

COPYRIGHT ACT  
(CHAPTER 63, SECTION 202)  
COPYRIGHT REGULATIONS

S 117/87  
S 265/87  
S 299/87  
S 208/88  
S 35/89  
S 247/89  
S 414/89  
S 446/89  
S 280/90  
S 209/91  
S 528/92  
S 166/96  
S 18/97  
S 226/98  
S 534/99

[10th April 1987]

**Citation.**

1. These Regulations may be cited as the Copyright Regulations.

**Definitions.**

2. In these Regulations, unless the context otherwise requires —

“address for service in Singapore” means an address at which service may be effected in accordance with regulation 15;

“officer-in-charge” means —

- (a) in relation to archives — the person holding, or performing the duties of, the office or position in the service of the body administering the archives the duties of which involve that person having direct responsibility for the maintenance of, and the provision of services in relation to, the collection comprising the archives; and
- (b) in relation to a library — the officer holding, or performing the duties of, the office or position in the service of the body administering the library the duties of which involve that person having direct responsibility for the maintenance of, and the provision of services in relation to, the collection comprising the library.

### **Educational institutions.**

**3. —(1)** For the purposes of paragraph (d) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part I of the First Schedule are declared to be institutions to which that paragraph applies.

**(2)** For the purposes of paragraph (e) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part II of the First Schedule are declared to be institutions to which that paragraph applies.

**(3)** For the purposes of paragraph (f) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part III of the First Schedule are declared to be institutions to which that paragraph applies.

**(4)** For the purposes of paragraph (g) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part IV of the First Schedule are declared to be institutions to which that paragraph applies.

**(5)** For the purposes of paragraph (h) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part V of the First Schedule are declared to be institutions to which that paragraph applies.

**(6)** For the purposes of paragraph (i) of the definition of “educational institution” in section 7 (1) of the Act, the institutions specified in Part VI of the First Schedule are declared to be institutions to which that paragraph applies.

### **Institutions assisting handicapped readers.**

**4.** For the purposes of the definition of “institution assisting handicapped readers” in section 7 (1) of the Act, each of the institutions specified in the Second Schedule is declared to be, for the purposes of the Act, an institution assisting handicapped readers.

### **Institution assisting intellectually handicapped readers**

**4A.** For the purposes of the definition of “institution assisting intellectually handicapped readers” in section 7(1) of the Act, each of the institutions specified in the Eighth Schedule is declared to be, for the purposes of the Act, an institution assisting intellectually handicapped readers.

### **Notices to be displayed.**

**5.** For the purposes of section 34 (b) of the Act —

**(a)** a notice 297 millimetres long and 210 millimetres wide shall be a notice of the prescribed dimensions; and

**(b)** the prescribed form of notice shall be in the form set out in the Third Schedule.

**Notice of intended publication of unpublished work kept in public library.**

6. For the purposes of section 49 (1) (b) and (2) (b) of the Act, the prescribed notice of the intended publication of the new work shall be a notice given by advertisement published in the *Gazette* not earlier than 3 months, and not later than two months, before the date of the publication or subsequent publication, as the case may be, of the new work and —

- (a) stating the name, and the address of the place of residence or business, of the person intending to publish the new work and the intention of that person to publish the new work;
- (b) stating the title (if any) of the old work and, if that title is not sufficient to enable that work to be identified, containing a description of that work that is sufficient for that purpose;
- (c) stating the time, or an estimate of the time, when the old work was made or the period, or an estimate of the period, over which the making of the old work extended, as the case may be;
- (d) if the name of the author of the old work is known to the person intending to publish the new work — stating the name of that author;
- (e) stating the name and address of the library or other place in which a copy, or the manuscript, of the old work is kept;
- (f) stating the name of the person from whom the copy or manuscript of the old work was acquired for the purposes of that library or other place or, if the person intending to publish the new work does not know the name of the person from whom the copy or manuscript was acquired for those purposes, stating that fact;
- (g) stating that a person claiming to be the owner of the copyright in the old work may give notice of his claim to the person intending to publish the new work; and
- (h) stating, at the foot of the notice, the name of the person by whom the notice is given.

**Particulars of copying records.**

7. —(1) For the purposes of section 52 (6) of the Act, a record of the copying of the whole or part of an article contained in a periodical publication by or on behalf of the body administering an educational institution for the teaching educational purposes of the educational institution shall set out —

- (a) if the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number;
- (b) if the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication;
- (c) the title or description of the article;

- (d) the name of the author of the article (if that name is known);
- (e) the volume, or volume and number, as the case requires, of the periodical publication containing the article;
- (f) the page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
- (g) the date on which those copies have been made; and
- (h) the number of copies made.

(2) For the purposes of section 52 (7) of the Act, a record of the copying of the whole or part of a work (not being an article contained in a periodical publication) by or on behalf of the body administering an educational institution for the teaching/educational purposes of an educational institution shall set out —

- (a) if the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number;
- (b) if the International Standard Book Number in respect of the work is not so recorded —
  - (i) the title or description of the work;
  - (ii) the name of the publisher of the edition of the work; and
  - (iii) the name of the author of the work (if that name is known);
- (c) the page numbers of the pages in the edition of the work that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
- (ca) if the work is contained in a published edition that is stored on any medium by electronic means, the total number of bytes in the edition that have been copied;
- (d) the date on which those copies have been made; and
- (e) the number of copies made.

