



User's guide

This is a guide to the process of registering physical copies. NCB uses the information provided by you to distribute royalties to the composers and authors of the tracks. You will pay an amount for each copy that you make, and this amount is then distributed according to the number of tracks before being distributed to the composers and authors.

Note! If you are only releasing songs digitally, you cannot use this application. Read more about notification of digital track releases on our website.

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New customer

To fill out NCB's application, you will need a customer number and a password in order to log onto your profile. If you do not already have an account, you need to register your information with us. Register by clicking [Register your user here](#).

APPLICATION - Physical releases

This is where you register the release of physical copies, like CD or LP.

Change language
English Please select the language you prefer for this registration

LOGIN
NCB customer No.
Password

NEW CUSTOMER [Register your user here.](#)

FORGOTTEN PASSWORD [Click here](#)

You will then be lead to the following page. This is where you provide all the information we need in order to make an invoice for your production, as well as contact information if we need to contact you about your application.

Contact details

Contact details

Country 1 Choose country.

NCB customer number

Company 2
 Individual

If you release your own music, please read these guidelines [Read more about the conditions for Release of your own music](#)

Name *

Company registration number

VAT number * 3 NOTE ! Enter ONLY numbers in this field.

Address *

Postal/zip code *

City *

Residential country 4

E-mail address * NCB will send your password and invoice to this e-mail address.

Telephone number *

Contact name *



- 1) **Country:** We will use this country's currency when we make your invoice. It is therefore important that you choose the correct country.

NCB customer No: This field will be completed automatically when you have finished your registration. Leave this field empty.

- 2) **Company/individual:** This is where you select whether a company or an individual is responsible for paying the invoice for the production.

Name: Fill out your name or the name of the company.

Social security number: If you have chosen **Individual**, you will be asked to provide your social security number. This field is not mandatory, so you can leave this field empty if you prefer.

Company registration number: If you have chosen **Company**, you will be asked to provide the company registration number. This field is not mandatory, so you can leave this field empty if you prefer.

- 3) **VAT number:**
If you have chosen **Company**, you will be asked to provide a VAT number.

For Danish, Swedish and Finnish customers, this field is mandatory.

Norwegian customers, who are not registered in the VAT-Registry, can fill in "1234" in this field and move on. If registered, Norwegian customers should provide the number in the field.

Address: Fill in your private address or the company's address.

- 4) **Residential country:** Fill in the country where your address is located.

E-mail address: Fill in the e-mail address you want us to contact you on. This is also the e-mail that your invoices will be sent to.

Contact name: Write in your name once again, or the name of the person you want us to contact if we have questions to your applications or productions.

Important

When you have filled in all the fields that are marked with red stars, press **Save**. After doing this, you can proceed by pressing **Continue**. If any of the mandatory information is missing, you will be notified of this immediately.

You will now receive your customer number and password, which is sent to the e-mail address that you provided.



Residential country	<input type="text" value="Denmark"/>	
E-mail address *	<input type="text"/>	NCB will send your password and invoice to this e-mail address.
Telephone number *	<input type="text"/>	
Contact name *	<input type="text"/>	

Recording details

On this page you inform NCB about some general details about your recording.

Recording details

Do you need help while filling out the application? Download this [User guide](#)

Type of release

Type of recording ¹ Re-release New recording

Is the release a box set? ² Yes No A box set is a release with more than one unit, for example 2 CDs or 1 CD+1 DVD, and so on.

Type of music

Is this a related party production? ³ Yes No **NOTE!** Only choose "Yes" if all the music and text is written by you or your band. If the production is being released by a company/label, all rights holders must be owners/co-owners of the company. [Read more about the conditions for Release of your own music](#)

Specific conditions

Have lyric changes been made to original songs? Yes No ⁴

Have music changes been made to original songs? Yes No ⁵

Does it contain re-recording of existing tracks? Yes No ⁶

Is it the first time the music has been released? Yes No ⁷

- 1) Type of recording:** Choose whether the release is a new recording (that has not been registered before) or if it is a re-release of an already registered production. **(see more on page 14).**
- 2) Is the release a box set?** A box set is a release that has more than one unit, where all the units are sold together. This is for example a double CD release, or a release where 1 CD and 1 DVD are gathered and sold in one box.

