

\$FR1/«Field3»

«Date»

«Title»  
«MrMs»  
«Company»  
«Address1»  
«Address2»

Dear «Salutation»

«Premise»  
«Field1»  
«Field4»

Further to our recent telephone conversation, I have enclosed the necessary Film Festival Licence for the above event.

The copyright owners' permission or relevant licence must be obtained when copyright music is performed in public, whether the performance is live or of recorded music. In Australia this can be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that owns and controls the exclusive right of public performance in copyright musical works. Through its reciprocal agreements with more 70 other societies, APRA represent over one millions composers, authors and music publishers from around the world, covering a vast range of musical styles. An APRA licence should be obtained prior to any public performance of APRA controlled copyright music.

As the above event has already taken place, please sign the attached licence application and return it to our office with a *LIST OF FILM TITLES* screened at the festival and *GROSS BOX OFFICE STATEMENTS* within the next 14 days.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed licence agreement and statements within the next 14 days.

Yours sincerely

«Field2»  
LICENSING REPRESENTATIVE

Enc: Film Festival Licence

\$FR2/«Field3»

6. B71

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether "live" or of recorded music, or by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

**You must apply for the appropriate licence prior to the event taking place.** As the above event has already taken place, please sign the attached licence application and return it to our office, with the **performance and gross box office statements**, within the next **14 days**.

While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed documentation within the next **14 days**.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc: Film Festival Licence

\$R1A/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

FIELD4»

Thank you for your recent enquiry about an APRA licence. I have enclosed the necessary Festival Licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event along with payment of the attached invoice which is also an advance payment on your total licence fees. The *SCHEDULE* of dates and venue(s) should also be completed and signed.
2. You should retain the *PERFORMANCE STATEMENT* pages and complete details of works performed by the group(s) during the course of the event.
3. Within 30 days after the last performance the *PERFORMANCE STATEMENTS* and *GROSS BOX OFFICE STATEMENTS* should be forwarded to this office.
4. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 1.2375% of gross box office receipts and any sum of GST payable. Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
5. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

\$R2A/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

FIELD4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application and advance payment for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

**You must apply for the appropriate licence prior to the event taking place.** While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement and advance payment prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

6.374

\$R1/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Thank you for your recent enquiry about an APRA licence. I have enclosed the necessary Festival licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event. The *SCHEDULE* of dates and venue(s) should be completed and signed also.
2. You should retain the *PERFORMANCE STATEMENT* pages and complete details of works performed by the group(s) during the course of the event.
3. Within 30 days after the last performance the *PERFORMANCE STATEMENTS* and *GROSS BOX OFFICE STATEMENTS* should be forwarded to this office.
4. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 1.2375% of gross box office receipts and any sum of GST payable. Licence fees are subject to the Minimum Licence Fee of \$38.50 inclusive of GST.
5. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Festival Licence, Performance Statements x 1

6.B75

\$R2/«Field3»

«Date»



«Title»  
 «MrMs»  
 «Company»  
 «Address1»  
 «Address2»

Dear «Salutation»

«Premise»  
 «Field1»  
 FIELD4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

**You must apply for the appropriate licence prior to the event taking place.** While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»  
 LICENSING REPRESENTATIVE



RLA /«Field3»

«Date»

«MrMs»

«Title» «Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

Thank you for signing and returning the licence agreement for the above event. Your copy of the agreement is enclosed.

As the last performance date is , the performance statements and the box office statements are **due by**.

Please do not hesitate to contact me if you need any further assistance in relation to this matter. I look forward to your early reply.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE NSW

Enc: Copy of licence agreement

\$RBO/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

**Field4»**

**«Field1»**

Further to our previous correspondence regarding the above event, I am writing to advise you that the following items remain outstanding:

1. Box Office Statement
2. Performance Statement(s)

Kindly forward the above items to this office within **7 days**.

