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COPYRIGHT ACT 2021
COPYRIGHT TRIBUNALS (PROCEDURE) REGULATIONS 2021
NOTICE OF CASE BROUGHT BEFORE COPYRIGHT TRIBUNAL

Case File No. CT 1 of 2026

In the Matter of a Reference under section 470(1) of the Copyright Act 2021.

TAKE NOTICE that the above case has been filed on 20 October 2026 by Composers and Authors Society of Singapore Limited (UEN No. 198701730Z) ("**COMPASS**"), whose address for service is c/o Bih Li & Lee LLP, 20 McCallum Street, #18-01 Tokio Marine Centre, Singapore 069046 and whose email addresses for service are alee@bihlilee.com.sg, lswang@bihlilee.com.sg, achua@bihlilee.com.sg, priscilla.lua@bihlilee.com.sg and jolene.abelarde@bihlilee.com.sg.

The orders sought in the case are:

1. that the proposed tariff scheme is confirmed pursuant to section 470(2) of the Copyright Act;

2. that the proposed tariff scheme shall come into force on the date of the Tribunal's order in this Reference;

3. where applicable, costs of and incidental to this Reference; and

4. such further or other orders as the Tribunal may deem fit.

A copy of the proposed tariff scheme is annexed to this Notice.

Any person to whom this Notice is given may file with the Secretary of the Copyright Tribunals an Application to be Made a Party to a Case (CT Form 8) not later than 13 November 2026.

Made this 30th day of October 2026

Signed on behalf of the Referor
Solicitors for the Referor
BIH LI & LEE LLP

Proposed Tariff Scheme
Annual Licence Tariff Scheme for OTT VOD Services ("Tariff Scheme")

Any licence granted is subject to the terms and conditions in the Agreement.

1. **TARIFF RATE:** The tariff rate of the annual licence fees for Communication of Repertoire Works to the public within Singapore by way of Making Available on Demand the Repertoire Works is three point two five per cent (3.25%) of the Gross Revenue of the Service.

2. **DEFINITIONS:**

The following definitions apply to the whole of the Agreement and not only within this Tariff Scheme unless the context otherwise requires.

"**Act**"	means the Copyright Act 2021 (No. 22 of 2021) and all its subsequent amendments for the relevant period.
"Agreement"	means the licence agreement between COMPASS and the Licensee, including this Tariff Scheme, as well as Annexes 1 and 2 contained therein.
"Agreement Date"	means the commencement date of the Agreement.
"**Broadcast**"	has its meaning as defined in s 27 of the Act.
"**Cable Programme**"	has its meaning as defined in s 34 of the Act.
"**Communicate**", "**Communicating**" or **"Communication"**	has its meaning as defined in s 61 of the Act.
"**COMPASS**"	means Composers and Authors Society of Singapore Limited (UEN No. 198701730Z).
"First Licence Year"	means the year in which the Agreement was entered into.
"**Free Subscriber(s)**"	means a person who accesses or subscribes to the Service without payment, notwithstanding that such person may be paying for other platforms or services (i) provided, operated, managed and/or owned by Licensee; or (ii) affiliated to, bundled with and/or share common programmes with the Service.

"Gross Revenue"	means all revenue, including but not limited to subscription revenue and advertising revenue, but only excluding GST, received by Licensee in the applicable Licence Year in relation to the Service offered in Singapore to the extent recognised by Licensee as revenue under Generally Accepted Accounting Principles ("**GAAP**"), International Financial Reporting Standards ("**IFRS**") or Singapore Financial Reporting Standards ("**SFRS**"), as the case may be, and not subsequently reversed during the applicable financial year. For the avoidance of doubt, there shall be no deductions of the following in calculating Gross Revenue: (a) advertising agency fees; (b) sponsorships and subsidies; (c) financial and transaction fees incurred in the use of credit card and payment systems; (d) mobile carrier integrated billing fees, applicable "app store" fees, credit card transaction fees, "micropayment fees" and any other third-party billing platform or payment method fees; (e) expenses and costs incurred by Licensee including but not limited to: operations; programme content; carriage fees; purchase and maintenance of technical hardware and software including set-top boxes; property, plant and equipment; all forms of computer systems; all forms of hardware and software; rent and utilities; facilities maintenance; marketing and advertising; sales and accounting; staff, management and administrative salaries; insurance; legal, depreciation and amortisation; and any other expenses or capital expenditure as may be defined under the GAAP, IFRS or SFRS; and (f) any other such similar items to items (a) to (e) above.
"**Increased Licence Fee**"	means as set out at Clause 7 of this Tariff Scheme.

