

Client Documentation Checklist

Publishing Company

Name of Client: _____

Document Type	Check	Comments
Administration Agreement		
CK/CoR Certificate.		
ID/PASSPORT copies of the directors of the company stipulated on the company's registration certificate.		
Signatory Letter if more than One Director		
Certified Bank Statement		
Client Information Form		
SAMRO Publisher Application for Membership		
SAMRO Administration Agreement form		
SAMRO Deed of Assignment of Copyright		
SAMRO Notification of Works		
POPI Consent Form for Admin Client		
Other		

Client / Music History & Additional Comments

Administrator: _____

Date of Completion: _____

Signature: _____

Client Documentation Checklist

Composer

Name of Client: _____

Document Type	Check	Comments
Exclusive Writer Agreement OR Deed of Assignment		
ID/PASSPORT copies of the composer		
Certified Bank Statement		
Client Information Form		
SAMRO Composer Application for Membership		
SAMRO Deed of Assignment of Copyright		
SAMRO Notification of Works		
POPI Consent Form for Individual Clients		
Song Listing		
Song Split Sheets		
Lyrics		
Mastered copy of Music (MP3)		

Client / Music History & Additional Comments

Administrator: _____

Date of Completion: _____

Signature: _____

