



INSTRUCTIONS FOR COMPLETING THE CATALOGUE OF PRODUCER

A detailed description of the required data is explained in the attached file (excel), in the list "Description". Below are the selected data which are essential for the accurate processing of data and catalogues.

1. MANDATORY DATA

Please, pay attention to the mandatory data such as: **Name of the Producer**, **Recording title** (name of the recording), **ISRC**, **Length** (duration of recording), **Main Artist (or group name)**, **Name of Performer (at least name of one performer)**. The Length of the Recording should be filled as a whole number separately into the field Minutes and separately into the field Seconds (not in the format MM:SS). **Processing the catalogues will be impossible without the above-mentioned data.**

RECORDING TITLE – the correct title of the recording is essential to provide for the identification of the recording proceeds according to the name of the Title. Data listed in the catalogue are matched against data that we obtain from broadcasters. The title should contain only the name of the specific recording.

NAME OF PERFORMER – Names of Performers should be listed in separate fields (i.e. one field = one Performer). In addition to the title, the recordings are identified according to **at least 1 performer match**. Without submission of this kind of information, the recording will not be possible to process. The name of the performer must be given in real form, variations such as „VARIOUS ARTISTS“, „VARIOUS“, „UNKNOWN“ will not be processed.

2. ISRC

Please do not make any spaces, dashes or other unnecessary characters when reporting the ISRC codes. The ISRC code must be 12 characters long (for instance: CZAAA2400001). The ISRC code is newly required as the mandatory for the recordings to which it has been assigned.



3. YEAR OF PRODUCTION

Such information is important in the perspective of assessing the duration of copyright for every individual recording.



4. LIST OF LABELS

Please fill in all your labels you owned in current distribution year in the separate list. Such a list serves as additional information for the identification of broadcasted recordings where no identification according to the Catalogue of producer was made. In case you do not own any labels, please leave the list blank.

5. WITHDRAWAL OF CLAIMS ON DOUBLE CLAIMS FROM THE PREVIOUS YEAR

In case you underwent the double claims process in the past year and you withdrew your claims for the recordings in the process, it is necessary not to include such recordings in the new Catalogue this year (in case you do not claim such recordings), otherwise the double claims process will be repeated for the recordings again and all parties involved will have to undergo the administrative process again.

6. DOUBLE CLAIMS WITHIN THE CATALOGUE

Please ensure that your Catalogue will not contain multiple recordings, especially the identical ISRCs. Submission of the identical ISRCs will result in their deletion.

7. ALTERNATIVE TITLE

Please fill in any other title of recording under which it is being registered in your database (translations into foreign language, pseudonyms, etc.).

8. CLAIMING ROYALTIES FROM ABROAD

In case you claim the royalties via INTERGRAM from abroad as well please pay attention to the additional mandatory data required in the Catalogue (see "Description" sheet in xlsx file attached). Foreign collecting societies require more mandatory data than is necessary for processing in INTERGRAM. If you do not fill in these details, it will not be possible to register the recordings abroad and then collect remuneration.

9. MUSIC GENERATED BY AI

Please fill in "YES" only if the recording created with decisive contribution from artificial intelligence. Otherwise leave the field blank.