



Thank you for your interest in RIAA membership.

To give you an idea of the nature and scope of our activities please review our web site at www.riaa.com. Attached is our membership application form to be completed and returned to us along with payment of an application fee of \$100, and two "retail ready" samples of the recordings you produce and sell for home use under your company's label.

RIAA membership dues are based on relative revenue levels, with larger companies paying higher dues. A flat rate dues structure has been established for smaller companies, enabling them to be active supporters of and participants in RIAA's industry programs. Annual dues for smaller companies range from \$500 per year for a company with \$1 million or less in annual revenue to \$10,000 per year for a company generating \$25 million to \$50 million in annual revenue, or more if your annual revenue is greater than \$50 million. A membership dues figure is established based on confidential revenue declaration forms submitted annually to RIAA.

You can submit all materials to RIAMembership@riaa.com attention to "Member Services."

If you are submitting examples of **digital** music product sold by your company in the United States, please attach:

- Digital copies of each recording (.mp3 or .zip file format); and
- Screen shots (.doc or jpeg file format) showing the availability of your recordings for purchase on the website of a legitimate online music retailer (iTunes, Apple Music, Spotify, etc.).

If you are submitting examples of **physical** music product sold by your company in the United States, please attach:

- Digital files of the sound recordings (.mp3 or .zip file format); and
- Screenshots of the outside packaging for the sound recordings (front and back covers) as offered for purchase.

Please note we will not review your application without payment of the fee, the completed application form, the completed royalties letter with authorization form, the completed revenue declaration form, and our receipt of the samples for review.

If approved and you elect to join, your application fee will be credited towards your dues.

We look forward to hearing from you and welcoming your company as a new RIAA member. If you have questions, please do not hesitate to contact us at RIAMembership@riaa.com.

Kind Regards,

Member Services

RECORDING INDUSTRY ASSOCIATION OF AMERICA

1000 F Street, NW 2nd Floor, Washington, DC 20004
PHONE: 202-775-0101 FAX: 202-775-7253 WEB: www.riaa.com



RIAA Membership Application Checklist

- Completed Membership Application
- Completed Royalties Letter with Authorization Form
- Completed Revenue Declaration Form
- Digital copies of 2 sound recordings (.mp3 or .zip file format)
- Screen shots (.doc or jpeg file format) showing the availability of your recordings for purchase on the website of a legitimate online music retailer (iTunes, Apple Music, Spotify, etc.).
- \$100 application fee (check or money order) mailed to:
 - RIAA
 - Attn: Finance Department
 - 1000 F Street, NW
 - 2nd Floor
 - Washington, DC 20004

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MEMBERSHIP APPLICATION

EXHIBIT I

(Name of Company)

We hereby apply for regular membership in the RECORDING INDUSTRY ASSOCIATION OF AMERICA, INC. (RIAA). We certify that we qualify for membership under ARTICLE II, Section 2, of RIAA's By-laws, which states:

"Any person, firm or corporation which has its main office in the United States and is engaged in the production and sale, license, or similar exploitation, under its own label, of sound recordings of performances for home use shall be eligible for membership in the Association. Such eligibility shall not extend to any person or to any firm or corporation which is engaged in, or during the five (5) years prior to its application has engaged in, or which is controlled by any person, firm or corporation which is engaged in, or during five (5) years prior to said application has been engaged in, the unauthorized creation, duplication, sale, importation or other use of sound recordings in violation of state or federal law."

We understand that, as a normal application procedure, a routine inquiry may be made concerning our background and qualifications. We understand that a background check will be conducted by RIAA to verify that we have not engaged in any conduct prejudicial to the investigation. We hereby agree to cooperate with RIAA or its authorized agents in any such investigation. Upon approval of our membership application and the receipt of a dues invoice, we shall remit payment immediately to qualify as a member in good standing.

Signed: _____

Name Printed: _____

Title: _____

Date: _____

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MEMBERSHIP APPLICATION

EXHIBIT II

Company or Division Name: _____

Parent Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email address: _____

Label(s) Owned: _____

Label(s) Distributed: _____

Distributing Organization (If Different, Name/Address/Phone): _____

Date your Company Sold Initial Product (Month/Year): _____

Do you do your own manufacturing? (Duplicating/Pressing) Yes No

Do you use custom duplicating or pressing? Yes No

Do you offer custom duplicating or pressing? Yes No

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MEMBERSHIP APPLICATION

EXHIBIT III

1. Date of Incorporation: _____ State where Incorporated: _____

Names of Incorporators: _____

2. Names of Directors and Officers since Incorporation: _____

3. Please furnish like information for each affiliated business entity and subsidiary Corporation as requested in items 1 and 2 above: _____

PLEASE **EMAIL** YOUR COMPLETED APPLICATION WITH SAMPLES OF YOUR RECORDINGS AND A COPY OF CURRENT CATALOGS OR LISTS OF AVAILABLE TITLES TO: RIAmembership@riaa.com "ATTN: Member Services".

