



MCPS Application for Licence (AP2)

This guide is designed to provide everything you need to know about the **MCPS Application for Licence** system.

The application form will be guide you through the following steps:

- Accept terms and conditions
- Enter your contact details
- Enter your product details and formats
- Enter your track details
- View summary and submit your application
- Receive confirmation and an email copy

Tips and Hints

- Use the **Next** button to proceed to the next screen and the **Back** button to return to the previous screen.
- Note that this form will timeout after 40 minutes of inactivity so please click the **Save** button within this time to preserve your data.
- If you wish to start a new licence application, overwriting all existing data, then click the **New** button.

Step 1 – Terms and conditions

You will be asked to read and accept our Terms and Conditions in order to proceed with the application.

Please note this form is for new applications only. If you wish to amend an existing application, please email afl@mcps.co.uk stating the catalogue number and amendment you wish to make. Please note that any amendments will be carried out at the discretion of MCPS.

If you have more than 99 tracks then these should be submitted on a spreadsheet to afl@mcps.co.uk.

Step 2 – Your contact details

Please note: in order to apply for an AP Licence from MCPS you must have a UK address. If you are based outside the UK, please contact your local mechanical rights society.

The following contact information may be entered when applying for an MCPS Application for Retail Licence application (mandatory fields in bold):

No	Field	Help
1.	Record company/applicant	Please enter your company or trading name.
2.	Type of company	Please select the type of company. If 'Other' is selected, you must enter an associated description.
3.	Contact name	Enter a contact name for any future correspondence regarding the application.
4.	I am authorised to enter into a binding agreement on behalf of the above applicant	The person making the online application must have appropriate authorisation. Please tick this box to confirm that you have the relevant authority to make this application.
5.	Email address	Please enter a contact email address. A copy



No	Field	Help
		of your application will be sent to this address.
6.	Confirm email address	Please confirm the email address entered above.
7.	Contact telephone	Enter a contact telephone number were you may be reached during office hours.
8.	Fax	Enter a fax number where you may be reached.
9.	UK address line 1	Please supply a full UK Registered Address - P.O. Box addresses are not accepted.
10.	Address line 2	Enter the second line of your address (if any).
11.	Town/city	Enter the town or city for the address.
12.	County	Enter the county for the address.
13.	Postcode	Enter the correct postcode for the address.

Step 3 – Your product details

This form is designed to give MCPS as much information as possible about the proposed recording so that the works you intend to record can be cleared quickly and efficiently. The **Your product details** screen allows you to enter Product and Manufacturer information for up to four formats of the same recording. To add additional formats, click the **Add Format** button.

The following product details may be entered when applying for an MCPS Application for Retail Licence application:

No	Field	Help
1.	Title	If the product has no formal title, please give a brief description of less than 150 characters which MCPS may use as a title.
2.	Artist	Enter the name(s) of the main performer(s). If tracks are by different performers (for example, compilations or samplers), please enter "Various" in this field and list the performers against the tracks on the next screen.
3.	Type of release	An album normally means more than 20 minutes of recording, a single generally less. However, select the description from the dropdown list that best describes the product.
4.	Label	The main trademark name which appears on the product. It is often the same as the Record Company name. If left blank, MCPS will use the Record Company name.
5.	Catalogue no	Please enter your own allocated Catalogue no. This number identifies your product and should be unique. The catalogue number should be either numeric (e.g. 59522) or it can be in the format of an alphabetical