"**Inflation Adjustment**"	means that, where any sum under this Tariff Scheme or the Agreement is stated to be "subject to Inflation Adjustment", with effect from each anniversary of the Agreement Date, that sum then in effect shall be increased by the percentage change in the "Consumer Price Index (CPI) – All Items" for Singapore for the immediately preceding calendar year, as published by the Singapore Department of Statistics. If that percentage change is negative, no adjustment shall be made for that year. No inflation adjustment shall apply to any period before the Agreement Date. Any amount payable under this Tariff Scheme or the Agreement shall be rounded to the nearest cent (being two (2) decimal places of a dollar), with amounts of half a cent (being $0.005) or more rounded upward and amounts of less than half a cent rounded downward, solely for the purpose of invoicing and payment. No intermediate rounding shall be applied prior to the final invoice calculation.
"Late Payment Interest"	means as set out at Clause 8 of this Tariff Scheme.
"**Licence Quarter**"	(a) the first Licence Quarter shall be the period commencing on the date from which the licence granted under the Agreement first applies to the Service and ending on the last day of the financial quarter of the Licensee in which that date falls; and (b) thereafter, shall mean each successive financial quarter of the Licensee during which the licence remains in force, or any part thereof.
"**Licence Year**"	(a) the First Licence Year shall be the period commencing on the date from which the licence granted under the Agreement first applies to the Service and ending on the last day of the Licensee's financial year in which that date falls; and (b) thereafter, shall mean each successive financial year of the Licensee during which the licence remains in force, or any part thereof.
"**Licensee**"	means the Party to the Agreement that owns, controls, provides, and/or operates the Service.

"**Made Available on Demand"** or **"Making Available on Demand"**	means making available (on a network or otherwise) in a way that it may be accessed by any person on demand as defined in s 61(1)(c) read with s 62 of the Act.
"**Minimum Guarantee**"	means as set out at Clause 4 of this Tariff Scheme.
"**Musical Work(s)**"	means any musical work and any lyrics or words written to be used with such musical work (if applicable) or any part thereof (all as defined by copyright law in Singapore).
"Music Usage Report(s)"	means as set out at Clause 10 of this Tariff Scheme.
"**OTT**"	means Over-the-Top television, Online TV, Internet TV, or any other similar names where the content is streamed over the internet or other wireless means or Made Available on Demand to the Subscriber.
"Payment on Account"	means as set out at Clause 4 of this Tariff Scheme.
"**Remaining Licence Fee**"	means as set out at Clause 6 of this Tariff Scheme.
"**Repertoire Works**"	means all Musical Works and any associated lyrics, whether in whole or in part (and, if in part only, to the extent of such part), the rights in which are or may at any time during the Term become owned, controlled or administered by COMPASS in Singapore, including those vested in, granted and/or assigned to COMPASS by its members or through reciprocal agreements with its affiliated societies and their members.
"**Service**"	means the OTT VOD Service known as _____ and excludes all other audio and/or video platforms.
"**Subscriber(s)**"	means a person who accesses or subscribes to the Service, regardless of whether such person pays monetary consideration for such access, enjoys access to the Service on the basis of a free trial, is a Free Subscriber, or otherwise.
"**Term**"	means the licence term as set out in the Agreement including renewals, until such licence expires or is terminated.
"**Territory**"	means Singapore.
"**TV**"	means television.
"**Upfront Payments**"	means as set out at Clause 4 of this Tariff Scheme.
"**VOD**"	means Video-on-Demand whereby a pre-recorded video is Made Available on Demand via the internet or other wireless means.

3. APPLICATION:

(a) This Tariff Scheme does not apply to:

(i) the right to perform the Repertoire Works to the public;

(ii) any other right to Communicate the Repertoire Works to the public other than by Making Available on Demand, including Broadcast and inclusion in Cable Programmes;

(iii) the authorisation to grant the right to: (A) perform the Repertoire Works to the public; or (B) Communicate the Repertoire Works to the public;

(iv) the original sound recording or soundtrack right;

(v) synchronisation rights;

(vi) reproduction rights and mechanical rights, including in respect of any storage, hosting or other server-side management of audiovisual content by the Service, which shall be without prejudice to any separate licensing of such rights that may be required, whether from COMPASS or third parties;

(vii) the right to adapt or create derivatives of any Repertoire Works;

(viii) rights in Clauses 3(a)(i) to (vii) in relation to any other platforms aside from the Service, regardless of whether (A) these other platforms are offered, provided, operated, managed and/or owned by Licensee; or (B) these other platforms are affiliated to, bundled with and/or share common programmes with the Service; and

(ix) any other right save as expressly stated in this Tariff Scheme.

