

## Affiliation Checklist

Affiliation is a two-part process: **1)** signing and returning the appropriate forms; and **2)** registering songs.

**1)** Please return the follow pages of the [affiliation agreement](#):

- Part I: Affiliation Selection Checklist**
  - “Name of Publisher” is the name under which you’ll be affiliating with CMRRA. If you do not have a publisher name, you may affiliate under your own name.
  - If a CAE/IPI Number has been issued to you as a *publisher* by your Performing Rights Organization (PRO), please include it. Otherwise, leave blank.
  - Ensure that appropriate affiliation boxes have been initialled and dated
- Form ‘A’: Payment and Mailing Instructions** form
- Form ‘A.2’: Electronic Funds Transfer Authorization** form, if applicable
- Voided cheque** copy. This is required if you are providing an Electronic Funds Transfer Authorization form (Form ‘A.2’).

**2)** A catalogue is a list of song titles to be registered for licensing purposes. It can be submitted in one of the following manners:

- Common Works Registry (CWR) – generally for publishers with mid to large size catalogues
- Single song registration via [CMRRA Direct](#)
- [CMRRA song registration template](#) delivered by email

All affiliation forms and song registrations can be emailed to: [registrations@cmrra.ca](mailto:registrations@cmrra.ca) If you’re unable to email the information to us, please either fax or mail the documents. Our fax number is (416) 926-7521, while our address is 56 Wellesley St W, Suite 320, Toronto, ON M5S 2S3.