(2A) For the purposes of paragraphs (1) (h) and (2) (e), if —

- (a) the copies made are in an electronic form on a network operated or controlled by an educational institution;
- (b) the copies are made to enable persons undertaking a course of education provided by that or another educational institution to access the article or work or that part of the article or work, as the case may be; and
- (c) the number of the copies made cannot reasonably be ascertained,

the number of the copies made shall be taken to be equal to the number of students enrolled in that course of education.

(3) For the purposes of section 54 (7)sections 54 (7) and 54A (4) of the Act, a record of the copying of the whole or part of an article contained in a periodical publication by or on behalf of the body administering an institution assisting handicapped readers shall set out —

- (a) if the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication — that number;
- (b) if the International Standard Serial Number in respect of the publication is not so recorded — the name of the periodical publication;
- (c) the title or description of the article;
- (d) the name of the author of the article (if that name is known);
- (e) the volume, or volume and number, as the case requires, of the periodical publication containing the article;
- (f) the page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified;
- (g) the date on which the copy has been made; and
- (h) the form in which the copy has been made.

(4) For the purposes of section 54 (8)sections 54 (8) and 54A (5) of the Act, a record of the copying of the whole or a part of a work (not being an article contained in a periodical publication) by or on behalf of the body administering an institution assisting handicapped readers shall set out —

- (a) if the International Standard Book Number in respect of the work is recorded in the edition of the work copied — that number;
- (b) if the International Standard Book Number in respect of the work is not so recorded —
  - (i) the title or description of the work;
  - (ii) the name of the publisher of the edition of the work; and
  - (iii) the name of the author of the work (if that name is known);
- (c) the page numbers of the pages in the edition of the work that have been reproduced, or, in a case where a page so reproduced does not bear a page number, such description of the page as will enable it to be identified;
- (d) the date on which the copy has been made; and
- (e) the form in which the copy has been made.

### **Keeping of records and period for payment for making of copies.**

**8. —(1)** For the purposes of section 52 (8) (a) or 54 (9) (a), 54 (9) (a) or 54A (6) (a) of the Act, a record of the copying of a work or part of a work may, instead of being

kept in writing, be kept in any manner that permits the information in the record to be elicited by the use of a computer.

(2) Subject to paragraph (3), for the purposes of section 52 (8) (b) or 54 (9) (b), 54 (9) (b) or 54A (6) (b) of the Act, where a record of the copying of a work or a part of a work is kept in writing, that record shall be kept in accordance with —

(a) in the case of the copying of the whole or a part of an article contained in a periodical publication — the form in the Fourth Schedule or the Fifth Schedule, as the case requires; or

(b) in the case of the copying of the whole or a part of a work not being an article contained in a periodical publication — the form in the Sixth Schedule or the Seventh Schedule, as the case requires.

(3) Strict compliance with the forms in the Fourth, Fifth, Sixth and Seventh Schedules is not necessary and substantial compliance is sufficient.

(4) For the purposes of sections 52 (11) and 54 (10), 54 (10) and 54A (7) of the Act, the prescribed period shall be 4 years.

**Retention of records and declarations in relation to copies made by libraries, archives or institutions.**

9. —(1) Where a copy of the whole, or a part of a work, or of other subject-matter, is made in reliance on section 45, 46, 48 or 113 of the Act by an authorised officer of a library or archives, the body administering the library or archives concerned and the officer-in-charge of the library or archives concerned shall retain the relevant declaration in relation to the making of the copy in the records of the library or archives until the expiration of 4 years after the date the copy was made, failing which the body administering the library or archives concerned and, subject to paragraph (3), the officer-in-charge of the library or archives concerned shall each be guilty of an offence and shall each be liable on conviction to a fine not exceeding \$1,000.

(2) Where —

(a) a copy of the whole or a part of the work is made in reliance on section 52 of the Act by or on behalf of the body administering an educational institution; or

(b) a handicapped reader's copy of the whole or a part of a work is made in reliance on section 54 of the Act by or on behalf of the body administering an institution assisting handicapped readers; or

(c) an intellectually handicapped reader's copy of the whole or a part of a work is made in reliance on section 54A of the Act by or on behalf of the body administering an institution assisting intellectually handicapped readers,

the body administering the institution concerned and the custodian in charge of the copying records of the institution concerned shall retain the relevant record in relation to the making of the copy in the records of the institution until the expiration of 4 years after the date the copy was made, failing which the body administering the

institution concerned and, subject to paragraph (3), the custodian in charge of the copying records of the institution concerned shall each be guilty of an offence and shall each be liable on conviction to a fine not exceeding \$1,000.

(3) No officer-in-charge of a library or archives and no custodian in charge of the copying records of an educational institution or institution assisting handicapped readers, institution assisting handicapped readers or institution assisting intellectually handicapped readers shall be guilty of an offence of failing to comply with paragraph (1) or (2), as the case may be, if he proves that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence by himself or any person under his control or supervision.

