Notwithstanding any other provisions in these Regulations, the Commission may, where there is an allegation of financial impropriety or any other fact that may raise an inference of irregularity in the finances of a CMO, appoint an auditor to examine the accounts of the CMO.

(3) Where as a result of an examination of any account, it appears to the Commission that a breach of any law or these Regulations is committed by the CMO or any of its officers, the Commission may issue a query to the CMO or the officer identified with the breach.

(4) Where the Commission is not satisfied with the explanation provided by the CMO or the concerned officer, after a query, the Commission may issue a directive or sanction in line with the provisions of these Regulations.

23.—(1) A CMO shall, not later than the first day of July in each year, prepare and submit to the Commission, in respect of its operation for the preceding year —

Annual
report

- (a) a general report of its activities;
- (b) the annual audited financial report; and
- (c) a list of non-member right owners who have opted out of any extended licensing.

(2) The annual audited financial report shall include —

- (a) a balance sheet, a statement of assets and liabilities and an income and expenditure account for the financial year;
- (b) a statement of collected royalties which shows the category of rights managed, type of use, the total amount of royalties distributed to right owners, the total amount of royalties collected and not yet attributed to right owners, and the total amount of royalties attributed and not yet distributed to right owners;
- (c) a breakdown of the operating expenses;

(d) a breakdown of any deduction for the purposes of social, cultural and educational services in the financial year and an explanation of the use of the amount;

(e) information on the total amount of remuneration paid, and any other benefit granted to the persons who manage the business of the CMO and allowances paid to members of the Governing Board in the financial year;

(f) any debit or credit to its holding account and the reason; and

(g) a general statement, in respect of the transactions between the CMO and each partner CMO with which it has a representation agreement, stating the —

(i) name of the partner CMO, and the date of the relevant agreement,

(ii) total amount paid in the financial year to the partner CMO,

(iii) total management fees and any other specified deductions, and

(iv) total amount received from the partner CMOs.

Distribution
policies

24.—(1) A CMO shall maintain a distribution policy that is approved by its members, which shows —

(a) the basis for calculating entitlements of members from the royalties collected;

(b) the manner and frequency of distributions; and

(c) any amount deductible from the royalties before distribution as administrative expenses.

(2) Subject to the provisions of these Regulations, a CMO shall distribute the royalties collected to its members in a manner that reflects the actual usage of works covered by its repertoire.

(3) A CMO shall carry out distributions and payments not later than three months after the end of the financial year in which the royalties are collected, unless objective reasons, such as insufficient reporting by users, prevent it from meeting this deadline.

(4) Royalties or other income received by a CMO shall not be allocated for any purpose other than distribution to its members, after the deduction of administrative expenses, unless expressly authorized by the General Assembly of the CMO.

Revenue
deductions

25.—(1) A CMO may withhold from the amount collected or received by it, such deductions necessary to cover any administrative expenses and the amount deducted shall not exceed 30 percent of the total royalties and income received during the year in which the deduction is made.

(2) Without prejudice to sub-regulation (1) of this regulation, the Commission may, upon a prior written application of a CMO, accompanied by a resolution of the General Assembly of the CMO authorizing it, approve the deduction of more than 30 percent of the total revenue to cover the CMO's expenditure.

(3) Where a CMO exceeds its authorized expenditure limit, the CMO or any of its officers responsible for such breach may be liable to sanctions as provided for in these Regulations or the Copyright Act.

(4) A CMO may, subject to a decision of the General Assembly, allocate up to ten percent of its total annual collection for promotion of activities of a cultural, educational or social nature that benefit its members.

26.—(1) A CMO shall, upon demand, make available to its members and any CMO on whose behalf it manages rights under a representation agreement, its procedures for dealing with complaints, including those relating to authorisation to manage rights, termination or withdrawal of rights, membership terms, payment of royalties, and any deduction from any payment due to a right owner.

Complaints
and dispute
resolution
procedures

(2) A CMO shall respond in writing to any complaint by any member or other CMO on whose behalf it manages any right under a representation agreement and where it rejects the complaint, it shall within 30 days of the rejection, state in writing, the reasons for its decision.

