



## Welcome to Performer Claims

Performer Claims is a vital service that helps Performers ensure they receive accurate payments when the recordings they created have been used. The following information will help you make the most of the service. The areas we cover in this guide are –

- Why should I claim?
- How to make a claim – the basics
- What happens if I am asked to submit evidence?
- What type of evidence might I need to submit?
- Step by step instructions (we have tried to make the screens self-explanatory but there are always times when more information can help)

### Why should I claim?

In order to ensure you receive maximum, accurate income from PPL you need to ensure you are linked correctly to all the recordings on which you performed in our Repertoire Database. You do this by submitting claims.

### How to make a claim – the basics

There are five steps to making a claim -

- **Search** PPL's Repertoire Database for recordings on which you performed.
- **Check** the performer line-up to ensure you are listed correctly.
- **Move** recordings to the *Claims Basket* if you are missing or the information is wrong.
- **Enter** the required information about your performance on the recording.
- **Submit** the claim.

We then take over responsibility and will do one of the following -

- Accept the claim
- Reject the claim
- Ask for evidence to support the claim

### What happens if I am asked to submit evidence?

If you are required to provide evidence we will email you with details of the evidence required and how to send it. Please note that if evidence is not supplied within 45 days the claim will be deleted after 45 days and will require re-submission.



## What type of evidence might I need to submit?

The type of evidence required depends on whether you are a Contracted Featured Performer, Other Featured or Non-Featured Performer.

### Contracted Featured Performer

A Contracted Featured Performer is a performer who is bound by an exclusive agreement with the relevant record company to perform on the sound recording and who is credited as the lead artist or conductor on that recording. This does not include agreements to do session work, or producer/remixer agreements.

**Evidence that a Contracted Featured Performer can submit to PPL to support a claim includes:**

- Copy of an exclusive recording agreement with the commissioning record label, under which the claimed track was recorded
- Official correspondence from the record company confirming an exclusive contract with the commissioning record label at the time of recording
- Royalty Share Agreement/Record company Royalty Statement (*PRS for Music*, MCPS or Music Publishing statements are NOT acceptable)

### Other Featured Performer

An Other Featured Performer is a performer who contributes an audible performance to the sound recording and is:

- A lead vocalist not exclusively contracted to the commissioning record company;
- A performer not exclusively contracted to the commissioning record company but whose personal or professional name appears with or is linked to the name of the Contracted Featured Performer on the track; or
- A performer who is entitled under the terms of a contract with the Contracted Featured Performer to receive royalties from sales of the recording.

**Evidence that an Other Featured Performer can submit to PPL to support a claim includes:**

- Product sleeve front cover or spine showing the performer's name with the name of the Contracted Featured Performer or linked thereto with the words "featuring", "with", "and", "meets", "versus" or derivations thereof. A credit on the product sleeve naming the performer as a member of a group does NOT establish a valid claim to Other Featured status
- Evidence of a contribution as a lead vocalist
- A contract between the performer and the Contracted Featured Performer entitling the performer to receive royalties as a singer or musician from sales of the recording
- Official correspondence from the Contracted Featured Performer or their management confirming contributor category
- A duly executed contract between the performer and the other members of the group confirming contributor category



## Non-Featured Performer

A Non-Featured Performer is a performer who is not a Contracted Featured Performer or an Other Featured Performer. Examples of Non-Featured Performers include session musicians and backing singers.

### **Evidence that a Non-Featured Performer can submit to PPL to support a claim includes:**

- CD/record/tape sleeve inlay crediting performance
- Contracted Featured Performer's official website crediting performance
- Official correspondence from Record Company confirming instrumental or vocal contribution
- BPI/MU Consent Form
- MU Backing Track Form
- MPG (formerly Re-Pro) Form ([www.ppluk.com/I-Make-Music/Studio-Producers/](http://www.ppluk.com/I-Make-Music/Studio-Producers/))
- Payslip/Invoice/Video buyout/MU Payment Advice
- Letter from fixer, studio producer or orchestral manager confirming contribution category
- Reference Books/ Trade Press/ published discography/ Internet discography (must be track specific)
- Signed verification from one of the Featured Performers or their management
- Signed verification from the studio producer, arranger or artist management person who attended the session
- Signed verification from at least 2 other Non-Featured Performers already confirmed on the recording
- Signed verification from the MD or Business Affairs department of the record company or music publishing company.

