



MEMBERSHIP APPLICATION - WRITER

ADMISSION CRITERIA AND NOTES FOR MEMBERSHIP

Please read the following information before completing your application: -

1. Eligibility and Qualifying Criteria

Any writer or co-writer of at least **ONE** musical work that has/have been either

- a) commercially published, or
- b) commercially recorded, or
- c) broadcasted, or
- d) performed in public or on platforms such number of times as the council shall in its absolute discretion consider appropriate having regard to the nature of the work and the performance or performances in question.

Definition

- a) Commercially published means: Made available to the public by sale or hire in graphic form
- b) Commercially recorded means:
 - i) the work has been released to the public over various platforms including record label listed in Musicmaster, Gramophone catalogues or
 - ii) the work has been recorded and made available by inclusion in a catalogue of a recorded music (e.g. background or mood music) library, or
 - iii) the work has been recorded and transmitted by a television or radio broadcasting station or cable diffusion service, or
 - iv) the work has been recorded on the soundtrack of a film or other audio-visual production that has been released for public exploitation.
- c) Publicly performed means: Performed in premises that are or are eligible to be licensed by the Society.

2. Assignment of Rights

Upon admission to COMPASS as a member, the following rights are assigned to COMPASS for administration: -

• Performing Rights

The rights assigned to the Society by this Deed in relation to a musical work:

- a) to perform the work in public;
- b) to communicate to the public
"Communicate" is defined as "to transmit by electronic means (whether over a path or combination of paths or otherwise) a work or other subject matter, whether or not it is sent in response to a request and includes:
 - (i) Broadcasting
 - (ii) Inclusion in a cable programme
 - (iii) The making available of the work in such a way that the work or subject matter may be accessed by any person from a place and at a time chosen by him.

The assignment of Performing Rights is compulsory.

• Reproduction Rights

The expression "reproduction rights" shall mean, in relation to a musical work:

- a) the right to make a record of the work, in the form of a disc, tape or any other form whatever, and to make copies of such records for retail sale (the "mechanical right");
- b) the right to record the work onto the sound track of a cinematograph film including films intended for exhibition in cinemas or for transmission by broadcasting or diffusion services, or of other audio-visual productions (the "synchronisation right"); and
- c) the right to record the work as a commercial jingle or an accompaniment to commercial (the "advertising right").

The assignment of Reproduction Rights is optional to the member. However, administration of this right is only available to COMPASS members.



2. Assignment of Rights (cont'd)

- **Usage of own works**

Members may continue to use their own works (100% share) and may request the Society to waive the collection of tariffs for the use of these works in specific instances, such as for charity use, self-organised concerts or specially commissioned works, subject to prior notice in writing of not less than three (3) months before the intended use and provided the Society has not yet licensed such usage. The Society has decades of established track record in fighting for members' rights in licensing concerts, digital services, etc.; liaising with international societies for documentation and foreign income; and showing sustained royalty revenue growth. By the Society administering your rights exclusively, members can best enjoy the efficiency and ensure their rights are legally protected. Members who choose to deal directly with music users should recognize that the Society will no longer be able to collect royalties or enforce any legal protection for your rights and should seek independent legal advice before varying their membership.

3. Types of Membership

- **Associate Member**

- ◇ All newly approved members will be admitted as Associate Members and will remain so for a minimum of three (3) years.
- ◇ The review of membership status from Associate Member to Full Member will occur annually, three years after members have joined the Society.
- ◇ Will receive / have access to a copy of the approved Annual Reports.

- **Full Member**

- ◇ (Writer) Members must meet the following criteria:
 - (i) are Singapore Citizens or Permanent Residents residing in Singapore;
 - (ii) have joined the Society for no less than three (3) years;
 - (iii) whose royalties collected through the Society fulfil the minimum criteria set by the Council from time to time, currently being a total royalty earning of S\$50.00 nett for the past two (2) years, collected through the Society; and
- ◇ Will receive/ have access to a copy of the Meeting Notes and approved Annual Reports.
- ◇ Allowed to attend and has the right to vote at the General Meeting.
- ◇ Allowed to be nominated for election as a Council Member.

4. Obligation of Members

- **Notification of Works**

All past, present and future works of a member are to be registered with COMPASS to enable the society to have a comprehensive/complete listing of the works that it administers on behalf of its members, and to ensure accurate allocation of royalties to the members.

- **Update of Particulars**

Members should notify the Society immediately of change of address, email address, bank account number or contact numbers. Any royalty unable to be remitted after two (2) years due to obsolete member particulars will be void.