Please do not hesitate to contact me if you require any assistance in relation to this matter.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE



6.378

\$RR1/«Field3»

«Date»



«Title»  
 «MrMs»  
 «Company»  
 «Address1»  
 «Address2»

Dear «Salutation»

«Premise»  
 «Field1»  
 «FIELD4»

Further to our recent telephone conversation, I have enclosed the necessary Festival Licence and Performance Statements for the above event.

The copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public, whether the performance is live or occurs by playing recorded music. In Australia this can usually be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that owns and controls the exclusive right of public performance and communication in copyright musical works. Through its reciprocal agreements with more than 70 other societies, APRA represents over one million composers, authors and music publishers from around the world, covering a vast array of musical styles. An APRA licence should be obtained prior to any public performances of APRA controlled copyright music.

As the above event has already taken place, please sign the attached licence application and return it to our office with the **PERFORMANCE and GROSS BOX OFFICE STATEMENTS** within the **next 14 days**.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed licence agreement and statements within the next **14 days**.

Yours sincerely

«Field2»  
 LICENSING REPRESENTATIVE

6. B79

\$RR2/«Field3»

«Date»



«Title»  
 «MrMs»  
 «Company»  
 «Address1»  
 «Address2»

Dear «Salutation»

«Premise»  
 «Field1»  
 «FIELD4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

**You must apply for the appropriate licence prior to the event taking place.** As the above event has already taken place please sign the attached licence application and return it to our office with the **performance and gross box office statements** with the next **14 days**.

While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to completed documentation within the next **14 days**.

Yours sincerely

«Field2»  
 LICENSING REPRESENTATIVE

6.380

\$\$1A/«Field3»

«Date»



«MrMs»

«Title»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

**SPECIAL PURPOSE FEATURED MUSIC LICENCE**

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Special Purpose Featured Music licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event along with payment of the attached invoice which is an advance payment on your total licence fees. The **SCHEDULE** of dates and venue(s) should be completed and signed also.
2. You should retain the **PERFORMANCE STATEMENT** pages and complete details of works performed by the group(s) or individual(s) during the course of the event.
3. Within 30 days after the last performance the **PERFORMANCE STATEMENTS** and **GROSS BOX OFFICE STATEMENTS** should be forwarded to this office.
4. Upon receipt of these statements APRA will forward a **CONTROLLED WORKS STATEMENT** together with an invoice for licence fees calculated at 1.65% of gross box office receipts x percent of music used. The fee may be apportioned subject to the amount of music in copyright. Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
5. Licence fees are payable within 30 days of the invoice date.

If both the box office and performance statements are received within 14 days of the final performance *and you pay your licence fees to APRA within 14 days of receipt of APRA's controlled works statement and invoice*, a rebate of 10% of licence fees due will apply. Where an early payment of licence fees is being made to APRA in order to receive a 10% rebate, the applicable sum of GST, calculated at 10% must also be paid. This rebate does not apply when a licence is subject to the Minimum Licence Fee.

APRA's licences help you to comply with your copyright obligations, and the money that we collect is distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement and payment of the attached invoice prior to the first performance date.

Yours sincerely

«Field2»  
LICENSING REPRESENTATIVE

\$\$2A/«Field3»

A P R A A M C O S



«Date»

«MrMs»  
 «Title»  
 «Company»  
 «Address1»  
 «Address2»

Dear «Salutation»

«Premise»  
 «Field1»  
 «Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application and advance payment on your total licence fees for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance and communication of any and all of the works within its worldwide repertoire.

**You must apply for the appropriate licence prior to the event taking place.** While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement and advance payment on your total licence fees prior to the first performance date if you are playing copyright music within APRA's repertoire.

Yours sincerely

«Field2»  
 LICENSING REPRESENTATIVE

Enc: Special Purpose Featured Music Licence, Performance Statements x 1

\$\$1/«Field3»

6. B.82

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Special Purpose Featured Music licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event. The **SCHEDULE** of dates and venue(s) should be completed and signed also.
2. You should retain the **PERFORMANCE STATEMENT** pages and complete details of works performed by the group(s) or individual(s) during the course of the event.
3. Within thirty (30) days after the last performance the **PERFORMANCE STATEMENTS** and **GROSS BOX OFFICE STATEMENTS** should be forwarded to this office.
4. Upon receipt of these statements APRA will forward a **CONTROLLED WORKS STATEMENT** together with an invoice for licence fees calculated at 1.65% of gross box office receipts x percent of music used. The fee may be apportioned subject to the amount of music in copyright. Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
5. Licence fees are payable within 30 days of the invoice date.

