

## APPENDIX 1 – KAR Application Form



### Application Form

Confidential information supplied in this form will be treated in strictest confidence. Whether or not an applicant is accepted under this Agreement is decided by the MCPS Board. Acceptance may be conditional upon the provision of financial guarantees (e.g. deposits and/or advances).

Reference should be made to the terms and conditions of the Agreement before completing and signing this application form.

**PLEASE ANSWER THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE**

**What type of karaoke products are you releasing?**

DVD  CD+G  DVD box sets  CD+G box sets

Video  Other format  (please specify):

**Will you be using your own sound recordings?**

Yes  No  Both

If no or both, please list all companies which supply sound recordings:

**Does your company import karaoke product from outside the UK for sale and distribution in the UK?**

Yes  No

If yes, please list all companies and territories which supply product :

**SECTION A – COMPANY BACKGROUND**

**A1. Registered Name of Company making this application:**

**A2. Trading address(es):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Website \_\_\_\_\_  
E-mail: \_\_\_\_\_ VAT. Reg. No. \_\_\_\_\_

**A3. Address of Registered Office if different from Question 2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Registered Company No: \_\_\_\_\_

**A4. What is the status of your Company?**

- Limited Company
- Public Limited Company
- Subsidiary Limited Company
- Other (please specify) \_\_\_\_\_

**A5. On what date (month and year) did your company commence trading?**

\_\_\_\_\_

**A6. Please state the name and location of your ultimate holding company (if any):**

**Name:**

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Registered Company No:** \_\_\_\_\_

**A7. What is the status of the ultimate holding company (if any)?**

- Public Limited Company       Private Limited Company
- Other (please specify) \_\_\_\_\_

**A8. Names of Directors of Company:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names, titles and telephone numbers of personnel in your company which MCPS may contact:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A9. Please give the name and address of any wholly owned music publishing company, and specify relationship:**

**Name:**

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**A9a. Is the publisher a member of MCPS?    Yes        No**

**A10. What are the names of your labels, trademarks, brands and websites?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B – REPORTING**

- B1. What stock control processes do you have in place?**
- B2. MCPS requires quarterly shipment records to be made in the form of industry standard computer readable magnetic media. Which of the following forms can you comply with?**
- Excel       Musicalc       Counterpoint       Own System (please specify)

**SECTION C – MANUFACTURING & DISTRIBUTION**

- C1. List the name and addresses of companies to which you export finished product.**

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- C2. Who handles your UK and overseas distribution?**

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- C3. Do you pay manufacturing invoices?  
or, are these re-charged to you by your distributor?**

- C4. Distribution Accounting**

**How frequently do your distributors account to you?**

**Within how many days of the above, do you receive sales data?**

- C5. Deletions**

**Have you had any occasion to delete any product from your catalogue? If so, how was it subsequently disposed of, and for which formats?**

- C6. Destructions**

**Have you had occasion to destroy any product and, if so, by whom was this undertaken?**

**SECTION D – FORMATS**

- D1. Is your organisation a member of the BPI, AIM, SMIA, SRIA, BVA or another representative body and if so, which?**

**D2. Give your estimate of the following for the coming year for:-**

1. Gross Sales
2. Mechanical Royalties to MCPS
3. Net sales revenue (1 minus 2 =)
4. How many releases do you anticipate in the coming year?

|    | DVD | CD+G | DVD box set | CD+G box set | Video | Other (please specify) |
|----|-----|------|-------------|--------------|-------|------------------------|
| 1. |     |      |             |              |       |                        |
| 2. |     |      |             |              |       |                        |
| 3. |     |      |             |              |       |                        |
| 4. |     |      |             |              |       |                        |

**D3. Do you recommend retail prices?**YES 

Please attach copies of your list of retail prices, whether fixed or suggested

NO 

Please specify your pricing structure and basis of royalty calculation, please attach your published dealer price list.

**SECTION E – DECLARATION**

This application form must be signed by a Director of your company.

Declaration: I hereby confirm the following statements:

- The information contained in this document is accurate to the best of my knowledge
- MCPS are permitted to approach any and all related partners, for the purposes of verifying the information provided within this application form

Director's Name: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

**IMPORTANT:** Please ensure that you have enclosed the following information, as we are unable to process your application without it:

- One page overview of company background and future plans
- Published Dealer Price list or Retail Price List
- A copy of your current catalogue

**Please note that no Agreement (or licence thereunder), whether express or implied, shall be taken to have been granted by MCPS or their membership merely by completion of this application form.**

Please return this form and all additional documents to:

Director MCPS Licensing (ref: KAR)  
 MCPS Limited, Elgar House,  
 41 Streatham High Road,  
 London, SW16 1ER

Tel: 020 8378 7500

Fax: 020 8378 7501

E-mail: karaoke@mcps.co.uk