

# Glossary

## -SOPROQ Declarations-

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**Declaration 1:** To declare a **single sound recording**.

Examples:

- When a sound recording is not featured on an original album but rather on a compilation, such as a previously unreleased sound recording on a “best of” album or a compilation with other artists.
- When a sound recording on an original album has different eligibility criteria from the other sound recordings (e.g., first maker, country and year of fixation, rights holder).

**Declaration 2:** To declare **an album** where the information appearing in the *Identification*, *Eligibility Conditions*, and *Right Holder* sections applies to all the sound recordings.

**Declaration 3:** To declare a **music video**.

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### **Section: Identification**

This section contains information about the album.

<b>Album title</b>	Title of the album as it appears on the album cover.
<b>Performer</b>	Name of solo artist or group. If the album features several performers (5 or more), indicate “Various artists”.
<b>Nationality</b>	Nationality of the performer at the time of fixation of the sounds.
<b>Record Company</b>	Company responsible for marketing and promoting the album. If none, indicate “N/A”.
<b>Label</b>	The label is either a distinctive brand used by a record company to market different styles of music, or the record company itself. If none, indicate “N/A”.
<b>Distributor</b>	Company responsible for distributing the album. If none, indicate “N/A”.
<b>Catalogue number</b>	Album identification number as assigned by the record company.
<b>UPC code</b>	Twelve-digit bar code printed on the back of the case.
<b>Date of publication</b>	Usually, the date the album is put on the market (release date).

**Section: Eligibility Conditions**

This section is used to compile information about the eligibility of sound recordings for the various types of royalties administered by SOPROQ.

<b>Country of fixation</b>	Country where the fixation of the sounds took place, i.e., where the recording sessions were held (e.g., country where the recording studio is located).
<b>Year of fixation</b>	Year in which the recording sessions were held.
<b>First maker</b>	Under the <i>Copyright Act</i> . "the person by whom the arrangements necessary for the first fixation of the sounds are undertaken," i.e., the individual or company who, among other things, pays for the cost of the sound recording (studio, musicians, etc.).
<b>Nationality (First maker)</b>	Nationality of the first maker at the time the fixation of the sounds took place. For an individual, indicate the country of citizenship or permanent residence; for a corporation, indicate the country where the head office is located.

**Section: Right holder (Decl. 1 and 2) /  
Declaration to SOPROQ (Decl. 3)**

This section indicates to whom and in what proportion SOPROQ is to pay out the various types of royalties administered by SOPROQ.

<b>Right holder (Owner)</b>	<p>The entity(ies) legally entitled to receive royalties for the sound recording(s) ("masters") and/or music video(s). <b>Indicate the name that appears on your contract with SOPROQ.</b></p> <p>Examples:</p> <ul style="list-style-type: none"><li>• first maker himself</li><li>• maker having acquired the sound recordings from another maker</li><li>• record company that is, by licence, entitled to receive royalties</li><li>• video production company</li><li>• an artist who has "bought back" the rights to his or her sound recordings</li></ul>
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**Section: Sound recordings meeting all the above requirements (Decl. 2)**

This section is used to declare several sound recordings on the same form, provided that the information given in sections 1, 2 and 3 of the declaration is identical for all the sound recordings.

<b>Track</b>	Track or segment number, i.e. the position of the sound recording on the album
<b>Title</b>	Title of sound recording, as indicated on the album cover, including all the details that help to distinguish two similar sound recordings (e.g. remix, instrumental, live).
<b>Performer</b>	Name of solo artist or group. If there are more than five performers, indicate "Various artists". In the case of a duet (special collaboration between two artists), be sure to provide the names of both performers.
<b>ISRC Code</b>	Unique international identifier assigned to each sound recording by the first maker.
<b>Playing time</b>	Playing time of the sound recording

**Section: Albums in which the sound recording was released (Decl. 1)**

This section lists all the albums that feature the sound recording.

See **Section: Identification**.

**Section: Submission to broadcasters (Decl. 3)**

This section is used to provide additional information for broadcasters. This section does not concern SOPROQ. Please contact the broadcasters for questions regarding this section.

**Section : Signature**

<b>Company</b>	Indicate the name that appears on your contract with SOPROQ.
<b>Name</b>	Name of the person signing the form, i.e. the person authorized to sign SOPROQ declarations (e.g. the president, or a duly authorized representative designated by a proxy).
<b>Signature</b>	Signature of the authorized person.
<b>Date</b>	Date the declaration was signed.