5. Termination or Variation of Membership

Any Member may terminate or vary his membership by giving notice in writing to the Secretary along with the Member's contact information. Society will inform the member of the effective date of termination or variation, between six (6) to nine (9) months after receiving such notice.



ADMINISTRATION AND MISCELLANEOUS

The following documents are required. Please check the boxes once included.

- Writer Application Form
- Deed of Assignment for Performing Rights (mandatory)
- Deed of Assignment for Reproduction Rights (optional)
 - Applicant to sign on all pages in the presence of a witness.
 - Witness can be anyone above 21 years old other than spouse.
 - Witness to sign and furnish the requisite information.
 - Please **do not** date the deed (i.e. leave the date blank on Page 1).
- Communication Consent Form
- Identity Card / Passport / Work Permit
- Bank details (include a copy/screenshot of your bank statement containing your name and account number)
- Proof of works published (screenshot is acceptable)
 - For a jingle writer who works as copywriter at an advertising firm - a letter from the company, certifying that the copyright (at least Performing Rights) of the jingle is owned by the applicant.

Once the above is completed:

- Please send a copy/screenshot of the documents to us via email at membership@compass.org.sg. We will check that your forms are in order before requesting for you to post-mail all original documents (with signature) to 60 Paya Lebar Road, #12-48 Paya Lebar Square, Singapore 409051, OR
- Arrange an in-person meeting with us (**strictly by appointment only**) (Tel: 63236630 or 68121696 / membership@compass.org.sg)

Membership Approval

- All complete applications will be reviewed by COMPASS Committee/Council.
- Approved members will be notified via email.
- All approved members are required to attend a 'Member Induction' session conducted at least once each quarter.
- A copy of the completed Deeds of Assignment will be provided to newly admitted members during the 'Member Induction' session.
- The Deeds of Assignment will also be made available in the Member Portal in due course. Members may request printed copies of these documents for a fee. (\$10 per copy after the first copy).



MEMBERSHIP APPLICATION - WRITER

I, (Name & NRIC No) _____, hereby apply for membership in the Composers and Authors Society of Singapore Limited (hereinafter called "the Society"). If admitted, this application form shall operate as the membership agreement ("**Agreement**") between the Society and I. I agree to be bound by the Society's Articles of Association, membership policy, distribution policy and dispute resolution policy as now in effect and as they may be amended and which policies are incorporated into this Agreement and which in the event of conflict, shall prevail over the terms of this Agreement.

Pending my admission, I hereby authorise and request the Society to collect licence fees on my behalf in respect of the public performance and communication to the public, the musical works of which I am the copyright owner and of which I am entitled to collect royalties for.

I confirm that the Society has given a written explanation and offered to me the option of entering into a membership agreement that is non-exclusive but otherwise on the same terms and the consequences of entering into an exclusive membership agreement.

I appoint the Society and its authorised representatives to be my agents to grant licences to persons, firms and companies authorising them to publicly perform or permit public performances of such works, to broadcast them and to cause them to be transmitted to subscribers to a diffusion service, as well as to communicate the work to the public, and to collect and recover fees for such usages in accordance with the scale of fees fixed by the Society.

I agree to the deduction by the Society of the expenses incurred by it in collecting the above fees.

For the purpose of such collection and recovery or in the event of any unauthorised performance of my musical works, I hereby instruct and authorise the Society in my name to take such proceedings at law as it may deem advisable whether for recovery of fees or damages or by way of injunction to restrain unauthorised performance or other usage.

I undertake to supply the Society on the form prescribed with the title of each musical work of which I am the author and/or owner of the performing right. The Society is not to be deemed to be under any obligation or liability to me in respect of any musical works of which I have failed to notify the relevant details.

So far as I am able, I undertake to notify the Society of the public performance, broadcast or transmission to subscribers to a diffusion service of my musical works, and the Communication to the public.

I hereby warrant that the musical works covered by this authority are original compositions written by me and none infringes the copyright in any other work and I agree to keep the Society indemnified against all charges it may incur in respect of any claims by reason of the exercise by the Society of the rights herein authorised.

I will give the Society immediate notice of any change of my particulars.

This authority may be revoked or amended by giving written notice to the Society in the manner as stated above.