#### **Arrangement of declarations and records.**

10. —(1) The body administering the library or archives and the officer-in-charge of the library or archives shall arrange in chronological order the declarations that relate to the making of copies of the whole or parts of works, or of other subject-matter by an authorised officer of a library or archives in reliance on sections 45, 46, 48 and 113 of the Act and retain the declarations in the records of the body administering the library or archives according to the dates on which the declarations were made.

(2) The body administering the educational institution or an institution assisting handicapped readers, an institution assisting handicapped readers or an institution assisting intellectually handicapped readers and the custodian in charge of the copying records of the institution shall arrange the copying records of the educational institution or institution assisting handicapped readers, institution assisting handicapped readers or institution assisting intellectually handicapped readers in such a manner as to allow a person to inspect all of those records that relate to any works by the same author without having to inspect any such records that relate to any works by another author.

#### **Inspection of records and declarations retained by libraries, archives or institutions.**

11. —(1) The owner of the copyright in a work, sound recording or cinematograph film or the agent of such an owner —

- (a) may notify the officer-in-charge of a library or archives, in writing, that he wishes to inspect —
  - (i) all the relevant declarations retained in the records of the library or archives that relate to the making, in reliance on section 45, 46, 48 or 113 of the Act, of copies of works or parts of works or of copies of other subject-matter;
  - (ii) such of those declarations as relate to the making, in reliance on section 45, 46, 48 or 113 of the Act, of copies of works or parts of works or of copies of other subject-matter and were made during a period specified in the notice,

on a day specified in the notice, being an ordinary working day of the library, archives or institution not less than 7 days after the date of the giving of the notice; and

(b) may, if the notice relates to the making of copies of works or parts of works or of copies of other subject-matter in reliance on section 48 or 113 of the Act, state in the notice that he also wishes to inspect, on the day so specified, the collection of the library or archives.

(2) The owner of the copyright in a work, or the agent of such an owner, may notify the custodian in charge of the copying records of an educational institution or an institution assisting handicapped readers, an institution assisting handicapped readers or an institution assisting intellectually handicapped readers, in writing, that the owner or agent, as the case may be, wishes to inspect —

(a) all the relevant records of the institution that relate to the making, in reliance on section 52 or 54 of the Act, of copies, or handicapped readers copies, 54 or 54A of the Act, of copies, handicapped readers' copies, or intellectually handicapped readers' copies, of works or parts of works; or

(b) such of those records as relate to any works by a specified author,

on a day specified in the notice, being an ordinary working day of the institution not less than 7 days after the date of the giving of the notice.

(3) Where a person gives notice under paragraph (1) to the officer-in-charge of a library or archives that he wishes to inspect certain declarations on a particular day, that person may, during the ordinary working hours of the library or archives on that day but not earlier than 10 a.m. or later than 3 p.m., inspect the declarations to which the notice relates and, where the notice relates also to the inspection of the collection of the library or archives, may also during those hours on that day inspect that collection and, for that purpose, may enter the premises of the library or archives.

(4) Where a person gives notice under paragraph (2) to the custodian in charge of the copying records of an institution that he wishes to inspect certain records on a particular day, that person may, during the ordinary working hours of the institution on that day but not earlier than 10 a.m. or later than 3 p.m., inspect the records to which the notice relates and, for that purpose, may enter the premises of the institution at which the copying records of the institution are kept.

(5) The body administering the library or archives and the officer-in-charge of the library or archives, as the case may be, shall, in relation to a person who attends at the premises of a library or archives for the purpose of exercising the powers conferred on him by paragraph (3), provide all reasonable facilities and assistance for the effective exercise of those powers.

(6) The body administering the institution and the custodian in charge of the copying records of the institution shall, in relation to a person who attends at the premises of an institution for the purpose of exercising the powers conferred on him by paragraph (4), provide all reasonable facilities and assistance for the effective exercise of those powers.



**Circumstances in which design is to be deemed to be applied industrially.**

**12. —(1)** For the purposes of section 74 of the Act, a design shall be deemed to be applied industrially if it is applied —

- (a) to more than 50 articles; or
- (b) to one or more articles (other than hand-made articles) manufactured in lengths or pieces.

**(2)** For the purposes of paragraph (1) (a), any two or more articles —

- (a) that are of the same general character;
- (b) that are intended for use together; and
- (c) to which the same design, or substantially the same design, is applied,

shall be deemed to constitute a single article.

**(3)** For the purposes of this regulation, a design shall be deemed to be applied to an article if —

- (a) the design is applied to the article by a process (whether a process of printing, embossing or otherwise); or
- (b) the design is reproduced on or in the article in the course of the production of the article.

**Notification of use of copyright material for service of Government.**

**13. —(1)** For the purposes of section 198 (4) of the Act, the owner of a copyright shall be informed of the doing of any act comprised in the copyright by means of a notice given in accordance with this regulation.

**(2)** If the person giving the notice on behalf of the Government knows the name, and an address for service in Singapore, of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of that copyright owner with the copyright in the work, or other subject-matter, that is the subject of the notice, of that owner or agent, that notice shall be given by service of the notice on that owner, or that owner or agent, as the case requires.

**(3)** If the person giving the notice on behalf of the Government —

- (a) knows the name of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of the copyright owner with the copyright in the work, or other subject-matter, that is the subject of the notice, of that owner or agent; and
- (b) knows an address outside Singapore of a place of residence or business, but no address for service in Singapore, of that owner, or that owner or agent, as the case requires,

the notice shall be given by service of the notice by post on that owner, or on that owner or agent, as the case requires, at that address outside Singapore.

