

International Standard Music Numbers

Application Form



For MPA use

application ref no

date recd

prefix(es) allocated

no of ISMNs allocated

date payment recd

invoice no

date ISMNs sent to applicant

notes

PLEASE COMPLETE IN BLOCK CAPITALS

1. Is this your first request for ISMNs? YES _____ NO _____

2. Total number of ISMNs required (see rates below): _____

Rates

Please send a cheque for the amount **including 20% VAT** payable to "Music Publishers Association Limited" or contact the MPA to pay by other means.

Number of ISMNs	Rate (excl. VAT)	Rate (incl. VAT)
10	£30.00	£36.00
100	£125.00	£150.00
1,000	£337.50	£405.00
10,000	£812.50	£975.00
100,000	£1,125.00	£1,350.00

3. Would you like the MPA to provide you with PDF files of **barcodes**? YES _____ NO _____
(generated from your numbers)

4. How do you wish to receive your ISMNs (and barcodes)?

Please tick one of the following

_____ a. By email

_____ b. By post

Declaration

By signing this document I confirm that:

- I have read and agree to the terms of the Agreement on page three of this document
- I am responsible for the management of ISMNs on behalf of the named company (below)
- Any correspondence concerning ISMNs should be addressed for my attention

Signed: _____

Name (please print) : _____

Position in Company: _____

Full Name of Publisher: _____

Company name (if different): _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

For information on the correct application of ISMNs please contact the ISMN Administrator (see the contact details below) or consult the ISMN Users' Manual which is available at www.ismn-international.org/manual_intro.html.

Please return your completed **application form** and your **cheque** to:

ISMN Administrator
Music Publishers Association Ltd
8th Floor, 2 Pancras Square
London, N1C 4AG
T 020 3741 3800
E info@mpagroup.com

Your application will be processed as soon as possible upon receipt and the ISMN documentation and a receipted invoice will be sent to you as soon as possible. If there is no payment with this application, the MPA will issue an invoice. All documentation will then be issued therefore to the applicant as soon as payment is received.

AN AGREEMENT between the UK National Agency, The Music Publishers Association (MPA) and music publishers participating in the scheme to disseminate ISMNs in the United Kingdom and Eire.

The MPA undertakes to:

- 1) Issue a list of numbers, either in printed form or digitally, for the publisher to allocate to his/her publications.
- 2) Advise the International Agency in Berlin of the names, addresses, facsimile and telephone numbers of all publishers participating in the scheme. This information will be used to compile the international directory of music publishers.
- 3) Provide technical advice and assistance to the publishers and ensure that standards and approved procedures are observed.

The Publisher undertakes to:

- 1) Apply for numbers using the MPA's official ISMN Application Form.
- 2) Appoint one person within the company to be responsible for that company's ISMNs and advise the MPA of the name of that person. The MPA must also be advised if that person is subsequently replaced by another person.
- 3) Agree that in areas of uncertainty or dispute, the MPA's instruction should be adhered to with regard to number allocation.
- 4) Agree to pay the MPA for its services as the UK/Eire National Agent, the relevant fee(s) as shown on page 1 of the ISMN Application Form.

The MPA is not liable for any financial commitment of any company participating in and associated with the ISMN scheme.