

Performer Claims Guide

Performer Claims is a service provided by PPL that allows performers to register the contributions they have made to sound recordings in our database. It is only possible for PPL to make payments to performers if they have given a performance on, and are included on the performer line-up.

The information set out in this document explains when you may be entitled to receive payments from PPL as a performer and how to make the most of the service.

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When are performers entitled to receive payments from PPL?

The payments that PPL makes to performers are generally referred to as 'equitable remuneration' or 'royalties'. To be entitled to receive such payments from PPL, an individual will need to have given a **performance** on a sound recording that has been registered with PPL, which must also be a **qualifying performance**.

What is a performance?

A **performance** is an audible contribution that is performed by an individual and recorded for inclusion in a commercially released sound recording. Common examples of a **performance** include singing and playing instruments.

Certain inaudible contributions may also be treated as a **performance** (namely the contribution made by a conductor or an eligible studio producer). For such contributions to be considered as a **performance**, the person must have conducted or provided a similar musical direction that influences another performer's live performance as it was being recorded.

Individuals that have given a **performance** on a sound recording in the PPL database are able to make a claim to be added to the performer line-up for that sound recording by following the process described in this guide. Where a claimed performance is a **qualifying performance** (as detailed below), the individual will be able to receive equitable remuneration allocated to them by PPL.

When is a performance a qualifying performance?

PPL has to work within certain legal rules about what makes a performance a **qualifying performance** so that the performer may be entitled to equitable remuneration from PPL. In summary, a **performance** can qualify in one of three ways:

- Based on the country in which the **performance** took place;
- Based on the country of residence / citizenship of the performer at the time they gave the **performance**; or
- Based on the **country of the producer** of the sound recording (a "producer" being a person who makes the arrangements necessary for the making of the sound recording e.g. a record label).

In each case, the test is whether the relevant country is classed as a 'qualifying' country under UK law. The list of qualifying countries is updated from time to time. In respect of the first two tests, it covers all EU member states, plus many other countries, each of which the UK Government considers offers sufficient protection of performers' rights. In respect of the qualifying countries for the third test above, the list of countries is shorter. For all the rules covering performer qualification – including details of the tests and the list of qualifying countries, please see [Schedule 3 to PPL's Distribution Rules](#) on Performer Qualification.

Why should I claim?

To help ensure performers receive the correct amount of income from PPL they need to be correctly linked to all the recordings in our Repertoire Database on which they have performed. This can be done by submitting claims.

How to submit a claim

1. Sign in to your myPPL account and select 'Manage Music' from your homepage.
2. Search PPL's Repertoire Database for recordings on which you performed by clicking on 'Search Repertoire'.
3. Check the performer line-up to ensure you are listed correctly.
4. Move recordings to the Claims Basket if you are missing from the line-up or if the information is incorrect.
5. Enter the required information about your performance on the recording.
6. Submit the claim.

How long do I have to complete a claim?

Once you have moved a recording to the Claims Basket, you have 50 days to complete it. After this time, if the claim is not completed, it will be closed and you will need to start the process again if you still wish to claim.

What happens after I have submitted my claim?

After a recording has been broadcast or played in public, PPL receives information about when, where and how often it was used from businesses and licensees. Once we have processed this information, we prioritise performer claims for review based on their value. Until then, claims will stay open in myPPL and will show one of the following sub-statuses:

- **Awaiting Review** – All claims will default to this sub-status. Your claim will remain in this sub-status until UK or international usage has been reported for the relevant recording and processed by PPL. No further action is required from you.
- **Awaiting Evidence** – We have reviewed your claim and require you to provide evidence. Your claim will remain under this sub-status until evidence is provided.
- **Member Services: Checking Evidence** – We have received your evidence and your claim is now in the queue to be reviewed. No further action is required from you.
- **With Customer: Insufficient Evidence** – More evidence is required to enable us to process your claim. Your claim will remain on hold until more evidence is provided.
- **Rejected: Pending Internal Review** – Your claim has been rejected and is awaiting a secondary review by PPL. No further action is required from you.
- **Accepted: Pending Review** – Your claim has been accepted and is awaiting a secondary review by PPL. No further action is required from you.

While a claim is awaiting review, there is no need to submit the same claim again. Where

required, we will contact you directly to request supporting evidence.

What happens if I am asked to submit evidence?

As part of our review process, in most instances you will be asked to provide evidence to support your claim. This is necessary to ensure that the performer line-ups for sound recordings are as accurate as possible, and performers are properly categorised so that revenue is allocated correctly. Performers are encouraged to retain and keep evidence in respect of their recorded performances, so that it is easily accessible if/when PPL asks you to provide evidence in support of your claim (which might be some time after the recording was made).

