



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@iprsld.com • Visit us at : www.iprs.org
CIN : U92140MH1969GAP014359

Guide to Use Online IPRS Member Portal

Registering as a Member with IPRS – Overview:

Any creator/Owners of Music either Music Composer or a Lyricist or a Publisher can register with IPRS as a member to earn royalty on the UTILIZATION of the music being played. IPRS has developed a membership portal for such creators/owners of music to register themselves.

Note: Foremost required Criteria for any applicant to become member, is at least a Musical and/or literary work need to be released/published for getting Membership of **IPRS**.

Please check the **MANDATORY DOCUMENTS** list & keep required documents (in the scanned format) handy, so that whenever required you can upload documents while filling-up form.

At the first instance while entering the Online Membership Portal on IPRS website, you need to first check the box to confirm, you have read this USERGUIDE & then subsequently click on the **Register** at the bottom of the page to enter in the Portal.

The process requires that you fill in the details required in all the pages. Incomplete applications will not be processed & will not be considered for membership.

The membership portal only allows an individual or a company to register as a member. There is a total process that is subsequently followed by IPRS to approve the registered member.

Screen Shot of the Welcome Page:



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1. General Information

This page will require you to answer some basic questions on Type of Entity & Role.

Type of Entity:

- Individual
- Company

After selecting proper Entity, you will be asked to provide information in relation to your functional Role, you also need to select the type of role that you play in the creation of music – be it a music composer or a lyricist or both. If the applicant is a publisher it will be mandatory for the Applicant to select what type of company is the publishing company.

Under Individual Entity:

Note:

1. Please select the appropriate role i.e. if you have composed the music, then you are Author (Music Composer/Musical Works), If you have written lyrics, then you fall under Author (Lyricist/Lyrical Works) & If you have done both then tick both the roles.

Under Company Entity:

- Limited Company
- Partnership Company
- Sole Proprietor Company



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2. Member Preliminary Information

Here you need to enter the name (First and Last Name – in case of an individual), and the company name (in case of the company). Communication Address, Aadhaar Number, Registered Email ID, Member Login Password

Note:

It is recommended that you should mention your communicating Email ID which is MANDATORY for initial verification & future login/communication.

An email will forward to your Email ID for verification of Email ID and Member should attend within 72 hours from email forwarded from IPRS, otherwise the Email verification process will be removed.

3. Member Profile Update

Here you need to enter information in different Tab/screen:

- | | | |
|----------------------------|-----|--------------------------------|
| ○ Personal Information | --- | Basis Information |
| ○ Bank Details | --- | Bank Account Information |
| ○ Work Notification | --- | Song Details |
| ○ Proof of Document Upload | --- | Scan copy of Documents |
| ○ Payment of Fees & submit | --- | Application Fee Payment portal |

Personal Information:

The Basic Information, Addresses (Present / Permanent), Role Type and details of Membership in other Societies.

Update Profile

1

2

3

4

5

Personal Information

Bank Details

Work Notification

Document Upload

Submit Application

BASIC INFO

First Name*

ENTER FIRST NAME

Last Name*

ENTER LAST NAME

Alias

ENTER ALIAS [' ' SEPARATED FOR MORE THAN 1] / TRADER NAME

GST

☒ Applicable ☐ Not Applicable

GST No.

ENTER GST

Alternate Email ID

ENTER EMAIL

Email ID*

ENTER EMAIL

Aadhar No.

ENTER AADHAR NO

Mobile*

+91 - ENTER MOBILE

Telephone

ENTER TELEPHONE

Pan No.*

ENTER PAN NO.

Alternate Mobile

Enter Alternate Mobile

Date of Birth*

DD-MMM-YYYY

Place of Birth*

ENTER PLACE OF BIRTH

Nationality *

ENTER NATIONALITY

Upload Image*

Browse...

Upload Image

1. On this screen, Name of Applicant is editable, in case there is any change in the name spelling, can be edited.



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2. Similarly, there are other important information to be filled in.
3. For the Role selection, if there is any update to be made subsequently (when the online portal instance is active), the same can be done Edited.