(4) If the person giving the notice on behalf of the Government does not know the name or address, or knows the name, but not the address of a place of residence or business, of the owner of the copyright or, where a copyright owner has authorised an agent to deal on behalf of the copyright owner with the copyright in the work or other subject-matter, that is the subject of the notice, of that owner or agent, the notice shall be given by being published in the *Gazette*.

(5) A notice under this regulation shall —

(a) be given in the name of the Government;

(b) state —

(i) the International Standard Book Number (if any) in respect of the work or other subject-matter concerned where that International Standard Book Number can be ascertained from that work or other subject-matter; and

(ii) where no such International Standard Book Number can be so ascertained, or where that International Standard Book Number is insufficient to enable the work or other subject-matter concerned to be identified, as the case may be — the title, if any of that work or other subject-matter and, if that title is not sufficient to enable the work or other subject-matter to be identified, a description of the work or other subject-matter that is sufficient to enable it to be so identified;

(c) specify the act to which the notice relates;

(d) state whether the act has been done by Government or by a person authorised by the Government;

(e) where the act has been done by a person authorised by the Government — state the name of that person; and

(f) state that the purpose of the notice is to inform the owner in pursuance of section 198 (4) of the Act of the doing of the act.

#### **Notation of copies and handicapped readers' copies.**

14. For the purposes of section 201 (3) of the Act, the message that shall be embodied on a record embodying a sound recording of a work, or of a part of a work, made in reliance on section 54 of the Act, immediately before the commencement of the recording shall be as follows:

This record, embodying a sound recording of (*name of work*) was made in reliance on section 54 (1) of the Copyright Act (Chapter 63) on (*date on which record was made*) by (*name of person who made the record*) on behalf of (*name of institution assisting handicapped readers on behalf of which the record was made*). Copyright may subsist in that work and, if it does, the making of a record embodying this sound recording, otherwise than with the permission of the owner of the copyright in the work or in reliance on a provision of that Act, constitutes an infringement of copyright in the work.

### **Service of documents in Singapore.**

**15.** A document that is required or permitted by these Regulations to be served on a person in Singapore may be served on the person —

- (a)* if the person is a corporation — by delivering the document personally to the manager or secretary of the corporation, or, if the corporation has a registered office in Singapore, by leaving it at that office or by sending it by post addressed to the corporation at that office or, if the corporation does not have such a registered office, by sending it by post addressed to the corporation at its principal place of business in Singapore; or
- (b)* if the person is not a corporation — by delivering the document to the person personally or by sending it by post addressed to the person at the address of the place of residence or business in Singapore of the person last known to the person sending the document.

### **Matters to be set out in statutory declaration**

**16. —(1)** A statutory declaration referred to in section 193C (2) (b) of the Act shall, in addition to the matters referred to in section 193C (2) (b) (i) and (ii) of the Act, state the following information:

- (a)* the name of the owner of the copyright in the material in respect of which an act which constitutes an infringement of the copyright is alleged to have been carried out in, or in the course of, making available the copy of the material on the network concerned;
- (b)* a detailed description of the material or the relevant part thereof;
- (c)* the location of the material on the network; and
- (d)* the steps that the maker of the declaration has taken to inform the person who made available the copy of the material on the network to remove the material from the network.

**(2)** A statutory declaration referred to in section 252B (2) (b) of the Act shall, in addition to the matters referred to in section 252B (2) (b) (i) and (ii) of the Act, state the following information:

- (a)* the name of the performer of the performance in respect of which an unauthorised recording is alleged to have been made available on the network;
- (b)* a detailed description of the performance or the relevant part thereof;
- (c)* a description of the location of the recording on the network; and
- (d)* the steps that the maker of the declaration has taken to inform the person who made available the recording on the network to remove the recording from the network.

## FIRST SCHEDULE

Regulation 3

### INSTITUTIONS TO WHICH THE DEFINITION OF EDUCATIONAL IN- STITUTION IN SECTION 7 OF THE ACT APPLIES

#### PART I

---

Name of Institution	Address
School of Nursing	Outram Road, Singapore 0316.

#### PART II

---

Name of Institution	Address
<i>Alexandra Hospital</i>	Alexandra Road, Singapore 0314.
(1) Accidents and Emergency Department	
(2) Department of Anaesthesia	
(3) Department of Medicine	
(4) Department of Obstetrics and Gynaecology	
(5) Department of Orthopaedic Surgery	
(6) Department of Paediatrics	
(7) Department of Pathology	
(8) Department of Radiology	
(9) Department of Surgery	
(10) Dietetic Department	
(11) Occupational Therapy Department	
(12) Pharmacy	
(13) Physiotherapy Department	
(14) Social Work Department	
<i>Changi Hospital</i>	Halton Road, Singapore 1750.
(1) Department of Anaesthesia	
(2) Department of Medicine	
(3) Department of Surgery Accidents and Emergency	
<i>Kandang Kerbau Hospital</i>	Hampshire Road, Singapore 0821.
(1) Department of Anaesthesia	

- (2) Department of Neonatal Medicine
- (3) Department of Obstetrics and Gynaecology

*Singapore General Hospital*

Outram Road, Singapore 0316.

