

# MUSIC ON HOLD REPORTING FORM



Membership enquiries 1800 642 634 [writer@apra.com.au](mailto:writer@apra.com.au) [www.apraamcos.com.au](http://www.apraamcos.com.au)

Use this form to report music specially commissioned for use on music on hold systems in Australia and New Zealand

## IMPORTANT

Please ensure that your works have been registered with APRA AMCOS. You can register new works through our website.

Lodge your MOH claims by February 28th each year for the preceding calendar year. Royalties will be paid in the first distribution following receipt of the relevant licence fee.

## Section 1: GENERAL INFORMATION

Period covered by this claim \_\_\_\_\_ to \_\_\_\_\_

## Section 2: MUSIC USAGE DETAILS

Title/s of musical work/s	Composer/s
1. _____	_____
2. _____	_____
3. _____	_____

Date from which your music is used \_\_\_\_\_

End date \_\_\_\_\_

Name of business using your music \_\_\_\_\_

Address of business \_\_\_\_\_

Contact person at business \_\_\_\_\_

Phone number of business \_\_\_\_\_

Does the business have more than one premises?      Yes      No

Is your music used exclusively by the business?      Yes      No

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## Section 3: DECLARATION OF ACCURACY

My full name \_\_\_\_\_

My IPI number \_\_\_\_\_

My email address \_\_\_\_\_

My phone number \_\_\_\_\_

I understand that APRA will use the information I have provided on this form;

1. To calculate the royalties to be paid to members, and
2. To check APRA's licensing arrangements with the business/es concerned.

I declare that the information contained on this form is true and correct.

I understand that APRA may ask me to verify the details. APRA can contact the person listed above to confirm these details.

Type the words "SIGNED BY ME" followed by your full name in the box below

Signature \_\_\_\_\_