International ISRC Agency
ISRC Manager Application Form

1. ISRC Managers

This document refers to ISO 3901:2001 Information and Documentation: International Standard Recording Code.

The ISRC standard, ISO 3901:2001, restricts the assignment of codes to the "original producer or subsequent owner" of a recording (a sound recording or a music video recording). Many such producers will obtain their own registrant code to enable them to assign ISRCs to their recordings. In some cases producers may prefer to enter into arrangements with other parties to assign ISRCs on their behalf. Such entities – often digital aggregators or distributors – can be appointed as an *ISRC Manager* to enable them to assign ISRCs to recordings that they do not own. The rationale for authorising ISRC Managers is to improve the quality of data by allowing skilled service providers to develop effective and accurate processes that are then used by their clients.

2. Applying to Become an ISRC Manager

In order to be considered for appointment as an ISRC Manager, the applicant shall apply to the National ISRC Agency in the territory where the applicant's operations are located, or if there is no National ISRC Agency in that territory then the applicant should direct the application to the International ISRC Agency at the following address:

> International ISRC Agency
> c/o IFPI Secretariat
> 7 Air Street
> London W1B 5AD
> United Kingdom
> isrc@ifpi.org
> www.ifpi.org/isrc

This document pertains only to applications that will be submitted to the International ISRC Agency and not to those administered through national agencies. Where a national agency authorises ISRC Managers to operate (and not all of them do so), that agency will have its own procedures which shall be followed. Only in exceptional circumstances will the International ISRC Agency accept an application to appoint an ISRC Manager within the territory of that agency.

Certain information shall be provided by the applicant in order to support the application. This should demonstrate that the applicant has read and understood the relevant documentation and is capable of and committed to operating the required procedures.

This application form allows the applicant to demonstrate the basis upon which it wishes to be considered for appointment.

3. Documents

In order to ensure the integrity of the ISRC system overall, the International ISRC Agency sets the responsibilities which must be met and the procedures which must be followed by ISRC Managers.

The applicant shall have read and understood the following documents:

Item	Title	Source	Rationale	Read (Y/N)
1	ISRC Handbook, 3rd Edition	www.ifpi.org/isrc	This handbook explains the implementation of the ISRC system	
2	ISRC Bulletin 2009/03 Approval of ISRC Managers to Assign ISRCs	www.ifpi.org/isrc	Provides the responsibilities of, and procedures to be followed by ISRC Managers	
3	National ISRC Agencies	www.ifpi.org/isrc	List of National ISRC Agencies. Where there is a National Agency, the application should be directed to that agency	

Applicant to enter Yes (Y) or No (N) in the boxes above.

In addition to these documents, further information on the implementation of the ISRC system is available in the ISRC Bulletins at www.ifpi.org/isrc.

International Standard ISO 3901:2001 is the formal specification of an ISRC but the ISRC Handbook will normally provide all the information that an applicant requires. ISRC Managers intending to develop systems or software to implement ISO 3901:2001, may wish to obtain a copy of ISO 3901:2001 from ISO (via www.iso.org) or from their national standards body.

4. Operational Principles

ISRC Managers shall operate in a manner that is in the interests of their clients and of the ISRC system overall. Applicants should:

- Implement their operations consistent with the ISRC objectives as set out in ISO 3901:2001;
- Not cause conflicts with the ISRC system;
- Not directly or indirectly engage in infringing activity or other illegal activity or deceptive practices concerning access to or distribution of music.

Letters of support from prospective clients or other industry partners may be provided with the application.

An appointment as ISRC Manager is non-exclusive and a number of ISRC Managers may be appointed in a territory. Producers remain free to become ISRC Registrants in their own right. ISRC Managers shall not state or imply that they provide the only route to assigning ISRCs.

5. System Description

The applicant shall, in order to implement the procedures described in ISRC Bulletin 2009/03 'Approval of ISRC Managers to Assign ISRCs' (document reference 2 above), deploy a system that ensures the proper assignment of ISRCs in accordance with the ISRC Handbook and the maintenance of records of each assigned ISRC.