Do *not* choose "Yes" if you are simply printing a release in different formats (for example 1 CD and 1 LP), where the units are sold separately.

- 3) Is this a related party production?** A related party production is when all music and all lyrics are made by you, your band (who are releasing as a group) or your company (where all the authors and composers involved with the release are owners of the company). In a related party production, you can print 5000 copies at a time, and you only pay NCB's minimum rate of NOK 550.



- 4) **Have lyrics changes been made to original songs?**
- 5) **Have music changes been made to original songs?** You are allowed to release cover versions of original songs, as long as you pay for copyrights and as long as you do not translate the lyrics, or make considerable changes to the music and lyrics. If you want to make changes to an original song, you need to contact the rights holders or publisher in order to obtain permission.
- 6) **Does it contain re-recording of existing tracks?:** When a record label releases a record, they pay for studio time and promotion, among other expenses. They therefore own that specific recording. This is called "master rights". Because of these rights, one needs the permission of the record label in order to copy this recording onto a new release.
- 7) **Is it the first time the music has been released?:** If a song has not been previously released, you need to have the permission of the rights holders in order to do so.

Album & release details

On this page you provide information regarding the release's title, format and manufacturer.

Album & release details

The screenshot shows a web form titled "Album & release details". At the top, there is a link to a "user guide". The form is divided into two main sections: "Album details" and "Release details".

Album details: This section contains two input fields: "Album title" and "Artist". Red arrows labeled 1 and 2 point to these fields respectively.

Release details: This section contains several input fields and a dropdown menu: "Catalogue number" (with a red arrow labeled 3), "Format" (with a dropdown arrow labeled 4), "Release date" (with a calendar icon and a red arrow labeled 5), "Manufacturer" (with radio buttons for "Manufacturer from list" and "Other", and a red arrow labeled 6), and "Distributor" (with a red arrow labeled 7). Below these fields is a checkbox labeled "Released on several formats" with a note: "Click if you want to register more releases/formats with identical content, i.e. identical content for a CD and a vinyl-LP." Below the checkbox are instructions for "Catalogue number" and "Distributor". At the bottom of the form are "Back" and "Continue" buttons.

- 1) **Album title:** Fill in the title of the release.
- 2) **Artist:** Fill in the artist(s) on the release.
- 3) **Catalogue number:** This is a number of identification for your release, that you yourself are free to make. The combination of an album title and a catalogue number makes it easier for us to find your release later. You can combine 2-7 letters + up to 7 numbers. For example: ABC123.



- 4) **Format:** Choose the format you want your release to be printed in; for example "CD Album". As you can see, next to "CD Album" it says "(20 tracks/80 min)". This means that if the release has more than 20 tracks/80minutes, the price will be increase. In other words, your release can include for example 10 tracks and 50 minutes of music, since this is under the limit. If you are releasing on different formats, click the button that says Released on several formats.
- 5) **Release date:** Choose an approximate date for when the you want to release. You choose the date by clicking the calendar by arrow 5.
- 6) **Manufacturer:** This is the manufacturer that NCB sends its release notification to when the invoice for the release has been paid. You will also receive a copy of this notification. We only send a release notification to manufacturers that we have an agreement with. Choose from the list of NCB-approved manufacturers. If you cannot find your manufacturer on the list, click "Other" and fill in the name yourself, but be aware that you will not be able to choose Free copies in this case, see page 10.
- 7) **Distributor name:** A distributor is a company that specializes in redistributing products to stores and other retail services. If you do not have a deal with a distributor, write "Own" in the open field.

Music content

This is the point of the application where you register all the tracks on your release. All the tracks you register will be set into a list at the bottom of this page. This gives you the opportunity to edit the information. When you have filled in all the tracks, press Continue.