- (1) Accidents and Emergency Department
- (2) Clinical Measurement Unit
- (3) Department of Anaesthesia
- (4) Department of Cardiology
- (5) Department of Cardiothoracic Surgery
- (6) Department of Diagnostic Radiology
- (7) Department of Haematology
- (8) Department of Medicine
- (9) Department of Obstetrics and Gynaecology
- (10) Department of Ophthalmology
- (11) Department of Orthopaedic Surgery
- (12) Department of Otorhinolaryngology
- (13) Department of Paediatrics
- (14) Department of Paediatric Surgery
- (15) Department of Plastic Surgery
- (16) Department of Rehabilitation Medicine
- (17) Department of Renal Medicine
- (18) Department of Surgery
- (19) Department of Therapeutic Radiology
- (20) Diagnostic Radiology Department
- (21) Dietetic and Catering Department
- (22) Hand Surgery Unit
- (23) Medical Social Work Department
- (24) Pharmacy Department
- (25) School of Radiography

*Tan Tock Seng's Hospital*

Moulmein Road, Singapore 1130.

- (1) Department of Accidents and Emergency
- (2) Department of Anaesthesia
- (3) Department of Communicable Diseases
- (4) Department of Diagnostic Radiology
- (5) Department of Medicine
- (6) Department of Neurosurgery
- (7) Department of Neurology

- (8) Department of Ophthalmology
- (9) Department of Orthopaedic Surgery
- (10) Department of Otorhinolaryngology
- (11) Department of Paediatrics
- (12) Department of Psychological Medicine
- (13) Department of Rehabilitation Medicine
- (14) Department of Surgery I
- (15) Department of Surgery II
- (16) Department of Tuberculosis Control
- (17) Dietetic Department
- (18) Medical Social Work Department
- (19) Pharmacy
- (20) Physiotherapy Department
- (21) Occupational Therapy Department
- (22) Radiography Department

*Toa Payoh Hospital*

Toa Payoh Rise, Singapore 1129.

- (1) Accidents and Emergency Department
- (2) Department of Anaesthesia
- (3) Department of Medicine
- (4) Department of Neonatology
- (5) Department of Obstetrics and Gynaecology
- (6) Department of Orthopaedic Surgery
- (7) Department of Radiology
- (8) Department of Surgery
- (9) Pharmacy

*Woodbridge Hospital*

Jalan Woodbridge, Singapore 1954.

- (1) Department of Psychiatry
- (2) Department of Psychology
- (3) Dietetic Department
- (4) Medical Social Work Department
- (5) Pharmacy
- (6) Occupational Therapy Department

### PART III

Name of Institution	Address
(1) College of Physical Education	469 Bukit Timah Rd, Singapore 1025.
(2) Institute of Education	469 Bukit Timah Rd, Singapore 1025.
(3) Language Proficiency Centre	Portsdown Road, Singapore 0513.

### PART IV

Name of Institution	Address
(1) Ang Mo Kio Vocational Institute	Ang Mo Kio Avenue 5, Singapore 2056.
(2) Ayer Rajah Vocational Institute	Vocational Drive, Singapore 0513.
(3) Baharuddin Vocational Institute	501 Stirling Road, Singapore 0314.
(4) Bedok Vocational Institute	Chai Chee Street, Singapore 1646.
(5) Boys' Town Vocational Institute	Bukit Timah Road, Singapore 2367.
(6) Brown Boveri Government Training Centre	15 Kallang Junction, Singapore 1233.
(7) Bukit Merah Vocational Institute	141 Lengkok Bahru, Singapore 0315.
(8) Centre for Postgraduate Professional Legal Education	Conference Room (9th Floor), Subordinate Courts, Upper Cross Street, Singapore 0105.
(9) Civil Service Institute	Heng Mui Keng Terrace, Singapore 0511.
(10) Clementi Institute of Commerce	6 Lempeng Drive, Singapore 0512.
(11) Construction Industry Training Centre	10.5 km., Upper Serangoon Road, Singapore 1953.
(12) Educational Technology Centre, Ngee Ann Polytechnic	535 Clementi Road, Singapore 2159.
(13) Electronics Industries Training Centre	NPB Bldg #16-01B,2 Bukit Merah Central, Singapore 0315.
(14) English Language Centre	Singapore Rubber House, 14 Collyer Quay, Singapore 0104.
(15) Foreign Language Centre	Winstedt Road, Singapore 0922.
(16) French-Singapore Institute	12 Science Centre, Singapore 2260.
(17) German-Singapore Institute	10 Science Centre, Singapore 2260.
(18) Geylang Centre	169 Sims Avenue, Singapore 1438.
(19) Geylang Serai Vocational Institute	Jalan Turi, Singapore 1440.
(20) Goethe-Institute Singapore	190 Clemenceau Avenue #06-01, Singapore Shopping Centre, Singapore 0923.
(21) Good Shepherd Convent Kindergarten	25 Nallur Road, Singapore 1545.
(22) Institute of Banking and Finance	10 Shenton Way #01-10, MAS Building, Singapore 0207.
(23) Institute of Certified Public Accountants of Singapore	114 Middle Road #07-01/04, Lee Kai

