



APPLICATION FORM - PUBLISHER

ADMISSION CRITERIA AND NOTES FOR MEMBERSHIP

Please read the following information before completing your application: -

1. **Eligibility and Qualifying Criteria**

- Applicant for Publisher Membership must be **Music Publishing entities**.
- Any publisher of at least **FIVE** musical works that have been either:
 - a) commercially recorded, or
 - b) commercially published, 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 on a record label listed in Musicmaster or 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**

- ◇ (Publisher) Members must meet the following criteria:
 - (i) are Singapore-registered corporation under the Companies Act;
 - (ii) have joined the Society for no less than three (3) years;
 - (iii) which 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;
 - (iv) must not be a legal entity that conducts music label, music recording, retailing, and other related business activities that may have a conflict of interest with the business activities of 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.

- Publisher Application Form
- Assignment of Performing Rights (mandatory)
- Assignment of 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).
- A copy of Certificate of Incorporation
- A copy of Memorandum & Articles of Associate (Limited Company), or a copy of Partnership Agreement (Partnership).
- A copy of Registrar of Business Extract which states Music Publishing as one of principal activities of the company.
- A copy of the signed publishing agreement between the applicant and original publisher/writer for the musical works used as Eligibility and Qualifying Criteria.
- Proof(s) of copyright ownership of all works that are being claimed as published and recorded
- Bank details (include a copy/screenshot of the bank statement containing the company name and account number)
- Communication Consent Form

Once the above are 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.
- A copy of the completed Deeds of Assignment will be provided to newly admitted members once available.
- 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 - PUBLISHER

The company whose name appears in the space provided hereunder, 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 us. We 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.

Name of Company

Pending our admission, we 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 we are the copyright owner and of which we are entitled to collect royalties for.

We 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.

We appoint the Society and its authorised representatives to be our 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.

We 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, we hereby instruct and authorise the Society in our 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.

We undertake to supply the Society on the form prescribed with the title of each musical work of which we are 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 we have failed to notify the relevant details.

So far as we are able, we 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.

We hereby warrant that none of the musical works covered by this authority infringes the copyright in any other work and we 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.

We will give the Society immediate notice of any change of the company's particulars.

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

On behalf of Company Name _____

Name _____ Signature _____

Designation _____ Date _____

For Official Use Only:

| | | |
|-----------------|------------------|---------------|
| Admission Date: | Internal Number: | Processed By: |
|-----------------|------------------|---------------|



| COMPANY DETAILS | | |
|---|-----------------------|------------------------|
| <input type="checkbox"/> Sole-Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership | | |
| Company Name | | |
| Registered Office Address | | |
| Company Registration No. | Date of Incorporation | Place of Incorporation |
| CONTACT DETAILS | | |
| Mailing Address | | |
| Email Address (1) | Email Address (2) | |
| Website Address | Contact No. | |
| OFFICERS/ AUTHORISED REPRESENTATIVES <small>(pls attach separate sheet if space is not sufficient)</small> | | |
| Owner / Director / Shareholder (1) <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. | | |
| Full Name as in IC/Passport | | |
| Nationality | Telephone | |
| Email Address | Contact No. | |
| Owner / Director / Shareholder (2) <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. | | |
| Full Name as in IC/Passport | | |
| Nationality | Telephone | |
| Email Address | Contact No. | |
| Authorised Representative <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. | | |
| Full Name as in IC/Passport | | |
| Nationality | Telephone | |
| Email Address | Contact No. | |
| IC/Passport No. | Date of Birth | |
| DECLARATION | | |
| I warrant and represent that all information furnished in the application is true, and that the contract will be subjected to cancellation if the information contained in this application is not complete and accurate. | | |
| On behalf of Company Name _____ | | |
| Name | _____ | Signature _____ |
| Designation | _____ | Date _____ |



| RIGHTS ASSIGNMENT <small>(please check where appropriate)</small> | |
|--|--|
| PERFORMING RIGHTS <small>(Mandatory)</small> <input type="checkbox"/> World <input type="checkbox"/> World except: _____ <input type="checkbox"/> Selected Countries: _____ <input type="checkbox"/> Singapore Only <small>Please indicate the collecting society/organization for each of the above listed countries:</small> | REPRODUCTION RIGHTS <small>(Optional)</small> <input type="checkbox"/> World <input type="checkbox"/> World except: <small>(pls list countries in box below)</small> <input type="checkbox"/> Selected Countries: _____ <input type="checkbox"/> Singapore Only <small>Please indicate the collecting society/organization for each of the above listed countries:</small> |

| BANK DETAILS |
|--|
| COMPASS royalties will only be paid to the publisher's bank account. Do provide a copy/screenshot of bank statement containing company 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>(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, and that the contract will be subjected to cancellation if the information contained in this application is not true, complete and accurate. | |
| On behalf of Company Name | _____ |
| Name | _____ Signature _____ |
| Designation | _____ Date _____ |