MUSIC CONTENT : TITLE ARTIST

Do you need help while filling out the application? Download this [user guide](#)

Track number	Medley?	Playing time	Track title	Original title
* 1	<input type="radio"/> Yes <input checked="" type="radio"/> No	* [] []	*	

Track type	ISRC number	Artist	Reuse artist on next track
Music with song	[] [] [] [] [] [] [] []	*	<input type="checkbox"/>

Track type The most common track types are "Music with song" and "Music without song". You should only choose "Non-protected music" if you are certain that this is correct.
ISRC number The ISRC number is not required in order to complete the application.

Type of rights owner	Last name	First name	Reuse on next track
* ?	*		<input type="checkbox"/>
? [] [] [] [] [] [] [] []			<input type="checkbox"/>
? [] [] [] [] [] [] [] []			<input type="checkbox"/>

Last name Please enter only one name at a time.
NOTE! If the rights owner is traditional or unknown, please write TRAD or UNKNOWN in the Last name field.

At the bottom of this page you can see a list of the tracks you have registered. You have the option of editing and/or deleting them. Scroll down.



- 1) **Track number:** You do not need to fill in anything here, the application automatically remembers how many tracks you have registered, so far.
- 2) **Medley?:** A medley is a track that consists of more than one song. Read more about this type of track under Medley, on page 8 in this user guide.
- 3) **Playing time:** Fill in the length of the track, in minutes and seconds.
- 4) **Track title:** Fill in the title of this track.
- 5) **Original title:** Normally, you will not have to write anything in this field. Only fill out this field if the track has a different original title than the title you are using. If you are recording your own version of, for example, "Oh, Holy Night", you should write "Cantique de Noël" as the original title. Your track title would in this case still be "Oh, Holy Night".
- 6) **Track type:** The most common track types are Music with song and Music without song.

You can also choose Spoken word without music, which is mostly common with audio books. Since there is no music, you will not pay copyright for this track. If you have a track where you are completely certain that the rights holder has been dead for more than 70 years, you can choose the track type Non-protected music. Remember that an old song can still have a new arrangement, and thereby be covered by copyright. Only choose this track type if you are completely certain of its copyright status.

- 7) **ISRC-number:** This is a numerical code that identifies the recording of a track. This code is, among other things, used to identify a track when it is released digitally. Different versions of a song might have the same title, and it is therefore helpful to have an ISRC-number to identify the correct track by.
- 8) **Artist:** Fill in the name of the artist that appears on the track. If the same artist is featured on all tracks, you can tick the box by Reuse artist on next track.
- 9) **Type of rights owner:** Inform us about the people who have written/composed the music you are releasing. This information is essential to us, since we distribute the money to the people who wrote/composed the music. Choose between the different types of rights owner, according to if the person wrote, composed or arranged a song.
- 10) **Last name/First name:** Fill in the last name in the first field. It is especially important that the last name is correct, so that we are sure to find the correct rights holder. Fill in the first name if you have it available. If the same rights holder is also a right holder to the next track, tick of the box by Reuse on next track.
- 11) **Save:** You have now come to the point where you can save the information you have typed in. When clicking Save, new, blank fields will appear so that you can fill in a new track. The one you just saved can be seen on the list at the bottom of the page.
- 12) **Continue:** When you have filled in all your tracks, press Save again. A blank, new track will appear, but pay no attention to this, as the system deletes blank tracks automatically. Proceed by pressing Continue.



Type of rights owner	Last name	First name	
* ?	*		Reuse on next track <input type="checkbox"/>
?			Reuse on next track <input type="checkbox"/>
?			Reuse on next track <input type="checkbox"/>

Last name Please enter only one name at a time.
NOTE! If the rights owner is traditional or unknown, please write TRAD or UNKNOWN in the Last name field.

The tracks you add will be displayed in this list

At the bottom of this page you can see a list of the tracks you have registered. You have the option of editing and/or deleting them. Scroll down.

