

## Guide to Completing CMRRA's Application for Mechanical Licences Form

This document provides instructions on how to complete CMRRA's Application for Mechanical Licences Form. Please review this information before filling out any portion of the application, as any missing required details will result in processing delays.

Note that CMRRA cannot provide you with information such as work title, writer or publisher names, for the purposes of completing this form; nor can we complete this form for you. You can obtain the necessary information on the application process and how to complete your application here:

- 1) Researching the works in our online [Repertoire Search](#)
- 2) Reading our [Pay-As-You-Press/Import Licence Application Process](#)
- 3) Reviewing CMRRA's [Mechanical Licensing FAQs](#)

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### Part 1: Applicant/Licensee Information:

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- **Applicant/Licensee Name:** The name of the person or company to whom the licence will be issued and is responsible for the payment of the mechanical royalties to CMRRA. This name should be the same name as that provided on the payment to CMRRA (regardless of the method used). Any applicable refunds will be made to this name. For individuals, please indicate first name, then last name.
- **Applicant/Licensee Email and Phone:** Indicate the primary telephone number of the person or company to whom the licence will be issued. Providing an alternate telephone number is optional. For countries outside of North America, input the full telephone number, including country code.
- **Applicant/Licensee Address:** Indicate the full address of the person or company to whom licences will be issued. This will be the address used for mailing any written correspondence or royalty refund, where applicable, unless you provide an alternate address in the Contact section of the form for this purpose.

#### If you are using the Excel version of the Application for Mechanical Licences Form:

- If you enter the Country as "Canada" – a drop-down list of Canadian provinces will appear in the Province/State field. Ensure that you select the correct province, as taxes (GST/HST), will be calculated based on the province chosen.
- If you enter the country as "USA" – a drop-down list of States will appear in the Province/State (Canada/USA) field.
- If the country is not Canada or USA – input your province/state, as applicable, in the Province/State – Other Countries field.
- **Manufacturer Number (MNF #):** This is a unique identifier number, issued by CMRRA. If you have received licences from CMRRA in the past, and have this information available, you may input your Manufacturer Number here.

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## Part 2: Contact Information:

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- **Contact Name:** If the Contact name is the same as the Applicant/Licensee name, this can be left blank. Otherwise, provide the name of the person who is submitting the application on behalf of the licensee. This applies to the following fields specific to all Contact details.
- **Contact Email and Phone:** Indicate the primary telephone number and email where you can be reached during normal business hours. Providing an alternate telephone number is optional. For countries outside of North America, input the full telephone number, including country code.
- **Contact Address:** Indicate the full address where you can be reached, in the event we have questions about the application or need to send you information.

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## Part 3: Presser Information

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- **Is this a first pressing:** For the Excel version of the Application Form only, the default is set to Yes. For both versions, if this is not a first pressing, please indicate the Pressing # and complete Parts 1-4 only.
- **Pressing #:** Indicate the number of times that you have requested a pressing on the same product.
- **# Of Copies Manufactured:** This is the number of units being pressed. The number entered in this field will be part of the royalty calculation in Part 5. The minimum # of copies is 500. For the Excel version of the Application Form only, the default value is set to 500 units.
- **Is Pressing Waiver attached:** A pressing waiver allows CMRRA to contact the Presser in the event the proper documentation was not provided, and allows CMRRA to obtain written confirmation regarding the number of units manufactured on behalf of the applicant. You can find the waiver [here](#).
- **Pressing Company Name, Email and Phone:** Specify the contact details such as name, email address and phone number for the pressing company.

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## Part 4: Product (Album) Details:

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- **Performing Artist Name:** Include the name of the artist or musical group who will perform the compositions on your product. If the Performing Artist is "Various", Part 5 requires you to indicate the individual artist associated with each track (using first, then last name, if applicable).
- **Album Format:** Specify the format of your product (CD, cassette, vinyl, USB or other). If you choose other, please specify in the space provided.
- **Album Title:** This is the title of your product.
- **Catalogue #:** Indicate the catalogue number for 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 catalogue number for your product, please leave this section blank and CMRRA will create one for you for its licensing purposes only.
- **Release Date:** Indicate the date on which your product will be released for sale or giveaway using the mm/dd/yyyy format.

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## Part 5: Track & Musical Work Details

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This section allows you to enter all of the following information ([both in Excel and PDF forms](#)):

