The Copyright Music Organisation of Trinidad and Tobago
NOTIFICATION OF RECORDING FORM

FOR OFFICIAL USE:

MASTER RIGHTS OWNER SHARE DETAILS

RECORDING DETAILS

	NAME	TYPE	SHARE	SOCIETY	EMAIL ADDRESS	TITLE			
M1						ALBUM		LABEL	
M2						ISRC CODE		FORMAT	
M3						DURATION	Min:	Sec:	RELEASE DATE
M4						COUNTRY OF PRODUCTION			

100%

Ownership Types: - OO – Original Owner: EL – Exclusive Licensee: ST – Successor in the Title.   M1, M2, M3, M4 refers to the sequence of ownership (Owner/Co-owner) of the sound recording

PERFORMER(S) SHARE DETAILS

	PERFORMER NAME	ROLE	SHARE	SOCIETY	EMAIL ADDRESS
P1					
P2					
P3					
P4					
P5					
P6					

100%

Role Types: - FA – Featured Artiste: BV – Backup Vocalist : SM – Set Musician.   P1, P2, P3, P4 etc., refers to the sequence of roles in the sound recording

The undersigned rights owner(s) assign(s) to the Copyright Music Organisation of Trinidad and Tobago the performing rights as defined by COTT's bye-laws and agree(s) to the division of royalties as indicated.

Signature M1 _____   Signature P1 _____   Signature P 5 _____

Signature M3 _____   Signature P2 _____   Signature P6 _____

Signature M2 _____   Signature P3 _____

Signature M4 _____   Signature P4 _____

HOW TO COMPLETE A NOTIFICATION OF RECORDING FORM

Register only those works which are currently in use, or are about to be performed, commercially released or included in a film or video production.

MASTER RIGHTS OWNER SHARE DETAILS

1. Starting from the top left of the registration form, in the order listed from the left is **Sequence** (M1, M2, M3 and M4) refers to the sequence of ownership (Owner/Co-Owner) of the sound recording.

2. Next is the name of the Master **Rights Owner, Type**, (**Ownership Types**) e.g.,

   a. **OO** refers to **Original Owner** – the person who would have produced the recording or the individual(s)   who owns a share in the recoding by way of a contractual arrangement with the Parties involved.

   b. **EL** refers to **Exclusive Licensee** - an individual who may have purchased or licensed the recording from the Original Owner.

   c. **ST** which refers to **Successor in Title** – the individual(s) who takes over the legal ownership of the rights in the sound recording after the death of the original rightsholder.

   d. As indicated above, a Master Rights Owner can be an Original Owner, an Exclusive Licensee, Successor in Title or any organisation/ individual who has acquired full/part ownership of the Master Rights via contractual agreement paid or otherwise.

3. This information is followed by the **Share Percentage** which refers to the total amount of shares allocated to the Master Rights Owner of the work being registered. The Total percentage share for the Master Owners must add up to 100%.

4. **Society** this column refers to the the name or acronym of the Neighbouring Rights society which represents the rightsholder e.g., (**Copyright Music Organisation or COTT**).

NB: - Master Rights Owners and Performers are separate rightsholders and are both entitled to an equitable share in the royalties.

REORDING DETAILS

5. When registering your work fill in clearly the **Title** of the of this work. This is followed by **Album**, if the work to be registered is featured on an album, then include the name. Next is the **ISRC Code** or **International Standard Recording Code**. These codes are an internationally recognised system to identify recorded music tracks. The ISRC consists of twelve characters representing country (2 characters), Registrant (3 characters), Year of Reference (2 digits) and Designation (5 digits). For visual presentation it is divided into four elements separated by hyphens. This is not a made-up code but is derived from a registrant's code which is unique to the Master Rights Owner/producer e.g.,
   TT-Z03-18-00212

6. Next is the **Format.** This is where the method of audio submission can be indicated e.g. (mp3, CD etc).

7. This is followed by the **Duration.** The duration is the length of time the song lasts in minutes.

8. Next is the **Release Date,** here is where the day, month and year of release of the work/album being submitted for registration is indicated. This is followed by **Label**. This refers to the **name, brand or trademark** associated with the production of the sound recordings being registered.

9. Below duration is the **Country of Production.** This is the territory/Country where the work being registered was created.

PERFORMER (S) SHARE DETAILS

10. **Sequence** (**P1, P2, P3, P4, P5, P6**) refers to the name of the performer/s in the sound recording being registered.

11. This is followed by **Role** refers to the function of each performer of the sound recording being registered e.g. Set Musician, Backup Vocalist, Featured Artist and Main Performer.

12. **Share Percentage**; is the total amount of shares allocated to the performer/s in the sequence **P1** through **P6.** The share percentage for the Performers must equal 100% . By law Performers are entitled to an equitable share under Neighbouring Rights. This is known as the "Performer's Share" and is separate from the Master Owner's Share.

13. The **Society** column refers to the name of the Neighbouring Rights society that represents the Performer(s).