



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 **Save and Continue** buttons 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.

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 that 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 valid UK address.

If you are based outside the UK, please contact your local mechanical rights society if applicable. If you are advised that you reside in an MCPS mandated territory, please contact us on +44 208 378 7555

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.	Company or Individual	
2.	Record Company/Applicant	Please enter your company or

		trading name.
3.	Company Registration Number	Please enter your company registration number as registered with Companies House.
4.	Vat Number	Please enter your registered VAT number.
5.	Address	Please supply a full UK Registered Address – P.O. Box addresses are not accepted.
6.	Postcode	Please enter the correct postcode for the address.
7.	City	Please enter the city or county your address is based.
8.	Email address	Please enter a contact email address. Your login details will be sent to this address as well as any communications from MCPS.
9.	Telephone Number	Please enter a contact telephone number where you can be reached during office hours.
10.	Contact Name	Enter a contact name for any future correspondence regarding the application.
11.	“I am authorised to enter into a binding agreement on behalf of the above applicant”	This tick box will appear once you have saved your registration details. 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.

Step 4 – 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.

Firstly on the **Product Details** page you will need to select the type of application you are making – either a registration for a new product or a repress application for a product you have previously licensed with us.

You will also need to specify if the product is a box set or not.

And lastly, if you have a registered publishing company with us, please tick the necessary box.

The following product details must be entered when applying for an MCPS Application for Retail Licence application for a box set:

No.	Field	Help
1.	Box Cover Title	Please enter the title for the box set.
2.	Main 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.	Box Catalogue Number	Please enter the catalogue number for the box set. All component part of the box set must also have a unique catalogue number.
4.	Release Date	Please enter the release date on which your product is due for release.
5.	Number of Units in the Box	Please specify the number of component parts of your box set. 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 10. If you wish to make a registration for a box set with more than 10 discs please contact MCPS Licensing.

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 **Release on Several Formats** button.

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

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.	Catalogue Number	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 prefix followed by numbers (e.g. RB 6).
4.	Format/Carrier	Please select the relevant format/carrier from the drop down list.
5.	Release Date	Please enter the date on which your product is due for release.
6.	CD Plant/Duplication Facility	Please select from the list. If you manufacturer if not listed please select Other and enter the name of the manufacturer.
7.	Distributors Name	Please enter the name of your distributor.
8.	Barcode	Please enter the barcode number of your product.

Step 4 – Your track details

The track details screen allows you to enter details for each track on each format.

Click on the **Save** button when track details are complete. This will automatically clear the fields for the next track details to be entered. Blank tracks and unwanted tracks added in error may be removed by clicking the Delete action button. You can edit each individual track by clicking the **Edit** button situated next to each track you have entered.

The following track details may be entered when applying for an MCPS Application for Retail Licence application (mandatory fields are in **bold**):

No.	Field	Help
1.	Track Number	This will auto-populate in sequence
2.	Medley	Please select if the track is a medley
3.	Playing time	Please enter the playing time of the track you are entering
4.	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 its own title please enter the title.
5.	Original Title	Please enter the original title of the track if different from the track title.
6.	Contents	Please select what type of work your track is. Typically this will be Musical Work. If you know your track is out of publishing copyright, please select Public Domain.
7.	ISRC Code	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 AAAAAnnnnnnn, or AA-AAA-nn-nnnnn with formatting (e.g. FRZ03-98-00212). Please enter, if known. 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
8.	Artist	Please enter the artist for the track.
9.	Type of Rights Owner	Please specify the type of rights owner. You will need to supply at least one Rights Owner to progress your application. If entering a publisher name, please enter this in the last name field.

Step 5 – Pressing Quantities

You will be asked for the pressing quantities of your product(s) for each format.

Please note you cannot select pressing quantities for both retail sale and dealer sale.

No.	Field	Help
1.	Quantity	Please enter 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.
2.	Unit Price excl. VAT	Please 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 '.
3.	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 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. Promotional copies must not be sold or distributed commercially.
--	--	---

Step 6 – Confirmation

Your details will be displayed on this page. If you wish to amend any data you have submitted please click the back button until you reach the page on which you wish to amend the data.

If you have completed your registration and all data is correct, please click that you accept the terms and conditions of the agreement at the bottom of the page and click the accept button to process your application.

You will receive an email confirmation of the product you have registered. Please quote your Catalogue number in any correspondence.