



NOTIFICATION OF INTENDED RELEASE UNDER MCPS AP.1 AGREEMENT

*Not applicable for any Multimedia formats (e.g. CD-ROM, CD-I, 3DO) or any MIDI data carriers

PRODUCT DETAILS

NIR

RECORD COMPANY / APPLICANT	DAYTIME TELEPHONE	MCPS USE ONLY
ADDRESS	FAX	
	CONTACT NAME	EMAIL

TITLE	TYPE OF RELEASE	<input type="checkbox"/> ALBUM <input type="checkbox"/> SINGLE	MCPS USE ONLY
ARTIST (for compilations enter VARIOUS and list artists by track overleaf)	LABEL		

	FIRST FORMAT	SECOND FORMAT	THIRD FORMAT	FOURTH FORMAT
	MCPS USE ONLY	MCPS USE ONLY	MCPS USE ONLY	MCPS USE ONLY
Product Information	CATALOGUE NO	CATALOGUE NO	CATALOGUE NO	CATALOGUE NO
	ITEMS <input type="checkbox"/> One Item <input type="checkbox"/> Set of __	ITEMS <input type="checkbox"/> One Item <input type="checkbox"/> Set of __	ITEMS <input type="checkbox"/> One Item <input type="checkbox"/> Set of __	ITEMS <input type="checkbox"/> One Item <input type="checkbox"/> Set of __
	FORMAT <input type="checkbox"/> 12" vinyl <input type="checkbox"/> 7" vinyl <input type="checkbox"/> 5" CD <input type="checkbox"/> Cassette <input type="checkbox"/> Other (specify)	FORMAT <input type="checkbox"/> 12" vinyl <input type="checkbox"/> 7" vinyl <input type="checkbox"/> 5" CD <input type="checkbox"/> Cassette <input type="checkbox"/> Other (specify)	FORMAT <input type="checkbox"/> 12" vinyl <input type="checkbox"/> 7" vinyl <input type="checkbox"/> 5" CD <input type="checkbox"/> Cassette <input type="checkbox"/> Other (specify)	FORMAT <input type="checkbox"/> 12" vinyl <input type="checkbox"/> 7" vinyl <input type="checkbox"/> 5" CD <input type="checkbox"/> Cassette <input type="checkbox"/> Other (specify)
	SPEED (VINYL) <input type="checkbox"/> 45rpm <input type="checkbox"/> 33rpm <input type="checkbox"/> 78rpm	SPEED (VINYL) <input type="checkbox"/> 45rpm <input type="checkbox"/> 33rpm <input type="checkbox"/> 78rpm	SPEED (VINYL) <input type="checkbox"/> 45rpm <input type="checkbox"/> 33rpm <input type="checkbox"/> 78rpm	SPEED (VINYL) <input type="checkbox"/> 45rpm <input type="checkbox"/> 33rpm <input type="checkbox"/> 78rpm
	NO. OF TRACKS	NO. OF TRACKS	NO. OF TRACKS	NO. OF TRACKS
	SPECIAL FEATURES	SPECIAL FEATURES	SPECIAL FEATURES	SPECIAL FEATURES
	BAR CODE NO	BAR CODE NO	BAR CODE NO	BAR CODE NO
Manufacturing Information	MANUFACTURER	MANUFACTURER	MANUFACTURER	MANUFACTURER
	ADDRESS	ADDRESS	ADDRESS	ADDRESS
	TELEPHONE	TELEPHONE	TELEPHONE	TELEPHONE
	PRICE <input type="checkbox"/> Dealer £ <input type="checkbox"/> Retail ex VAT <input type="checkbox"/> Not for Sale	PRICE <input type="checkbox"/> Dealer £ <input type="checkbox"/> Retail ex VAT <input type="checkbox"/> Not for Sale	PRICE <input type="checkbox"/> Dealer £ <input type="checkbox"/> Retail ex VAT <input type="checkbox"/> Not for Sale	PRICE <input type="checkbox"/> Dealer £ <input type="checkbox"/> Retail ex VAT <input type="checkbox"/> Not for Sale
	FIRST DISTRIBUTOR(S)	FIRST DISTRIBUTOR(S)	FIRST DISTRIBUTOR(S)	FIRST DISTRIBUTOR(S)

Declaration: I hereby declare and warrant that the information contained within this document is, to my knowledge, true and accurate at the date of my signature.

SIGNED _____ POSITION _____ COMPANY _____ DATE _____

Catalogue Nos.

