



THE INDIAN PERFORMING RIGHT SOCIETY LIMITED

(Registered Copyright Society u/s 33 of Copyright Act)
Regd. Office: 208, Golden Chambers 2nd Floor,
New Andheri Link Road, Andheri (W). Mumbai - 400053
Tel: (022) 2673 3748/49/50/6616, Fax No. (022) 2673 6658

Visit us at: www.iprs.org

EEmail: membership@iprsltd.com

CIN: U92140MH1969GAP01439; GSTIN: 27AAACT1594K1Z1

Guide to Use Online IPRS Member Portal

Registering as a Member with IPRS – Overview:

Any creator/Owners of Music either Music Composer or a Lyricist or a Publisher can register with IPRS as a member to earn royalty on the UTILIZATION of the music being played. IPRS has developed a membership portal for such creators/owners of music to register themselves.

Note: Foremost required Criteria for any applicant to become member, is at least a Musical and/or literary work need to be released/published for getting Membership of IPRS.

Please check the MANDATORY DOCUMENTS list & keep required documents (in the scanned format) handy, so that whenever required you can upload documents while filling-up form.

At the first instance while entering the Online Membership Portal on IPRS website, you need to first check the box to confirm, you have read this USER-GUIDE & then subsequently click on the **Register** at the bottom of the page to enter in the Portal.

The process requires that you fill in the details required in all the pages. Incomplete applications will not be processed & will not be considered for membership.

The membership portal only allows an individual or a company to register as a member. There is a total process that is subsequently followed by IPRS to approve the registered member.

Screen Shot of the Welcome Page:

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IPRS Online Membership Portal (User Guide)

About IPRS

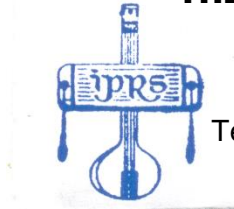
IPRS administers the rights of its members by issuing Licenses to users / platforms of music and by collecting Royalties for and on behalf of its Members i.e. the Authors, the Composers and the Publishers of Music and distribute this Royalty amongst them.

User Guide

For Online Membership Form, it is approximately 15 minutes (In case of Session timeout, reactivate the Session by pressing the REFRESH tab). There are **MANDATORY DOCUMENTS** required that need to be uploaded. Please read the user-guide for detailed process information to complete the online membership form and keep the necessary documents ready for upload when required.

Please Check to confirm that I have read the **User Guide**.

Please **Register** to become a New Member.



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1. General Information

This page will require you to answer some basic questions on Type of Entity & Role.

Type of Entity:

- Individual
- Company

After selecting proper Entity, you will be asked to provide information in relation to your functional Role, you also need to select the type of role that you plays in the creation of music – be it a music composer or a lyricist or both. If the applicant is a publisher it will be mandatory for the applicant to select what type of company is the publishing company.

Under Individual Entity:

- As Author/Publisher
- As Legal Heir (for Demised Author Members)

1. General

Select Type of Entity

Select your Role:

Author (Music Composer / Musical Works)

Author (Lyricist / Lyrical Works)

Publisher

2. Member Preliminary Information

Member First Name	Member Middle Name	Member Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alias Name / Trade Name / Credit Name

Father/Husband Name

Date of Birth

Indian National?

Residing In India?

Note:

1. Please select the appropriate role i.e. if you have compose the music, then you are Author(Music Composer/Musical Works), If you have written lyrics, then you fall under Author (Lyricist/Lyrical Works) & If you have done both then tick both the roles.
2. In case you have released the music on the digital platforms under your Publishing (an Individual termed as SELF RELEASED WORK), then you can appropriately select your role as PUBLISHER also.

Under Company Entity:

- Limited Company
- Partnership Company
- Sole Proprietor Company

2. Member Preliminary Information



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Here you need to enter the name (First, Middle and Last – in case of an individual), and the company name (in case of the company).