Note:

1. It is recommended that you should mention / fill-up your name as mentioned on your PAN (which you are submitting herewith as a MANDATORY document), system will check the PAN Validation for STRUCTURE) – This is MANDATORY.
2. Please mention valid AADHAR No.
3. Please mention your Valid GST No. (system will check the PAN Validation for STRUCTURE) – Please note GST No will be applicable to GST Registered Service Providers under GST, if you are registered GST Service provider then upload GST Certificate through Choose File option.
4. Please mention your approx. released work (Digital or Physical as applicable)
5. Please mention your Internet Presence & also provide the detail for platform detail where the works are digitally released.
6. Please mention the registration information at any other Overseas PRO (Performing Right Organization) – Please note this will be as per the applicability, if you are member with any other society overseas & mentioning their information on this window, then you need to provide NOC from the society for the territory exclusion confirmation for INDIA (for applying to IPRS). Please upload NOC copy by Choose File option. We have given two society options here, if you have more than two society engagement then you need to provide the additional NOC copy subsequently by email.
7. Please mention membership information for any association/local trade body – as applicable.

In addition to the name, the other information which you need to provide here is:

***Alias Name/Trade Name:**

In the music & literary work fraternity, it is common phenomenon to use an Alias or Trade name, which is different from the official name. So it required to be declared, to link with your original name in our records.

Once completed, you need to select **Save & Continue** to move on to the Other Member Details Page



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Update Present/Communication and Permanent Address

ADDRESS

Present Address

Address*

Andheri East

Pincode*

400069

Geographical*

ANDHERI EAST / MUMBAI / MAHARASHTRA / INDIA

Is Permanent address same as the Present address ?

☒ Yes ☐ No

Note:

In case of Present Address is same as Permanent Address, then click on the tick box below Present Address, all address detail mentioned in the Present / Communication address will be copied down.

Bank Details:

Update Profile

1 Personal Information

2 Bank Details

3 Work Notification

4 Document Upload

5 Submit Application

A/C Holder Name*

ANUBHAV PRADHAN

Account No.*

ENTER ACCOUNT NO.

IFSC Code*

ENTER IFSC CODE

Bank Name*

ENTER BANK NAME

Branch Name*

ENTER BRANCH NAME

MICR Code*

Enter MICR Code

Back

Save & Continue

Note:

Please provide the correct & authenticated information related to your bank detail, this will be used as a data for remittance of your royalty share.

Work Notification:

In this instance, you need to update your released songs details like Songs Name Film / Non-film name etc. and other information. You can update multiple works by filling-up & adding data one by one.

Update Profile

1 Personal Information

2 Bank Details

3 Work Notification

4 Document Upload

5 Submit Application

Note : Minimum 1 Work Notification Required And Maximum 5.

Song Name*

ENTER SONG NAME

Film / Non Film Album Name*

ENTER FILM / NON FILM ALBUM NAME

Language*

ENTER LANGUAGE

Category*

Select Category

Artist/Singer-For Multiple Singers*

please use(Semi colon;) as a separator between singers :)

Author(Music Composer / Composer)*

AUTHOR(MUSIC COMPOSER / COMPOSER)

Author (Lyricist)*

TUSHAR,T KBHATTACHARYYA

Publisher*

ENTER PUBLISHER

Release Year*

Enter Rel. Yr

Digital Link*

ENTER DIGITAL LINK

Upload Files

Browse...

Add

Song Name	Film Album Name	Language	Category	Artist Singers	Author Composer	Publisher	Author Lyric
No Records Found							



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Note:

**** In the Instance all the fields are Mandatory in nature, need to be filled-in**

1. Please mention the work/song name (Max.100 characters) in the Song Name.
2. Please mention Film/Non-Film Name (Max. 100 characters) in which the song is incorporated/used.
3. Please mention Language of the Work released.
4. Please select the Category of Work – Film, Non-Film, Film-BG*, TV-BG*
5. Please mention Singer/Artist name, you can use (,) as separator for multiple artist details.
6. For **Author (Music Composer)** – if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field
7. For **Author (Lyricist)** – if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field
8. For **Publisher** – if you are applying for this Role, you need to put your exact name either in the name of application made or the Alias/Trade name mentioned at this field
9. Please specify the year of release of the said song.
10. **Digital Link** – (Max 500 Characters) Please copy-paste the digital link for your work released on the digital platform (DSPs) viz. Apple, YouTube, Saavan, Gaana, and Hungama etc.
11. **Upload file** – upload CD Inlays or Print Screen Image copy of the digital released work with all credit details showing with the link

***BG – Back Ground Music**

Document Upload:

Photos, PAN Card and other documents are to be uploaded. The mandatory documents to be uploaded are listed. The procedure against each listed mandatory document is



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- Select the option for this category. Some categories have multiple options, **CHOOSE FILE** for browsing the file from the local system where you have scanned & saved documents, then click on **UPLOAD** to upload the selected file to application server.
- Choose the relevant file to be uploaded. It is expected that a digital version of the file (excel, word document, pdf, image, etc.) exists for the document on the system.
- Upload the document to the server. When uploading, the file name of the uploaded document is changed to the option name of the mandatory document.
- On upload of all the mandatory documents, the user will have to submit to register the uploaded documents.