(b) In the event of any conflict or inconsistency between the provisions of the Agreement and this Tariff Scheme, the provisions of this Tariff Scheme shall prevail to the extent of such conflict or inconsistency. Any provision of the Agreement which supplements this Tariff Scheme without conflicting with or being inconsistent with it shall remain valid and enforceable.

4. ANNUAL MINIMUM GUARANTEE AND PAYMENT ON ACCOUNT: No later than thirty (30) days before the start of each Licence Year (T), Licensee shall pay COMPASS a minimum guarantee ("**Minimum Guarantee**") and a payment on account ("**Payment on Account**"), save that, for the First Licence Year, only the Minimum Guarantee shall be due within thirty (30) days after the commencement of the Term. The Minimum Guarantee and Payment on Account are collectively referred to as the "**Upfront Payments**". The Minimum Guarantee is non-refundable except as provided in Clauses 4(c)(i) and 4(d).

(a) **Minimum Guarantee**: The Minimum Guarantee is Singapore Dollars Twenty-Five Thousand (S$25,000), subject to Inflation Adjustment. The Minimum Guarantee remains payable notwithstanding that the Payment on Account determined under Clause 4(b) is less than the Minimum Guarantee.

(b) **Payment on Account**: The Payment on Account shall be:

(i) seventy-five per cent (75%) of the total annual licence fees payable for the Licence Year two (2) Licence Years prior (T-2), excluding any Increased Licence Fee under Clause 7, Late Payment Interest under Clause 8 and administrative uplift under Clause 10(f);

(ii) where Clause 4(b)(i) is not applicable, seventy-five per cent (75%) of three point two five per cent (3.25%) of the Gross Revenue of the Service, as derived from Licensee's audited financial statements, for the Licence Year two (2) Licence Years prior (T-2); or

(iii) where neither Clause 4(b)(i) nor Clause 4(b)(ii) is applicable, or the resulting amount is zero or negative, zero.

(iv) Notwithstanding Clauses 4(b)(i) to (iii), where the Licensee demonstrates to COMPASS's reasonable satisfaction that there has been a material decline in the Gross Revenue of the Service since Licence Year T-2, Licensee may request a downward adjustment to the Payment on Account for the Licence Year. Any adjustment (if accepted by COMPASS) shall not affect the Minimum Guarantee or the total annual licence fee payable for the Licence Year.

(v) For the avoidance of doubt, the Payment on Account is not payable in the First Licence Year.

(c) **Suspension of Service:** If the Service is suspended during a Licence Year and the suspension continues into the next Licence Year:

(i) Suspension after Upfront Payments have fallen due: If the Service is suspended after the Upfront Payments for an upcoming Licence Year have fallen due but before that Licence Year begins:

(A) the Upfront Payments shall remain due notwithstanding the suspension. Any unpaid amount shall continue to accrue Late Payment Interest under Clause 8 until paid or until it ceases to be payable under Clause 4(c)(i)(D);

(B) any Upfront Payments already paid shall be held by COMPASS pending resumption of the Service. No further Upfront Payments shall fall due for any complete Licence Year during which the Service remains suspended;

(C) if the Service resumes in Licence Year (X), the Upfront Payments which fell due before the suspension, whether paid or unpaid, shall be treated as the Upfront Payments for Licence Year (X). The full-year Minimum Guarantee shall be deemed to be the amount of the Minimum Guarantee which originally fell due before the suspension, without any subsequent Inflation Adjustment, and shall be prorated by multiplying that amount by the number of calendar months remaining in Licence Year (X), including the calendar

month in which the Service resumes, divided by twelve (12). The Payment on Account shall not be recalculated or prorated. Any excess Minimum Guarantee paid shall be refunded to Licensee within three (3) months after full settlement of accounts for Licence Year (X); and

(D) if the Service terminates without resumption, the Upfront Payments which fell due before the suspension shall cease to be payable upon termination. Any Late Payment Interest accrued before termination shall remain due and payable. Any Minimum Guarantee paid shall be refunded within three (3) months after full settlement of all sums due and owing to COMPASS, and any Payment on Account paid shall be dealt with in accordance with Clause 6(d).

