



## Composers and Authors Society of Singapore Ltd

37 Craig Road, Singapore 089675 Tel: 6323 6630 Fax: 6323 6639

Email: [membership@compass.org.sg](mailto:membership@compass.org.sg) Website [www.compass.org.sg](http://www.compass.org.sg)

### MEMBERSHIP APPLICATION - WRITER

#### ADMISSION CRITERIA AND NOTES FOR MEMBERSHIP

Please read the following information before completing your application:-

##### Eligibility and Qualifying Criteria

Any writer or co-writer of at least **ONE** musical work that has/have been either

- a) commercially recorded, or
- b) commercially published, or
- c) broadcasted, or
- d) performed in public such number of times as the council shall in its absolute discretion consider appropriate having regard to the nature of the work and the performance or performances in question.

##### Definition

- a) Commercially published means : Made available to the public by sale or hire in graphic form
- b) Commercially recorded means :
  - i) the work has been released to the public on a record label listed in Musicmaster or Gramophone catalogues, or
  - ii) the work has been recorded and made available by inclusion in a catalogue of a recorded music (e.g. background or mood music) library, or
  - iii) the work has been recorded and transmitted by a television or radio broadcasting station or cable diffusion service, or
  - iv) the work has been recorded on the soundtrack of a film or other audio-visual production that has been released for public exploitation.
- c) Publicly performed means: Performed in premises that are or are eligible to be licensed by the Society

##### Assignment of Rights

Upon admission to COMPASS as a member, the following rights are assigned to COMPASS for administration:-

##### • **Performing Rights**

The rights assigned to the Society by this Deed in relation to a musical work :

- a) to perform the work in public;
- b) to communicate to the public  
"Communicate" is defined as "to transmit by electronic means (whether over a path or combination of paths or otherwise) a work or other subject matter, whether or not it is sent in response to a request and includes:
  - (i) Broadcasting
  - (ii) Inclusion in a cable programme
  - (iii) The making available of the work in such a way that the work or subject matter may be accessed by any person from a place and at a time chosen by him.

The assignment of performing rights is **compulsory and exclusive**. Any variance of this assignment will render the membership void.

##### • **Reproduction Rights**

The expression "reproduction rights" shall mean, in relation to a musical work :

- a) the right to make a record of the work, in the form of a disc, tape or any other form whatever, and to make copies of such records for retail sale (the "mechanical right");
- b) the right to record the work onto the sound track of a cinematograph film including films intended for exhibition in cinemas or for transmission by broadcasting or diffusion services, or of other audio-visual productions (the "synchronisation right"); and
- c) the right to record the work as a commercial jingle or an accompaniment to commercial (the "advertising right").

The assignment of reproduction rights is **optional** to the member. However administration of this right is only available to COMPASS members.



**MEMBERSHIP APPLICATION - WRITER**

**ADMISSION CRITERIA AND NOTES FOR MEMBERSHIP...cont'd**

**Types of Membership**

- *Associate Member*
  - ◇ Successful application will be admitted as Associate Member.
  - ◇ Status of writer members who are Singapore Citizens or Permanent Residents residing in Singapore will be reviewed after three (3) years of joining. They may be promoted to Full Member if they meet the minimum royalty criteria set by the Council for the last two (2) years of distribution (currently S\$50).
  - ◇ Full member who did not meet the above minimum royalty criteria will be demoted to Associate Member. Such member will be promoted to Full member should they meet the minimum royalty criteria the following year.
  - ◇ Will receive a copy of the approved Annual Reports.
- *Full Member*
  - ◇ Writer member who is a Singapore Citizen or Permanent Resident residing in Singapore, has joined the society for not less than three (3) years and has met the minimum royalty criteria set by the Council.
  - ◇ Will receive a copy of the Meeting Notes and approved Annual Reports.
  - ◇ Allowed to attend and has the right to vote at the General Meeting.
  - ◇ Allowed to be nominated for election as a Council Member.

**Obligation of Members**

- *Notification of Works*  
All past, present and future works of a member are to be registered with COMPASS to enable the society to have a comprehensive/complete listing of the works that it administers on behalf of its members, and to ensure accurate allocation of royalties to the members.
- *Change of Address*  
Member change of address or contact numbers should notify the Society immediately. Any royalty cheque returned and not replaced after two (2) years will be void.

**Termination of Membership**

- COMPASS membership may be terminated in the following circumstances:-
1. Members who have been with COMPASS for a period of three (3) years or more may give three (3) month's notice in writing to the Secretary of his/her intention to terminate the membership.
  2. Upon the death of the member, the rights of the works will then enable the heir to join COMPASS as a successor member.