If both the box office and performance statements are received within fourteen (14) days of the final performance *and you pay your licence fees to APRA within 14 days of receipt of APRA's controlled works statement and invoice*, a rebate of 10% of licence fees due will apply. Where an early payment of licence fees is being made to APRA in order to receive a 10% rebate, the applicable sum of GST, calculated at 10% must also be paid. This rebate does not apply when a licence is subject to the Minimum Licence Fee.

APRA's licences help you to comply with your copyright obligations, and the money that we collect is distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

6.383

\$\$2/«Field3»

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

Further to our previous correspondence, I am writing to advise that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

**You must apply for the appropriate licence prior to the event taking place.** While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc: Special Purpose Featured Music Licence, Performance Statements x 1

\$SLA/«Field3»

6.384

«Date»

A P R A  A M C O S

«Title»  
«MrMs»  
«Company»  
«Address1»  
«Address2»

Dear «Salutation»

«Premise»  
«Field1»  
«Field4»

Thank you for signing and returning the licence agreement for the above event. Your copy is enclosed.

As the last performance date is , the performance statements and the box office statements are **due by <date>**.

If both box office and performance statements are received within 14 days of the final performance and you pay your licence fees to APRA within 14 days of receipt of APRA's controlled works statement and invoice, a rebate of 10% of licence fees due will apply.

Please do not hesitate to contact me if you need any assistance in relation to this matter. I look forward to your early reply.

Yours sincerely

«Field2»  
LICENSING REPRESENTATIVE

Enc: Copy of licence agreement

\$SBO/«Field3»

«Date»

«Title»  
«MrMs»  
«Company»  
«Address1»  
«Address2»

Dear «Salutation»

«Premise»  
«Field1»  
«Field4»

Further to our previous correspondence regarding the above event, I am writing to advise you that the following items remain outstanding:

- 1. Box Office Statement
- 2. Performance Statement(s)

Kindly forward the above items to this office within **7 days**.

Please do not hesitate to contact me if you need any assistance in relation to this matter.

Yours sincerely

«Field2»  
LICENSING REPRESENTATIVE



6.386

\$\$SR1/«Field3»



«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

**Special Purpose Featured Music Licence**

Further to our recent telephone conversation, I have enclosed the necessary Special Purpose Featured Music Licence and Performance Statements for the above event.

The copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public, whether the performance is live or occurs by playing recorded music. In Australia this can be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that owns and controls the exclusive right of public performance and communication in copyright musical works. Through its reciprocal agreements with more than 70 other societies, APRA represents over one million composers, authors and music publishers from around the world, covering a vast range of musical styles. An APRA licence must be obtained prior to any public performances of APRA controlled copyright music.

As the above event has already taken place, please you sign the attached licence application and return it to our office with the **PERFORMANCE and GROSS BOX OFFICE STATEMENTS** within the next **14 days**.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed licence agreement and statements within the next **14 days**.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc: Special Purpose Featured Music Licence, Performance Statements x 1

6. B87

SSR2/«Field3»

«Date»



«MrMs»  
 «Title»  
 «Company»  
 «Address1»  
 «Address2»

Dear «Salutation»

«Premise»  
 «Field1»  
 «Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether "live" or of recorded music, or by the playing of music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

**You must apply for the appropriate licence prior to the event taking place.** As the above event has already taken place, please sign the attached licence application and return it to our office with the **performance and gross box office statements** within the next **14 days**.

While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to completed documentation within the next **14 days**.

