



9 August 2011

Notification of Updates to PPCA Distribution Policy

As a part of PPCA's commitment to keeping our registered artists informed of our activities, this letter is to advise you of recent updates that have been made to the PPCA Distribution Policy.

PPCA Distribution Policy

As you are aware, the PPCA Distribution Policy provides guidelines relating to how PPCA collects licence fees for the use of sound recordings and music videos, and how we allocate and distribute payments to our licensors and to our registered artists.

The PPCA Board has recently resolved to amend the PPCA Distribution Policy. These updates came into effect on 1 July 2011. A copy of the updated PPCA Distribution Policy is available at: <http://www.pcca.com.au/PPCA-About-Us/Policies/>.

Please let us know if you have any difficulties accessing the online copy and would like a printed copy to be posted to you.

Summary of changes to the PPCA Distribution Policy

The updates to the PPCA Distribution Policy will not adversely affect you. The updates have been made to "tidy up" some of the drafting in the PPCA Distribution Policy and build upon the framework that was already in place. The updates have mainly been implemented to ensure that there is greater clarity in relation to the distribution process and to reiterate the importance of submitting any changes to your registrations to PPCA on time.

As you will see below, we will require information about your recordings (and any other updates from you) by 31 August each year. As the updated PPCA Distribution Policy only came into effect on 1 July, we realise that you may need extra time to send your information to us. That is why, for this year only, we will process any information that you send to us by September 15.

A summary of the key updates that relate to you is set out below:

1. Registering for the Direct Artist Distribution Scheme

- As a PPCA registered artist, you must advise PPCA of any updates to your registered recordings by 31 August.

2. Payment Errors for Direct Artist Distribution Scheme

- If PPCA makes an error (for example, if we incorrectly process your registration), and this results in an underpayment to you, we will try to recover the amount from the record company that incorrectly received the payment.
- If you think PPCA has made an error (of an amount that is greater than \$20) – then you have to let us know within 90 days of receiving your payment. This will be by 31 March in the year following the December distribution.

Next Steps

Please take the time to familiarise yourself with the PPCA Distribution Policy including the section with the heading "*Obligations of Registered Artists*".

Queries

We hope that you agree that the updates to the PPCA Distribution Policy will result in greater certainty and clarity in relation to the distribution process. This will assist PPCA in ensuring that our distribution process each year is completed in a timely and accurate manner.

If you have any queries regarding this letter, please do not hesitate to contact the PPCA Distribution team via:

- **Telephone:** (02) 8569 1133
- **Email:** distribution.mail@ppca.com.au