Note:

It is recommended that you should mention / fill-up your name as mentioned on your PAN (which you are submitting herewith as a MANDATORY document)

In addition to the name, the other information which you need to provide here is:

For Individuals

- Father / Husband Name
- Alias Name***
- Date of Birth

For Companies

- Name of Representative / Partner
- Proprietor Name
- Foundation Date

Note:

***Alias Name/Trade Name:**

In the music & literary work fraternity, it is common phenomenon to use an Alias or Trade name, which is different from the official name. So it required to be declared, to link with your original name in our records.

Indian National – Please confirm your nationality by selecting Yes/No.

Residing in India – Please confirm your residency status by selecting Yes/No

Once completed, you need to select **Next** to move on to the Member Details Page



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2. Member Details Page

Here the information put in the previous page, flows & copied.

2. Member Details	3. Member Mandatory Updates
Member Code: <input type="text" value="036_0000000055"/>	Please Complete the Registration Process by Updating Additional Information in each of the tabs below
Member Name: <input type="text" value="MANISH NIRANJAN JANI"/> <input type="button" value="Edit"/> <input type="button" value="Save"/>	<input type="checkbox"/> 3a) Update Residential/Permanent Address
Residency: <input type="text" value="INDIA"/>	<input type="checkbox"/> 3b) Update Communications
Nationality: <input type="text" value="INDIAN"/>	<input type="checkbox"/> 3c) Update Bank Details
Entity: <input type="text" value="NATURAL"/>	<input type="checkbox"/> 3d) Update Works Details
Type Of Entity: <input type="text" value="INDIVIDUAL"/>	<input type="checkbox"/> 3e) Update Other Details
Date of Birth / Foundation Date: <input type="text" value="02"/> <input type="text" value="Jan"/> <input type="text" value="1999"/> <input type="button" value="Edit"/> <input type="button" value="Save"/>	<input type="checkbox"/> 3f) Mandatory Upload of Documents
Role: <input checked="" type="checkbox"/> Author (Musical Works) <input checked="" type="checkbox"/> Author (Lyrical Works) <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="checkbox"/> Publisher	
<input type="button" value="Refresh"/>	<input type="button" value="Next"/>

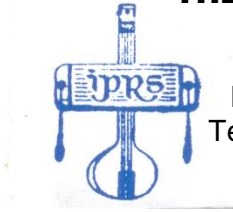
Note:

1. On this screen, Name of Applicant is editable, in case there is any change in the name spelling, can be edited & Save
2. Similarly, in case of any modification to be made in the Date of Birth/Date of Foundation, the information can be modified/update subsequently (when the online portal instance is active)
3. For the Role selection, if there is any update to be made subsequently (when the online portal instance is active), the same can be done from the Edit & Save buttons on the Member Detail page.

3. Member Mandatory Updates

The information required is

3(a). Update Permanent Address and Address for Communication



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Not secure | 114.143.234.186:43380/AddDetails.aspx

Resident Address - Address For Communication

** Country: INDIA	Address Line 1:	Address Line 2:	Address Line 3:
Road:			Area:
** PIN Code:	City:		State:

Permanent Address - Check if it is same as Residence Address

** Country: INDIA	Address Line 1:	Address Line 2:	Address Line 3:
Road:			Area:
** PIN Code:	City:		State:

Save

Close

Note:

In case of Residential Address is same as Permanent Address, then click on the tick box near Permanent Address, all address detail mentioned in the Residential address will be copied down.

3(b). Update Communication – Phone, Mobile, FAX, Email

Not secure | 114.143.234.186:43380/CommDetails.aspx

** Phone:	
** Mobile:	
FAX:	
** Email:	
Alternate EMail:	

Save

Close

Note:

All the details marked as Mandatory need to be filled in, please fill-up correct & accurate information for Mobile No & Email to receive SMS & Email for confirmations.

