



Canadian Musical Reproduction Rights Agency Limited

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Instructions for the Completion of CMRRA's License Application Form

This document is intended to be used as a guide for the completion of CMRRA's License Application Form. Please note that CMRRA cannot provide you with information such as song title, songwriter or publisher names for the purpose of completing this form nor can we complete this form for you. We recommend that you read our publication "*Mechanical Licensing... and other Mysteries!*" as well as the document *Mechanical Licensing Procedures* which will both provide you with valuable information respecting mechanical licensing by CMRRA.

» **Section A: Applicant** - The Applicant is the person or company to whom the license will be issued and is also referred to as the Licensee/manufacturer. It is the person or company responsible for the payment of the mechanical royalties to CMRRA.

- ◆ Name: Please indicate the full name of the Licensee/manufacturer in this section. This name should be the same name as that provided on your cheque or money order to CMRRA. Refunds will be made to this name.
- ◆ Address: Please indicate the full address where your licenses and other correspondence should be mailed, as well as any royalty refund where applicable.
- ◆ Email, Phone & Fax: Please indicate the telephone number, email and fax where you can be reached during normal business hours.

» **Section B: Musical Work** - In this section, we are seeking all pertinent information regarding the composition you wish to record.

- ◆ Song Title: Please indicate the title of the composition you wish to record. You must complete one separate application for each composition even where such composition is part of a medley. (For example, if you are recording a medley of 2 compositions, you must complete 2 separate applications).
- ◆ Composer: Please indicate the name of the person(s) who composed the composition in question.
- ◆ Arranger: If you are using a copyrighted arrangement of a composition in the public domain, please indicate the name of the person whose arrangement you wish to record. If you are making your own arrangement, please leave this section blank.
- ◆ Publisher: If available, please indicate the name of the copyright owner(s) of the composition in question, that is the person or company that controls the right to the composition.

» **Section C: Recording** - In this section, we are seeking all pertinent information respecting your own recording of the composition you indicated in section B above.

- ◆ **Performing Artist:** Please indicate the name of the artist or musical group who will perform the composition on your recording.
- ◆ **Vocal Version, Instrumental Version, Used In Medley:** Please specify if you are performing a vocal or instrumental version of the composition and if it is being used as part of a medley.
- ◆ **Album Title:** Please indicate the title of your product.
- ◆ **Release Date:** Please indicate the date at which your product will be released for sale or give away.
- ◆ **Running Time:** Please indicate the timing of the composition as recorded on your product.
- ◆ **Contrivance:** Please specify the format of your product (CD, cassette, LP, single, etc....)
- ◆ **Catalog No.:** Please indicate the catalog number for each contrivance of your recording. (A catalog number serves to identify a product and is often located on both the CD and cassette themselves as well as on the insert along the outer side of the product. Usually, this number is created by the person or company who owns the product (i.e. you) or by the pressing plant/manufacturer of the product. If you have not allocated a catalog number for your product, please leave this section blank and CMRRA will create one for you for its licensing purposes only.)