



# NOTIFICATION OF WORK FORM

Song Title: _____ Alternative Title if one: _____ Duration: Min: _____ Sec: _____ Musical Styles: _____	Title for Advertising Jingle: _____ Product: _____ Agency: _____ Script Title: _____ Jingle I.D. No. _____
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Code: **C** = Composer (music only) / **A** = Author (words only) / **CA** = Composer and Author / **AR** = Arranger for PD music only / **E** = Publisher / **SE** = Sub-publisher for Trinidad and Tobago / Note: (If Sub-publisher for a territory other than Trinidad and Tobago please complete and attach Sub-publishing form, available at COTT's office.)

**TICK BOX FOR:**

- Amended Registration
- Dramatic Musical Work
- US Licensing: ASCAP
- BMI
- SESAC
- Authority not given for first recording

Indicate Code (see key above)	Full Legal Name of Writers and Publishers	Share of Royalties		IPI#	For Office Use
		Performing (Total 100%)	Mechanical (Total 100%)		
1		%	%		
2		%	%		
3		%	%		
4		%	%		
5		%	%		
6		%	%		
7		%	%		
8		%	%		

**DATE OF RELEASE**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Day                      Month                      Year

**PERFORMANCE OR BROADCASTING DETAILS:** \_\_\_\_\_  
 \_\_\_\_\_

**COMMERCIAL RECORDING DETAILS:** \_\_\_\_\_  
**PERFORMER:** \_\_\_\_\_

**PUBLISHING:** Date of Agreement: \_\_\_\_\_ Valid Thru: \_\_\_\_\_ Publishing Territory: \_\_\_\_\_  
(Attach Agreement)

**IF BASED ON PUBLIC DOMAIN (PD) WORDS AND/OR MUSIC:**  
 Title of the PD work: \_\_\_\_\_ PD Writers: \_\_\_\_\_  
*check one:*  
  Arrangement of PD music and new words  
  Adaptation of PD words and new music  
  Arrangement of PD music and adaptation of PD words  
  Arrangement of PD music and unchanged PD words  
  Adaptation of PD words and unchanged PD music  
  Arrangement of PD music only (instrumental)  
  Other (give details) \_\_\_\_\_

**IF AN AUTHORISED TRANSLATION OR AUTHORISED USE OF COPYRIGHT WORDS: (Please attach authorisation)**  
 Title of Original Work: \_\_\_\_\_ Original Writers: \_\_\_\_\_

**IF INCLUDES (check one):**  
 **A MEDLEY**  
  **SAMPLING (PLEASE ATTACH AUTHORISATION)**

**IF WRITTEN FOR A FILM, TV PROGRAM OR TV SERIES:**  
 Title of Program: \_\_\_\_\_ Producer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned assigns to COTT the performing rights and mechanical reproduction rights and agrees to the division of Royalties as indicated.

Rights holders signatures:  
**Writers**    1 \_\_\_\_\_    3 \_\_\_\_\_    5 \_\_\_\_\_  
                   2 \_\_\_\_\_    4 \_\_\_\_\_    6 \_\_\_\_\_

**Publishers** \_\_\_\_\_  
(Signature of authorised representative of publisher member)  
**Name of Company** \_\_\_\_\_ **Date:** \_\_\_\_\_

# COTT

## HOW TO COMPLETE A NOTIFICATION OF WORK FORM

1. Register only those works which are currently, or are about to be, performed, commercially recorded or included in a film or video production.
2. The top copy should be sent directly to your local COTT office (see below) and the bottom copy retained for your files.

### **Music Title**

3. 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.
4. Next is the duration. The duration is the length of time for which a performance of the work lasts in minutes.
5. Alongside the duration is the musical style. Here you may state what type of work you are registering e.g. calypso, soca, chutney, parang, rapso, gospel etc.

### **Music for Use in Advertisements**

6. If you are registering a work for use in an advertisement, you must use the top right hand corner to register the title (unlike other works where the top left hand corner is used). Firstly, the title of the work must be noted beside Title for Advertising "Jingle". The product for which your work will be used to advertise will also be noted.
7. Alongside this is the Agency. If work is commissioned by an advertising agency, you should include the name.
8. Next the script title for the work is filled in. This is the advertising campaign that the work is in e.g. Back to School Sale, Christmas Late Opening etc.

### **Contribution Information**

9. Enter the corresponding code for each contributor (e.g. C for Composer A for author of lyrics etc.). **Please note that a producer/arranger in a recording studio does not necessarily mean composer. The term "arranger" in this form refers to the composer who arranges a public domain work, not a copyright work.**
10. Enter the full names of all contributors to the work (composers, authors, arrangers etc.)

11. Enter the corresponding shares for each contributor. The performance shares and the mechanical shares are each divided into percentages.
12. Enter the IPI number for each contributor

### **Tick Box**

13. Amended registration: Tick this box if you have previously registered this work with COTT and are now amending the details e.g. shares or contributor names etc. N.B. COTT will only accept amended registrations if all parties affected by the amendment have provided their written consent.
14. Dramatic-Musical Work: Tick here if the work you are registering has been written for the stage e.g. Opera, Musical incidental music for a non-musical play.
15. USA Licence Tick here if you wish your work to be licensed by ASCAP, BMI, or SESAC in the U.S.A.
16. First Recording: Tick this box if you wish to reserve your right to authorise the first recording of the work.

### **Rest of Form**

17. Performance Details: This section should be used to notify COTT of any public performances of the work e.g. on a television broadcast or a live performance
18. Commercial Recording Details: Use this section to identify CDs, Videos etc that the work is featured on. Give all available details i.e. catalogue number, label, artiste etc.
19. Publishing: Use this section of the work is published. COTT publishers notifying works acquired for Trinidad and Tobago sub-publication under specific title agreement's must state, immediately under the name of the sub-publisher, the full territory acquired together with the effective starting and termination dates of the agreement (specific title assignment to foreign publishers and all General catalogue Agreements must be registered on a separate form, available at your local COTT office.
20. Registration of copyright protected arrangements of public domain works will be dealt with as outlined in COTT Distribution Rules. For details, please contact your regional office. Registration of **arrangements (including sampling)** or translations of **copyright works must** be accompanied by appropriate authorisation from the copyright owner.
21. **All parties** involved in the work **must sign** the form in the designated area at the bottom.