Track has been saved successfully and the next can be added

Track list

Total playing time 00:04:23 Music playing time 00:04:23

Track number	Track information	Music playing time	ISRC number	Track title	Artist	Rights owners		
1	Music with song	04:23		TITLE	ARTIST	COMPOSER	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

The tracks you add will automatically be listed on the bottom of the page, below the open track that you are currently adding. In this list you have the possibility of deleting or editing the tracks you have entered.

Medley

A medley is a track that includes different parts of multiple songs. An example is "Aquarius/Let the Sunshine in" from the musical Hair.

MUSIC CONTENT : TITLE ARTIST

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1 2 The total length of the whole medley

Track number	Medley?	Playing time	Track title	Original title
* 1	<input checked="" type="radio"/> Yes <input type="radio"/> No	*	*	*

ISRC number	Artist	
*	*	Reuse artist on next track <input type="checkbox"/>

ISRC number The ISRC number is not required in order to complete the application.

Type of rights owner	Last name	First name	
?			Reuse on next track <input type="checkbox"/>
?			Reuse on next track <input type="checkbox"/>
?			Reuse on next track <input type="checkbox"/>

Last name Please enter only one name at a time.
NOTE! If the rights owner is traditional or unknown, please write TRAD or UNKNOWN in the Last name field.

At the bottom of this page you can see a list of the tracks you have registered. You have the option of editing and/or deleting them. Scroll down.

3





- 1) **Medley?:** If you want to add a medley track, choose Yes.
- 2) **Playing time:** Fill in the medley's total playing time, meaning how many minutes and seconds the whole medley consists of altogether. All other information is filled in as described in Music content (see page 6).

When the information about the medley as a whole is entered into the fields, click Add/edit medley parts.

You are now proceeding to typing in the songs that constitute the medley.

Medley details for track 2 - MEDLEY TITLE on album : TITLE - ARTIST

Please enter each track in the medley and when the last has been entered click "Continue".

Track number	Medley part	Playing time	Track title	Original title
2	* 1	*	*	

Track type	ISRC number	Artist	
Music with song	*	*	Reuse artist on next track <input type="checkbox"/>

Track type The most common track types are "Music with song" and "Music without song". You should only choose "Non-protected music" if you are certain that this is correct.
ISRC number Only enter this number if you have it available. It is not required in order to send in the application.

Type of rights owner	Last name	First name	
* ?	*		Reuse on next track <input type="checkbox"/>
? *			Reuse on next track <input type="checkbox"/>
? *			Reuse on next track <input type="checkbox"/>

[Add new row](#)

Last name Register only one rights holder on each line.

Do you need help while filling out the application? [Download this user guide](#)

[Save](#) [Back](#) [Continue](#)

- 1) **Medley part:** This number shows you which part of the medley you are entering.
- 2) **Playing time:** Fill in the length of this part of the song.
- 3) **Track title:** Enter the title of this medley part.
- 4) **Type of rights owner:** This is where you inform us about who wrote/composed the song. Select the person's role; author, composer, arranger, sub-author or music publisher.
- 5) **Last name/First name:** Fill in the last name in the first field. It is especially important that the last name is correct, so that we are sure to find the correct rights holder. Fill in the first name if you have it available.



- 6) **Save:** When you have filled in the information for this medley part, press Save, and new, blank fields will appear so that you can fill in the information about the next medley part. When information about all of the medley parts has been entered, press Save again before proceeding by clicking Continue.

Number of copies and price

On this page, you inform us about how many copies you want print. NCB calculates copyright based on your sales price and we therefore need an estimate of the prices you sell your release for to stores or directly to the consumer.

Number of copies and price

Fill in the number of copies you are printing and how much you are selling the copies for.

Album title	Main artist	Catalogue number	Format	Total quantity
TITLE	ARTIST	ABC456	CD Album	

Sales reporting

Information of the number of copies for: TITLE - ABC456 - CD Album

	Country of sale	Quantity	Price, excluding VAT	Currency	NCB-validated price
Retail sale	Norway	0	0.00	NOK	0.00
Direct sale to consumers	Norway	0	0.00	NOK	0.00
Promotional/giveaways	Norway	0	Minimum rate per copy.	NOK	0.00
Free copies	Norway	0			
Exports	?	0	0.00	NOK	0.00

[Add export lines](#)

Do you need help while filling out the application? Download this [user guide](#)

Price, excluding VAT Subtract 25 % from the price you're selling a copy for, to find the price excluding VAT. You do this by dividing your price by 1,25.