(3) Where a dispute arises between a CMO and a user, or a CMO and any other CMO in respect of the performance of the functions of the CMO, such dispute may be referred to a Dispute Resolution Panel established under section 90 of the Copyright Act.

27.—(1) A CMO shall keep an up-to-date record of each right owner in order to accurately identify and locate the right owner.

Keeping
of data

(2) A CMO shall ensure protection of the right to privacy and personal data in its records in line with the relevant laws.

28. Subject to the provisions of the Copyright Act and these Regulations, the following conducts or practices of a CMO are deemed unethical —

Prohibition
of unethical
practices

(a) negotiating and granting licences in respect of works that it is not approved by the Commission to manage;

(b) demanding or collecting royalties in respect of works that it is not approved by the Commission to manage;

(c) knowingly making a false representation in respect of any matter to which it is required to provide information;

(d) discriminating in the terms of licence to members of the same class of users except as may be reasonably justified by peculiar facts and circumstances applicable to the class of users;

(e) inducing a user who is in the process of negotiating for a licence with another CMO or right owner to refrain from completing the licensing process;

(f) failing to make available to any other CMO, information which is reasonably required by such other CMO to enable it effectively administer the rights it holds, including information such as —

- (i) the repertoire of an author who has assigned works to both CMOs,
- (ii) information that may assist the requesting CMO in the computation and distribution of royalties, and

(iii) existing reciprocal representation agreements;

(g) use of information obtained from another CMO, for purposes other than as stipulated in paragraph (f) of this sub-regulation; and

(h) acting in a manner that has the effect of preventing or hindering any other CMO from performing its functions as approved under these Regulations.

Fees

29. The fees payable in relation to any transaction under these Regulations shall be as stipulated in the Second Schedule to these Regulations.

Notice to
comply

30.—(1) Where a CMO or any of its officers has failed to comply with its obligations under these Regulations, the Commission may issue a written notice to the CMO or the officer.

(2) The notice shall —

(a) state the particulars of the non-compliance, including the provisions of these Regulations relating to such non-compliance;

(b) request the CMO or the relevant officer to abate the non-compliance within a specified period and furnish the Commission with evidence of compliance; and

(c) inform the CMO or the relevant officer of the consequences of non-compliance.

Sanctions

31.—(1) Subject to regulation 30 of these Regulations, non-compliance by a CMO or any of its officers, may attract any of the following sanctions —

(a) written caution;

(b) fine;

(c) suspension; or

(d) disqualification from holding office in a CMO.

(2) The fine imposed shall be as prescribed in the Second Schedule to these Regulations.

Enforcement
of sanctions

32.—(1) A CMO or any of its officers who fails to carry out a directive or serve a sanction imposed by the Commission within the specified period may be suspended pending compliance.

(2) An officer of a CMO who is cautioned for two times or is suspended as a result of failing to serve any sanction imposed by the Commission, may be disqualified from continuing in office, or from holding office in a CMO,

unless he satisfies the Commission on why he should not be disqualified or why such disqualification should be lifted.

33. An existing CMO approved or whose approval is renewed at the time these Regulations come into force is deemed to be licensed under these Regulations and may continue operations for the unexpired period of its approval provided that if such CMO applies for renewal, the application shall be in accordance with the provisions of these Regulations.

Existing
CMOs

34.—(1) In these Regulations, —

Interpretation

“*Act*” means the Copyright Act, 2022;

“*Auditor*” means a person qualified to practice as such in accordance with the laws of the Federal Republic of Nigeria;

“*CMO*” means Collective Management Organisation;

“*copyright owner*” means any natural or legal person that holds a copyright;

“*Dispute Resolution Panel*” means a panel constituted pursuant to the provisions of section 90 of the Copyright Act, 2022;

“*licence*” means an authorization granted by a copyright owner or a CMO permitting the doing of an act controlled by copyright;

“*reciprocal representation agreement*” means any agreement between a foreign CMO and a national CMO whereby one CMO grants to the other the right to manage its repertoire in the territory of the other;

“*repertoire*” means the catalogue of copyright works which is administered by a CMO;

“*royalties*” means payments made to right owners for the exploitation of copyright works;

“*tariff*” means fees or a schedule of fees chargeable by a CMO for the exploitation of copyright works administered by it; and

“*the Commission*” means the Nigerian Copyright Commission.