- gapore Training Division  
 (24) Institute of Molecular and Cell Biology  
 (25) Institute of Systems Science  
 (26) Japan-Singapore Institute of Software Technology  
 (27) Japan-Singapore Technical Institute  
 (28) Jurong Calvary Kindergarten  
 (29) Jurong Gardens School  
 (30) Jurong Vocational Institute  
 (31) Kim Keat Vocational Institute  
 (32) La Salle Schools of Music, Painting, Design and Sculpture  
 (33) Lee Kong Chian Centre  
 (34) Marketing Institute of Singapore  
 (35) Marymount Kindergarten  
 (36) McNair Vocational Institute  
 (37) Mountbatten Vocational Institute  
 (38) Nanyang Academy of Fine Arts  
 (39) National Institute of Commerce  
 (40) Institute for Productivity Training, Singapore Productivity and Standards Board  
 (41) Newton Kindergarten  
 (42) Occupational Safety and Health (Training and Promotion) Department  
 (43) Pasir Panjang Vocational Institute  
 (44) Philips Government Training Centre  
 (45) Police Academy  
 (46) Queenstown Good Shepherd Kindergarten  
 (47) Restaurant Association of Singapore Training Centre  
 (48) School of Ornamental Horticulture  
 (49) Sekolah Ujama Penjara Singapura  
 (50) SEAMEO Regional Language Centre (RELC)  
 (51) Singapore Chinese Chamber of Commerce and Industry Training Centre  
 (52) Singapore Contractors Association Ltd. Training Centre  
 (53) Singapore Die-Casting Training Centre Pte. Ltd.  
 (54) Singapore Hotel Association Training and Education
- House, Singapore 0718.  
 National University of Singapore, Kent Ridge, Singapore 0511.  
 National University of Singapore, Kent Ridge, Singapore 0511.  
 1 Maritime Square #12-11, Singapore 0409.  
 2985 Jalan Bukit Merah, Singapore 0315.  
 1 Tao Ching Road, Singapore 2261.  
 19.7 km., Jurong Road, (Hong Kah Circle), Singapore 2264.  
 245 Jalan Boon Lay, Singapore 2261.  
 Kim Keat Road, Singapore 1232.  
 490 East Cost Road, Singapore 1542.  
 844 Margaret Drive, Singapore 0314.  
 Block 164, Bukit Merah Central #04-3625, Singapore 0315.  
 790 Thomson Road, Singapore 1129.  
 Towner Road, Singapore 1232.  
 Dakota Crescent, Singapore 1439.  
 107A Sophia Road, Singapore 0922.  
 Prince Edward Road, Singapore 0207.  
 PSB Building 2, Jalan Bukit Merah Central, Singapore 159835.  
*Subst. by S 166/96 wef 1.4.96.*  
 200 Keng Lee Road, Singapore 1130.  
 NPB Building, 2 Jalan Bukit Merah Central, 5th Floor, Podium Block, Singapore 0315.  
 Alexandra Road, Singapore 0511.  
 259A Jalan Ahmad Ibrahim, Singapore 2262.  
 Thomson Road, Singapore 1129.  
 2 Dundee Road, Singapore 0314.  
 11 Dhoby Ghaut #04-02/03, Cathay Building, Singapore 0922.  
 Tyersall Avenue, Singapore 1025.  
 48 Jalan Penjara, Singapore 0314.  
 30 Orange Grove Road, Singapore 1025.  
 47 Hill Street, Singapore 0617.  
 Construction House, 1 Bukit Merah Lane 2, Singapore 0315.  
 c/o 40 Gul Crescent, Singapore 2262.  
 Nassim Hill, Singapore 1024.



cation Centre

- (55) Singapore Insurance Training Centre 10 Shenton Way #14-06, MAS Building, Singapore 0207.
- (56) Singapore Manufacturers' Association Technical Training Centre 1 Maritime Square #02-18, Singapore 0409.
- (57) Singapore National Employers' Federation Training Centre 19 Tanglin Road, #10-01/04, Tanglin Shopping Centre, Singapore 1024.
- (58) Singapore Retail Merchants Association Training Centre 190 Middle Road #15-03, Fortune Centre, Singapore 0718.
- (59) Singapore Science Centre Science Centre Rd, Singapore 2260.
- (60) Singapore Technical Institute (a) Circuit Road, Singapore 1337.  
(b) Mattar Road, Singapore 1438.
- (61) Singapore Textile and Garment Industry Training Centre Private Ltd. 30B Seah Street, Singapore 0718.
- (62) Singapore Vocational Institute Balestier Road, Singapore 1232.
- (63) St. Joseph's Church 610 Upper Bukit Timah Road, Singapore 2367.
- (64) Tata Government Training Centre 24 Chin Bee Drive, Singapore 2261.
- (65) Vocational and Industrial Training Board Vocational Drive, Singapore 0513.
- (66) Yio Chu Kang School 16.1 km., Yio Chu Kang Road, Singapore 2280.
- (67) Bethesda (BA) Kindergarten 114 Serangoon Avenue 3, Singapore 1955.
- (68) Bethesda (Katong) Kindergarten 2 La Salle Street, Singapore 1545.
- (69) Foochow Methodist Church Kindergarten 90 Race Course Rd, Singapore 0821.
- (70) Galilee Kindergarten 202 Pandan Gardens, Singapore 2260.
- (71) Institute of Dental Health Hyderabad Road, Singapore 0511.
- (72) Singapore Institute of Labour Studies Trade Union House, Shenton Way, Singapore 0106.
- (73) Ministry of Education Language Centre Winstedt Road, Singapore 0922.
- (74) National Community Leadership Training Institute South Buona Vista Road, Singapore 0511.
- (75) Productivity Secretariat National Trade Union Congress Trade Union House, Shenton Way, Singapore 0106.
- (76) Singapore Power Training Institute 1A Woodleigh Park Singapore 357874  
*S 18/97 wef 1.10.95*
- (76) Singapore Power Training Institute 1A Woodleigh Park Singapore 357874.
- (77) Singapore Baptist Kindergarten 55 Angsana Avenue, Singapore 1334.
- (78) Singapore Institute of Management 15 Scotts Road, Level 4, Thong Teck Building, Singapore 0922.
- (79) Singapore Port Institute Maritime Square, Singapore 0409.
- (80) Singapore Telecommunication Academy 1 Hillcrest Road, Singapore 1128.
- (81) Skills Development Secretariat National Trade Union Congress Trade Union House, Shenton Way, Singapore 0106.
- (82) St. James' Church Kindergarten 1 Leedon Road, Singapore 1026.

