GUIDE TO ISRCs AND COMPLETING THE TRACK REGISTRATION FORM (2 pages)

GUIDE TO ISRCs

How to construct the ISRC:
(Note: there should be NO spaces or hyphens in your ISRCs)

IE	**(as per email)**	**16**	**00001**
Country Code	Registrant code	Year (2 digits only)	Designation Code (5 numeric digits only)

What is the ISRC?

The ISRC (International Standard Recording Code) is the international identification system for sound recordings and music videos. Each ISRC is a unique and permanent identifier for a specific recording which can be permanently encoded into a product as its digital fingerprint.

The International Federation of the Phonographic Industry (IFPI) recommends that all music producers use ISRC.

Benefits of using ISRC

- ISRC is a unique, reliable, international identification system.
- ISRC provides a unique tool for the purpose of rights administration.
- ISRC is a useful identification tool in the electronic distribution of music.
- ISRC coding is compatible with standards developed in the field of consumer electronics and is readable by hardware already used in the recording industry.
- ISRC is cost effective - it can be put into operation without requiring special investment in equipment or technologies.

How to register your Tracks with ISRCs.

ISRCs are mandatory when registering tracks for both ISRC and Distribution/Membership purposes.

After applying the ISRCs like the example below; complete and return the Excel PPI Track Registration Form (see attachments). Please only register tracks previously unregistered.

Note 1: Ensure that you change 'XXX' to your relevant ISRC – this is an example only.
Note 2: Ensure that there is NO hyphens or spaces in your ISRCs.

      Track 1   IEXXX1600001
      Track 2   IEXXX1600002
      Track 3   IEXXX1600003 etc.

Note: Year Of Reference is the year that you are *applying* the codes to the recording.
At the beginning of a year, *change* the Year to the current year and *reset* the Track Designation code to 00001.

Further Information on how ISRCs are structured and applied can be found on the IFPI Handbook:
http://www.ifpi.org/content/library/isrc_handbook.pdf

COMPLETING THE TRACK REGISTRATION FORM

Note: The Red fields are 'Optional fields' all other field are Mandatory.

HEADING	FORMAT	NOTES	MANDATORY/ OPTIONAL
PPI MEMBER NO.		If you are *not currently* a PPI member, enter: **9999**	MANDATORY
PPI MEMBER NAME		Mandatory if you are *currently* a PPI Member, leave blank if you are *not currently* a PPI Member	OPTIONAL/ MANDATORY
MAIN ARTIST NAME		The main Artist/ Band Name on the Recording	MANDATORY
TRACK TITLE			MANDATORY
VERSION TITLE		E.G. 'Live in Ireland' or 'Remix' - leave blank if there is no different version to the original recording	OPTIONAL
SINGLE/EP/ALBUM TITLE			MANDATORY
CATALOGUE NO.		Leave blank if you do <u>not</u> have a Physical or Digital Catalogue Number	OPTIONAL
ISRC	ALPHANUMERIC	Alphanumeric only - no hyphens or spaces with 12 characters only: e.g. IEXXX16<u>00001</u> (note: the track designation code, underlined above has **5 Digits**)	MANDATORY
DURATION	MM:SS	Enter Minutes and Seconds MM:SS	MANDATORY
RIGHTS HOLDER NAME (P NAME)		This is the <u>current</u> owner of the sound recording	MANDATORY
REPERTOIRE OWNER (PPI MEMBER LABEL)		This is the Label that you have registered with PPI, and that relates to the recording being registered. If you are *not currently* a PPI member leave Blank	OPTIONAL/ MANDATORY
RIGHTS SHARE PERCENTAGE	NUMBERS	Enter a value between 1 and 100, to indicate the sound recording percentage that you own	MANDATORY
PDATE	YYYY	The year in which this version of recording/video was first released	MANDATORY
RELEASE DATE	D/MM/YYYY	If the recording has not yet been released, please only complete and return the Track Registration Form when the release date is confirmed	MANDATORY
MARKETING LABEL		Only enter the Marketing Label or Company if it is different to the Record Label/Rights Holder	OPTIONAL
OWNER TYPE	NUMBER	Enter **ONE** number only in this field: **1= Owner** - the original sound recording owner. **2=Exclusive licensee** - if you have the exclusive licence for the sound recording in ROI. **3=Successor in Title** - if you are the successor in title to the sound recording rights in ROI.	MANDATORY
RIGHTS START DATE	DD/MM/YYYY	The date that your rights start - if this starts on the release date, enter the **release date**	MANDATORY
RIGHTS END DATE	DD/MM/YYYY	The date that your rights end - leave blank if you are the *original* **sound recording owner**	OPTIONAL/ MANDATORY
COUNTRY OF RECORDING	2-Letter Code	2 letter country code (ISO 3166-1 territory code list). E.G. '**IE'** for Ireland, '**GB'** for Great Britain.	MANDATORY
COUNTRY OF COMMISSIONING	2-Letter Code	2 letter country code (ISO 3166-1 territory code list) E.G. '**IE'** for Ireland, '**GB'** for Great Britain.	MANDATORY
CONTENT TYPE (AUDIO/VIDEO)		Music Recording = AUDIO Music Video = VIDEO	MANDATORY
GENRE		Enter the Genre/Style of music - this does not have to be overly descriptive e.g. Folk, Pop…	MANDATORY