(ii) Suspension before Upfront Payments have fallen due: If the Service is suspended before the Upfront Payments for an upcoming Licence Year have fallen due, no Upfront Payments shall fall due for that Licence Year or for any subsequent complete Licence Year during which the Service remains suspended. If the Service resumes in Licence Year (X):

(A) the Minimum Guarantee shall be prorated by multiplying the full-year Minimum Guarantee determined under Clause 4(a) by the number of calendar months remaining in Licence Year (X), including the calendar month in which the Service resumes, divided by twelve (12);

(B) the Payment on Account shall be determined in accordance with Clause 4(b), without proration, provided that, for this purpose, the reference to Licence Year T-2 shall be deemed to mean the Licence Year falling two (2) Licence Years before the Licence Year in which the suspension commenced; and

(C) the prorated Minimum Guarantee and the Payment on Account shall be due and payable within thirty (30) days after resumption of the Service.

(d) **Termination of Service:** If the Service terminates in Licence Year (X), the Minimum Guarantee for that Licence Year shall be prorated by multiplying the applicable full-year Minimum Guarantee by the number of calendar months during which the Service operated in Licence Year (X), including the calendar month in which the Service terminates, divided by twelve (12). For this purpose, the applicable full-year Minimum Guarantee shall be the amount determined under Clause 4(a), except where Clause 4(c)(i) applies, in which case it shall be the deemed full-year Minimum Guarantee determined under Clause 4(c)(i)(C). Any excess Minimum Guarantee paid shall be refunded to Licensee within three (3) months after full settlement of all sums due and owing to COMPASS.

(e) **Application of Payment on Account:** COMPASS may at any time apply the Payment on Account against any amount due and owing to COMPASS under this Tariff Scheme. This Clause 4(e) shall prevail over Clause 6(a) to the extent of any inconsistency.

5. FINANCIAL REPORTING AND INVOICING:

(a) Within six (6) months from the end of each Licence Year, Licensee is to provide COMPASS with a financial report in the form in Annex 1 of this Tariff Scheme declaring the amount of (i) subscription revenue; (ii) advertising revenue; and (iii) any other revenue in respect of the Service for that Licence Year ("**Financial Report**"). The Financial Report is to be certified by an accountant of Licensee with the accountant's full name, last four characters of NRIC no./passport no., designation and signature.

(b) Except as otherwise expressly provided in this Tariff Scheme and in the Agreement, all fees payable to COMPASS shall be strictly due and payable on the stipulated date regardless of the date on which any invoice is issued, verified, corrected or re-issued. For the avoidance of doubt, if COMPASS fails, after receipt of all information reasonably required to calculate the relevant fees, to issue an invoice within a reasonable administrative period, COMPASS shall not seek to enforce Late Payment Interest solely in respect of the period of such unreasonable delay.

6. REMAINING LICENCE FEE:

(a) For each Licence Year (T), the Minimum Guarantee shall first be credited toward the annual licence fee for that Licence Year, followed by the Payment on Account. Any balance of the annual licence fee remaining after those credits ("**Remaining Licence Fee**") shall be due and payable nine (9) months after the end of that Licence Year.

(b) Subject to Clause 4(e), any Payment on Account remaining unutilised after determination of the annual licence fee for Licence Year (T) shall be credited to Licensee for Licence Year (T+1) and applied against licence fees payable for Licence Year (T+1), including any Minimum Guarantee and Payment on Account. If the Upfront Payments for Licence Year (T+1) have already been paid before the amount of the credit is determined, the credit shall be applied against the next sums falling due under this Tariff Scheme. Any credit remaining after full settlement of accounts for Licence Year (T+1) shall be refunded to Licensee within three (3) months thereafter.

(c) Clause 6(b) does not apply to a Payment on Account paid under Clause 4(c)(ii), which shall remain held on account and may be applied in accordance with Clause 4(e) until fully utilised or refunded under Clause 6(d).

(d) If the Service terminates, any Payment on Account remaining after application against all sums due and owing to COMPASS shall be refunded to Licensee within three (3) months after full settlement of those sums.