(83) Training and Health Education Department	Hyderabad Road, Singapore 0511.
(84) Umar Pulavar Tamil Language Centre	Serangoon Road, Singapore 0821.
(85) Winchester School	8/9 Winchester Road, Singapore 0511.
(86) Zion Kindergarten	5 Tavistock Avenue, Serangoon Garden, Singapore 1955.
(87) Curriculum Planning Division	Environment Building, 7th Level, 40 Scotts Road, Singapore 0922. S 528/92 wef 1.1.93.
(87)Curriculum Planning and Development Division, Ministry of Education	Environment Building, 8th level, 40 Scotts Road, Singapore 228231.
(88)Education Technology Division, Ministry of Education	564B, Bukit Timah Road, Singapore 259767.

### PART V

Name of Institution	Address
(1) Centre of Vocational Training, Vocational and Industrial Training Board	Vocational Drive, Singapore 0513.
(2) Centre for Educational Technology, National University of Singapore	Kent Ridge, Singapore 0511.
(3) Department of Educational Technology, Singapore Polytechnic	Dover Road, Singapore 0513.
(4) Educational Technology Centre, Ngee Ann Polytechnic	535 Clementi Road, Singapore 2159.
(5) Educational Technology Unit, Nanyang Technological Institute	Nanyang Avenue, Singapore 2263.

### PART VI

Name of Institution	Address
(1) Centre of Vocational Training, Vocational and Industrial Training Board	Vocational Drive, Singapore 0513.
(2) Curriculum Development Institute of Singapore	456E Bukit Timah Road, Singapore 1025.
(3) Department of Educational Technology, Singapore Polytechnic	Dover Road, Singapore 0513.
(4) Educational Technology Centre, Ngee Ann Polytechnic	535 Clementi Road, Singapore 2159.
(5) Educational Technology Unit, Nanyang Technological Institute	Nanyang Avenue, Singapore 2263.
(6) Gifted Education Unit, Ministry of Education	Kay Siang Road, Singapore 1024.

## SECOND SCHEDULE

Regulation 4]

### INSTITUTIONS ASSISTING HANDICAPPED READERS

---

NAME OF INSTITUTION	ADDRESS
(1) SINGAPORE ASSOCIATION FOR THE BLIND	47 TOA PAYOH RISE, SINGAPORE 1129.
(2) SCHOOL FOR THE BLIND	47 TOA PAYOH RISE, SINGAPORE 1129.

## THIRD SCHEDULE

Regulation 5

**FORM OF NOTICE FOR PURPOSES OF SECTION 34 (b)  
The Copyright Regulations**

### WARNING

A copyright owner is entitled to take legal action against a person who infringes his copyright. Unless otherwise permitted by the Copyright Act, unauthorised copying of a work in which copyright subsists may infringe the copyright in that work.

Where making a copy of a work is a fair dealing under section 35 of the Copyright Act, making that copy is not an infringement of the copyright in the work.

It is a fair dealing to make a copy, for the purpose of research (other than industrial research or research carried out by business) or private study, of one or more articles on the same subject-matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

More extensive copying may constitute fair dealing for the purpose of research (other than industrial research or research carried out by business) or private study. To determine whether it does, it is necessary to have regard to the criteria set out in section 35 (2) of the Copyright Act.

It is a fair dealing to make a copy, for the purpose of research or private study, of one or more articles on the same subject-matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion. In the case of an electronic version of a published work that is not divided into pages and is not an artistic work, 10% of the total number of bytes is a reasonable portion.

More extensive copying may constitute fair dealing for the purpose of research or private study. To determine whether it does, it is necessary to have regard to the criteria set out in section 35 (2) of the Copyright Act.

