

APRA Music On-Hold Reporting Form

AUSTRALIA AND NEW ZEALAND

Use this form to report music specially commissioned for use on music on hold systems in Australia and New Zealand

IMPORTANT

Please ensure that your works have been registered with APRA. You can register new works on-line through our website or by completing index cards.

Lodge your MOH claims by February 28th each year for the preceding calendar year. Royalties will be paid in the first distribution following receipt of the relevant licence fee.

Need help?

Contact the APRA office in your state (see contact details below).

Section 1: GENERAL INFORMATION

Period covered by this claim _____ to _____

Section 2: MUSIC USAGE DETAILS

	Title/s of musical work/s	Composer/s
1.	_____	_____
2.	_____	_____
3.	_____	_____

Date from which your music is used _____

End date _____

Name of business using your music _____

Address of business _____

Contact person at business _____

Phone number of business _____

Does the business have more than one premises? Yes No

Is your music used exclusively by the business? Yes No

Branch Offices

www.apra-amcos.com.au

NSW/ACT	VIC/TAS	QLD	SA	NT	WA	NZ
16 Mountain Street Ultimo NSW 2007 Ph: 61 2 9935 7900 Fax: 61 2 9935 7999 writer@apra.com.au	3 & 5 Sanders Place Richmond VIC 3121 Ph: 61 3 9426 5200 Fax: 61 3 9426 5211 victas@apra.com.au	PO Box 1230 Fortitude Valley QLD 4006 Ph: 61 7 3257 1007 Fax: 61 7 3257 1113 qld@apra.com.au	Suite 54 55 Melbourne Street Nth Adelaide SA 5006 Ph: 61 8 8239 2222 Fax: 61 8 8239 0744 sa@apra.com.au	GPO Box 4519 Darwin NT 0801 M: 0447 447 646 nt@apra.com.au	Suite 1 12-20 Railway Road Subiaco WA 6008 Ph: 61 8 9382 8299 Fax: 61 8 9382 8224 wa@apra.com.au	Unit 113, 21-23 Edwin St Mt Eden, Auckland Ph: 09 623 2173 Fax: 09 623 2174 nz@apra.com.au

Section 3: DECLARATION OF ACCURACY

My full name _____

My IPI number _____

My email address _____

My phone number _____

- I understand that APRA will use the information I have provided on this form;
 1. To calculate the royalties to be paid to members, and
 2. To check APRA's licensing arrangements with the business/es concerned.
- I declare that the information contained on this form is true and correct.
- I understand that APRA may ask me to verify the details. APRA can contact the person listed above to confirm these details.

Type the words "SIGNED BY ME" followed by your full name in the box below

Signature _____

Branch Offices

www.apra-amcos.com.au

NSW/ACT	VIC/TAS	QLD	SA	NT	WA	NZ
16 Mountain Street Ultimo NSW 2007 Ph: 61 2 9935 7900 Fax: 61 2 9935 7999 writer@apra.com.au	3 & 5 Sanders Place Richmond VIC 3121 Ph: 61 3 9426 5200 Fax: 61 3 9426 5211 victas@apra.com.au	PO Box 1230 Fortitude Valley QLD 4006 Ph: 61 7 3257 1007 Fax: 61 7 3257 1113 qld@apra.com.au	Suite 54 55 Melbourne Street Nth Adelaide SA 5006 Ph: 61 8 8239 2222 Fax: 61 8 8239 0744 sa@apra.com.au	GPO Box 4519 Darwin NT 0801 M: 0447 447 646 nt@apra.com.au	Suite 1 12-20 Railway Road Subiaco WA 6008 Ph: 61 8 9382 8299 Fax: 61 8 9382 8224 wa@apra.com.au	Unit 113, 21-23 Edwin St Mt Eden, Auckland Ph: 09 623 2173 Fax: 09 623 2174 nz@apra.com.au