

APPENDIX 2



MECHANICAL-COPYRIGHT PROTECTION SOCIETY LTD BLANKET SCHEME APPLICATION FORM

Confidential information supplied in this form will be treated in strictest confidence. Whether or not an applicant is accepted under this Agreement is decided by the MCPS Board. Acceptance may be conditional upon the provision of financial guarantees (e.g. deposits and/or advances).

Reference should be made to the terms and conditions of the Agreement before completing and signing this application form.

If in the last 12 months an application for AP1, DVD1, or AVP has been accepted by MCPS, only complete questions where your answers differ from ones previously given or differ due to the context of the agreement. However, financial references may be required for ALL applications made.

IMPORTANT:

Please ensure that you have enclosed the following information, as we are unable to process your application without it:

- **A completed Status Enquiry Request (bank reference form)**
- **A one page overview of your company background and future plans**
- **A Published Dealer or Retail Price List**
- **A copy of your current product catalogue (if available)**

PLEASE ANSWER THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE

What type of Agreement(s) are you applying for?

AP1 (Music Only CDs/ Vinyl):

DVD1 (Music DVDs):

AVP (General Interest DVDs featuring music):

SECTION A - BACKGROUND

A1. Registered name of Company making this application:

A2. Trading address(es):

Tel No: _____ Fax No: _____

Website _____

E-mail: _____ VAT. Reg. No. _____

A3. Address of Registered Office (if different from Question A2):

Tel No: _____ Fax No: _____

E-mail: _____ Registered Company No: _____

Other (please specify): _____

A4. What is the status of your Company?

Limited Company

Public Limited Company

Partnership

Subsidiary Limited Company

Other (for example - Sole Trader) (please specify): _____

Please state your Companies House Number: _____

A5. On what date (month and year) did your company commence trading?

A6. The names of Directors of the Company:

The names, titles, email addresses and telephone numbers of personnel in your company whom MCPS may contact:

Name	Position	Telephone number	Email address

A7. Please give the name and address of any wholly owned music publishing company, and specify the nature of its business relationship to the company making this application:

Name: _____

Address:

Tel No: _____ Fax No: _____

E-mail:

Nature of business relationship:

A8. Is the publisher a member of MCPS?

Yes

No

A9. What are the names of your labels, trademarks, brands and websites?

SECTION B - ACCOUNTING

B1. Please give the name and address of your organisation's bankers (as we will need to apply for a reference):

Name:

Address:

Tel No: _____ Fax No: _____

E-mail: _____

B2. Please indicate whether :

a) you pay royalties on behalf of any other company?

YES

NO

(If YES, which?): _____

Company name: _____

Address:

Tel No: _____ Fax No: _____

E-mail: _____

b) your royalty commitment paid for you by any other company?

YES

NO

(If YES, please give details): _____

Company name: _____

Address:

Tel No: _____ Fax No: _____

E-mail: _____

SECTION C - REPORTING

C1. What stock control processes and software do you have in place (e.g. SAGE, MYOB)?

C2. MCPS requires quarterly shipment records to be made available in electronic form. Which of the following forms can you comply with?

Excel (MCPS' own reporting template)

Counterpoint

Royalty Share

Own System (please specify):

C3: Promotional Copies:

a) What are the typical quantities mailed out on any new release?

b) How do you keep accurate records of your promotional copy mailings?

Excel (MCPS' own reporting template)

In House Stock Control

Other (please specify):

SECTION D - MANUFACTURING & DISTRIBUTION

D1. Please provide a copy of your dealer price list (if necessary, please submit this separately):

D2. Who manufactures your product (please provide their names and addresses below)?

D3. Do you pay manufacturing invoices, or are these re-charged to you by your distributor?

D4. Which companies do you have overseas distribution agreements with? Please list their names and addresses below. (if necessary, please submit this separately):

D5. Distribution Accounting:

(Please note; under the terms of the AP1, DVD1 and AVP schemes, all quarterly shipment submissions must be received no later than 21 days after the end of each calendar quarter).

How frequently do your distributors account to you?

Within how many days of the above, do you receive shipment data?

SECTION E - ROYALTY LIABILITY

E1. How many releases do you anticipate in the coming year?

CD Albums	CD Singles	Music DVDs	Music DVD Singles	CD/DVD Hybrids	General Interest DVDs	Other format (please specify):

E2. Please give an estimate (in £'s) of your mechanical royalty liability for the coming year.

AP1		DVD1			AVP	
CD Albums	CD Singles	Music DVDs	Music DVD Singles	CD/DVD Hybrids	General Interest DVDs	Other format (please specify):

Please note: the value of your estimated mechanical royalties will be used as a basis to determine a monthly Direct Debit sum.

These monthly payments are made during a given calendar quarter, to accrue towards the relevant quarter's invoice. (For example, Direct Debits made in January, February and March would be held on account for your Quarter 1 invoice (normally raised in April), rather than for other invoices which may become due during this period).

Your potential liability can be calculated as follows:

AP1 or DVD1 calculated as follows:

$$\begin{array}{c} \boxed{\text{No. Releases}} \end{array} \times \begin{array}{c} \boxed{\text{Est. Shipments}} \end{array} \times \begin{array}{c} \boxed{\text{PPD}} \end{array} \times \begin{array}{c} \boxed{\text{Rate}} \end{array} = \begin{array}{c} \boxed{\text{Est. Mechanicals}} \end{array} \text{ (exc VAT)}$$

Example: 1 1,000 £8.00 8.5% £680.00

AP1 Rates: Published Dealer Price rate is 8.5%
If this is unavailable - 6.5% of Retail Price

The charge is reduced proportionately if any of the music on the CD/LP is in the public domain or is non-MCPS repertoire. Where timings are not available, tracks will be treated as of equal duration.

DVD1 Rates:

Category A (DVD singles) - 8.5% of Published Dealer Price, or 6.5% of Retail Price

Category B (Hybrid DVDs)* - 7.25% of Published Dealer Price, or 5.54% of Retail Price

Category C (DVD-Video albums) - 6.25% of Published Dealer Price, or 4.78% of Retail Price

*Where hybrids are generally mixed CD and DVD packages or similarly Dualdiscs.

AVP Rates

$$\begin{array}{c} \boxed{\text{No. Releases}} \end{array} \times \begin{array}{c} \boxed{\text{Est. Shipments}} \end{array} \times \begin{array}{c} \boxed{\text{PPD}} \end{array} \times \begin{array}{c} \boxed{\text{Rate}} \end{array} \times \begin{array}{c} \boxed{\text{MCPS Claim}^*} \end{array} = \begin{array}{c} \boxed{\text{Est. Mechanicals}} \end{array} \text{ (exc VAT)}$$

Example: 1 1,000 £8.00 8.5% $\frac{25 \text{ mins}}{100 \text{ mins}}$ £170.00

*The MCPS Claim = Total Music Duration (divided by) Total Running Times (music plus non music content)

E3. Is your organisation a member of any other representative body (such as the BPI or AIM)? If so, which?

SECTION F - DECLARATION

This application form must be signed by a registered Director of your company.

Declaration: I hereby confirm the following statements:

- The information contained in this document is accurate to the best of my knowledge.
- MCPS are permitted to approach any and all related partners, for the purposes of verifying the information provided within this application form.

Director's Name:

Director's Signature:

Date of Application:

Please note that no Agreement (or licence thereunder), whether express or implied, shall be taken to have been granted by MCPS or their membership merely by completion of this application form.

Please return this form and all additional documents to:

**MCPS Blanket Licensing Manager,
MCPS Ltd,
Elgar House,
41 Streatham High Road,
London, SW16 1ER**