**We hope the above helps you to get started. However, we recognise that some members prefer more detailed instructions so we have prepared the following to help.**



## Step-by-step instructions


### Step 1 Search PPL’s repertoire database for recordings you performed on

The Repertoire Database search page is accessed from the MyPPL homepage by selecting *Make a New Claim* button or via the *Music* tab towards the top of any page.

#### Tips to help your search

- If you can’t find the recording you are looking for try amending the search filters, eg, change the field “is” to “begins with” when searching for a recording title or band name as there may be various spellings on our database.
- Recording titles may change between recording and release so you may need to try alternate searches to find a particular recording.
- To get a full list of recordings you are linked to use the search terms ‘PPL Performer ID’ or ‘Contributor name’ and enter your details.

### Step 2 Check the performer line-up to ensure you are listed correctly

All recordings you are already linked to will have this  icon next to them in the “My Repertoire” column. If the recording you performed on:

- **Doesn’t** have this icon you should submit a claim;
- **Does** have this icon, you can still drill down to the *Contributors* tab to ensure you are listed with the correct *Category*, *Role* and *Country of Performance*. If not, you can submit a claim to correct the data.

#### REPERTOIRE SEARCH

[Help](#)

Search Again

 Claim

1961 RECORDS FOUND | PAGE 1 OF 40

Display 50 results per page

<input type="checkbox"/>	PPL Recording Id	Band/ Artist Name	Recording Title	ISRC	(P)Date	(P)Name	Recording Duration	Country of Recording	Country of Commissioning	My Repertoire	Reported Use
<input checked="" type="checkbox"/>	20457753	THE BEATLES	"Boys, What I Was Thinking..."		1995	Universal Music Operations	2:06	United Kingdom		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	20973109	THE BEATLES	12 Bar Original	GBAYE9600593	1996	EMI Records Ltd	2:54	United Kingdom	United Kingdom	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	616942074	THE BEATLES	12 Bar Original (Anthology 2 Version) [2011 - Remaster]	GBAYE1100486	2011	EMI Records Ltd	2:54	United Kingdom	United Kingdom	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	17144940	THE BEATLES	18221 [1994 Digital Remaster]	GBCAD9401271	1994	BBC Music under exclusive licence to EMI Records Ltd	0:10	United Kingdom	United Kingdom	<input type="checkbox"/>	
<input type="checkbox"/>	639039296	THE BEATLES	18221 [Live At The BBC For "Pop Go The Beatles" / 23rd July, 1963]	GBUM71306509	2013	BBC under exclusive licence to Calderstone Productions Limited (a division of Universal Music Group)	0:10	United Kingdom	United Kingdom	<input type="checkbox"/>	



### Step 3 Move the recording to your claims basket

You have a choice of three pages from which to select the recordings on which you wish to submit a claim:

- Search results
- Recording details
- Product track listing

You move the recording to the *Claims Basket* by ticking and clicking -

- **Tick** the appropriate box next to the recordings (you do not need to do this on the recording details page)
- **Click** the *Claim* button

When you're finished, click *Claims Basket* to proceed to the next step.

#### A tip for Representatives

Representatives making claims on behalf of a Performer will have a pop up box appear when they select *Claim*, allowing them to select the correct performer.

### Step 4 Enter information about your performance

In your *claims basket* you will see a list of all the recordings you have selected. For each recording you need to provide the following information.

**Contribution Category** – Please choose:

- **Contracted Featured Artist** - A performer who is bound by an exclusive agreement entered into directly or indirectly with the record company producing the recording and who is credited as the lead artist or conductor on that recording. This does not include agreements to do session work, or producer/remixer agreements.
- **Other Featured Artist** - A performer who is a non-contracted member of the band given as the main artistic name on the recording details or a guest artist whose name appears with or is linked to the name of the Contracted Featured Performer on the recording.
- **Non-Featured Artist** - A performer who has been engaged for a fixed period of time, i.e. a session musician or backing vocalist, specifically to record one or more backing performances).

**Role** - This is the instrument(s) or vocals you contributed.

In the role field please enter the first three letters of the role that is relevant to you, then click on the magnifying glass to select a role.