Update Profile

Personal Information Bank Details Work Notification **Document Upload** Submit Application

Sr No	List of Documents	Note : Only (jpg, jpeg, gif, png, pdf, doc, xls, xlsx) allowed. Max File Size : 1MB	Note : Only (jpg, jpeg, gif, png, pdf, doc, xls, xlsx) allowed
1	Aadhar Card	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="VIEW UPLOADED FILES"/> Upload Count : 0
2	Identity Proof (Pan Card)*	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="VIEW UPLOADED FILES"/> Upload Count : 0
3	Bank Proof (Passbook (front page) or Statement consist of Name of Applicant) or Copy of Cancel Cheque*)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="VIEW UPLOADED FILES"/> Upload Count : 0
4	Permanent Address Proof (Passport, Driving License, Voter ID, Leave License Copy, Electricity Bill, Telephone Bill, Mobile Bill, Notarize letter)*	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="VIEW UPLOADED FILES"/> Upload Count : 0
5	Present Address Proof (Passport, Driving License, Voter ID, Leave License Copy, Electricity Bill, Telephone Bill, Mobile Bill, Notarize letter)*	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="VIEW UPLOADED FILES"/> Upload Count : 0

NOTES:

1. While uploading the Mandatory Documents listed, you need to be sure that the images or pdf/docs are readable & of good quality (in a printable format).
2. Photo which are uploaded, should be front facing, clear & preferably a passport size photo. Selfies & other angular images where your identification is not proper will not be admissible.

Once all the additional information is supplied, the applicant will have to make the payment for the membership fee. Select **Save & Continue** to go to the payment confirmation page.



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Payment Confirmation (Payment Gateway) & Submit

Payment Confirmation Page highlights the data required by the Payment Gateway to complete the payment process. On select **Make Payment**, the applicant is taken to the HDFC payment gateway to make a payment for the Membership fee.

Applicable Membership Fees Structure

Member Category	Membership Fees (Amt. In Rs.)
Author Member Applicant (Author – Lyricist and/or Author – Composer)	1,200/-
Owner Publisher	2,200/-

Notes:

1. If you are an Individual applicant, being an Author (Lyricist) and /or Composer of the eligible song/s, on the basis of such eligible released song for which you are applying for, you will need to pay ` 1,200/- as member application fees. For clarification, if you are author as well as composer of the song & eligible to become member, you need to pay only ` 1,200/-
2. If you are an Individual applicant, being an Author (Lyricist) and /or Composer as well as Publisher of your own song i.e. Self-Released work category of the eligible song/s, on the basis of such eligible released song for which you are applying for, you will need to pay ` 3,400/- (i.e. ` 1,200/- + ` 2,200/-) as member application fees.
3. If you are Legal entity i.e. either Sole Proprietor or Partnership Firm or Company/LLP incorporated under Companies Act, membership application fees will be applicable to you will be ` 2,200/-

4. Payment Completion

On completion of payment, the applicant will receive an Email as well as SMS for successful submission of the Application Form. The subsequent Membership Process are:

1. The Payment made hereby are subject to certain terms & condition:
2. Membership forms along with the supporting documents are received by the membership department will be scrutinized & if find fit with all the requisition, will be forwarded to the Membership Committee Directors for provisional approval.



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3. After the provisional assent from the Membership Committee, this Membership Form along with the Assignment Deed & Indemnity Bond will be send to the correspondence address for execution by you.
4. An Email as we as SMS will be forwarded for any status of the Application submitted by the Applicant & it also can be viewed / checked by the applicant in the profile through login with registered email Id & password.
5. If this Form along with the afore mentioned legal documents i.e. Assignment Deed & Indemnity Bond are not executed & return back to our office within 15 days from the date of receipt of the application form & said legal documents, the application will be termed as **INVALID**. **In such case membership fees paid by you will be ceased & will not be refunded back in any case.**

This completes the online registration for the member.

You can check

IPRS Website:

Visit www.iprs.org to know more about IPRS and its process on membership approval and its regional offices.

DISCLAIMER:

User Guide given above are as per the instruction & by-order. The User Guide are subject to amendments on timely manner as & when required in principle. It is advisable to read & follow the user guide in as is manner. Any changes in the current user guide as per the need & suitability of organization can be initiated without any prior notice.