No	Field	Help
		prefix followed by numbers (e.g. RB 6)
6.	Format/Carrier	Please select the relevant format/carrier from the drop down list. If Other, please specify in the input box provided
7.	Items	A double album should be shown as Set Of 2. A boxed set may be a set of any number up to a maximum of 99
8.	No. of tracks	Please enter the total number of tracks for this format. Track details may differ between formats (for example, a CD may have more tracks than a cassette). Please note that if a track consists of a medley of musical passages, this is still counted as one physical track (max 99 tracks)
9.	Release date	Please enter the Release date in the format dd/mm/yyyy, for example 21/03/2004. If the Release Date is undecided, enter an estimated date and click the adjacent tick box.
10.	Bar code	This field is optional. Please enter a Bar code number if known.
11.	Manufacturer name	Enter the name of the pressing plant or duplicator who will actually make the product. Failure to supply correct and full manufacturing information will delay the processing of your application. Note that a duplicate copy of the conditional licence will be sent to them after payment of the invoice has been received.
12.	Address	Enter the full address of the stated manufacturer. Failure to supply correct and full manufacturing information will delay the processing of your application.
13.	Telephone	Enter a contact telephone number for the manufacturer.
14.	Email address	Enter a contact email address for the manufacturer.
15.	Gross quantity	The total quantity which will be manufactured <i>including</i> promotional copies. The quantity to be manufactured is essential information for MCPS to calculate the mechanical royalties - it is this quantity that will be licensed.
16.	Unit price	Enter the Unit price and tick the appropriate box. ' Dealer ' is the advertised price for sale by you to a retailer. If there is none, give the price at which it will be sold to the public excluding VAT and tick ' Retail ex VAT '
17.	Promotional allowance	The scheme approved by the Tribunal requires you to mark <i>both</i> the disc and packaging of promotional copies at the time of manufacture . Where 500 or more copies are being



No	Field	Help
		<p>manufactured, if you accept a limit on the numbers to 25% of the first pressing (with a maximum of 400 per format for singles and 250 per format for albums), MCPS will modify these provisions by allowing the words 'PROMOTIONAL COPY - NOT FOR SALE' to be embossed on (or included on a sticker affixed with heavy duty glue to) the jewel box, case or sleeve before the copy is distributed. Please select YES if you agree to this amendment and NO if you do not want the promotional allowance at all.</p> <p>Promotional copies must not be sold or distributed commercially.</p>

Step 4 – Your track details

The track details screen allows you to enter details for each track on each format. Please note that, by default, the tracks for the **first format only** will be displayed. Track details for subsequent formats may be entered by clicking the **Next Format** button.

- Click on the **Add Track** button to add further lines or use the Insert action button as appropriate. Blank tracks added in error may be removed by clicking the Delete action button. Note that this will only remove blank tracks so if you wish to delete a track, you must first remove the text entries.
- If a track is not part of a particular format, then please leave the track details blank
- If a track has a different duration on different formats, then a separate track entry is required for each duration.

The following track details may be entered when applying for an MCPS Application for Retail Licence application:

No	Field	Help
1.	Item	Where SET has been selected on the product details screen, the Item column must be populated with the exact number of items, starting at number 1, which comprise the set. For example, a 2 CD set should have some tracks attached to Item (CD) 1 and the other tracks attached to Item (CD) 2. This field accepts up to 2 numeric characters and should be populated with consecutive numeric characters, the first item beginning with 1.
2.	Side	Enter a Side number. If the product has only one side as in a CD, enter 1 in each row. This field accepts up to 2 numeric characters.
3.	Track	Enter a Track number in this column using a sequential number from 1 to 99. The numbers must be sequential (except where the track is part of a medley) and there



No	Field	Help
		must be no gaps in the sequence.
4.	Medley (see figure 1.1 below)	Use a single track to define the Medley header and add extra track lines (using the Add Track button) for each of the medley components. Each component must then be assigned a sequential number (e.g. 1, 2, 3) in the Medley column. The total number of tracks for each format (excluding medley components) should match that indicated in the Format Details section on the previous page.
5.	Track title	If a title is a translation from another language, please show the original in brackets if known. If the track has a Mix Qualifier please show this in brackets e.g. I Love You (Radio Edit) or Brimful Of Asha (Norman Cook Remix Single Version). For Classical multi-part works it is not necessary to list the component or individual movements. For example operas, symphonies or concertos may simply be reported as a single recording. For Medley Header rows, please enter 'Medley' or if the medley has an actual title e.g. 'Barn Dance Medley' list this in place of the word 'Medley'.
6.	Artist	For compilations, please enter the Artist
7.	ISRC	<p>The ISRC (International Standard Recording Code) is the international identification system for sound recordings and music video recordings. Each ISRC is a unique and permanent identifier for a specific recording and can be permanently encoded into a product. The format is AAAAAAnnnnnn, or AA-AAA-nn-nnnnn with formatting (e.g. FR-Z03-98-00212). Please enter, if known.</p> <p>Phonographic Performance Ltd (PPL) and Video Performance Ltd (VPL) are respectively responsible for overseeing the use of ISRC's on sound recordings and music videos. If you wish to register to use ISRC's, please contact PPL via their Members Helpdesk (member.info@ppluk.com or 020 7534 1122) in respect of sound recordings or VPL via phone (020 7534 1400) in respect of music videos. Alternatively, for more detailed information, please access the PPL website http://www.ppluk.com</p>
8.	Duration	Please enter the duration (e.g. 3:55, 0:30) if known. The format is mins:secs.
9.	Composer/Author/Arranger	Please specify using the following codes:



