



The Copyright Music Organisation of Trinidad and Tobago

# NOTIFICATION OF WORK FORM

SONG DETAILS					MUSIC FOR USE IN ADVERTISING <i>(Use only if registering an ad/jingle)</i>				
Song Title					Ad/ Jingle Title				
Alternative Title (If any)					Product		Ad Agency		
Performer Name				Musical Genre				Script Title	
Is this Song a part of a Riddim?		Yes:	No:	If yes indicate Riddim Name					
Is this an amended registration?		Yes:	No:	Is this a remix?		Yes:	No:	IF WRITTEN FOR A FILM, TV PROGRAM OR TV SERIES	
Duration		Min:	Sec:	Release Date (d/m/y)				Title of Program:	
						Phone		Producers Name	
								E-mail Address	

IF AN AUTHORISED TRANSLATION/AUTHORISED USE OF COPYRIGHT WORDS (please attach authorization)		Tick if it includes the following: Medley <input type="checkbox"/> Copyrighted Words <input type="checkbox"/>		Title of Original Work:		Name of Original Writer:	
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PUBLISHING		Date of agreement:		Valid Thru:		Publishing Territory:	
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IF BASED ON PUBLIC DOMAIN (PD) WORDS/ MUSIC		Title of the PD Work:				PD Writers:			
Check one:		<input type="checkbox"/> Arrangement of PD Music and New Words	<input type="checkbox"/> Adaptation of PD words and new music	<input type="checkbox"/> Arrangement of PD music and unchanged PD words	<input type="checkbox"/> Adaptation of PD words and unchanged PD music	<input type="checkbox"/> Arrangement of PD music only (instrumental)	<input type="checkbox"/> Other (give details)		

Insert Correct Code: - C – Composer (Music Only): A – Author (Words Only): C/A – Composer/ Author. (Words and Music) E- Publisher SE- Sub-publisher

	INDICATE CODE	FULL LEGAL NAME OF WRITER(S)/ PUBLISHER(S)	SHARE OF MECHANICAL ROYALTIES	SHARE OF PERFORMING ROYALTIES	IPI#	SOCIETY
C1						
C2						
C3						
C4						
C5						
C6						
C7						
C8						

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 C1		Signature C3		Signature C5		Signature C7	
Signature C2		Signature C4		Signature C6		Signature C8	



# NOTIFICATION OF WORK FORM

## HOW TO COMPLETE A NOTIFICATION OF WORK FORM

<p>Register only those works which are currently, or are about to be performed, commercially recorded or included in a film or video production.</p> <p><b>Song Details</b></p> <ol style="list-style-type: none"><li>Starting from the top corner of the registration form, fill in clearly the work or song title by which you would like the work to be commonly known. Below is the alternative title. If there are any other titles by which the work will be known, they should be noted here.</li><li>Next is the <b>Performer Name</b>. Indicate the performing or stage name of the main artist/artistes of the work to be registered. If there is no performer name available fill in the legal name of the performer in the space provided for the performer.</li><li>Adjacent to <b>Performer Name</b> is <b>Musical Genre</b>. Here is where you may state what type of work you are registering e.g. calypso, soca, chutney, parang, rapso, gospel etc.</li><li>Next is the <b>Riddim</b>, if the work being registered is part of a riddim indicate Yes or No. If you indicated yes, please indicate the <b>Riddim Name</b>.</li><li>Amended Registration: If you have previously registered this work with COTT and are now amending the details e.g. shares or contributor names etc. please note COTT will only accept amended registrations if all parties affected by the amendment have provided their written consent. If this is a remix of a previously registered work, simply indicate <b>remix</b> next to the song title.</li><li>Next is the duration. The duration is the length of time for which the performance of the work lasts in minutes. Adjacent to duration is the <b>Release Date</b>. Here is where you indicate the day, month and year of release of the work being submitted for registration.</li></ol>	<p><b>Music for Use in Advertisements</b></p> <ol style="list-style-type: none"><li>If you are registering a work for use in an advertisement, you must use the top right-hand corner to register the title. The title of the work must be noted within the section title for Ad / “Jingle”.</li><li>The product for which your work will be used to advertise must also be noted within the section titled Product.</li><li>Next to <b>Product</b> is <b>Ad Agency</b>. The name of the agency should be included if the ad is commissioned by an advertising agency.</li><li>The <b>Script Title</b> section is where the name of the work should be listed, e.g. Back to School Sale, Christmas Late Opening etc.</li></ol>
<p><b>Authorised Translation/ Use of Copyright Words:</b> If the work being used is an authorised translation or authorised use of copyrighted words, please attach authorisation. Use tick boxes to indicate if it includes Medley or Copyrighted Words. Next to this is where you indicate the Title of the Original Work and the Name of the Original Writer.</p>	
<p><b>Publishing</b></p> <ul style="list-style-type: none"><li>If there is a publisher assigned to this work, please indicate. COTT must be informed by publishers about works acquired for sub-publication in Trinidad and Tobago under a specific title agreement. This includes stating the full territory acquired, along with the start and end dates of the agreement. Assignments of specific titles to foreign publishers and all general catalogue agreements should be registered using a separate form, which can be obtained from your local COTT office.</li></ul> <p><b>Public Domain Works</b></p> <ul style="list-style-type: none"><li>Registration of arrangements of public domain works must be dealt with as stated in COTT’s Distribution Rules. For details, contact your regional office. Arrangements (including sampling) or translations of copyrighted works require authorisation from the copyright owner. All involved parties must sign the form at the designated area."</li></ul>	
<p><b>Contribution Information</b></p> <ol style="list-style-type: none"><li>Enter the code corresponding to each contributor (e.g., C for Composer, A for Author of the lyrics, etc.). <b>Note that a producer or arranger in a recording studio may not be the composer. In this context, 'arranger' refers to the composer who arranges a public domain work, not a copyrighted work.</b></li><li>Enter the full names of all the contributors to the work (composers, authors, arrangers etc.)</li><li>Enter the shares corresponding to each contributor. Performance and mechanical shares are divided into percentages.</li><li>Enter the IPI Number for each contributor.</li></ol>	