Yours sincerely

«Field2»  
 LICENSING REPRESENTATIVE

Enc: Special Purpose Featured Music Licence, Performance Statements x 1

6. B88

A P R A A M C O S



**Fax**

---

DATE 26 June, 2003 TO Company Name  
ATTN Contact name FAX Fax number  
FROM Samantha Little PAGES ## including this page  
RE SUBJECT

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Dear «Salutation»

We write to advise that your APRA reassessment form is now overdue.

You should have received your reassessment in the mail approximately 5 weeks ago. ***If you have recently sent your reassessment form, please disregard this fax.*** Please complete the reassessment form, reflecting your music usage for the period indicated and return it to our office **by return fax** on 02 9935 7790.

To ensure the accuracy of your account, it is important that your reassessment form is completed each year. We can help you complete the reassessment form in just a few minutes over the phone. If you require assistance completing your reassessment or need another form please contact our office toll free on **1800 88 2772**.

Yours faithfully

AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED

A handwritten signature in black ink, appearing to read 'S Little', with a circular flourish above the name.

Samantha Little  
Reassessment Coordinator

RA-1

2 April 2003

Dear Licensee

**Reassessment of your APRA licence.**

APRA is committed to ensuring that your APRA licence accurately reflects the way in which you are playing music in your business. Each year, on the anniversary of your licence, we ask you to complete the attached reassessment form. This lets us know how you play music so that we can calculate your licence fee.

Whether you have increased the amount of live music, added DJs, or changed your aerobics timetable, this information enables us to determine the exact fee to be paid by you for the previous licence year. Your provisional licence fees for the ensuing year are also calculated using this information (licence fees are paid annually in advance on a provisional basis under the terms of your agreement). It is a condition of your licence agreement to complete an annual reassessment form - *even if your music usage has not changed*. Any information you provide APRA is strictly confidential.

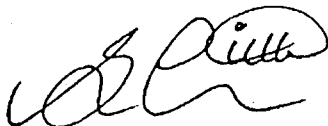
If your business has had a change of ownership within the last 12 months, please indicate this on the reassessment form and return it to us as soon as possible. You will then be contacted by a licensing representative to assist you in completing a new licence agreement. Please note that licence agreements are not transferable.

We understand that time is a precious commodity in business, and we are happy to help you complete this form in just a few short minutes over the phone. If you need any assistance with completing the reassessment form or if you have any queries about your licence please call me on our toll free number: **1800 88 2772**.

Your completed reassessment form should be faxed on **(02) 9935 7790** or posted in the reply paid envelope enclosed within the **next 30 days**.

Yours faithfully

**AUSTRALASIAN PERFORMING RIGHT ASSOCIATION**



**SAMANTHA LITTLE**  
**REASSESSMENT CO-ORDINATOR**

slittle@apra.com.au

encl: RA, BRE, Brochure, Sticker

**Privacy note-** The information you are providing may be personal information under the Privacy Act, is collected for the business purposes only of APRA, and will not be disclosed to any third parties except in accordance with the privacy policy of APRA. The privacy policy can be obtained from APRA or from our website at [www.apra.com.au](http://www.apra.com.au).

SL/«Ref»

2 April 2003

«Title»  
«Company»  
«Address1»  
«Address2»

Dear «Salutation»

**OVERDUE REASSESSMENT OF COPYRIGHT MUSIC LICENCE: «Field3»**

I am writing to remind you that we have not received your completed reassessment form in relation to the use of music at «Premise»; ***If you have recently sent your reassessment form, please disregard this letter.***

Your completed reassessment form enables us to calculate the exact licence fee to be paid by you for the previous licence year. Your provisional licence fees for the ensuing year are also calculated using this information (licence fees are paid annually in advance on a provisional basis under the terms of your agreement). It is a condition of your licence agreement that you complete an annual reassessment form – *even if your music usage has not changed*. Any information you provide to APRA is strictly confidential.


Because we have not received a completed reassessment form from you, we have attached a default invoice which *estimates* your licence fees to APRA based on the last information supplied by you. This is an interim account pending receipt of your outstanding reassessment form. APRA reserves the right to seek payment of any additional amount owing over and above the amount referred to in the default invoice.