No	Field	Help
		<p>C - Composer of music A - Author of music CA - Composer and Author AR - Arranger or Editor TR - Translator of Lyrics</p> <p>For example: Glen Matlock (CA) John Rotten (CA) Paul Cook (CA) Stephen Jones (CA)</p> <p>For Medley Header rows, please enter 'Medley' or if the medley has an actual title e.g. 'Barn Dance Medley' please list this in place of the word 'Medley'</p> <p>Use standard Copy and Paste facilities to replicate data.</p>
10.	Content	Please select the track content type from the option buttons provided.
11.	Publisher/Copyright/Owner (if known)	Enter the Publisher or Copyright Owner if known. If unsure append a ?. Any information you can supply may be helpful. You may also enter the following codes PD - Public Domain SW - Spoken Word Use standard Copy and Paste facilities to replicate data.

Figure 1.1: Medley Example (scroll down)



Your Track Details - Windows Internet Explorer

http://dwebinfra02-wfe01-usf/AFL/TrackList.aspx

File Edit View Favorites Tools Help

Your Track Details

MCPS Application for Retail Form

Your track details

Please enter your track details below and then click the Next button. For help on completing the application, please refer to the [Retail Licence Form User Guide](#) (opens in a new window).

Required items appear in **bold** with an asterisk *

First Format: 5" CD - rht1

You must complete details for each track. Click on the add track button to add further lines.
If a track is not part of a particular format, then please leave the track details blank.
If a track has a different duration on different formats, then a separate track entry is required for each duration.

Item	Side	Track	Medley	Track Title *	Artist	ISRC	Duration mm:ss	Composer/Author/ Arranger *	Content *	Publisher/ Copyright/ Owner (if known)	Action
1	1	1		Medley			03:00	medley	<input checked="" type="radio"/> Music <input type="radio"/> Non-music		Delete Insert
1	1	1	1	Medley Song 1	Steel Band		01:00	curtis	<input checked="" type="radio"/> Music <input type="radio"/> Non-music	emi publishing	Delete Insert
1	1	1	2	Medley Song 2	Pop Group		01:00	reginald	<input checked="" type="radio"/> Music <input type="radio"/> Non-music	warner publishing	Delete Insert
1	1	1	3	Medley Song 3	Rock Group		01:00	taylor	<input checked="" type="radio"/> Music <input type="radio"/> Non-music	sony publishing	Delete Insert
1	1	2		Not medley Song	Pop Group		02:00	James	<input checked="" type="radio"/> Music <input type="radio"/> Non-music	universal publishing	Delete Insert

Add Track

Error on page.

Start | Inbox - Micro... | FW: AFL Online... | B2 - RUMBA UN... | N1 - RUMBA U... | N2 - RUMBA U... | B1 - RUMBA UN... | Windows Media... | Your Track D... | December 2010... | Retail Licence U... | 12:21

Step 4 – Your summary

You will be asked to review your details carefully and amend any inaccuracies before clicking the **Submit** button.

Please note that clicking an Edit button will take you back to the screen containing the data in that section of the Summary screen. You must then navigate back to the Summary screen using the **Next** button on each subsequent screen.

Receive confirmation and email

Once submitted, a confirmation screen will display and a copy of your application will be sent to your email address.

Please quote your Catalogue number in any correspondence.