For more information on performer roles please refer to PPL's current list of all roles available here: [www.ppluk.com/Documents/Member\\_Services/Performer\\_roles.pdf](http://www.ppluk.com/Documents/Member_Services/Performer_roles.pdf)

If you are claiming as an Eligible Studio Producer please refer to PPL's guidance in relation to Eligible Studio Producers available here: [www.ppluk.com/I-Make-Music/Studio-Producers/](http://www.ppluk.com/I-Make-Music/Studio-Producers/)



If you are claiming as a Sampled Performer please refer to PPL's guidance in relation to Sampled Performers available here:  
[http://www.ppluk.com/Documents/Member%20Services/Guidance\\_on\\_Sampled\\_Performers.pdf](http://www.ppluk.com/Documents/Member%20Services/Guidance_on_Sampled_Performers.pdf)

**Country of Performance** - This is the country you recorded your part of the recording, not where the recording itself has been performed.

### A tip to speed up data entry

For multiple recordings with the same category, role and country of performance in your basket you can tick them all, select the category, role and country of performance and then click the two *apply* buttons. You will see your selected values appear against each recording in your basket.

The screenshot shows a web interface for submitting claims. At the top, there are four buttons: 'Select all', 'Deselect all', 'Delete selected', and 'Clear selected'. Below these are two filter rows. The first row has 'Contribution Category' set to 'Non-Featured Artist' and 'Role' set to 'Electric Piano', with an 'Apply' button. The second row has 'Country of Performance' set to 'United Kingdom', also with an 'Apply' button. Below the filters is a table with the following columns: Date created, Band/artist, P-date, Performer, PPL ID, Contribution Category, Role, Country of Performance, and Status. The table contains six rows of data for recordings by 'THE BEATLES' with PPL ID '01001'. The first four rows are marked as 'Complete' and have checkboxes checked. The last two rows are marked as 'Incomplete' and have checkboxes unchecked. At the bottom of the table, there is an 'Empty Basket' link, navigation buttons ('First', 'Previous', 'Next', 'Last'), a checkbox for 'I confirm that I have read and agree to the Terms and Conditions', and a 'Submit completed claims' button.

	Date created	Band/artist	P-date	Performer	PPL ID	Contribution Category	Role	Country of Performance	Status▲
<input checked="" type="checkbox"/>	16/11/2016	THE BEATLES	1988	Peter	01001	Non-Featured Artist	Electric Piano	United Kingdom	Complete
<input checked="" type="checkbox"/>	16/11/2016	THE BEATLES	1996	Peter	01001	Non-Featured Artist	Electric Piano	United Kingdom	Complete
<input checked="" type="checkbox"/>	16/11/2016	THE BEATLES	1994	Peter	01001	Non-Featured Artist	Electric Piano	United Kingdom	Complete
<input checked="" type="checkbox"/>	16/11/2016	THE BEATLES	1967	Peter	01001	Non-Featured Artist	Electric Piano	United Kingdom	Complete
<input type="checkbox"/>	16/11/2016	THE BEATLES	1996	Peter	01001				Incomplete
<input type="checkbox"/>	16/11/2016	THE BEATLES	1996	Peter	01001				Incomplete

**Please ensure that you are selecting the correct category and role as once the claim is submitted you will not be able to amend it.**

### Step 5 Submit the claim

Once you have completed all the details required to make a claim, the status will change from *Incomplete* to *Complete*, this show the claim can be submitted. Please read the *Terms and Conditions*, if you agree please tick the appropriate box and click *Submit completed claims*.

Please note that adding recordings to the basket does not submit the claim to PPL, they will remain with the status *Incomplete*. Claims at this status need to be completed and submitted.



## What happens next?

If your Claim is **Closed** and the Substatus is:

*Accepted: Auto-accepted*

- You do not need to do anything else.
- Any revenue due to you as a result of the claim will be calculated and distributed at our next adjustment, please see PPL's website for the next scheduled adjustment
- These are accessed through the *Closed Claims* page accessed via "Music" and selecting Substatus Group "*Accepted Claims*". You will see the Substatus in the far right column.