7. USAGE PRIOR TO LICENCE: Both the Minimum Guarantee and Remaining Licence Fee payable for the First Licence Year during the Term will be fifty per cent (50%) higher where no licence was obtained from COMPASS before any use, exploitation, and/or display of Repertoire Works to the Subscribers of the Service including Communicating the Repertoire Works to the public ("**Increased Licence Fee**"). This is without prejudice to COMPASS's rights to claim the full licence fees for past periods by commencement of legal action or otherwise, and does not operate as a waiver of any liability for infringement. For the avoidance of doubt, this Increased Licence Fee applies each time there is any lapse in licensing. Late payment interest in accordance with Clause 8 of this Tariff Scheme applies to the Increased Licence Fee.

8. LATE PAYMENT INTEREST: Late payment interest is payable at ten per cent (10%) per annum ("**Late Payment Interest**"). The commencement date is the date where the sum is first due to be paid and not by reference to the date of issuance or receipt of any invoice.

9. TAX: All licence fees and payments under this Tariff Scheme are subject to the compulsory prevailing Goods and Services Tax in Singapore which Licensee shall fully bear and pay to COMPASS.

10. MUSIC USAGE REPORT:

(a) Within three (3) months from the end of each Licence Quarter, Licensee is to provide COMPASS with a report in writing in electronic format and in the form provided in Annex 2 of this Tariff Scheme for the Service ("**Music Usage Report**") on its programmes, viewership, and music usage with the following information:

(i) the total number of Subscribers;

(ii) cue sheets or lists of Musical Works used for each programme;

(iii) all information required in Annex 2 of this Tariff Scheme; and

(iv) other such information which COMPASS may require from time to time.

(b) COMPASS shall be granted full access to the contents of the report, including but not limited to access to the editing, search, copy and print functions which may be available on electronic devices and/or applications.

(c) Licensee shall use commercially reasonable efforts to submit complete and accurate Music Usage Reports in the format and at the frequency specified by COMPASS, including the use of technological aids or third-party vendors where necessary.

(d) Parties acknowledge that certain data fields may be derived from automated systems, sampling, or third-party sources, and that minor inaccuracies, estimation variances, or technical limitations shall not of themselves constitute a breach, provided that Licensee acts in good faith and promptly rectifies any identified deficiencies.

(e) A material breach of the obligation to provide Music Usage Reports shall arise only where Licensee:

(i) fails to submit any Music Usage Report for two (2) consecutive reporting periods; or

(ii) persistently fails to remedy identified material deficiencies within thirty (30) days after written notice.

(f) Where Licensee demonstrates, to COMPASS's reasonable satisfaction, that it lacks the technical capacity to provide any required usage data notwithstanding commercially reasonable efforts, COMPASS may elect to undertake steps to ascertain the required information for the purpose of royalty distribution. In such event, the applicable licence fees shall be subject to an administrative uplift of three per cent (3%) to reflect the additional data acquisition, verification, and processing costs incurred by COMPASS. The application of such uplift shall not constitute a breach of the Agreement by Licensee.

11. AUDIT:

(a) At any time within six (6) years after a particular Licence Year, an independent, third-party certified accountant (the "**Audit Accountant**"), who is not then conducting an audit of Licensee, may on behalf of COMPASS, at Licensee's registered office in Singapore, or, where Licensee does not have a registered office in Singapore, remotely through secure electronic access, and at COMPASS's sole cost and expense upfront, examine Licensee's books and records solely for the purposes of verifying the accuracy of financial reports (or lack thereof) rendered by Licensee to COMPASS. Such books and records may be examined as aforesaid only (i) during Licensee's normal business hours; and (ii) upon at least thirty (30) days' prior written notice to Licensee. Licensee shall participate in the audit process in good faith and provide reasonable assistance and cooperation.

(b) Licensee may request that the Audit Accountant sign and deliver to Licensee a confidentiality agreement in a form reasonably acceptable to Licensee prior to engaging in any such examination. In the event of a conflict or inconsistency between the provisions of the confidentiality agreement and this Tariff Scheme or the Agreement, the provisions of the Tariff Scheme or the Agreement shall prevail.

(c) The Audit Accountant shall issue the audit report to COMPASS and Licensee simultaneously.

(d) Each audit report issued by the Audit Accountant in respect of the audit shall be deemed final and binding upon COMPASS as an account stated and shall not be subject to any claim or objection by COMPASS unless COMPASS notifies Licensee of COMPASS's specific written objection to the applicable statement(s) within the audit report, stating the basis thereof in reasonable detail within six (6) years after the date such audit report is rendered.