**INSTRUCTIONS - COMPLETING AND SUBMITTING THE APPLICATION FORM**

- The following document / information will be required for completing the application:-
- Identity Card / Passport / Work Permit
  - Details of all your musical compositions
  - Details of your Bank Account
  - Proof of works published

Please return the completed form to COMPASS, 37 Craig Road, Singapore 089675 Attn: Membership Department together with the Deed of Assignment(s) and supporting documents stated below:-

**Deed of Assignment**

- Deed for Performing Rights (mandatory)
- Deed for Reproduction Rights (optional)
- Applicant to sign in the presence of a witness
- Witness can be anyone above 21 years old **other than** spouse
- Witness to sign and furnish the requisite information.

**Supporting Documents**

- Photocopy of your ID card (both sides)
- A copy of the commercial recording for all works that claimed as recorded,
- A copy of the printed programmes for works that have been performed,
- A copy of the agreement signed with publishing or record company, if any
- For jingle writer who works as copywriter at an advertising firm - a letter from the company, certifying that the copyright (mainly performing rights) of the jingle is owned by the applicant.



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Email: [membership@compass.org.sg](mailto:membership@compass.org.sg) Website [www.compass.org.sg](http://www.compass.org.sg)

**For Official Use Only:**

**Admission Date:**

**Internal Number:**

**Processed By:**

**MEMBERSHIP APPLICATION - WRITER**

I, (Name & NRIC No) \_\_\_\_\_, hereby apply for membership in the Composers and Authors Society of Singapore Limited (hereinafter called "the Society"). If admitted, I agree to be bound by the Society's Articles of Association, as now in effect and as they may be amended.

Pending my admission, I hereby authorise and request the Society to collect licence fees on my behalf in respect of the public performance and communication to the public, the musical works of which I am the copyright owner.

I appoint the Society and its authorised representatives to be my agents to grant licences to persons, firms and companies authorising them to publicly perform or permit public performances of such works, to broadcast them and to cause them to be transmitted to subscribers to a diffusion service, as well as to communicate the work to the public, and to collect and recover fees for such usages in accordance with the scale of fees fixed by the Society.

I agree to the deduction by the Society of the expenses incurred by it in collecting the above fees.

For the purpose of such collection and recovery or in the event of any unauthorised performance of my musical works, I hereby instruct and authorise the Society in my name to take such proceedings at law as it may deem advisable whether for recovery of fees or damages or by way of injunction to restrain unauthorised performance or other usage.

I undertake to supply the Society on the form prescribed with the title of each musical work of which I am the author and/or owner of the performing right. The Society is not to be deemed to be under any obligation or liability to me in respect of any musical works of which I have failed to notify the relevant details.

So far as I am able, I undertake to notify the Society of the public performance, broadcast or transmission to subscribers to a diffusion service of my musical works, and the Communication to the public.

I hereby warrant that the musical works covered by this authority are original compositions written by me and none infringes the copyright in any other work and I agree to keep the Society indemnified against all charges it may incur in respect of any claims by reason of the exercise by the Society of the rights herein authorised.

I will give the Society immediate notice of any change of my address.

This authority may be revoked after 3 years of membership, and upon my giving not less than three months' written notice to the Society.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