FIRST FORMAT		SECOND FORMAT		THIRD FORMAT		FOURTH FORMAT	
SIDE	TRACK	SIDE	TRACK	SIDE	TRACK	SIDE	TRACK



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TRACK DETAILS

NIR

COMPOSER / AUTHOR / ARRANGER etc

Please specify role precisely where known using these codes:

C - Composer of Music

A - Author of Lyrics

CA - Composer and Author

AR - Arranger or Editor of Music

TR - Translator of Lyrics

COPYRIGHT OWNER (if known)

or PD (Public Domain)

or SW (Spoken Word)

TITLE (and ARTIST for compilations)

RUNNING TIME

SIDE	TRACK	SIDE	TRACK	SIDE	TRACK	SIDE	TRACK	TITLE (and ARTIST for compilations)	RUNNING TIME	COMPOSER / AUTHOR / ARRANGER etc	COPYRIGHT OWNER (if known) or PD (Public Domain) or SW (Spoken Word)

Declaration: I hereby declare and warrant that the information contained within this document is, to my knowledge, true and accurate at the date of my signature.

SIGNED _____ POSITION _____ COMPANY _____ DATE _____



Notes on the completion of the Notification of Intended Release (NIR)

General Information:

The NIR is designed to give MCPS as much information as possible about the proposed recording so that the works you intend to record can be cleared quickly and efficiently.

The form consists of two parts, the first for PRODUCT details and the second for TRACK details. Both should be completed. The same forms may be used for up to four formats of the same recording. Where the track listings differ between formats (for example, a CD may have more tracks than the cassette) then side and track number should be listed accordingly using the column on the left hand side of the track details form. The number of tracks should be completed in the box on the Product Information page for each format as this provides a useful check on the track details form. If there are more than 18 tracks on a product, more than one form will be needed for track details.

Please keep a copy of your completed forms for your own reference. If the NIR is not completed sufficiently it will be returned to you indicating where additional information is required. This will cause delay in clearance.

The name and address of the manufacturer must be entered, as a duplicate copy of the conditional licence will be sent to them after payment of invoice has been received. The quantity to be manufactured is essential information for MCPS to calculate the mechanical royalties. It is this quantity that will be licensed.

We hope these notes have been helpful but should you need further information, please contact the AP Clearance Dept at MCPS on 020 8378 7575

Product Details Information:

RECORD COMPANY / APPLICANT: means anyone who puts out a record or tape, whether a company or private individual.

If the product has no formal **TITLE** please give a brief description which MCPS may use as a title.

ARTIST means the name of the main performer(s). If tracks are by different performers (for example, compilations or samplers) please list them against the tracks on the next page.

The **CATALOGUE NUMBER** identifies your product and should be unique. It usually contains an alphabetic 'prefix'. If you are using a prefix for the first time please check with MCPS that it is not already in use.

The **LABEL** is the "trademark" name which appears on the record or tape, if any. It is often the same as the Record Company name. If left blank MCPS will use the Record Company name.

An **ALBUM** normally means a product contains more than 20 minutes of recordings, a single generally less. However, there are exceptions and you should enter the description you believe best describes your product.

A double album should be shown as a **Set of 2**. A box set may be a set of any number.

If the **RELEASE DATE** is undecided, give an estimate if possible, adding a "?".

MANUFACTURER is the pressing plant or duplicator who will actually make the disc or tape.

PRICE: Dealer is the advertised price for sale by you to a retailer. If there is none, give the price at which it will be sold to the public (excluding VAT) and tick Retail.

PROMOTIONAL ALLOWANCE: The scheme approved by the Tribunal requires you to mark both the disc and packaging of promotional copies at the time of manufacture. However, where 500 or more copies are being manufactured, if you accept a limit on the numbers to 25% of the first pressing (with a maximum of 400 per format for singles and 250 per format for albums), MCPS will modify these provisions by allowing the words "PROMOTIONAL COPY – NOT FOR SALE" to be embossed on (or included on a sticker affixed with heavy duty glue to) the jewel box, case or sleeve before the copy is distributed. Please tick YES if you agree to

this amendment , and tick NO if you do not want the promotional allowance at all.

Do NOT tick either if you will comply with the Scheme in full, but instead insert the number of promotional copies you will mark the disc and packaging at the time of manufacture. Promotional copies must not be sold or distributed commercially.

If you have no third party DISTRIBUTOR, enter Self in the appropriate box.

Track Details Information:

The Catalogue Numbers should correspond with the Product Details page.

If any tracks are medleys of more than one piece of music, give them the same side and track number.

In the Title column: If a title is a translation from another language, please show the original in brackets if known.

In the Copyright Owner column: Enter a “?” next to the possible owner if you are not sure. Any information you supply may be helpful.

When completed, please return the form to the **AP Clearance Department, Mechanical-Copyright Protection Society Ltd, Elgar House, 41 Streatham High Road, London, SW16 1ER.**

Telephone: 020 8378 7575.

Fax: 020 8378 7580