## FOURTH SCHEDULE

Regulation 8 (2) (a)

### FORM OF RECORD FOR PURPOSES OF SECTION 52 (6) AND (8)

**RECORD OF COPIES MADE BY OR ON BEHALF OF THE BODY ADMINISTERING (name of educational institution) OF THE WHOLE OR A PART OF AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION**

Item	Matter	Particulars
1	If the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication that number.	
2	If the International Standard Serial Number in respect of the publication is not so recorded the name of the periodical publication.	
3	The title or description of the article.	
4	The name of the author of the article (if that name is known).	
5	The volume, or volume and number, as the case requires, of the periodical publication containing the article.	
6	The page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified.	
7	The number of copies made.	
8	The date on which those copies have been made.	
9	The date on which this record is made.	

(Signature)

## FIFTH SCHEDULE

Regulation 8 (2) (a)

### FORM OF RECORD FOR PURPOSES OF SECTION 54 (7) AND (9) SECTION 54 (9) OR 54A (6)

**RECORD OF A COPY MADE BY OR ON BEHALF OF THE BODY ADMINISTERING (name of institution assisting handicapped readers or institution assisting intellectually handicapped readers) OF THE WHOLE OR A PART OF AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION**

Item	Matter	Particulars
1	If the International Standard Serial Number in respect of the periodical publication is recorded in the periodical publication that number.	
2	If the International Standard Serial Number in respect of the publication is not so recorded the name of the periodical publication.	
3	The title or description of the article.	
4	The name of the author of the article (if that name is known).	
5	The volume, or volume and number, as the case requires, of the periodical publication containing the article.	
6	The page numbers of the pages in that volume, or in that number of that volume, that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified.	
7	The date on which copy has been made.	
8	The form in which the copy has been made.	
9	The date on which this record is made.	

(Signature)

## SIXTH SCHEDULE

Regulation 8 (2) (b)

### FORM OF RECORD FOR PURPOSES OF SECTION 52 (7) AND (8)

#### **RECORD OF COPIES MADE BY OR ON BEHALF OF THE BODY ADMINISTERING (name of educational institution) OF THE WHOLE OR A PART OF A WORK (NOT BEING AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION)**

Item	Matter	Particulars
1	If the International Standard Book Number in respect of the work is recorded in the edition of the work copied that number	
2	If the International Standard Book Number in respect of the work is not so recorded	
	(a) the title or description of the work;	
	(b) the name of the publisher of the edition of the work; and	

- (c) the name of the author of the work  
(if that name is known).
- 3 The page numbers of the pages in the edition of the work that have been copied, or, in a case where a page so copied does not bear a page number, such description of the page as will enable it to be identified.
- 4 The number of copies made.
- 5 The date on which those copies have been made.
- 6 The date on which this record is made.
- 7 If the work is contained in a published edition that is stored on any medium by electronic means and is not divided into pages, the total number of bytes in the edition that have been copied.

(Signature)

## SEVENTH SCHEDULE

Regulation 8 (2) (b)

### FORM OF RECORD FOR PURPOSES OF SECTION 54 (8) AND (9) SECTION 54 (9) OR 54A (6)

#### RECORD OF A COPY MADE BY OR ON BEHALF OF THE BODY ADMINISTERING (name of institution assisting handicapped readers or institution assisting intellectually handicapped readers) OF THE WHOLE OR A PART OF A WORK (NOT BEING AN ARTICLE CONTAINED IN A PERIODICAL PUBLICATION)

Item	Matter	Particulars
1	If the International Standard Book Number in respect of the work is recorded in the edition of the work copied that number.	
2	If the International Standard Book Number in respect of the work is not so recorded	(a) the title or description of the work; (b) the name of the publisher of the edition of the work; and (c) the name of the author of the work (if that name is known).
3	The page numbers of the pages in the edition of the work that have been reproduced, or, in a case where a page so	

reproduced does not bear a page number,  
such description of the page as will  
enable it to be identified.

- 4 The date on which the copy has been  
made.
- 5 The form in which the copy has been  
made.
- 6 The date on which this record is made.

(Signature)

## EIGHTH SCHEDULE

Regulation 4A

### *Institutions Assisting Intellectually Handicapped Readers*

	Name of School	Address
1.	AWWA Special School	9 Norris Road, Singapore 208252
2.	Balestier Special School	18 McNair Road, Singapore 328523
3.	Margaret Drive Special School	501 Margaret Drive, Singapore 149306
4.	Spastic Children's Association School	25 Gilstead Road, Singapore 309070
5.	AESN Delta Senior School	99 Arthur Road, Singapore 439807
6.	Chao Yang Special School	4 Anthony Road, Singapore 229945
7.	Jervois Special School	71 Jervois Road, Singapore 249049
8.	Katong Special School	10 La Salle Street, Singapore 456933
9.	Guillemard Gardens School	15 Guillemard Crescent, Singapore 399910
10.	Jurong Gardens School	Jalan Seh Chuan, Singapore 598415
11.	Lee Kong Chian Gardens School	801 Margaret Drive, Singapore 149307
12.	Towner Gardens School	1B Lengkong Lima, Singapore 417557
13.	Yio Chu Kang Gardens School	451 Yio Chu Kang Road, Singapore 805918
14.	National Council of Social Service	11 Penang Lane, Singapore 238485

---