



The Indian Performing Right Society Limited

A Registered Copyright Society under Sec 33(3) of the Copyright Act

Regd. Office : 208, Golden Chambers, 2nd Floor, New Andheri Link Road, Andheri (W), Mumbai - 400 053.

Tel : (022) 2673 3748 / 49 / 50 / 6616. Fax. : (022) 2673 6658. E-mail : admin@iprsltd.com • Visit us at : www.iprs.org

CIN : U92140MH1969GAP014359

Documents List:

AUTHOR MEMBERS (Author, Composer)

- a. PAN card (**Mandatory**)
- b. AADHAR card
- c. Address Proof (**any one**) – in case **Permanent Address & Correspondence Address** are separate than the proof matching to the address need to be provided
 - Passport
 - Driving License
 - Voter ID
 - Leave License Copy
 - Electricity Bill – in the name of applicant
 - Telephone Bill / Mobile Bill – in the name of applicant
 - Notarize letter from original owner of property with his/her electricity bill attached as proof of tenancy (if staying as PAYING GUEST (P G) or staying with Relative / Acquaintance)
- d. Color Photographs
- e. Work Proofs (Inlays or Print Screen of Digital Release)
- f. Passbook (front page) or Statement consist of Name of Applicant or Cancelled Cheque
- g. **In case of already Members with other society overseas (i.e. PRS, BMI etc.), please arrange to get NOC from the Overseas Society for the territory of INDIA (if applicable).**
- h. **In case of GST registered service provider, please mention your Valid 15 digit GST no & attach GST Registration Certificate (Note: If you mention the GST Registration No, then you have to Mandatorily upload GST Certificate, so keep soft copy of Certificate ready) – if applicable**
- i. **In case of Legal Heirs:-**
 - Death Certificate.
 - Probated Will **or** Succession Certificate **or** Legal Heir Certificate issued by competent Court.
 - Bank Verification of the Applicant (**Legal Heir/s**) Signature from the bank



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- NOC from the other legal heirs – if more than one legal heirs are there on the legal specified documents (WILL, SUCCESSION CERTIFICATE, LEGAL HEIR CERTIFICATE) & all with consensus agree to transfer royalty (to one or two as mutually consented)
- Bank Verification of the other **Legal Heir/s** Signature from the bank who are signing NOC

PUBLISHER MEMBERS

- a. PAN card (**Mandatory**) - PAN Copy of the **Company** is required
- b. Address Proof (**any one**) – **in case Permanent Address & Correspondence Address are separate than the proof matching to the address need to be provided**
 - Electricity Bill – in name of the Company applying
 - Telephone Bill - in name of the Company applying
 - Leave License Copy - in name of the Company applying
- c. Color Photographs of Authorized Representative/Director/Partner/Sole Proprietor
- d. Work Proofs (Inlays or Print Screen of Digital Release)
- e. Bank Statement consist of Name of Applicant or Cancelled Cheque
- f. **In case of already Members with other society overseas (i.e. PRS, BMI etc.), please arrange to get NOC from the Overseas Society for the territory of INDIA (if applicable).**
- g. **In case of GST registered service provider, please mention your Valid 15 digit GST no & attach GST Registration Certificate (Note: If you mention the GST Registration No, then you have to Mandatorily upload GST Certificate, so keep soft copy of Certificate ready) – if applicable**
- h. **For Owner Sole Proprietorship Firm:-**
 - Letter from the bank certifying the bank account in the name of Firm with the detail as
 - ✓ Date of opening of account
 - ✓ Name of the proprietor
 - GST Registration No. (If applicable)



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i. **For Owner Publisher is a Limited Company:-**

- Memorandum and Articles of Association, Incorporation Certificate of the company.
- Chairman or one of the Director/s or Authorized Person is the Signatories to the Application Form with the Company Rubber Stamp.
- Extract Copy of Board Resolution (on the Company letter head Signed by all the Directors) specifying the name of the Director / Authorized Person who would sign the Application Form representing the Company in all matters at IPRS and sign the Assignment Deed on behalf of the Company with the Company Rubber Stamp.
- GST Registration No. (Mandatory)
- Last Audited Balance Sheet

j. **For Owner Publisher is a Partnership:-**

- Partnership Deed.
- Letter (on the letter head of company) signed by all the Partners specifying the name of the Partner/s or Authorized Person who would sign the Application Form representing the Firm in all matters at IPRS and sign the Assignment Deed on behalf of the Firm with the Company Rubber Stamp.
- GST Registration No. (Mandatory)
- Last Audited Balance Sheet