## DECLARATION FORM # 1: SOUND RECORDING

### 1-Identification:

Title:	ISRC Code:
Performer:	Nationality:
Playing Time:	Year of 1 <sup>st</sup> publication:

### 2-Eligibility conditions:

Country of fixation:	Year of fixation:
First Maker:	Nationality:

### 3- Right holder (Owner):

	% Equitable remuneration	% Private copy	% Reproduction
	%	%	%
	%	%	%

The sum of the owner must be 100%.

### 4-Albums in which the sound recording was released:

<b>Album title:</b>	
Performer :	Nationality:
Record Company :	Catalogue #:
Label:	UPC Code:
Distributor:	Date of publication:
Reissue: <input type="checkbox"/>	Compilation: <input type="checkbox"/>

<b>Album title:</b>	
Performer :	Nationality:
Record Company :	Catalogue #:
Label:	UPC Code:
Distributor:	Date of publication:
Reissue: <input type="checkbox"/>	Compilation: <input type="checkbox"/>

<b>Album title:</b>	
Performer :	Nationality:
Record Company :	Catalogue #:
Label:	UPC Code:
Distributor:	Date of publication:
Reissue: <input type="checkbox"/>	Compilation: <input type="checkbox"/>

<b>Album title:</b>	
Performer :	Nationality:
Record Company :	Catalogue #:
Label:	UPC Code:
Distributor:	Date of publication:
Reissue: <input type="checkbox"/>	Compilation: <input type="checkbox"/>

The maker or right holder identified above (i) confirms that the "sound recording" identified above is covered by the agreement of assignment (the "agreement") executed by the maker or right holder in favour of "The Quebec Collective Society for the Rights of Makers of Sound and Video Recordings" (SOPROQ), (ii) declares that all the information provided in this Form is accurate, (iii) authorizes SOPROQ to distribute to the person(s) indicated in the "Right holder's (Owner's)" section in accordance with proportions indicated in the "%" section, the royalties payable according to the contract regarding each sound recording, (iv) commits to advise SOPROQ promptly by way of a modified Form of any changes to any information provided in this Form and (v) confirms and warrants holding all necessary rights to execute this Form.

Company: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DECLARATION FORM # 3: MUSIC VIDEO

### 1- Identification:

<b>Title:</b>	<b>ISRC Code:</b>
<b>Performer:</b>	<b>Nationality:</b>
<b>Date of fixation:</b>	

<b>Album title:</b>	<b>Record company:</b>
<b>Performer:</b>	<b>Label:</b>
	<b>Distributor:</b>

### 2- Declaration to SOPROQ:

Right holder (Owner):

	%
	%

The sum of the owners must be 100%.

### 3- Submission to broadcaster (to be given to the broadcaster by the right holder):

Performance :	French <input type="checkbox"/>	English <input type="checkbox"/>	Instrumental <input type="checkbox"/>	Other :	
Performer :	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Group <input type="checkbox"/>	Style :	
Canadian content :	Yes <input type="checkbox"/>	No <input type="checkbox"/>		French content :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Information Canadian content :					
	Performance <input type="checkbox"/>	Lyrics <input type="checkbox"/>	Music <input type="checkbox"/>	Production <input type="checkbox"/>	Direction <input type="checkbox"/> Video rec. <input type="checkbox"/>
Financing :	Videofact <input type="checkbox"/>	Maxfact <input type="checkbox"/>	Factor <input type="checkbox"/>	Musicaction <input type="checkbox"/>	Other :
Tape format :		Black & White <input type="checkbox"/>	Color <input type="checkbox"/>	Both <input type="checkbox"/>	
Subtitle :	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Tempo :	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Notes :					
Lyrics by :			Music by :		
Directed by :			Video production company :		

Return the tapes to the address below : Yes  No  To the attention of : \_\_\_\_\_

Address : \_\_\_\_\_ City : \_\_\_\_\_

Province : \_\_\_\_\_ Postal Code : \_\_\_\_\_ Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

The maker or right holder identified above (i) confirms that the videogram identified above is covered by the agreement of assignment (the "agreement") executed by the maker or right holder in favour of "The Quebec Collective Society for the Rights of Makers of Sound and Video Recordings" (SOPROQ), (ii) declares that all the information provided in this Form is accurate, (iii) authorizes SOPROQ to distribute to the person(s) indicated in the "Right holder's (Owner's)" section in accordance with proportions indicated in the "%" section, the royalties payable according to the contract regarding each videogram, (iv) commits to advise SOPROQ promptly by way of a modified Form of any changes to any information provided in this Form and (v) confirms and warrants holding all necessary rights to execute this Form.

Company: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_