(e) COMPASS and Licensee shall both have the right to disclose and/or use the audit report in Court and before the Copyright Tribunal.

(f) Notwithstanding that COMPASS shall bear the sole costs and expenses of the audit upfront;

(i) In the event that the audit is performed for a Licence Year which Licensee had failed to provide the requisite Financial Report within six (6) months from the end of that Licence Year, Licensee shall pay COMPASS the licence fees established in the audit report and fully reimburse COMPASS all audit costs and expenses incurred on an indemnity basis within thirty (30) days of the date of the audit report.

(ii) If the audit report establishes an underpayment of licence fee under this Tariff Scheme due to COMPASS, Licensee shall pay COMPASS the actual corrected fees and reimburse COMPASS the relevant amount of audit costs and expenses incurred (as per sub-sections (A) and (B) below) within thirty (30) days of the date of the audit report.

(A) If the audit report establishes that the amounts payable under this Tariff Scheme were understated by more than ten per cent (10%) for the relevant period, Licensee must pay the costs and expenses of the examination by the Audit Accountant, which shall not exceed Singapore Dollars Five Hundred Thousand (S$500,000) or thirty per cent (30%) of the licence fee underpaid, whichever is higher;

(B) If the audit report establishes that the amounts payable under this Tariff Scheme were understated by ten per cent (10%) or less for the relevant period, Licensee must pay half of the costs and expenses of the examination by the Audit Accountant, which shall not exceed Singapore Dollars Two Hundred and Fifty Thousand (S$250,000) or fifteen per cent (15%) of the licence fee underpaid, whichever is higher; and

(C) Both the sums of Singapore Dollars Five Hundred Thousand (S$500,000) and Singapore Dollars Two Hundred and Fifty Thousand (S$250,000) referred to above are subject to Inflation Adjustment.

12. INDEMNITY:

(a) COMPASS will indemnify and hold Licensee harmless against all liabilities, damages, losses, costs, fees (including reasonable legal fees) and expenses relating to any allegation or third-party legal proceeding to the extent based upon or otherwise arising out of any allegation by a third party for infringement of the third party's copyright by Licensee's authorised Communication to the public of the Repertoire Works by way of Making Available on Demand any Repertoire Works on the Service during the Term adhering to the terms and conditions of the Agreement (each a "**Third-Party Legal Proceeding**").

(b) The obligation to indemnify in Clause 12(a) is conditioned on the following:

(i) Licensee promptly notifying COMPASS of the Third-Party Legal Proceeding and cooperating reasonably with COMPASS to resolve the Third-Party Legal Proceeding; and

(ii) Licensee tendering sole control of the indemnified portion of the Third-Party Legal Proceeding to COMPASS, subject to the following:

(A) Licensee may appoint its own non-controlling counsel, at its own expense; and

(B) any settlement requiring Licensee to admit liability, pay money, or take (or refrain from taking) any action, will require Licensee's prior written consent which is not to be unreasonably withheld or delayed.

ANNEX 1: Form for Financial Report

Pursuant to Clause 5 of the Tariff Scheme, [Licensee] hereby provides the requisite financial figures for the period of [Day-Month-Year] to [Day-Month-Year]:

S/N	Item	Amount
(A1)	Subscription revenue (S$)	
(A2)	Advertising revenue (S$)	
(A3)	Other revenue (S$) (please specify)	
(A4)	Gross Revenue (A1 + A2 + A3)	
(A)	3.25% of Gross Revenue (S$)	

The terms used in this form are as defined in the abovementioned Tariff Scheme.

I certify that the above figures are true, complete and accurate.

Full Name:
NRIC/ Passport No. (last 4 characters):
Designation:
Signature:

ANNEX 2: Form for Music Usage Report

One CSV file is to be provided for each Licence Quarter (i.e. every 3 months) in the following format.

Reporting_Period	Release/Air_Date	Programme_ID	Programme_Title	Programme_Title_Alternative_Language	Year_of_Production	Production_Type	Series_Title	Series_EIDR	Season_Number	Season_EIDR	Episode_Number	Episode_Title	Episode_Title_Alternative_Language	Programme_EIDR	Synopsis	Programme_Genre	Programme_Sub_Genre	Programme_Language	Country_of_Production	Cast	Director	Production_Company	AV_Duration	Music_Duration	Total_Usage_Count