

Application for Assignment (Transfer on Death)

PLR is a property right, which may be given away, sold or bequeathed. PLR continues for up to 70 years after the date of the original registered owner's death.

This form should be used to transfer PLR to a new owner (either an individual or an organisation) who will become the PLR assignee. You may use this form to assign registered titles for both the UK and Irish PLR schemes. In most cases, all of the registered owner's titles will be assigned, but there is an option to assign PLR for a selection of titles (see Section G below).

GUIDE TO COMPLETING THE FORM

- Before completing the form, please read the information on posthumous registration at bl.uk/plr/registration-service.
- The form should be completed in block capitals.
- Please ensure that all required sections are completed before returning the form to us.
- Forms can be provided in large print on request.

CHECKLIST

Section A	Have you completed the registered owner's details? Have you indicated which scheme(s) the books are to be transferred from (UK and/or Irish PLR)?	✓
Section B	Has the legal representative or next of kin completed and signed this section?	
Section C	Have you indicated which documents you are providing?	
Section D	Has the new or senior owner (responsible for a joint account) completed and signed this section? Have you provided your British Library Account Number (for online account holders)?	
Section E	Has the new owner provided payment details?	
Section F	Have you listed the details of any joint owners?	
Section G	If only some titles are to be assigned, have you listed them? (It is not necessary to complete this section if all the registered titles are to be assigned.)	

PLEASE RETURN THE COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS TO THE ADDRESS BELOW.

Application for Assignment (Transfer on Death)

Please complete all the required sections.

(A) REGISTERED OWNER

- You can use this form to transfer titles registered for either the UK PLR scheme only, the Irish PLR scheme only or both schemes. Please tick (✓) below to indicate which scheme(s) you are applying for.
- Please detail below the British Library account number, name, PLR numbers (if known) and date of death of the registered PLR owner.

Are you applying to transfer books registered for: UK PLR?¹ Irish PLR?¹ Both PLR schemes?¹

British Library Account Number <small>(leave blank if unknown)</small>	
Surname	
Forename(s)	
Date of Birth	
Date of Death	

¹ Please indicate which schemes the books are to be transferred from. You may choose to transfer books registered for UK PLR only, Irish PLR only or both schemes. If you are unsure if the registered owner was registered for both schemes, please contact the PLR office for advice. If you would like to transfer the books registered for the UK and Irish schemes to different owners, you will need to complete a separate Assignment form for each scheme.

(B) LEGAL REPRESENTATIVE

- The Executor named in the Grant of Probate or Will should complete this section. If there is more than one legal representative, it is only necessary for one person to complete this section.
- If the registered owner died intestate the next of kin should complete this section and provide a letter to confirm that no documentation is available.

Surname	
Forename	
Address Postcode/Eircode	
Telephone Number	
Email	

I confirm that I act as the legal representative or next of kin and all registered books or the books specified in section G should be transferred to the new owner(s) listed in section D/E.	
Signed	
Date	

(C) DOCUMENTS

Before we can complete the transfer, you will need to provide a copy of either the Will and Death Certificate or Grant of Probate (Letter of Administration in Ireland or Confirmation Document in Scotland). Please note for security send documents under separate cover to the completed form if bank details are included below. Documents are sent at your own risk and should be sent via recorded/tracked delivery. If there are no documents available or the registered owner died intestate, the next of kin must provide a letter to confirm this.

Please tick (✓) below to indicate which documents you are providing.

Grant of Probate

Letter of Administration/Confirmation Document

or
Will and Death Certificate

No documentation available (confirmation letter required)

(D) NEW OWNER OR SENIOR OWNER

Please note that new owners can set up an online assignee account at bl.uk/plr which enables you manage your personal details and access your annual payment statement. If you have opted to set up an online account you won't need to complete your address and bank details on this form as they will be held in your account but please ensure that you provide your British Library account number.

- PLR can be assigned to up to four joint owners. Joint owners should be listed in section F.
- The person who completes section D is deemed the 'senior owner' and will receive all correspondence and any payment due.
- If you have indicated that PLR is to be transferred for both the UK and Irish PLR schemes, we will assign both rights to the person listed below. If you would like to transfer the books registered for the UK and Irish schemes to different owners, you will need to complete a separate assignment form for each scheme.
- If PLR is to be transferred to an organisation, a representative of the organisation should complete this section.

British Library Account Number (leave blank if unknown)			
Surname			
Forename			
Address			
Postcode/Eircode			
Telephone Number			
Email			
I confirm that the PLR in all registered books or the books specified in section G (book details) should be legally transferred to me and I claim the right in the book(s). If there are joint owners listed in section F, I understand that I am responsible for distributing any PLR earnings between the remaining owners each year. I understand any future actions to reassign or renounce any interests must be agreed in advance with all joint owners. I give permission for PLR staff to process my application in accordance with my instructions.			
Signed		Date	

Payment is made by direct credit transfer to your account. Please provide your bank details below. You do **not** need to complete this section if you are applying for an online account.

(E) BANK DETAILS

UK bank details

Name of Account Holder(s)	
Bank/Building Society Name	
Branch Name	
Sort Code (6 digits)	
Account Number (8 digits)	
Building Society Reference/Roll Number	

Non-UK bank details

Payments will be credited in the currency of the country in which you are resident, at the rate that applies on the day on which they are paid from PLR's bank account.

Name of Account Holder(s)	
Bank/Building Society Name	
Branch Name	
Swift/BIC Code (8/11 characters)	
IBAN (prefix eg IE, FR)	

(F) JOINT OWNERS

- PLR may be transferred to up to four joint owners.
- The person named in section D is deemed the 'senior owner' and is responsible for correspondence and distribution of any earnings to the joint owners.
- In the event of the death of the senior owner, the rights will be transferred into the name of the second owner, and so on.

Second Owner

Surname	
Forename	
Address	
Postcode/Eircode	

Third Owner

Surname	
Forename	
Address	
Postcode/Eircode	

Fourth Owner

Surname	
Forename	
Address	
Postcode/Eircode	