The applicant is asked to provide a description of the systems that will be employed. This should include a description of the method of assigning ISRCs, record keeping and other relevant processes.

Description of Operational Systems and Processes for Implementing ISRC Management
(Diagrams may be included)

Note that entirely manual or paper-based processes are unlikely to be acceptable because of susceptibility to error.

6. Obligations of the ISRC Manager

The applicant shall, in order to comply with the procedures described in ISRC Bulletin 2009/03 'Approval of ISRC Managers to Assign ISRCs' (document reference 2 above), accept the obligations set out in section 3 of that document.

These obligations include:

- To obtain one or more Exclusive Registrant Codes or Standing Registrant Codes under which ISRCs will be assigned by the ISRC Manager.
- To enter into an agreement with any rights owner (the 'Small Producer' specified in Bulletin 2009/03) on whose behalf ISRCs will be assigned, and ensure that ISRCs are assigned only to recordings as required by the rights owner.
- To use reasonable efforts to ensure that no ISRC has previously been assigned to a recording, prior to assigning an ISRC to that recording. This would at least entail at least obtaining assurance from the rights owner that no prior ISRC had been assigned.
- To avoid assigning the same ISRC to different recordings.
- To maintain records of all assigned ISRCs and related data. The related data is expected to include at least the identity of the rights owner on whose behalf the ISRC was assigned, and reference metadata about the recording including the artist name, track title, version, year of first publication, track duration and other relevant data.
- To inform the rights owner of all assigned ISRCs and their metadata.
- To register assigned ISRCs in the applicable industry database of the jurisdiction.

Additionally, ISRC Managers are now required to agree that when an ISRC Registry is established by, or on behalf of, the International ISRC Agency, the ISRC Manager will supply metadata about the recording associated with each assigned ISRC for inclusion in the public registry of the jurisdiction or other multi-jurisdictional registry as the International ISRC Agency may appoint from time to time. File formats (and character sets) will be specified at that time. The required data is expected to include the ISRC and reference metadata described above.

7. Appointment Process

Once an application has been received by the International ISRC Agency the application will be considered. The International ISRC Agency may request meetings (by telephone, in person, or otherwise), to seek additional information before approving any application.

The guiding principle is that the appointment of competent and capable ISRC Managers is to be encouraged. This will be assessed based on the information provided by the applicant within the application form together with any additional supporting information provided.

In the case of a successful application an appointment notice will be provided together with an agreement form to be signed by an authorised representative. The agreement form will contain confirmation of the applicant's acceptance of the obligations of an ISRC Manager. Upon completion, one or more registrant codes will be allocated under which the ISRC Manager can assign ISRCs.

The International ISRC Agency will, at its discretion, make an appointment for a stated period and may either require a new full application at the end of the period or allow renewal following a request for this, subject to full compliance with the ISRC Manager's obligations.

8. Rejection and Revocation

The International ISRC Agency has the power to reject an application to become an ISRC Manager or to revoke the appointment of an existing ISRC Manager.

Rejection or revocation is within the discretion of the International ISRC Agency, if the applicant has not satisfied the application requirements or is likely to be unable to meet them, or if the appointment would be detrimental to the reputation or the integrity of the ISRC standard.

9. Revision of ISO 3901:2001

Applicants are reminded that there is a process of revision to ISO 3901:2001 and that any future standard (as and when issued) may change the basis under which the ISRC system is operated. Information about the revision of the standard is posted at www.ifpi.org/isrc.

In particular, applicants should note that if the proposals of the International ISRC Agency are accepted in the ISO revision process, ISRCs would in future be assigned by a central registry in response to a request with the reference metadata. Applicants may wish to design their systems with this prospective change in mind.

Applicant:

Signed by:

An authorised signatory of Applicant.

Print name:

Position:

Contact details:

Date:

You are responsible for notifying us promptly should this information change. Your privacy is important to us. Please take a moment to read the following policy, which describes our practices for the collection and use of personally identifiable information: http://isrc.ifpi.org/en/privacy-policy