Retail sale This is the amount that the store or distributor pays you per copy.

Promotional/giveaways are copies you want to give away to friends and family. You pay the minimum rate for these copies.

Free copies Copies (max. 250) of first pressing to radios/newspapers for sales promotion. Must be marked "Promotion - Not for Sale" by the manufacturer and are royalty-free. A marked copy must be forwarded to NCB

[Save](#) [Back](#)

- 1) **Retail sale:** If you plan on selling your release through stores, write in the number of copies you plan on selling this way.

Direct sale to consumer: Fill in the number of copies you plan on selling directly to the consumer, for example at concerts.

Promotional/giveaways: Fill inn the number of copies you want to give away to your family and friends. You will pay our minimum rate for these copies (Read more about prices on www.ncb.dk).

Free copies: These are the copies you plan on sending to TV and radio stations in order to promote your release. These copies are free, and you get a maximum of 250 copies. These copies need to be labeled "Promotion – not for sale". NCB does not accept stickers with this label, it needs to be printed on the physical copies. You will only be able to get free copies if you are using a manufacturer from the drop-down-menu.



Export: Fill in this field if you plan on selling the copies outside of the country you are ordering them to. Inform us on which country you are selling them in, and what price you are selling them for, in the country's own currency.

2) **Quantity:** Fill in the different number of copies you want to sell or give away. Keep in mind that the number of copies in the different sales channels needs to add up to the total number of copies that you want printed; for example:

- Retail sale: 50 copies
- Direct sale to consumers: 50 copies
- Promotional/giveaways: 50 copies

= You are printing 150 copies.

3) **Price, excluding VAT:** You can exclude VAT from your sales price by subtracting 25 %. You do this by dividing your price by 1,25.

Note! For retail sale, fill in the amount that store pays you for each copy (PPD Price).

4) **NCB-validated price:** If the price you enter is too low, the application will automatically raise this price to our minimum price. These minimum prices depend on which format (e.g. CD, LP) you have chosen.

5) **Save and Continue:** When you have filled in all the information, press Save and then Continue.



Summary

On this page you are shown an overview of the information you have entered.

Summary

This page shows the information you have typed in - on the next page the invoiced amount is seen

Contact details					
Country					
NCB customer No.					
Producer type					
Name					
Company registration number					
Address					
Address					
Post code					
City					
E-mail					
Telephone number					
Contact name					
Type of recording					
New application	Yes				
Release details					
Catalogue Number	Recording Format	Release date	Manufacturer's name		
ABC456	CD Album	11/02/2014			
Album details					
Album title					TITLE
Main Artist					ARTIST
Distributor's name					Own
Track list					
Total running time: 00:04:23					
Track number	Running time	Contents	ISRC code	Track title	Artist & Rights owners
1	4,23	Music with song		TITLE	ARTIST, COMPOSER
Sales reporting for: TITLE - ABC456 - CD Album					
Sales channel	Country of sale	Quantity	Unit price excl. VAT	Currency	Validated price
Retail sale	Norway	200	100,00	NOK	100,00
Direct sale to consumers	Norway	100	80,00	NOK	80,00
Free copies	Norway	250	0,00	NOK	0,00
Please enter additional information to NCB below.					
Normally one invoice is made automatically per production. If you register several productions and want them on one invoice, tick if you want to be contacted before invoicing. <input type="checkbox"/> ← 1					
← 2					
<input type="button" value="Back"/> <input type="button" value="Continue"/>					

- Contact before invoicing:** Tick this box if you want the application to be processed manually. This will make the process take more time, so only choose this if there is anything important you want NCB to take a look at. If you have anything specific you want NCB to take a closer look at, write this in the blank field above.
- Continue:** If the information you have entered is correct, click Continue and proceed. If you want to make adjustments to your application, click the Back button.



