



APPLICATION FORM PPCA DISTRIBUTION	RECORDING DETAILS
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One of these forms must be completed for every recording/video for which you are claiming rights under this distribution scheme. (Please see overleaf for information relating to correct completion of this form)

Artist/Group recording name:	
Registered artist's name:	
Registered artist's ID (If known):	
Title of recording:	
Catalogue No:	
Configuration (please tick):	<input type="checkbox"/> Album <input type="checkbox"/> Single <input type="checkbox"/> Video <input type="checkbox"/> CD-Rom <input type="checkbox"/> DVD
Distributing record company (If self distributed, please indicate)	
Please tick appropriate box:	<input type="checkbox"/> Exclusive Agreement <input type="checkbox"/> Non Exclusive Agreement <input type="checkbox"/> Distribution Agreement

TRACKS - Share claimed must be indicated against each track - e.g., 100%, 25% one quarter

Track	Share %

I warrant the above information is true and correct and that I am the artist or have been authorised by the artist to complete this form on their behalf. I acknowledge that whilst PPCA will use its best endeavours to determine the applicable distribution, the artist share can only be calculated on the basis of the provision of the correct and complete information. I agree, should PPCA make any overpayments of distributions, for whatever reason, it reserves the right to recover these payments at any time by requesting return of monies or by deducting monies from future PPCA distributions.

Signature:		Date:	
Name:			
Phone:	()	Email:	

PRIVACY STATEMENT

PPCA respects the privacy of your personal information. We handle your personal information in accordance with the *Privacy Act 1988 (Cth)*. This Privacy Statement explains our policy for handling personal information and should be read in conjunction with our Privacy Policy which provides more detailed information about how we collect, use and store your personal information.

COLLECTION - We need to collect the information requested below for the purpose of assessing your application, registering you to be eligible to receive payments under the Artist Direct Distribution Scheme (**ADDS**), and for closely related business purposes.

CONSEQUENCES OF NOT PROVIDING INFORMATION - If you do not provide all of the information requested, it may prevent us from processing your application.

USE AND DISCLOSURE - We will use and disclose personal information only for the purposes for which it is collected or in accordance with the Privacy Act, including:

- assessing your application to receive payments under the ADDS;
- maintaining your registration to receive payments under the ADDS;
- providing information to you about music industry events and matters. *If you do not wish to receive this type of information, please contact our Privacy Officer;*
- providing information to the Australian Recording Industry Association (**ARIA**) for the purpose of collating the ARIA charts or locating artists with whom we have lost contact;
- providing information about your entitlements under the ADDS to:
 - a. the entity that owns/controls copyright in your recordings; and
 - b. if you are a member of a band - other members of the band (but only the percentage of the band's entitlement that you have claimed);
- providing information as authorised or required by law; and
- with your consent.

ACCESS – Under the Privacy Act, you have the right to seek access to any personal information that we hold about you, unless we are permitted by law to withhold access to that information. Any requests for access to your personal information should be made in writing to the Privacy Officer at PPCA, PO Box Q20, Queen Victoria Building NSW 1230 or via email: privacy.mail@ppca.com.au.

For more information about how we handle your personal information, please refer to our detailed Privacy Policy at www.pcca.com.au.

If you believe any other artist is eligible to register as an artist in relation to this product, please provide contact details (if known).

ARTIST	ADDRESS/TELEPHONE/EMAIL

NOTES FOR COMPLETION OF THIS FORM – PLEASE READ CAREFULLY

PPCA's distributions must be made annually and PPCA cannot retain funds from one year to the next. Distributions under the scheme are made on the best available airplay sample logs.

In the event that further recordings by an artist are released after the date of lodging the recording details form, a supplementary recording details form should be submitted by the artist with the details; in particular, where eligible members of the band have changed.

Application forms may be lodged with PPCA at any time, however, for inclusion in the current year's distribution they must be received at PPCA by no later than 31 August (e.g., year ending June 2008 will be distributed by 31 December 2008. Applications must be lodged by 31 August 2008).

Please keep us informed of your current address. If we are unable to locate artists for direct payment or a cheque is unrepresented for more than four years, these monies will be paid to the record company owners of the repertoire.

Distributions will be made annually. These will be made by cheque in Australian currency and will be made payable to and sent to the person or persons specified in the Artist Details form. The cheques will be accompanied by a statement specifying relevant details including the period to which the payment relates and the sum payable to the artist.

A further condition of the scheme is that:

- a. members of an act or band performing as a band of equal billing (and entitled to collection of performance fees) will share in the payment in equal shares unless PPCA is advised to the contrary by all members of the band; and
- b. in the case of a featured artist (entitled to collect 100% of any artist or licence royalty payment by a record company) having various supporting musicians, such a featured artist will be the SOLE PARTY entitled to apply to join the direct distribution scheme and will be responsible for payment to their supporting musicians according to the contractual arrangements, if any, existing between them.

Please note, session musicians, producers and any persons who remix or sequence Australian recordings (e.g., recordings remixed and/or sequenced by DJs) are not eligible to join the Artist Distribution Scheme. If you are a session musician, producer or a DJ and have a contractual agreement with the artists to share in distributable licence fees any resulting contractual and administrative issues are to be resolved between yourselves and the artists.