



ARCHIVED PROGRAMME(S) REQUEST FORM
F2-Corporate and Commercial Use

Entity Name	
Official Address	
Email Address	
Telephone Number	
Name of Requestor	
N.I.N of Requestor	

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

Reason for Requesting the Programme (Please attach letter or email of request, if already presented)
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The video/audio material is provided on a watermarked disc and is for the sole use of the Entity which is requesting. The SBC retains all broadcasting and copyrights in the video/audio material. It cannot be used for other purposes and intent other than what is stated on this form and for which it has been approved for usage.

I....., do hereby affirm, on behalf of my organization, to abide by the above terms and conditions.

Signature: Date:

This form can be filled-in and emailed electronically to: 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 or call 4289711.



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For Office Use Only

Recommended by Head of Section Name: Signature: Date:	Approved To be Charged	Not approved Free of service
 Deputy Chief Executive Officer or the Chief Executive Office	
	Date:	

THIS SECTION IS TO BE COMPLETED BY SALES AND MARKETING STAFF

Cost of Transfer	
Administrative Fee	Rs 200
VAT @15%	
DVD Cost	
Total revenue collected	
Invoice Reference	
PAID:	CASH / CHEQUE

DVD COLLECTED by:

Date:

NIN (If different from Requestor):

Signature:

SBC Officer:

Date:

Signature: