



CANADIAN MUSICAL REPRODUCTION RIGHTS AGENCY LTD.
AGENCE CANADIENNE DES DROITS DE REPRODUCTION MUSICAUX LTÉE

INSTRUCTIONS FOR THE COMPLETION OF CMRRA'S "ADVICE OF CANADIAN RELEASE" FORM

SECTION A - Publisher Information: In this section, we are seeking information about you, the publisher of the musical work in question.

SECTION B - Musical Work: In this section, we are seeking all pertinent information regarding the compositions you own or administer.

Song Title and AKA: Please indicate the complete song title in the space provided. Please list any alternate titles to the song (AKA's) as well. This will speed up the licensing process in the event we receive a license application for an AKA title.

Composer(s)/Arranger(s): Please indicate the full name of all writers for each work. If you are notifying us of a copyrighted arrangement of a composition in the public domain, please indicate the full name of the arranger(s).

Publisher Name and Share (%): Please indicate the name of the publisher and the total percentage administered by such publisher. The total percentage should incorporate both the writer and publisher shares. If you are a songwriter that has not entered into an agreement with a publishing company, you can consider yourself the publisher. Please refer to Part III, Appendix A "Work Registrations" of CMRRA's Affiliation Kit for further information on Publisher and Share requirements.

SECTION C - Recording: In this section, we are seeking all pertinent information respecting the recording of the musical work(s) you wish CMRRA to license on your behalf.

NOTE - "In-House" Releases: Where a person or entity is producing/manufacturing a recording on which the musical works are fully owned/administered by this same person/entity, we consider this an "in-house" recording, where everything is handled under one roof. Because the person making the recording is also the copyright owner of the musical composition(s), licenses from CMRRA are not necessary. As such, you do **not** need to complete the Advice of Canadian Release form to inform us of in-house recording information, unless the song has been released digitally.

Record Company: Provide the full name of the record company releasing the recording as well as its address, contact name, phone and fax information.

Artist: Provide the full name of the artist or group performing the recording of the composition.

Vocal Version/Instrumental Version/Used in Medley: Indicate which version of the composition is performed (vocal or instrumental) and if it is performed as part of a medley.

Album Title: Provide the full title of the album.

Release Date: Indicate the date at which the product is/was released for sale or give away, if known.

Running Time: Provide the running time of the composition as embodied in the recording, if known.

Contrivance and Catalogue No.: Provide the format of the recording (CD, digital, etc.) and catalogue number assigned by the record company for each contrivance (a catalogue number identifies a product and is often located on the product itself and/or accompanying printed material).