If you are required to provide evidence, we will email you with details of the evidence required and how to send it. Evidence must be provided to PPL within 45 days of a request.

What type of evidence might I need to submit?

The type of evidence required depends on whether you are claiming as a Contracted Featured Performer, Other Featured Performer, or Non-Featured Performer and should be provided at track-level.

Evidence should clearly show:

- The performer being credited.
- The specific recording or track being claimed, including the relevant release or version.
- The source of the information (e.g., screenshots of Discogs pages should be accompanied by a link to the original Discogs source page).

This evidence will be assessed by PPL on a track-by-track basis (that is, you may be a Featured Performer on one track but a Non-Featured Performer on another track).

Contracted Featured Performer

A Contracted Featured Performer is a performer who is bound by an agreement with the relevant record company to provide a performance on a sound recording (save that agreements for session work or producer or remixer agreements are excluded) and who is credited as the lead artist or conductor on that recording.

The following are examples of evidence that PPL will take into account when considering a claim for Contracted Featured Performer status:

- Copy of an exclusive recording agreement with the commissioning record label, under which the claimed track was recorded.
- Official correspondence from the record company confirming an exclusive contract with the commissioning record label at the time of recording.
- Royalty Share Agreement/ record company royalty statement (*PRS for Music*, MCPS or music publishing statements are NOT acceptable).

Other Featured Performer

An Other Featured Performer is a performer who is not a Contracted Featured Performer, but who falls into one of the following categories:

- (i) A guest lead vocalist (such as a lead vocalist not exclusively contracted to the commissioning record company);
- (ii) A performer (who contributes an audible performance or is a conductor) (please see PPL's guidance on inaudible contributions in our [Performer Roles Guide](#)) not exclusively contracted to the commissioning record company but whose personal or professional name appears with or is linked to the name of the Contracted Featured Performer(s) on the track; or
- (iii) A performer who provides an audible performance (or is a conductor) and therefore is entitled under the terms of a contract with the commissioning record company or the Contracted Featured Performer to receive royalties from sales of the recording.

If a performer is claiming under the third category above, the contract must show that the royalties are (in whole or in part) attributable to their services as a performer on the relevant recording rather than for other services they may have provided for that recording (for example, as a producer, remixer, or engineer).

The following are examples of evidence that PPL will take into account when considering a claim for Other Featured Performer status:

- Product sleeve front cover or spine showing the performer's name with the name of the Contracted Featured Performer or linked thereto with the words "featuring", "with", "and", "meets", "versus" or derivations thereof. A credit on the product sleeve naming the performer as a member of a group does NOT establish a valid claim to Other Featured status.
- Evidence of a contribution as a lead vocalist.
- A contract between the performer and the Contracted Featured Performer entitling the performer to receive royalties as a singer or musician from sales of the recording.
- Official correspondence from the Contracted Featured Performer or their management confirming contributor category.
- A duly executed contract between the performer and the Featured Performers on the recording confirming contributor category.

Non-Featured Performer

A Non-Featured Performer is a performer who is not a Contracted Featured Performer or an Other Featured Performer (for example, a session musician).

The following are examples of evidence that PPL will take into account when considering a

claim for Non-Featured Performer status:

- CD/record/tape sleeve inlay crediting performance.
- Contracted Featured Performer's official website crediting performance.
- Official correspondence from Record Company confirming instrumental or vocal contribution.
- BPI/MU Consent Form.
- MU Backing Track Form.
- MPG (formerly Re-Pro) Form ([more about Eligible Studio Producers](#)).
- Payslip/Invoice/Video buyout/MU Payment Advice.
- Letter from fixer, studio producer or orchestral manager confirming contribution category.
- Reference Books/ Trade Press/ published discography/ Internet discography (must be track-specific).
- Signed verification from one of the Featured Performers or their management.
- Signed verification from the studio producer, arranger or artist manager who attended the session.
- Signed verification from at least 2 other Non-Featured Performers already confirmed on the recording.
- Signed verification from the MD or Business Affairs department of the record company or music publishing company.

How do I submit evidence?

1. Sign in to your myPPL account and select 'Music' from the top of your homepage.
2. Go to "Open Claims" and filter to "with Customer awaiting evidence".
3. Select the relevant claim referred to in the email you have received.
4. Scroll to the bottom of the claim to "Evidence" which will allow you to select files to upload and attach to the claim.
5. Click submit.

Protecting your payments

PPL takes the matter of fraud extremely seriously. You should ensure you only make claims on recordings on which you performed, and for which you have sufficient evidence to prove that you did so. If you are found to have submitted a fraudulent claim, you will be removed from the line-up and will be required to provide evidence on all future claims. PPL will take steps to recover payments made as a result of any fraud and also reserves the right to take available legal action.