### Closed Claims

Case Number	Recording Id	Band/Artist	Recording Title	Contribution Category	Role	Country of Performance	Created Date	Substatus
<a href="#">01926262</a>	41313062	KYLIE MINOGUE	Fever [Live In Manchester]	Contracted Featured Artist	Vocals	United Kingdom	31/10/2013	Accepted: On evidence
<a href="#">00736922</a>	29841524	JEFFREY BERNSTEIN	Ppltest	Contracted Featured Artist	Virginals	Venezuela	11/10/2011	Accepted: Auto-accepted
<a href="#">00736881</a>	29841436	GEORG SZELL	Ppltest	Contracted Featured Artist	Hunting Horn (Valved)	Wallis And Futuna Islands	11/10/2011	Accepted: On evidence
<a href="#">00709235</a>	29841524	JEFFREY BERNSTEIN	Ppltest	Contracted Featured Artist	Vihuela	Albania	05/10/2011	Accepted: On evidence
<a href="#">00562774</a>		UMBERTO TOZZI	Gloria [Live]	Non-Featured Artist	Guitar	United Kingdom	02/06/2011	Accepted: Auto-accepted
<a href="#">00494416</a>		THE CURE	A Forest ( LP Version )	Non-Featured Artist	Guitar	United Kingdom	02/04/2011	Accepted: Auto-accepted

6 Claims found. Show  Per Page

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If your Claim is **Open** and the Substatus is:

*With Customer: Awaiting Evidence*

- You will receive an automated email to let you know that you must provide evidence. A reminder email will then be sent 15 days later
- If we have not received the required evidence within 45 days of the claim's submission to PPL an email notification will be sent to inform you that the claim has been deleted
- Once evidence has been submitted, if it does not meet the criteria specified on our website we will temporarily reject the claim and request that you provide us with additional evidence (this must be received within 45 days)
- These are accessed through the *Open Claims* section via the "Music" tab



## Open Claims

To attach an evidence document to one or multiple claims:

- 1) Select one or multiple claims from the list below
- 2) Click on the "Browse", or "Choose File" button at the bottom of the page to select the file you wish to upload
- 3) Write a Description for the file you are uploading (optional)
- 4) Click the "Attach Evidence" button to upload your file

Please note:

- If you have multiple pages of claims you can only work on one page at a time, e.g. if you go to page 2 you will lose any selected claims from page 1.
- Once you have attached evidence the claim will no longer be visible under the status **With Customer: Awaiting Evidence**. To view claims you have submitted evidence for change the Substatus to **Member Services Checking Evidence**.
- If you wish to attach more than one evidence document to a claim you will need to attach one document first, then change the Substatus to **Member Services Checking Evidence** to select the claims again in order to attach another evidence document.

Substatus: With Customer: Awaiting Evidence
 Band/Artist: All

11 Claims found. Show 20 Per Page

	Case Number	Recording Id	Band/Artist	Recording Title	Contribution Category	Role	Country of Performance	Created Date
<input type="checkbox"/>	<a href="#">04120882</a>	668578065	DICK DIVER	Head Back	Contracted Featured Artist	Vocals	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120881</a>	668578057	DICK DIVER	Bondi 98	Contracted Featured Artist	Vocals	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120880</a>	668578040	DICK DIVER	Blue & That	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120879</a>	668578032	DICK DIVER	Seagulls	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120878</a>	668578024	DICK DIVER	Future Self II	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120877</a>	668578016	DICK DIVER	Gap Life	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120876</a>	668578008	DICK DIVER	Lime Green Shirt	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120875</a>	668577992	DICK DIVER	New Start Again	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">04120874</a>	668577984	DICK DIVER	Through The D	Contracted Featured Artist	Guitar	Australia	05/10/2016
<input type="checkbox"/>	<a href="#">03990580</a>	423426477	MADNESS	(Waiting For The) Ghost Train	Non-Featured Artist	Harpsichord	United Kingdom	17/08/2016
<input type="checkbox"/>	<a href="#">03962450</a>	674776216	ADELE	Adele at the BBC, first look: Hello (live)	Contracted Featured Artist	Guitar	Australia	02/08/2016

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No file chosen

Description (optional)

Please note that acceptance of a claim on the original submission does not preclude PPL requesting the provision of supporting evidence at any point in the future. If evidence cannot be provided or is deemed insufficient you will be removed from the recording line-up immediately and steps will be taken to recover all revenue paid to you from this recording to date.

## Protecting your payments

PPL takes the matter of fraud extremely seriously. You should ensure you only make claims on recordings on which you performed, and for which you have sufficient evidence to prove so. If you are found to have submitted a fraudulent claim you will be removed from the line-up immediately and will be required to provide evidence on all future claims in order for them to be accepted. PPL will take steps to recover payments made as a result of any fraud and also reserves the right to take available legal action.