3(c). Bank Details - (Please refer Notes below)



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Not secure | 114.143.234.186:43380/BankDetails.aspx

** Bank Name:

** Account Number:

** Branch Name:

** IFS Code:

** MICR Code:

Note:

Please provide the correct & authenticated information related to your bank detail, this will be used as data for remittance of your royalty share.

3(d). Work Notifications – (Please refer Notes below)

In this instance, you need to update your released songs details like Song Name Film / Non-film name etc. and other information. You can update multiple works by filling-up & saving data one by one.

Not secure | 114.143.234.186:43380/Works.aspx

Work Notification List

Edit	Delete	RefNo	MemRefID	SongName	FilmName	Language	Category	Artist1	Composer	Author	Publisher	RelYear	DigLink
------	--------	-------	----------	----------	----------	----------	----------	---------	----------	--------	-----------	---------	---------

** Song Name:

** Film/Non-Film Album Name:

** Language:

** Category:

** Artist/Singer - For Multiple Singers please use semi-colon(;) as a separator between singers:

** Author (Music Composer / Composer):

** Author (Lyricist):

** Publisher:

** Rel Yr:

** Digital Link:

** Browse File for CD Inlay (or capture screen image) to Upload: No file chosen

Note:

** In the Instance all the fields are Mandatory in nature, need to be filled-in

1. Please mention the work/song name (Max.100 characters) in the Song Name.
2. Please mention Film/Non-Film Name (Max. 100 characters) in which the song is incorporated/used.
3. Please mention Language of the Work released.



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- Please select the Category of Work – Film, Non-Film, Film-BG*, TV-BG*
- Please mention Singer/Artist name, you can use (;) as separator for multiple artist details.
- For Author (Music Composer) – **if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field**
- For Author (Lyricist) – **if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field**
- For Publisher – **if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field**
- Please specify the year of release of the said song.
- Digital Link – **(Max 500 Characters) Please copy-paste the digital link for your work released on the digital platform viz. YouTube, Saavan, Gaana, and Hungama etc.**
- Choose file – **upload CD Inlays or Print Screen Image copy of the digital released work with all credit details showing with the link**

***BG – Back Ground Music**

3(e) Other Details – PAN and other information (Please refer Notes below)

Not secure | 114.143.234.186:43380/OtherDetails.aspx

**PAN No:

Aadhaar Number:

GSTIN Number:

** Browse File for Uploading GST Document:

No file chosen

Number of Released Works:

Musical Works Present On (eg: SAAVAN, GAANA, etc.):

Member of Any Other Society? If Yes, give Society Name (eg - PRS, BMI, etc.) and Upload NOC from Society :

No

Society 1:

No file chosen

Society 2:

No file chosen

Member of any other Association. If Yes, give Association Name (eg - MCAI, SWA, etc.):

Note:

- Please mention you Valid PAN No (system will check the PAN Validation for STRUCTURE) – This is MANDATORY.
- Please mention valid AADHAR No.
- Please mention your Valid GST No. (system will check the PAN Validation for STRUCTURE) – **Please note GST No will be applicable to GST**



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Registered Service Providers under GST, if you are registered GST Service provider then upload GST Certificate through Choose File option.

4. Please mention your approx. released work (Digital or Physical as applicable)
5. Please mention your Internet Presence & also provide the detail for platform detail where the works are digitally released.
6. **Please mention the registration information at any other Overseas PRO (Performing Right Organization) – Please note this will be as per the applicability, if you are member with any other society overseas & mentioning their information on this window, then you need to provide NOC from the society for the territory exclusion confirmation for INDIA (for applying to IPRS). Please upload NOC copy by Choose File option. We have given two society options here, if you have more than two society engagement then you need to provide the additional NOC copy subsequently by email.**
7. Please mention membership information for any association/local trade body – as applicable.

