

Features of the e-Copyright System

The e-Copyright System is a comprehensive digital platform developed to streamline and modernize the copyright registration and management process for the Bangladesh Copyright Office. It enables applicants to submit applications, make payments, and track their status entirely online, while also supporting internal workflows for efficient processing, review, and decision-making. By integrating user-friendly interfaces with a structured administrative system, the platform ensures transparency, accuracy, and faster service delivery across all stages of copyright management.

1. Applicant Registration & Account Management

The e-Copyright System provides a complete digital platform for user registration and account management. Applicants can create accounts online by filling out a registration form, followed by email verification for activation. Once verified, users can securely log in and manage their profiles. The system supports individuals, groups, companies, and institutions, making it flexible for different types of applicants.

2. Online Copyright Application Submission

The system enables end-to-end online copyright application submission. Applicants can select applicant type, work category, and rights type, and enter detailed information such as title, language, author details, and publication history. It also supports originality declaration, multiple copyright owners, and uploading of work files. Applicants can choose the certificate language as well.

3. Application Preview & Validation

Before final submission, users can review their applications using the preview feature. The "Preview and Save" option allows applicants to identify errors and make corrections. Once finalized, the application can be submitted and downloaded for record-keeping.

4. Online Payment Integration (E-Challan)

The platform integrates an online payment system through E-Challan. Applicants can pay required fees via treasury services and upload payment details. This ensures a transparent and efficient payment process within the application workflow.

5. Notifications & Application Tracking

The system provides automated notifications through email and SMS. After submission, applicants receive a unique tracking number that can be used to monitor application status. This enhances transparency and keeps users informed at every stage.

6. Agreement Endorsement Module

In addition to copyright registration, the system supports agreement endorsement applications. Users can submit agreement details, including parties, witnesses, and purpose. The module follows a structured, step-by-step process with preview and payment integration similar to the main application system.

7. E-File Management & Internal Workflow

The system includes a comprehensive e-file management system for internal operations. Applications are distributed by the Deputy Registrar to relevant officials. Officers can review, comment, and forward applications through a structured workflow, ensuring proper handling and traceability.

8. Multi-Level Review & Role-Based Processing

Multiple roles such as Inspector, Indexer, Examiner, Assistant Registrar, Deputy Registrar, and Registrar are involved in processing applications. Each role has specific responsibilities including review, verification, commenting, and forwarding, ensuring a thorough and accountable evaluation process.

9. Communication & Query Management

The system facilitates internal communication through features like forward notes and explanation requests. Officials can request clarifications, respond to queries, and maintain a clear communication trail throughout the application lifecycle.

10. Correction & Hearing Management

If issues are identified, correction letters can be generated and sent to applicants via email and SMS. Applicants can update their applications through a correction link. The system also manages hearing processes, including scheduling and notification of hearings.

11. Decision & Reconsideration Management

Applications can be approved, rejected, or marked as not approved based on evaluation. The system also allows reconsideration of decisions before finalization. All decisions are recorded systematically to ensure accountability and proper documentation.

12. Certificate Generation & Verification

Upon approval, certificates are generated, reviewed, and issued by authorized personnel. Each certificate includes a QR code for verification. Applicants are notified once the certificate is ready, ensuring authenticity and easy validation.

13. Search & Status Tracking System

Both applicants and officials can search and track applications using the tracking number. The system allows easy retrieval of application data and supports reprocessing when necessary, improving efficiency and accessibility.

14. Administrative Control Panel

The admin module provides full control over system management. Administrators can create user accounts, manage categories, configure rules, monitor staff activities, and handle application statuses. It also supports updating system information such as FAQs and guidelines

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