



# Title Registration: explanatory notes

Please submit one title registration for each musical work.

Where two or more works have identical beneficiaries and particulars, a single declaration form may be submitted with a list of further titles.

## 1 Title

The title must be written as it is given on the musical score or on the sound carrier. Where one work has several titles, all titles must be indicated. Titles, if any, of individual parts of musical works must also be given (if necessary on a separate sheet).

## 2 Beneficiaries

The first and last names of the beneficiary as well as the publisher's company name must be indicated in full, as written in the membership agreement, but without addresses.

## 3 Distribution keys

These columns are generally filled in by SUI SA, unless distribution keys have been agreed directly by authors or publishers pursuant to Article 2.1 of the distribution regulation. In this case, please specify the percentages applicable.

## 4 Arrangements

Arrangements must meet the requirements of Article 1.1.3.5 of the distribution regulation and must constitute a contribution capable of copyright protection.

## 5 Financing of sound carrier by the publisher

Where the publisher has financed the sound carrier, the publisher's share of mechanical rights increases from 40% to 50% (see Article 2.1.3.3. of the distribution regulation).

## 6 Genre description

This description should be given using such terms as concert work, oratorio, melody, march, blues, song, film music, electronic music etc.. Where necessary, further indications such as concert version or first performance may be added.

## 7 Instrumentation

Please specify all individual instruments as well as the ensemble designation - symphony orchestra, brass band, choir, rock band, jazz quintet, country band.

## 8 Contractual territory

*For publishers only!*

Publishers of original versions should write either all countries or list the specific countries covered by the publishing agreement. Sub-publishers should indicate the territory or country/ies specified in the sub-publishing agreement.

## 9 Supporting materials

Declarations must be submitted together with the musical score or sound carrier, as the case may be, as well as with the publishing or sub-publishing agreement except where a declaration relates to works which are part of a catalogue already known to SUI SA. SUI SA will microfilm all scores, agreement and authorizations, save voluminous or large-format scores, and will return the originals thereafter. Manuscript scores submitted by members of the Swiss Association of Musicians (STV/ASM) will be returned only at the composer's express request, in absence of which they will be transmitted directly to the Swiss National Library. Sound carriers are sent to the national sound archives for safe-keeping.

## 10 Other annexes

Arrangements and sub-arrangements of works protected by copyright must be accompanied by the authorization of the publisher or composer of the original work: for the setting to music of literary texts protected by copyright, the written authorization of the publisher or author, or of the author's heirs, is required. Failing such authorization, SUI SA cannot register the adaptation or setting to music of protected works. For arrangements of works in the public domain, please provide the score used to allow us to determine the copyright.

## 11 Signatures

Declarations may be filed jointly or severally. Declarations relating to musical works having several authors must bear the signatures of all the parties involved.

*For publishers only!*

On the declaration of works, only the signature of the lead publisher is required (publishing agreements already contains the signatures of all beneficiaries).