As this matter is now **overdue** we ask that you give it your urgent attention and forward **by return mail** the completed reassessment form, together with your payment of the attached invoice. Alternatively, your form can be faxed to us on **(02) 9935 7790**, or returned to this office by post.

If you need any assistance with completing the reassessment form, or have any queries about your licence, please call me on our toll free number: **1800 88 2772**.

Yours faithfully

**AUSTRALASIAN PERFORMING RIGHT ASSOCIATION**



**SAMANTHA LITTLE**  
**REASSESSMENT CO-ORDINATOR**

Enc Inv/RA

Privacy note- The information you are providing may be personal information under the Privacy Act, is collected for the business purposes only of APRA, and will not be disclosed to any third parties except in accordance with the privacy policy of APRA. The privacy policy can be obtained from APRA or from our website at [www.apra.com.au](http://www.apra.com.au).

6B90

26 September 2001

«MrMs»  
«Title»  
«Company»  
«Address1»  
«Address2»

Dear «Salutation»

**Reminder - Reassessment of your APRA Music Licence: «Field3»**

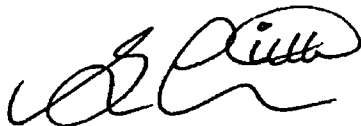
I am writing to advise that your APRA reassessment form is now overdue.

You should have received your reassessment form in the mail approximately 5 weeks ago. ***If you have recently sent your reassessment form, please disregard this letter.*** Otherwise, please complete the reassessment form, reflecting your music usage for the period indicated and return it to our office **by return fax** on 02 9935 7790, or by post.

To ensure the accuracy of your account, it is important that your reassessment form is completed each year. We can help you complete the reassessment form in just a few minutes over the phone. If you require assistance or need another form, please call me on our toll free number: **1800 88 2772**.

Yours faithfully

**AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED**



**SAMANTHA LITTLE**  
**REASSESSMENT CO-ORDINATOR**  
slittle@apra.com.au

6. B91

T2  
March 31, 2003

«contact»  
«trading»  
«ADDR»  
«city» «state» «postcode»

Dear «contact»,

### AN APRA LICENCE FOR MUSIC IN YOUR BUSINESS

I refer to our previous letter outlining your legal obligations in relation to the performance or playing of copyright music in your business and the use of music on hold on your telephone system.

If you have recently returned your licence application, please disregard this letter.

If you do play or communicate music in your business, you will need to obtain an APRA licence in order to comply with the Australian Copyright Act. As we mentioned in our previous correspondence, copyright owners have the right to control (and be paid for) the playing of their music on a radio, or via a CD, TV, karaoke, live music and/or DJs, in the business environment. This includes playing music on a music on hold system.

APRA was set up in 1926 to provide a simple and cost-effective way of ensuring that you comply with your copyright obligations and that copyright owners are paid for the use of their music. APRA licenses the public performance and communication of copyright music on behalf of composers, authors and music publishers, distributing the money it collects to the copyright owners after deducting its administrative overheads only. Through reciprocal agreements with foreign collecting societies, we represent more than one million copyright owners covering all musical styles, enabling us to license music from around the world. The licence fees that you pay form an important part of a composer's income and are a tax deductible expense.

I have enclosed further detailed information about APRA and another copy of our licence application. This form should be completed to reflect your music use and returned to APRA as soon as possible. When your licence is received by APRA you will be sent a Licence Certificate and a tax invoice for payment. You will also be sent a sticker to display in your window, confirming that your business is licensed by APRA. The continued playing of any APRA music in your business without an APRA licence may constitute an infringement of copyright.

I am happy to answer any questions you may have and can help you to complete the application form over the telephone in a few minutes. Alternatively, you may also wish to contact the Australian Copyright Council ([www.copyright.org.au](http://www.copyright.org.au)) for further information about your copyright obligations.

