



IT PAYS TO BELONG • PARTICIPEZ VOUS AUSSI

TO: ALL PACC CLAIMANTS
RE: MEMORANDUM OF INSTRUCTIONS RE ORPHAN LIST
DATE: April 1, 2024

In our efforts to distribute royalties to Canadian rightsholders, we have compiled a list of what we call “orphans” i.e. titles for which *either* no owner has been identified as being the appropriate claimant for the royalties *or* the claimant has not signed and returned the documentation required by us for royalty distribution. If you have the right to collect the royalties for any titles(s) on the **Orphan List**, we ask that you follow the instructions below.

To make your claim, you will need to print the following documents:

1. **Orphan List**
2. **Program Registration form**
3. **Warranty and Indemnity form**
4. **Authorization Form** (required only if your organization has not yet affiliated with PACC)

In order to claim royalties for any titles from the Orphan List, please complete the following:

1. On the **Orphan List**, clearly mark the title(s) you are claiming with an “X” in the Claim Box;
2. For each title claimed, record the percentage you are entitled to under the column headed “Percent Claimed” (i.e. 100% or a lesser percentage, if applicable);
3. Fully complete the **Program Registration** form for the title(s) you are claiming;
4. Fully complete and sign the **Warranty and Indemnity** form and attach the completed Orphan List and Program Registration(s) to it.
5. If you have not already affiliated with PACC, please complete and sign an **Authorization Form** (Once processed by us, we will countersign and return a copy to you for your files.).
6. Forward these documents to us at the address coordinates below or macura@pacc.ca.

Remember that your entitlement to the royalties arises because:

1. you own the copyright in the program or the right to collect these royalties has been contractually and explicitly assigned to you by the copyright owner; AND
2. your rights apply to the territory and year indicated; AND
3. you have not assigned the right to receive the royalties to a third party e.g. a distributor or agent.

Please note that the ***deadline for our receipt*** of the documentation is ***June 30, 2024***.

If you have any questions with respect to the information presented here, please do not hesitate to contact us. Your main point of contact is Vanda Macura, Affiliate Relations, at the address coordinates below or by email at macura@pacc.ca.

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