* Please **mail** your application fee of \$100.00 (with your label/company name) to:

RIAA
Attn: Finance Department
1000 F Street, NW
2nd Floor
Washington, DC 20004

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MEMBERSHIP APPLICATION
CONFIDENTIALITY AGREEMENT

In consideration of identical agreements executed or to be executed by other members of the Recording Industry Association of America, Inc. ("RIAA"), _____ ("Label") hereby agrees that with respect to statistical data submitted to RIAA (or its identified service provider) for purposes of compilation, aggregation and reporting to RIAA or to any third party, Label, its successors, assigns, affiliates, subsidiaries, officers, employees and agents, shall not undertake to obtain access, either directly or indirectly, to such data submitted by any other RIAA member, whether by request to RIAA (or its identified service provider) or otherwise, except pursuant to subpoena or court order issued in litigation to which Label is a party and governed by a protective order restricting access to such data to Label's attorneys for the purpose of such litigation only.

All members of RIAA are intended beneficiaries of this agreement, which shall be effective upon execution by each member of RIAA.

Signed: _____
Name Printed: _____
Title: _____
Date: _____



ROYALTIES LETTER WITH AUTHORIZATION FORM

Dear RIAA Member:

We write to you regarding a “statutory license” created by Section 111 of the U.S. Copyright Act whereby cable television systems pay royalties into a pool administered by the U.S. Copyright Royalty Board (CRB) when they rebroadcast free over-the-air television signals into distant markets. Each year, the CRB conducts a distribution proceeding to determine how the royalty pool is divided among copyright owners. The RIAA, on behalf of its members and all their owned, affiliated and distributed record labels, files a joint claim each year to collect the record company share of these royalties, which are then allocated and passed on to the relevant copyright owner (i.e., record label). None of the royalties are kept by us and we do not charge an administrative fee for this service. The royalties we collect are paid to us by PBS in situations where a concert film was broadcast by a PBS station (typically during one of its pledge drives) and retransmitted into a distant market. Only copyright owners whose concert films were first broadcast by a PBS station on free over-the-air television and then rebroadcast into a distant market in the relevant year are eligible for royalties in any given year.

In order to participate in the CRB distribution proceedings, we must file a form listing all the labels on whose behalf we are claiming royalties. The claim form requires us to declare under penalty of law that we have authorization from each listed label to collect money on its behalf. We are writing to seek your authorization to list you and your owned, affiliated and distributed record labels as part of our claim.

If you wish to be included on our list of labels, we must receive a signed copy of the attached authorization agreement (via email to riaamembership@riaa.com with a PDF of the signed form attached). If you are entitled to collect royalties for more than one label, please attach a list of all such labels with your authorization form. Please return the signed form at your earliest convenience. If you have questions, please let us know.

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ROYALTIES LETTER WITH AUTHORIZATION FORM

Authorization to Claim Cable Retransmission Royalties

1. _____ (“Copyright Owner”) does hereby authorize and affirm that
[Company Name]

the Recording Industry Association of America, Inc. (RIAA) has been authorized to file claims on behalf of it, all of its owned, affiliated and distributed record labels and any individual sound recordings or sound recording catalogs that are owned and/or administered by it for the Copyright Owner’s share of any Section 111 cable retransmission royalties that it is/was entitled to receive.

2. Copyright Owner intends this authorization and affirmation of authorization to apply both retroactively and prospectively to any such claims that have been or will be filed by the RIAA on behalf of it, all of its owned, affiliated and distributed record labels and any individual sound recordings or sound recording catalogs that are owned and/or administered by it.

3. Copyright Owner represents and warrants that it has all rights necessary to grant this authorization.

4. This authorization shall remain in full force and effect until the earlier of the following: (1) you withdraw your authorization in writing; or (2) you cease to be a member of the RIAA, who is current on their dues.

Signature

Printed Name

Title

Date

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INSTRUCTIONS FOR COMPLETION OF RIAA ANNUAL REVENUE DECLARATION FORMS

GENERAL

Completed revenue declaration forms and supporting materials should be completed and returned for receipt to the RIAA at your earliest convenience. Revenue declaration forms and all supporting materials should be returned to:

RIAMembership@riaa.com

Attention: Member Services

REMEMBER: YOU ARE REPORTING REVENUE FIGURES FOR THE CALENDAR YEAR

Please include with your revenue declaration form a current list of those companies other than your own whose labels are distributed through your company, including addresses, label name, and name of chief executive.

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DUES SCHEDULE FOR MEMBER COMPANIES

Category	Annual Revenue	Dues Amount
Class A	Sales over \$50,000,000 per year	Dues calculated following submission of confidential Sales Declaration Form
Class B - I	Distributed Company whose revenue is included in a Class A member's confidential Sales Declaration Form – no separate sales declaration required	Not Applicable
Class B - II	Over \$25 million to \$50 million per year	\$10,000
Class B - III	Over \$10 million to \$25 million per year	\$5,000
Class B - IV	Over \$1 million to \$10 million per year	\$2,500
Class B - V	\$1 million and under per year	\$500

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Revenue Declaration Form

Company Name: _____

2021 Revenue: \$ _____

Company Name	Address	Contact or Chief Executive	Phone # AND Email Address
Distributed Labels	Address	Contact or Chief Executive	Phone # AND Email Address

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