- **Track #:** Indicates the order of the tracks on the album.
- **Track Title:** This is the title of your recording.
- **Track Artist:** Indicate the performing artist on your recording using the first name, then last name, where applicable.
- **Track Type:** Specify if you are performing a vocal or instrumental version of the composition. On the Excel version of the Application Form, the default is Vocal.
- **ISRC #:** The International Standard Recording Code (ISRC) number is a unique identifier for a specific recording. For more information on ISRC numbers, click [here](#).
- **Additional Work Properties:** Specify whether your work is in the Public Domain (PD), an adaptation, or if it is being used as part of a medley.
- **# of Works in the Medley:** If you chose Medley for the Additional Work Properties, then you must enter the number of works that are contained in the medley.  
For the Excel version of the Application Form only: when you enter the # of works, additional track detail rows that correspond to the # entered will be automatically populated in order that you can provide the details for each unique work.  
**Note:** It is very important to verify the # of works in the medley and ensure the number entered is accurate the first time. If the # of works are later changed or revised to a lesser #, you will have to manually delete the previously populated track details. If the # of works are later changed to a greater #, it will automatically populate the additional lines, and in the process override any additional track details that you may have entered.  
**If the # of works in the medley exceeds the available number of rows on the first page, please try using the 2<sup>nd</sup> page provided.** If your medley still exceeds the number of rows provided, please contact us.
- **Work Title:** Indicate the title of the composition you wish to record.
- **CMRRA Work #:** CMRRA's number assigned to the work in question, which can be found in our online [Repertoire Search](#).
- **Composer/Author:** Indicate the name of the person(s) who composed the music and/or lyrics of the work in question. If more than one composer/author on your work, please separate the names using a slash (/).
- **Arranger/Adaptor/Translator:** Arranger: If you are using a copyrighted arrangement of a composition in the Public Domain, indicate the name of the person whose arrangement you wish to record. If you are making your own arrangement, you can leave this section blank. Enter as first name, then last name. For more than one arranger, separate each name using a slash (/).  
Adaptor/Translator: If you are creating an adaptation or translation of an original work or using an existing adaptation or translation of a work, then you must provide the name of the person(s) who adapted or translated the work. For more than one adaptor/translator, separate each name using a slash (/).

- **Publisher(s):** If available, please indicate the name of the copyright owner(s) of the work in question (i.e. the person or company that controls the right to the composition). For more than one publisher, separate each name using a slash (/).
- **% Paid to Other Collective:** Include any share (%) of the work that is licensed by another collective, such as SOCAN. This information can be identified in the work details in our online [Repertoire](#), or through a licence issued to you by that collective.
- **% Paid to Other Publisher:** This is the % paid directly to another publisher that is not represented by CMRRA, or to yourself if you own or control a portion of the copyright of the work.
- **% Paid to CMRRA:** This is the % that is licensable by and paid to CMRRA. On the Excel form, the default is set to 100% unless a value is specified for another collective or publisher. In these cases, the % for CMRRA will automatically adjust to total 100% for the work.
- **Running Time:** This is the length of your recording. Indicate running time in minutes and/or seconds. Medley note: Each component work of the medley is licensed separately, so it is crucial that you add the individual running time for each work within the medley recording, as this will be used to determine the correct royalty rate.

**Royalty Calculation:** For the Excel version of the Application Form only, the Royalty Calculation section has the formulas embedded in order to auto-calculate royalties, handling fee and taxes, based on information entered.

The following 3 components are necessary for calculating the payable royalties:

1. **Royalty Rate** – Choose the applicable rate – see rate details below. For the Excel version of the Application Form, a drop-down of the rates is provided.

**Standard Rate:** The standard rate is \$0.083 for a running time of 5 minutes or less. Each additional minute or partial minute of running time will increase the rate by \$0.0166.

**Non-Standard Royalty Rates:**

- Works published by Abkco Publishing Co. are subject to a rate of \$0.13 per work, per copy, where the running time of the recording is 5 minutes or less. Each additional minute or partial minute of running time will increase the rate by \$0.026.
  - The work White Christmas by Irving Berlin is subject to a rate of \$0.0952 per copy, where the running time of the recording is 5 minutes or less. Each additional minute or partial minute of running time will increase the rate by \$0.01904.
2. **% Paid to CMRRA** – In the Excel version of the Application Form only, the default is 100% Paid to CMRRA. When you enter % Paid to Other Collective or Other Publisher, the amount to CMRRA is automatically adjusted. If you are using the PDF form, the fields % Paid to Other Collective + % Paid to Other Publisher + % Paid to CMRRA must total 100%.
  3. **# of Copies** – Calculation is based on a minimum of 500 copies.

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**Handling Fee:** Your application is subject to a non-refundable handling fee of 6% of total royalties payable or \$5.00; whichever is greater. This fee is necessary to cover administrative costs, which are not met from the royalties alone.

**Taxes:** If you are a Canadian resident, your application is subject to provincial taxes (GST/HST), as applicable, and is based on the province you entered as part your address.

CMRRA's HST Registration Number is R100768696

## Additional Pages – Part 5

**For the Excel version only**, if you have more tracks than will fit on page 1 of the form, additional space is provided on page 2. The sub-total from the second page will be reflected in the first page Total Royalties. If your product contains more tracks than will fit on both pages provided, please contact us.

**For the PDF version** of the application form, additional pages are provided to support additional tracks; if your product contains more than 16 tracks, please contact us directly for further instructions or use the print version of the form. This package contains worksheets for medleys, adaptations and/or translations.

If you are completing a hard copy of the application form, use the print version and print the worksheets as required.

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## Note: Online Distribution

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The licensing and royalty reporting obligations related to the online distribution of recordings to Canadian consumers is the responsibility of the entity that offers this service to those consumers (such as iTunes, Spotify, etc...). CMRRA directly licenses the online music services that do business in Canada and as such, you, as a CMRRA licensee for the above physical product, are not required to obtain a licence for online distribution by such third-party services. However, if you intend to engage a third-party service to make this recording available online, for downloads and/or streams, we ask that you provide us with the International Standard Recording Code (ISRC) of the recording to facilitate its identification in the third-party data sets and the related payment of royalties for the musical work in question. If you are unsure what the ISRC is or where to obtain an ISRC, please consult the following [link](#).