



ARCHIVED PROGRAMME(S) REQUEST FORM  
F1-Personal Use

<b>Name of Requestor</b>	
<b>N.I.N</b>	
<b>Telephone Number</b>	
<b>Home Address</b>	
<b>Email Address</b>	

<b><u>Programme Title</u></b>			
Date Programme aired		Time Programme aired	
Platform/Channel			

<p><b>Reason for Requesting the Programme</b> (Please attach letter or email of request, if already presented)</p>
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The video/audio material is provided on a watermarked disc. The SBC retains all broadcasting and copyrights in the video/audio material. Any duplication or any form of redistribution of this material is strictly prohibited.

I..... , do hereby affirm, to take all necessary precautions to ensure no further duplication or redistribution of the original material contained on the disc. In the event of such occurring, I take full responsibility.

Signature: ..... Date:.....

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This form can be filled-in and emailed electronically to: [Ceo.Secretary@sbc.sc](mailto:Ceo.Secretary@sbc.sc)

However, a hard copy of the completed form must be signed by the requestor before the DVD transfer can be released.

For further information or requests, please contact [Ceo.Secretary@sbc.sc](mailto:Ceo.Secretary@sbc.sc) or call 4289711.



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For Office Use Only

<p><b>Recommended by Head of Section</b></p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p>	<p>Approved                      Not approved</p> <p>To be Charged              Free of service</p> <p>.....</p> <p style="text-align: center;"><b>Deputy Chief Executive Officer or the Chief Executive Office</b></p> <p>Date: .....</p>
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**THIS SECTION IS TO BE COMPLETED BY SALES AND MARKETING STAFF**

Cost of Transfer	
Administrative Fee	<b>Rs 100</b>
VAT @15%	
DVD Cost	
Total revenue collected	
Invoice Reference	
PAID:	CASH / CHEQUE

DVD COLLECTED by: .....  
NIN (If different from Requestor):

Date: .....

Signature: .....

**SBC Officer:** .....

Date: .....

Signature: .....