<b>PROFILE (may tick more than one)</b>	
<input type="checkbox"/> Composer	<input type="checkbox"/> Lyricist
<input type="checkbox"/> Jingle Writer	<input type="checkbox"/> Arranger (for public domain work)
<b>APPLICANT'S NAME DETAILS</b>	
<b>Title</b>	Prof. / Dr. / Mr. / Mdm / Mrs / Ms
	First / Given Name _____ Last / Surname _____
<b>Full Name as In IC/Passport English</b>	_____
Chinese	_____
Pseudonym (1)	_____
Pseudonym (2)	_____
Group / Band Name	_____
<b>Name to use on Membership Card</b> limit to 20 characters, including spacing	_____
<b>PERSONAL DETAILS</b>	
<b>Nationality</b>	Status in Singapore (for non-Singaporean) <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Pass Holder <input type="checkbox"/> None of the above
NRIC / Passport No.	_____
Date of Birth	Country of Birth _____
City/State of Birth	Place of Birth _____
Sex	Marital Status _____
Race	Religion _____
<b>NEXT-OF-KIN</b>	
Name	Telephone _____
Address	_____
Email	Relationship _____
<b>CONTACT DETAILS</b>	
Home Address	_____
Mailing Address (if differ from above)	_____
Telephone No. (1)	Telephone No.(2) _____
Handphone	Fax No. _____
e-mail address (1)	email address (2) _____
Website address	Can we link your site to COMPASS'? Yes / No
<b>RIGHTS ASSIGNMENT (pls tick where appropriate)</b>	
<b>PERFORMING RIGHTS (mandatory)</b>	<b>REPRODUCTION RIGHTS (optional)</b>
Territory / Territories	Territory / Territories
<input type="checkbox"/> World	<input type="checkbox"/> World
<input type="checkbox"/> World except (pls list countries) _____	<input type="checkbox"/> World except (pls list countries) _____
<input type="checkbox"/> Selected countries (pls list) _____	<input type="checkbox"/> Selected countries (pls list) _____
<input type="checkbox"/> Singapore Only	<input type="checkbox"/> Singapore Only
State if you are, or have ever been a member of any Society or organization administering performing rights anywhere in the world. Yes / No.	
If yes, please provide details _____	
<b>OTHERS</b>	
Preferred language of communication	<input type="checkbox"/> English <input type="checkbox"/> Mandarin <input type="checkbox"/> Malay <input type="checkbox"/> Tamil <input type="checkbox"/> Others: _____
Language used in compositions	<input type="checkbox"/> English <input type="checkbox"/> Mandarin <input type="checkbox"/> Malay <input type="checkbox"/> Tamil <input type="checkbox"/> Others: _____
Work Type	<input type="checkbox"/> Jazz <input type="checkbox"/> Popular <input type="checkbox"/> Classical <input type="checkbox"/> Jingles <input type="checkbox"/> Others: _____
I warrant and represent that all information furnished in the application is true, and that the contract will be subjected to cancellation if the information contained in this application is not complete and accurate.	
_____	_____
Signature	Date

**Passport Size Photograph**

(pls use paper clip to fasten to form.)

Do not glue



INSTRUCTION FOR ROYALTY PAYMENT		
Please select preferred mode of payment:		
<input type="checkbox"/> <b>Crossed Cheque</b>	:	Account Name
<input type="checkbox"/> <b>Giro Transfer</b> (please obtain bank and branch code from your bank)	:	Account Name
		Account No.
		Bank Name
		Bank Code
<input type="checkbox"/> <b>Bank Draft</b> (please note that member will be responsible for all prevailing bank charges)	:	Account Name
		Preferred Currency
		Member's Contact Address
<input type="checkbox"/> <b>Telegraphic Transfer</b> (please note that member will be responsible for all prevailing bank charges)	:	Account Name
		Preferred Currency
		Account No.
		Member's Contact Address
		Bank Name
		Bank Address in full
		Swift Address (if available)
		Clearing Code (if available)
_____		_____
<b>Signature</b>		<b>Date</b>



The Principal musical works of which I am the composer or author are as follows (please attach separate sheet if space insufficient)

Song Particulars			
Song Title : (English/Malay/Han Yu Pin Yin/Others)		Date Of Publication :	
(Chinese) 歌名		Duration:	Mins                      Secs
Type of Music : (Pop / Jazz / Classical / Serious / Instrumental / Others)		Language 语言 :	
Artiste 歌手:		Release Date 出版日期 :	
Recording Label 唱片公司:		Catalogue No :	
Remarks:		<b>Share Of Royalties</b>	
		<b>Performing</b>	<b>Mechanical</b>
作曲 Composer			
作词 Author			
作词 Sub-Author			
编曲 Arranger			
出版商 Publisher			
出版商 Publisher			
代理出版商 Sub-Publisher			
<b>For Official Use</b>			
<b>Date Received :</b>		<b>Registration No :</b>	

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作曲 Composer			
作词 Author			
作词 Sub-Author			
编曲 Arranger			
出版商 Publisher			
出版商 Publisher			
代理出版商 Sub-Publisher			
<b>For Official Use</b>			
<b>Date Received :</b>		<b>Registration No :</b>	

I hereby notify the Composers and Authors Society of Singapore Limited that I am the Composer/Author/Sub-Author/Arranger of the works(s) set forth above. Pursuant to the covenant for further assurance contained in my general assignment to the Society executed on or after my election to membership, I hereby assign to the Society the performing right in the said work (s).

Signature of Member \_\_\_\_\_ Date: \_\_\_\_\_



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Recording Label 唱片公 司:		Catalogue No :	
Remarks:		<b>Share Of Royalties</b>	
		<b>Performing</b>	<b>Mechanical</b>
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作词 Author			
作词 Sub-Author			
编曲 Arranger			
出版商 Publisher			
出版商 Publisher			
代理出版商 Sub-Publisher			
<b>For Official Use</b>			
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