Signature _____

Date _____

For Official Use Only:

Admission Date:

Internal Number:

Processed By:



PROFILE <small>(may check more than one)</small>
<input type="checkbox"/> Composer <input type="checkbox"/> Author/Lyricist <input type="checkbox"/> Jingle Writer <input type="checkbox"/> Arranger (for public domain work)

APPLICANT'S NAME DETAILS <small>(please check where appropriate)</small>																						
Title	<input type="checkbox"/> Prof <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.																					
Full Name as in NRIC/Passport																						
	First/Given Name	Last Name/Surname																				
English																						
Chinese																						
Pseudonym (1)																						
Pseudonym (2)																						
Group/Band																						
Name to use on Membership Card <small>(Maximum 20 characters, including spacing)</small>																						
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PERSONAL & CONTACT DETAILS	
Date of Birth <small>(DD/MM/YYYY)</small>	NRIC/Fin/Passport No
Gender	Nationality
Race	Country of Birth
Contact No	Status in Singapore <small>(for non-Singaporean)</small> <input type="checkbox"/> PR <input type="checkbox"/> Pass Holder <input type="checkbox"/> Others:
Mobile No	Website Address / Social Pages <small>(FB/IG/TT)</small>
Email Address <small>(Primary)</small>	
Home Address	
Mailing Address <small>(if different from home address)</small>	

DECLARATION	
I warrant and represent that all information furnished in the application is true, complete and accurate and otherwise this application may be rejected or my membership may be terminated.	
Signature _____	Date _____



RIGHTS ASSIGNMENT <small>(please check where appropriate)</small>	
PERFORMING RIGHTS <small>(Mandatory, must include Singapore)</small> <input type="checkbox"/> World <input type="checkbox"/> World except: _____ <input type="checkbox"/> Selected Countries: _____ <input type="checkbox"/> Singapore Only	REPRODUCTION RIGHTS <small>(Optional, must include Singapore)</small> <input type="checkbox"/> World <input type="checkbox"/> World except: _____ <input type="checkbox"/> Selected Countries: _____ <input type="checkbox"/> Singapore Only
Please indicate the society/organisation which is collecting on your behalf outside Singapore (if any): _____ If there are changes on the collecting societies/organisations, you are required to notify us immediately.	

BANK DETAILS
COMPASS royalties will only be paid to the member's bank account. Do provide a copy/screenshot of your bank statement containing your name and account number.

<input type="checkbox"/> GIRO (Bank Transfer) <small>(Please obtain bank and branch code from your bank)</small>	
Name of Account Holder	Account Number
Bank Name	Branch Name
Bank Code	Branch Code

<input type="checkbox"/> Telegraphic Transfer <small>(Only if applicable. Please note that member will be responsible for all prevailing bank charges.)</small>	
Name of Account Holder	Account Number
Bank Name	Member's Contact Address
Bank Address in full	Preferred Currency <small>(if any)</small>
Swift Code <small>(if available)</small>	Clearing Code <small>(if available)</small>

DECLARATION
I warrant and represent that all information furnished in the application is true, complete and accurate and otherwise this application may be rejected or my membership may be terminated.
Signature _____ Date _____



The principal musical works of which I am the composer or author are as follows (please attach separate sheet if space is insufficient)

WORK PARTICULARS (1)		For Official Use Work Internal No:	
Work Title			
Alternate Title (if any)			
Performer/Artiste	Work Language	Duration: mins secs	
Work Type: <input type="checkbox"/> Vocal <input type="checkbox"/> Instrumental	Type of Music: <input type="checkbox"/> Pop <input type="checkbox"/> Serious <input type="checkbox"/> Classical <input type="checkbox"/> Jazz <input type="checkbox"/> Others:		
Name of Interested Parties <small>* C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small>	Role* (C, A, CA, E, SE)	Share of Royalties <small>Shares per column must equate to 100%</small>	
		Performing	Mechanical

WORK PARTICULARS (2)		For Official Use Work Internal No:	
Work Title			
Alternate Title (if any)			
Performer/Artiste	Work Language	Duration: mins secs	
Work Type: <input type="checkbox"/> Vocal <input type="checkbox"/> Instrumental	Type of Music: <input type="checkbox"/> Pop <input type="checkbox"/> Serious <input type="checkbox"/> Classical <input type="checkbox"/> Jazz <input type="checkbox"/> Others:		
Name of Interested Parties <small>* C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small>	Role* (C, A, CA, E, SE)	Share of Royalties <small>Shares per column must equate to 100%</small>	
		Performing	Mechanical

DECLARATION	
<p>I hereby notify the Composers and Authors Society of Singapore Limited that I am the Composer/Author/Sub-Author/Arranger of the works(s) set forth above. Pursuant to the covenant for further assurance contained in my general assignment to the Society executed on or after my election to membership, I hereby assign to the Society the performing right in the said work(s).</p>	
Signature _____	Date _____