35.—(1) The Copyright (Collective Management Organisations) Regulations, 2007 is revoked.

Revocation
and
transitional
provisions

(2) Without prejudice to sub-regulation (1) of this regulation, any act, approval or action taken in respect of the revoked Copyright (Collective Management Organisations) Regulations, 2007 and operations of CMOs immediately before the commencement of these Regulations is valid as if done pursuant to the provisions of these Regulations.

(3) Any instrument, order, prescription or direction made under the revoked Copyright (Collective Management Organisations) Regulations, 2007 which is in force immediately before the commencement of these Regulations shall continue to be in force as if it is made under these Regulations, and may be added to, amended, revoked or varied accordingly.

36. These Regulations may be cited as the "Collective Management Regulations, 2025".



FORM NCC/CMR 1

APPLICATION FOR GRANT OF APPROVAL

SECTION A: CORPORATE INFORMATION

1. Name of Applicant
2. Contact information :
 - (i) Location address
 - (ii) Telephone
 - (iii) Email
3. Names of principal officers :
 - (i) Chairman of Governing Board
 - (ii) Chief Executive Officer
4. Category of works or class of rights for which approval is sought
5. Principal object of the applicant company
6. Subsidiary objects of the company :
 - (i)
 - (ii)
 - (iii)
7. Current number of members
8. Affiliation with any foreign organisation(s):*
 - (i) Name of organisation
 - (ii) Contact address of organisation
 - (iii) Nature of affiliation
 - (i) Name of organisation
 - (ii) Contact address of organisation
 - (iii) Nature of affiliation

- (i) Name of organisation
- (ii) Contact address of organisation
-
- (iii) Nature of affiliation

** Attach separate sheet if there are more affiliations*

DECLARATION:

(to be signed by the Chairman or any other officer of the company who completes the form)

I being an officer of the above named company, and having been authorised to act for the company, declare that the information provided in this form are to the best of my knowledge true and correct, and that I understand and agree that the presentation of false information, or non-disclosure of material facts may lead to disqualification of the company from grant of approval to operate as a CMO.

Dated this day of, 20.....

.....
SIGNATURE

.....
NAME OF OFFICER

.....
DESIGNATION/POSITION

SECTION B: LIST OF ATTACHMENTS
(For official use)

S/N	DOCUMENTS	TICK AS APPROPRIATE		REMARKS
		Yes	No	
1.	Certificate of registration (CAC)			
2.	Memorandum of Association of the company			
3.	Articles of Association of the company			
4.	Membership list and signed consent			
5.	Directors' undertaking of compliance			
6.	Samples of documents required to be executed by members for the transfer of rights to the CMO			
7.	Profile of the proposed Chief Executive Officer of the CMO			
8.	A copy of the organisational structure of the company			
9.	A copy of internal rules on managing conflict of interest			
10.	Evidence of payment of application fee			
11.	Evidence of newspaper publication (if required as part of application process)			

Date of receipt of the application	
Receiving officer	
Remarks of receiving officer	
Signature/Date	

APPENDIX TO FORM NCC/CMR 1

LIST OF MEMBERS AND SIGNED CONSENT

We the underlisted persons whose names and signatures appear hereunder have consented to be members of the applicant company and have entrusted/ shall entrust the relevant right in our copyright works to the applicant company to manage.

[illegible]



[regulation 3(2)(f)]

FORM NCC/CMR 2

DIRECTORS' UNDERTAKING OF COMPLIANCE

(To be signed by all Directors of the company)

We the undersigned, being Directors of.....
 a company applying to the Nigerian Copyright Commission for approval to operate as a
 CMO, hereby undertake and affirm that the applicant company upon being approved by
 the Commission, shall comply with the provisions of the Copyright Act, all enabling
 Regulations and directives of the Commission.