Note! Do not use your browser's Back button, as this might lead you to an Error page.

Invoice amount

This page will show you the total amount of the invoice, and allows you to send the application to NCB.

Invoice amount

On this page the invoiced amount is shown - you must accept NCB's terms of agreement and confirm that the information is correct before the invoice can be made

Invoice

NCB customer number

Orderno. 847399

Format	Catalogue number	Calculation of copyright	Amount	Currency
CD Album	ABC456	200 kpl x NOK 100,00 x 9,009 % x 100,00 %	1801.80	NOK
CD Album	ABC456	100 kpl x NOK 80,00 x 7,400 % x 100,00 %	592.00	NOK
CD Album	ABC456	250 kpl x NOK 0,00 x 0,000 % x 100,00 %		NOK
Total :			2393.80	NOK

Do you want to proceed to payment right after having accepted the application ? Yes No

If you choose "yes", read the user guide [user guide](#)

NOTE, you will always receive an invoice regardless of how and when you choose to pay.

When paying by credit card or netbank the below stated supplementary charge will be added to the invoice:

VISA		2.25%
MasterCard		2.25%

I accept NCB's licensing terms and confirm that the information given is correct.
[Terms of the Agreement](#)

- 1) **Amount:** This is the total amount you are to pay for the production. The money will later be distributed to the composer and authors of the music you are releasing.
- 2) **Do you want to proceed to payment right after having accepted the application?** Only choose Yes if you want to pay by credit card right away. You will receive an invoice regardless of the method of payment.

Note! If you get to the DIBS payment page, and do not want to pay by card after all, it is important that you *do not* press the Back button on your browser, but instead Cancel on the application itself. If you do not receive an invoice within an hour, you should contact NCB, we might not have received your application. When you have gone on to the payment page, you cannot get back to the application.

- 3) **Accept NCB's terms:** You need to accept the licensing terms in order for the application to be sent in.



- 4) **Accept:** When you press Accept, the application will be sent in. If you have chosen to pay by card, you will be sent on the payment page. A confirmation and the invoice will be sent to your e-mail address.

When the invoice has been paid, NCB will send a release notice to the manufacturer you chose. We will also send a copy of this release notice to you. The production is then considered legal, and the manufacturer can print your copies and send them to you.

Re-release

This is how you go ahead with registering a re-release.

Recording details

Do you need help while filling out the application? Download this [user guide](#)

Type of release

Type of recording Re-release New recording

Is the release a box set? Yes No

Type of music

Is this a related party production? Yes No

Specific conditions

Have lyric changes been made to original songs? Yes No

Have music changes been made to original songs? Yes No

Does it contain re-recording of existing tracks? Yes No

Is it the first time the music has been released? Yes No

In order to report the re-release of an already registered release, choose **Re-release** and click **Continue**.

Search & select release

Search for the release that you want to print new copies of. Need help while filling in the application? Download this [user guide](#)

Release search

NCB customer number

Album title If this concerns the printing of a box set, please contact NCB.

Main artist

Catalogue number

Only fill out one of the fields, preferably the catalogue number.



You are now searching for the release you want to register for re-release. Fill in only one of the fields and click **Search**.

You cannot order a re-release of box sets here; in that case you need to contact NCB.

When you have found the release you are looking for, choose it and go on to Number of copies and price. (see page 10).

Registration of a box set

This is the procedure for registering a box set (a release of more than one units that are sold together).

