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| **Beneficiary Organisation Details** | |
| **Name of organisation seeking to register item as an orphan work**  (Please insert organisation’s name and address) |  |
| **Relevant contact information of Beneficiary organisation**  (Please insert contact name, telephone number and email address of relevant individual(s) in organisation.) |  |

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| **Your Reference**  (Please insert your organisation’s internal reference for the work.) |  |

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| **Details of Orphan Work** |

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| **Title of work, if available.**  (If no title exists, please complete the next field instead.) |  |
| **Brief description of work.**  (The description should adequately describe the content of the work e.g. a book /recording about/featuring …) |  |
| **Right holder(s) identity, if available**  (e.g. the author, creator or company/employee name if the work was written or created for a company) |  |
| **Any other information of relevance**  (e.g. signature(s), logos, internationally recognised registration or reference numbers etc.) |  |
| **Legal entitlement and reason for registering Orphan Work**  (Set out reason and insert reference to that part of Regulation 4 of Statutory Instrument 490/2014 – European Union (Certain permitted uses of Orphan Works) Regulations 2014 which is relevant to basis for a claim of Orphan Work e.g. 4(2)(b): |  |

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| **Details of Diligent Search (add/remove rows if required)** | **Date of search** | **Outcome** |
| **Narrative of how the diligent search was conducted. This should include a listing of the sources that were consulted and justification on why others were not.** |  |  |
| **Orphan Works Database** | nn/mm/yyyy |  |
| **General Research e.g. Internet, Company records, national or international registers/databases searched** | nn/mm/yyyy |  |
| **Insert name of Library, Archive searched, etc.** | nn/mm/yyyy |  |
| **Insert name of Library, Archive searched, etc.** | nn/mm/yyyy |  |
| **Insert name of Library, Archive searched, etc.** | nn/mm/yyyy |  |
|  |  |  |
| **Source(s) Not Checked** | **Reason for not checking** | |
| **Insert details such as name/nature of source** |  | |
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