Yours faithfully

Yours faithfully

RAC2/«field3»

«Date»

«MrMs»

«Title»

«Company»

«Address1»

«Address2»

Dear «Salutation»

**REASSESSMENT OF APRA COPYRIGHT MUSIC LICENCE NO. «FIELD3»**

I refer to our previous correspondence regarding the reassessment of your APRA licence agreement. If you have already forwarded your reassessment form, please ignore this letter.

We have not yet received your completed reassessment form, which enables us to calculate the exact amount of licence fee to be paid by you.

Licence fees are paid annually in advance on a provisional basis under the terms of your agreement, and they are calculated using an annual rate per full time employee.

As we have not received a completed reassessment form, we have attached a default invoice which estimates your licence fees to APRA based on the last information supplied by you.

If you need any assistance with completing your reassessment form, or if you have any queries about your licence, please contact me on (02) 9935 7937.

I look forward to receiving your completed form and payment of the attached invoice within the next 14 days.

Yours sincerely



Matthew Fackrell  
Client Services Manager

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HFRA/SL

26 June 2003

**Keeping you up to date - Reassessment of APRA licence number #**

Dear

APRA is committed to ensuring that your APRA licence accurately reflects the way in which you choose to use music in your business. After receiving notice from you on **26 June 2003** that your account needed to be revised we placed your account hold. Your account will remain on hold for a further **14 days**. This will allow you time to complete the attached reassessment of licence fees form and return to our office at which time we will amend your account.

The reassessment procedure is completed annually on the anniversary of your licence. The information you provide on the accompanying reassessment form is used by APRA to update your music licence and to calculate your licence fee. The licence fee is charged to you for the ensuing year (paid annually in advance on a provisional basis under the terms of your agreement). It is a condition of your licence agreement to complete an annual reassessment form - *even if your music usage has not changed*. Any information you provide APRA is strictly confidential.

We understand that time is a precious commodity in business, and to that end we can help you complete this form in just a few short minutes over the phone. If you need any assistance with completing the reassessment form or have any queries about your licence please call our office toll free on **1800 882 772**.

Your completed reassessment form can be faxed on **(02) 9935 7790**. Failure to return the completed reassessment form in this time period will result in your account renewing with the existing licence fees.

Yours faithfully

**AUSTRALASIAN PERFORMING RIGHT ASSOCIATION**

**SAMANTHA LITTLE  
REASSESSMENT COORDINATOR**

slittle@apra.com.au

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**Fax**

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DATE 26 June, 2003 TO «Company»  
ATTN «MrMs» FAX «Field1»  
FROM Kylie Joughin PAGES 1 including this page  
RE REMINDER – REASSESSMENT OF YOUR APRA MUSIC LICENCE: «FIELD3»

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Dear «Salutation»

We write to advise that your **APRA Reassessment Form is now due.**

You should have received your reassessment in the mail approximately 3 weeks ago. ***If you have recently sent your reassessment form, please disregard this fax.*** Please complete the reassessment form, reflecting your music usage for the period indicated and return it to our office **by return fax** on 02 9935 7790.

To ensure the accuracy of your account, it is important that your reassessment form is completed each year. We can help you complete the reassessment form in just a few minutes over the phone. If you need any assistance completing the reassessment form or have any queries about your licence please call our office toll free on **1800 88 2772.**

Yours faithfully  
AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED

Kylie Joughin  
Reassessment Coordinator

30 June, 2003

Dear

Thank you for your inquiry regarding your licence.

APRA offers standard annual licence agreements to all businesses authorising the public performance and communication of copyright music.

We would like to advise that our licence fees for the use of copyright music via background music systems, radio, televisions, jukeboxes and music on hold systems are base rates which apply regardless of the amount of use over a 12 month period. They are not calculated on a daily basis to form an annual fee.

Licence fees are payable prior to the renewal date of your licence for any amount of intended music usage over the coming licence period. We have attached an invoice detailing your account balance and request payment within the next 14 days.

Should you require any further assistance please contact our Client Services Department on 1800 882 772.

Yours Sincerely



Matthew Fackrell  
Client Services Manager

fackrell@apra.com.au