Recording details

Do you need help while filling out the application? Download this [user guide](#)

Type of release

Type of recording Re-release New recording

Is the release a box set? Yes No

Type of music

Is this a related party production? Yes No

Specific conditions

Have lyric changes been made to original songs? Yes No

Have music changes been made to original songs? Yes No

Does it contain re-recording of existing tracks? Yes No

Is it the first time the music has been released? Yes No

Registration of a boxed set

Please enter release details for the box set - note that for a box set NCB invoices at least minimum royalty per unit in the box. Download this [user guide](#)

Box information

Box cover title	1 *	<input type="text"/>	Reuse title on units	<input type="checkbox"/>
Main artist	2 *	<input type="text"/>	Reuse artist on units	<input type="checkbox"/>
Box catalogue number	3 *	<input type="text"/>	Please enter the box set catalogue number. Each unit in the box set must have its own catalogue number.	
Release date	4 *	<input type="text"/>		
Number of units in the box	5 *	<input type="text" value="0"/>		





- 1) **Box cover title:** Enter the name of the box set.
- 2) **Main artist:** Enter the name of the main artist on the release.
- 3) **Box catalogue number:** Choose a catalogue for the box set. This is a number of identification for your release, that you are free to make. You can combine 2-7 letters + up to 7 numbers. For example: ABC123.
- 4) **Release date:** Enter the release date of the box set.
- 5) **Number of units in the box:** Enter how many units the box set consists of. When the information has been entered, click **Continue** in order to proceed to filling out information about the first unit in the box set.

Album & release details: for **unit 1** in BOX TITLE - BOX123

Type in the general information and press "Next" to register tracks for each part of the boxset. Download this [user guide](#)

Album details	
Album title	Artist
<input type="text"/>	<input type="text"/>

You are now providing information about unit 1

Release details				
Catalogue number	Format	Release date	Manufacturer	Distributor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Catalogue number This is a number of identification for your release, that you choose yourself. You can combine 2-7 letters + up to 7 numbers, for example: ABC123
Distributor If you do not have a distributor, write "own".

Note! You are now entering information about the first unit in the box set.

- 1) **Catalogue number:** You have already chosen a catalogue number for the box set, but in this field you need to fill in the catalogue number for unit #1. If your box set catalogue number is "ABC123", it could be an idea to set the catalogue number of unit #1 to be "ABC123A", "ABC123B" for unit #2, and so on.
- 2) When all your information has been filled in, click Continue.



MUSIC CONTENT : TITLE1 ARTIST

Do you need help while filling out the application? Download this [user guide](#)
NOTE! You are now entering tracks for one of the units on the box set.oksen!

Track

Track number	Medley?	Playing time	Track title	Original title
*	<input type="radio"/> Yes <input checked="" type="radio"/> No	*	*	
Track type	ISRC number	Artist	Reuse artist on next track <input type="checkbox"/>	
Music with song		*		

Track type The most common track types are "music with song" and "music without singing". You should only choose "Not protected music" if you are certain that this is correct.
ISRC number The ISRC code is not required in order to complete the application.

Type of rights owner	Last name	First name	Reuse on next track <input type="checkbox"/>
* ?	*		<input type="checkbox"/>
?			<input type="checkbox"/>
?			<input type="checkbox"/>

Last name Please enter only one name at a time.
NOTE ! If the rights owner is traditional or unknown, please write TRAD or UNKNOWN in the Last name field.

At the bottom of this page you can see a list of the tracks you have registered. You have the option of editing them. Scroll down.

On this page, you enter all the tracks that are on unit #1 of the box set. See "Music Content" on page 6.

Album & release details: for unit 2 in BOX TITLE - BOX123

Type in the general information and press "Next" to register tracks for each part of the boxset. Download this [user guide](#)

Album details

Album title	Artist
*	*

You are now providing information about unit 2

Release details

Catalogue number	Format	Release date	Manufacturer	Distributor
*	* ?	* 13 Mar 2014	* <input checked="" type="radio"/> Manufacturer from list <input type="radio"/> Other	*

Catalogue number This is a number of identification for your release, that you choose yourself. You can combine 2-7 letters + up to 7 numbers, for example: ABC123
Distributor If you do not have a distributor, write "own".

You are now filling in the information about unit #2 of the box set. Repeat the procedure from unit #1.



When you have filled in all the information about the units on the box sets, you will arrive at **Number of copies and price** (see page 10 for more information). On this page, you are to fill out the number of box sets you want to print. After this you proceed to sending in the application, as described on page 13.