3(f). Mandatory Documents to be Uploaded – Photos, PAN Card and other documents are to be uploaded. The mandatory documents to be uploaded are listed. The procedure against each listed mandatory document is

- Select the option for this category. Some categories have multiple options, **CHOOSE FILE** for browsing the file from the local system where you have scanned & saved documents, then click on **UPLOAD** to upload the selected file to application server.
- Choose the relevant file to be uploaded. It is expected that a digital version of the file (excel, word document, pdf, image, etc.) exists for the document on the system.
- Upload the document to the server. When uploading, the file name of the uploaded document is changed to the option name of the mandatory document.
- On upload of all the mandatory documents, the user will have to submit to register the uploaded documents.

NOTES:

1. **While uploading the Mandatory Documents listed, you need to be sure that the images or pdf/docs are readable & of good quality (in a printable format).**
2. **Photo which are uploaded, should be front facing, clear & preferably a passport size photo. Selfies & other angular images where your identification is not proper will not be admissible.**



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Mandatory Upload	Type Of Document	Browse to Upload	Upload	File Name	Uploaded Document Name
BANK DETAILS	BANK	Choose File	Upload		
COMMUNICATION ADDRESS PROOF	AADHAAR	Choose File	Upload		
PAN CARD	PAN	Choose File	Upload		
PERMANENT ADDRESS PROOF	AADHAAR	Choose File	Upload		
PHOTO	.GIF	Choose File	Upload		

Submit
Close

Once all the additional information is supplied, the applicant will have to make the payment for the membership fee. Select **Next** to go to the payment confirmation page.

4. Payment Confirmation Page and Payment Gateway

Payment Confirmation Page highlights the data required by the Payment Gateway to complete the payment process. On select **Make Payment**, the applicant is taken to the HDFC payment gateway to make a payment for the Membership fee.

Applicable Membership Fees Structure

Member Category	Membership Fees (Amt. In ₹)
Author Member Applicant (Author – Lyricist and/or Author – Composer)	₹ 1,200/-
Owner Publisher	₹ 2,200/-

Notes:

1. If you are an Individual applicant, being an Author (Lyricist) and /or Composer of the eligible song/s, on the basis of such eligible released song for which you are applying for, you will need to pay ₹ 1,200/- as member application fees. For clarification, if you are author as well as composer of the song & eligible to become member, you need to pay only ₹ 1,200/-
2. If you are an Individual applicant, being an Author (Lyricist) and /or Composer as well as Publisher of your own song i.e. Self-Released work category of the eligible song/s, on the basis of such eligible released song for which you are applying for, you will need to pay ₹ 3,400/- (i.e. ₹ 1,200/- + ₹ 2,200/-) as member application fees.
3. If you are Legal entity i.e. either Sole Proprietor or Partnership Firm or Company/LLP incorporated under Companies Act, membership application fees will be applicable to you will be ₹ 2,200/-



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5. Payment Completion

On completion of payment, the applicant will receive an SMS as well as an email with PDF link for the Application Form. The subsequent Membership Process are:

The Payment made hereby are subject to certain terms & condition:

1. Membership forms along with the supporting documents are received by the membership department will be scrutinized & if find fit with all the requisition, will be forwarded to the Membership Committee Directors for provisional approval.
2. After the provisional assent from the Membership Committee, this Membership Form along with the Assignment Deed & Indemnity Bond will be send to the correspondence address for execution by you.
3. If this Form along with the afore mentioned legal documents i.e. Assignment Deed & Indemnity Bond are not executed & return back to our office within 15 days from the date of receipt of the application form & said legal documents, the application will be termed as **INVALID**. **In such case membership fees paid by you will be ceased & will not be refunded back in any case.**

This completes the online registration for the member.

IPRS Website:

Visit www.iprs.org to know more about IPRS and its process on membership approval and its regional offices.

DISCLAIMER:

User Guide given above are as per the instruction & by-order. The User Guide are subject to amendments on timely manner as & when required in principle. It is advisable to read & follow the user guide in as is manner. Any changes in the current user guide as per the need & suitability of organization can be initiated without any prior notice.