

A guide to lodging online Live Performance Returns (LPRs)

Lodging a claim for live performances via the APRA website

If you perform your music live within venues in Australia or New Zealand then you may be entitled to lodge a claim with APRA for payment of live performance royalties. The best way to lodge a Live Performance claim is to complete a Live Performance Return through the APRA website. This Guide explains how to complete the APRA online Live Performance Return (LPR).

No access to a computer?

You will need to complete a paper LPR. Please contact your local APRA office for a copy of the form.

Note: you cannot use the LPR to claim for performances at promoted concerts or festivals, or for live performances overseas. Separate forms for these performances are located in the **Forms and Guidelines** section on www.apra-amcos.com.au

Deadline for LPR claims and payments

Online LPRs must be lodged by 31 August of each year. Your claim must cover the immediately preceding financial year - that is, the twelve months from 1 July of the previous year to 30 June of the current year. APRA pays LPR claims in November each year.

Before you start: a checklist

- Only one member per band needs to submit an LPR - are you the nominated member for your band?
- Do you have your APRA member number and nine digit IPI number (password) handy? You will need these to log into the system. This information is sent to you when your application is accepted by APRA. If you can't remember or have lost these details, contact your local APRA office.
- Do you have all details about your live performances to hand: venues, addresses, titles and durations of works performed.

Step 1

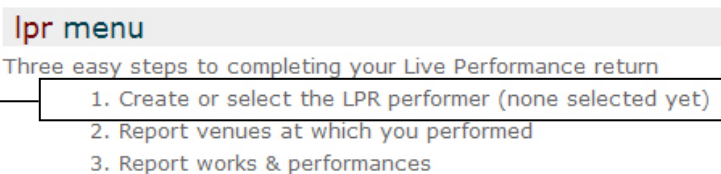
Login to the LPR system

- Go to our website www.apra-amcos.com.au and select "Writers" from the login drop-down menu
- Enter your member number and password on the login screen
- From the Members Menu, select 'Live Performance Returns'.
- Input your Password again on the LPR Declaration screen
- Click on '1. Create or select the LPR performer'

CLICK
HERE



CLICK
HERE



Other

Summary for this Distribution

Branch Offices

www.apra-amcos.com.au

| NSW/ACT | VIC/TAS | QLD | SA | NT | WA | NZ |
|---|--|---|--|--|---|---|
| 16 Mountain Street Ultimo NSW 2007 Ph: 61 2 9935 7900 Fax: 61 2 9935 7999 writer@apra.com.au | 3 & 5 Sanders Place Richmond VIC 3121 Ph: 61 3 9426 5200 Fax: 61 3 9426 5211 victas@apra.com.au | PO Box 1230 Fortitude Valley QLD 4006 Ph: 61 7 3257 1007 Fax: 61 7 3257 1113 qld@apra.com.au | Suite 29 8-20 O'Connell Street Nth Adelaide SA 5006 Ph: 61 8 8239 2222 Fax: 61 8 8239 0744 sa@apra.com.au | GPO Box 4519 Darwin NT 0801 Ph: 61 8 8941 0988 nt@apra.com.au | Suite 1 12-20 Railway Road Subiaco WA 6008 Ph: 61 8 9382 8299 Fax: 61 8 9382 8224 wa@apra.com.au | Unit 113, 21-23 Edwin St Mt Eden, Auckland Ph: 09 623 2173 Fax: 09 623 2174 nz@apra.com.au |

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Step 2

Enter Performer Details

- Each year a new performer name needs to be created. All previous entries can be viewed but not altered.
- Type in the name of the band/performer.
- Click on a genre if applicable
- Hit 'Submit'

TYPE PERFORMER
NAME HERE

OPTIONAL:
SELECT GENRE HERE

Current Distribution P1110:

| Entered | Performer |
|------------|--|
| 28/07/2011 | THE EXAMPLE BAND (P1110) Step 2: yet to be completed Step 3: yet to be completed |

New Performer for current distribution:

To submit an LPR for another performer / band name, enter the name here.
Name:

Additionally, please indicate (tick):

- if performances are to be classified as *contemporary classical*.
- if performances are to be classified as *jazz*.
- if performances occurred in *schools*.
- if performances occurred with you acting as a *DJ*.

Step 3

Report Venue Details

- Click '2. Report venues at which you performed' on the LPR menu
- Input all dates and venues (see note on backdating claims below).
- You must indicate if it is a residency or not.
- Once all dates are entered, click 'Finish'

Date: (dd/mm/yyyy) Residency? Venue:
Street: Suburb: State:
Comment:

Backdating Claims

New members: you may backdate your claim to the start of the financial year within which you joined APRA.

Established members: you may be able to backdate your claim by a maximum of three financial years. These backdated claims can only be submitted online once authority is given. Please contact your local APRA office for details.

Step 4

Report Works and Performances

- Select '3. Report Works and Performances' from the LPR menu.
- Enter the titles of all works performed, the number of times each work was performed as well as the duration of the work as performed, for the entire financial year.
- If the works are originals, you will be taken to a list of your registered works.
- If the works are covers please tick the 'cover' box and provide us with the writers or band name.
- Click on 'Submit' as you finish entering each work.
- When you've entered all the works performed for the year, click 'Finish' and you're done.
- Return to the LPR menu, select 'Exit' and return to the Members Menu. Then Select 'Logout of CMS' from the Members Menu.

Cover? Title of the work: Writer name(s) / Band - if the work was not written by you: Duration mm:ss No. of Perfs

Cover: If you're reporting a work written by someone other than yourself, check this box. Leave the box unchecked for works that you wrote or co-wrote.
Title: If not a cover, enter just the beginning of the title (min. 3 letters), plus an asterisk. This will show a list of your works whose titles begin with those letters, and you can then choose the work by clicking on it.