

Instruction for notification of work by original publisher/sub-publisher

- 1) Be careful to notify the work(s) with the title that will be used for any performance or recording.
- 2) This information is used for classification at STIM. State the type of music concerned, for example jazz or folk song etc., and state the instrumentation for the work, for example string quartet, brass band, clarinet, piano, big band etc.
- 3) Make sure that you state the playing time for the work.
- 4) CAE = CAE (Composer Author Editor) code
 AP = associated parties. C = composer, A = author, CA = comp./auth., PSD = pseudonym, AR = arranger, SA = lyricist, E = original publisher.
- 5) If the publisher does not represent all the authors of the work, write CRU = Copyright Unit. Enter the same figure next to author/publisher.
- 6) Names of author and publisher. It is also possible just to enter a **pseudonym** if that is what is used, but check first that the pseudonym has been notified to STIM's member service.
- 7) Always state your personal identity number, IPI number or contract number.
- 8) If performing rights society other than STIM.
- 9) N.B.: If distribution is not restricted by STIM rules, the publishing contract or appendix must be enclosed with the work notification. **Signed by the authors.** Exemption if the publisher controls the whole work.
- 10) Example: Worldwide = WD
- 11) State date.
- 12) If the work has been recorded, enter the record number.
- 13) If Split Copyright, enter the name of the other society. If no information is known about this, write "Unknown".
- 14) In the case of publishers who, at the time the work is notified, have already entered into sub-publishing contracts, this can be entered in the column below.
 - 14a) SE = Sub-publisher
 - 14b) Territory = The countries covered by the contract
 - 14c) The performing rights share accruing to the sub-publisher
 - 14d) The mechanical rights share accruing to the sub-publisher
 - 14e) The contract term
 - 14f) Indicate which applies.



NOTIFICATION OF WORK

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1) Title	2) Type of work/instrumentation	3) Playing time	
		Min.	Sec.

4) IPI			5) CRU			6) Rightholder			7) Pers. Id. Number/			8) Society			9) Perf. Mech.		

10) Territory				11) Date of contract			
12) Record number				13) Split Copyright			
14) Remarks							
14a) Sub-publishing to publishers abroad		14b) Territory		14c) Perf. share %		14d) Mech. share %	
SE							
14e) Contract period				14f) For 100% mechanical rights sub-publishing, a certificate is required.			
				<input type="checkbox"/> Already sent		<input type="checkbox"/> Enclosed	

Signature

Place & date	
Signature, original publisher	Name, printed

To be sent to: STIM, Originalförlagda verk, Box 170 92, SE-104 62 STOCKHOLM, Sweden.