Details of Catalogue Represented

Note: a) List of Works to be attached to Specific Agreement b) Copy of Contract(s) to be attached

| CATALOG AGREEMENT (1) | | | |
|--|---------------------------|---|-------------------|
| Type of Agreement <input type="checkbox"/> General (covers all work in a catalogue) <input type="checkbox"/> Specific (covers a single work of a finite list of works) | | | |
| Interested Parties Details | | | |
| Original Publisher (Pls include Society Affiliation) | Division of Fees* | Overseas Publisher | Division of Fees* |
| Sub-Publisher | Division of Fees* | Name of Writer <input type="checkbox"/> Composer <input type="checkbox"/> Author <input type="checkbox"/> Sub-Author | Division of Fees* |
| Territories (list territories assigned under terms of agreement, e.g. World) | | | |
| Dates of Agreement (dd/mm/yyyy) | | | |
| Contract Effective Date | | Contract End Date | |
| Prior Collection Date | Post-Term Collection Date | Remarks | |

| CATALOG AGREEMENT (2) | | | |
|--|---------------------------|---|-------------------|
| Type of Agreement <input type="checkbox"/> General (covers all work in a catalogue) <input type="checkbox"/> Specific (covers a single work of a finite list of works) | | | |
| Interested Parties Details | | | |
| Original Publisher (Pls include Society Affiliation) | Division of Fees* | Overseas Publisher | Division of Fees* |
| Sub-Publisher | Division of Fees* | Name of Writer <input type="checkbox"/> Composer <input type="checkbox"/> Author <input type="checkbox"/> Sub-Author | Division of Fees* |
| Territories (list territories assigned under terms of agreement, e.g. World) | | | |
| Dates of Agreement (dd/mm/yyyy) | | | |
| Contract Effective Date | | Contract End Date | |
| Prior Collection Date | Post-Term Collection Date | Remarks | |

*All percentages of interested parties must total 100%; publisher's share **must not exceed 50%**

| DECLARATION | |
|---|-----------------|
| I warrant and represent that all information furnished in the application is true, and that the contract will be subjected to cancellation if the information contained in this application is not true, complete and accurate. | |
| On behalf of Company Name _____ | |
| Name _____ | Signature _____ |
| Designation _____ | Date _____ |



Details of Writer/Publisher Agreement Represented

Note: a) List of Works to be attached to Specific Agreement b) Copy of Contract(s) to be attached

| WRITER/PUBLISHER AGREEMENT (1) | | | |
|--|---------------------------|---|-------------------|
| Type of Agreement <input type="checkbox"/> General (covers all work in a catalogue) <input type="checkbox"/> Specific (covers a single work of a finite list of works) | | | |
| Interested Parties Details | | | |
| Original Publisher (Pls include Society Affiliation) | Division of Fees* | Overseas Publisher | Division of Fees* |
| Sub-Publisher | Division of Fees* | Name of Writer <input type="checkbox"/> Composer <input type="checkbox"/> Author <input type="checkbox"/> Sub-Author | Division of Fees* |
| Territories (list territories assigned under terms of agreement, e.g. World) | | | |
| Dates of Agreement (dd/mm/yyyy) | | | |
| Contract Effective Date | | Contract End Date | |
| Prior Collection Date | Post-Term Collection Date | Remarks | |

| WRITER/PUBLISHER AGREEMENT (2) | | | |
|--|---------------------------|---|-------------------|
| Type of Agreement <input type="checkbox"/> General (covers all work in a catalogue) <input type="checkbox"/> Specific (covers a single work of a finite list of works) | | | |
| Interested Parties Details | | | |
| Original Publisher (Pls include Society Affiliation) | Division of Fees* | Overseas Publisher | Division of Fees* |
| Sub-Publisher | Division of Fees* | Name of Writer <input type="checkbox"/> Composer <input type="checkbox"/> Author <input type="checkbox"/> Sub-Author | Division of Fees* |
| Territories (list territories assigned under terms of agreement, e.g. World) | | | |
| Dates of Agreement (dd/mm/yyyy) | | | |
| Contract Effective Date | | Contract End Date | |
| Prior Collection Date | Post-Term Collection Date | Remarks | |

*All percentages of interested parties must total 100%; publisher's share **must not exceed 50%**

| DECLARATION | |
|---|-----------------|
| I warrant and represent that all information furnished in the application is true, and that the contract will be subjected to cancellation if the information contained in this application is not true, complete and accurate. | |
| On behalf of Company Name _____ | |
| Name _____ | Signature _____ |
| Designation _____ | 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 | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> | |
| | | Performing | Mechanical |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| 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 | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> | |
| | | Performing | Mechanical |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| DECLARATION | |
|--|-----------------|
| 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). | |
| Name _____ | Signature _____ |
| Designation _____ | 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 (3) | | 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 | | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | Performing Mechanical |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|---|--|
| WORK PARTICULARS (4) | | 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 | | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | Performing Mechanical |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|--|-----------------|
| DECLARATION | |
| 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). | |
| Name _____ | Signature _____ |
| Designation _____ | 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 (5) | | 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 | | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | Performing Mechanical |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|---|--|
| WORK PARTICULARS (6) | | 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 | | Role ⁺ (C, A, CA, E, SE) | Share of Royalties <small>Shares per column must equate to 100%</small> |
| <small>+ C : Composer A : Author CA : Composer & Author E : Publisher SE : Sub Publisher</small> | | | Performing Mechanical |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|-------|-----------|-------|
| DECLARATION | | | |
| 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). | | | |
| Name | _____ | Signature | _____ |
| Designation | _____ | Date | _____ |