- | | | |
|----|------------------|-----------|
| 1. | | |
| | Name of Director | Signature |
| 2. | | |
| | Name of Director | Signature |
| 3. | | |
| | Name of Director | Signature |
| 4. | | |
| | Name of Director | Signature |
| 5. | | |
| | Name of Director | Signature |

Dated this day of, 20



[regulation 5(1)]

FORM NCC/CMR 03

APPLICATION FOR RENEWAL OF GRANT OF APPROVAL

SECTION A: GENERAL INFORMATION

1. Name of Applicant.....
2. Contact information:
 - (i) Location address:
 - (ii) Telephone:.....
 - (iii) Email:
3. Names of principal officers:
 - (i) Chairman of Governing Board:
 - (ii) Chief Executive Officer:
4. Category of works or class of rights for which approval was granted:
5. Date of last approval:
6. Current number of members:
7. Number of reciprocal representation agreements:
8. Affiliations with any foreign organisation(s):*
 - (i) Name of organisation:
 - (ii) Contact address of organisation:
 - (iii) Nature of affiliation:
 - (i) Name of organisation:
 - (ii) Contact address of organisation:
 - (iii) Nature of affiliation:
 - (i) Name of organisation:
 - (ii) Contact address of organisation:
 - (iii) Nature of affiliation:

*Attach separate sheet if there are more affiliations

RECORD OF COLLECTIONS AND DISTRIBUTIONS FOR PRECEDING
APPROVAL PERIOD

Year	Total Collection	Total Distribution	Administrative Cost	Deposit in Holding Account	Withdrawal from Holding Account
TOTAL					

CHANGES IN GOVERNING BOARD

SN	Name of Member	Nature of Change		Reason for Change
		Appointed	Replaced	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SECTION B : FOR OFFICIAL ACTION

LIST OF ATTACHMENTS

S/N	DOCUMENTS	CONFIRMATION		REMARKS
		Yes	No	
1.	General report of activities covering period of existing approval			
2.	Up-to-date list of members			
3.	Statement of changes in the Board and reasons for change			
4.	Statement of changes in the management and reasons for change			
5.	Statement of monies collected and distributed for the period of existing approval			
6.	Statement of deposits and withdrawals in the holding account			
7.	Yearly audited financial report for the period of existing approval			
8.	Evidence of payment of application fee			

Date of receipt of the application	
Receiving officer	
Remarks of receiving officer	
Signature/Date	

SECOND SCHEDULE

[regulation 29 and 31(2)]

FEES AND ADMINISTRATIVE FINES

1. FEES

(1) Application for grant of approval to operate as a CMO	₹1,000,000.00
(2) Application for renewal of approval	₹500,000.00
(3) Issuance of certified true copy of certificate	₹100,000.00

2. FINES

- (1) Any CMO or officer who —
 - (a) fails to act where there is conflict of interest;
 - (b) engages in financial impropriety or irregularity in financial dealings;
 - (c) uses income for unauthorised purposes;
 - (d) exceeds authorised expenditure limit;
 - (e) engages in unethical practices;
 - (f) being the Chairman of the Governing Board exceeds the stipulated term of office; or
 - (g) violates the restrictions in respect of holding period for holding account,

is liable to an administrative fine of ₦500,000.

- (2) Any CMO or officer who —
- (a) engages in unethical practices;
 - (b) fails to provide the required information to the Commission;
 - (c) is in breach of the obligation to provide information to other CMOs;
 - (d) is in breach of duty in respect of implementation of extended collective licensing scheme.

is liable to an administrative fine of ₦300,000.

- (3) Any CMO or officer who —
- (a) fails to provide information to a right owner;
 - (b) fails to provide information to members;
 - (c) is in breach of the obligation to provide the required information to users upon written request;
 - (d) fails to submit tariff to the Commission or notify the Commission on review;
 - (e) submits annual report late; or
 - (f) distributes royalty outside the stipulated period,

is liable to an administrative fine of ₦250,000.

(4) Any CMO or officer who —

(a) fails to publish tariffs within the stipulated period after adoption; or

(b) fails to respond to a complaint of a member or another CMO,

is liable to an administrative fine of N200,000.

(5) Any person who fails to comply with any fine imposed in this Schedule is liable to an additional sum of N50, 000. 00 for every day of the non-compliance until the fine is paid.

MADE at Abuja this 28th day of January, 2025.

JOHN O. ASEIN
Director-General
Nigerian Copyright Commission