

ALCS

AUTHORS'
LICENSING AND
COLLECTING
SOCIETY

ALCS AND WRITERS' ESTATES

The Authors' Licensing & Collecting Society collects money for and pays the beneficiaries of writers' estates.



Find out more and apply to join
as a successor member.

WHY YOU SHOULD JOIN

Copyright lasts for 70 years after the death of an author, so beneficiaries of authors are eligible to join ALCS.

Sign up as a successor member of ALCS; then we'll pay you any money we collect for the use of the estates' works.

We collect royalties due to UK works from around the world, and then match the money received with the writers of the works in question. If the writer isn't already an ALCS member, we carry out research to locate them.

(You can find out more about our power to collect for non-members in our Memorandum and Articles of Association on our website alcs.co.uk.)

WHO SHOULD APPLY

The beneficiary or beneficiaries under the Will or the eligible representative of the estate of the deceased should apply for Successor Membership. If royalties are not mentioned specifically in the Will then the residual beneficiaries should apply. If you are applying as a representative (for example a Solicitor administering the estate), please notify ALCS as soon as the appropriate beneficiary(ies) have been identified, as they should apply for membership for Successor membership in place of the Estate representative.

WHEN YOU'LL RECEIVE PAYMENT

We make two payments a year to members (March and September), and you may be paid in one or both of these, depending on what payments we've received for you.

HOW ARE WE RUN?

We're a not-for-profit membership organisation. To fund the running of our company, we charge a commission fee on the money we pay out to you; at the time of printing this is 9.5% (but check our website, alcs.co.uk, for the most up-to-date figure).

HOW TO JOIN

Complete the form at the back of this booklet; sign and return the form, along with copies of either the relevant clause of the Will or a copy of the Grant of Probate, to ALCS.

LIFETIME MEMBERSHIP COSTS JUST £36 PER BENEFICIARY



We take this off your first payment; you don't have to pay anything up front.

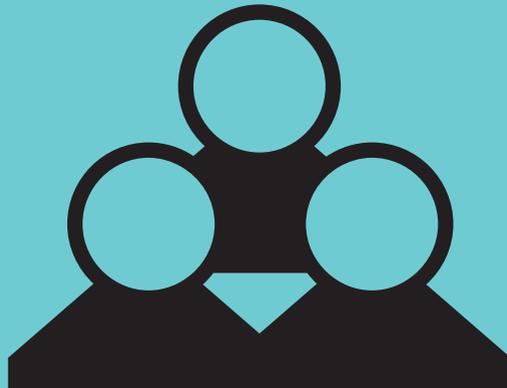


MULTIPLE BENEFICIARIES

We can pay multiple beneficiaries of an estate; however, we recommend that if payments are relatively small, then only one representative joins (with the written permission of the others).

If you require further forms or need to discuss this please contact the ALCS office.

After joining you simply need to keep your account up to date with any changes to your personal details so that we can continue to make payments to you.



ABOUT US

Authors' Licensing and Collecting Society (ALCS) is a not-for-profit membership organisation started by writers for the benefit of writers. We're open to all types of writer, and owned by our members. We collect money that's due to our members for secondary uses of their work. These might include things like photocopying, cable retransmission, digital reproduction and educational recording.

These sorts of rights typically bring in small amounts of money that are difficult for writers to monitor individually, so the most effective way to gather them is collectively. It takes tireless investigation, as well as experience and expertise. But nowadays, with the help of our bespoke IT systems, we can collect money from all over the world through agreements with over 70 different societies in more than 50 countries. We then pay this to our members whose works are being used.

We also campaign and lobby on matters important to writers — at both a national and international level — to ensure writers' rights are both recognised and rewarded. Nobody else in the world does exactly what we do, though we're often compared to other organisations.

For many members, we're a mysterious organisation that sends them a payment every so often. Some even find us secretive. Yet for others, the reality of where the money comes from is possibly too detailed. There are even potential members who think we're a scam — until their first payment arrives.

We're open to all types of writers as members. We measure our worth by the amount of money we've collected and paid to writers, and the number who join us, as well as by our successes in lobbying and educating about copyright. Today we have around 95,000 members, and since 1977 we have paid over £450 million to writers.

MISSION AND PROMISE

MISSION

We aim to be a trusted representative and a valuable service to all types of writers: campaigning for a fair deal; collecting money they are entitled to and sending it to them; representing their interests; and promoting and teaching the principles of copyright.

PROMISE

We promise to support authors and their creativity, ensuring that they receive fair payment and their rights are respected. Most of our members receive some income from us each year. Fair remuneration and recognition for authors, in their infinite variety, is at the heart of everything we do.

We represent our members and campaign for their interests, as well as educating people about the value of creativity and the role of intellectual property in the lives of authors.



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APPLYING FOR MEMBERSHIP

In the following pages you'll find:

- guidelines for filling in the application form
- terms and conditions of membership
- the application form.



Where you see this icon on the **application form**, guidance is available in this section.

GUIDELINES

COMPLETING THE APPLICATION FORM

Please complete all fields marked with a * sign and return the whole form, along with photocopies of either the relevant clause of the Will or a copy of the Grant of Probate, to ALCS.

You can email a scanned copy of the Will / Grant of Probate to **members@alcs.co.uk** or send the originals along with your application. Please include your name as well as the name and date of birth of the author you are applying for membership on behalf of in any documentation. All documents will be returned immediately.



ABOUT YOU

EMAIL

If you supply your email address when joining, we'll use this to send you the following essential communications:

- An email to tell you that a statement is ready for download
- Specific emails about your ALCS account
- Emails about ALCS Board Elections and invitations to our Annual General Meeting.

We'll also sign you up for our informative emails (which you can choose to opt out of at any time if you wish, though we'd rather you didn't):

- ALCS News (our monthly newsletter)
- ALCS Updates (key information about new sources of income, deadlines and ALCS activities and events)

ABOUT THE ESTATE

If the estate you're applying to join on behalf of was a member of ALCS, please supply their ALCS reference when making your application.

PAYMENT DETAILS

VAT

If you're registered for VAT in the UK, sign up for our HMRC-authorised self-billing scheme. You can download a VAT self-billing form from alcs.co.uk.

Alternatively you can contact our finance department on 0207 264 5700 or by email at finance@alcs.co.uk.

Once you've filled it in, return it to us with a copy of your VAT registration certificate and we'll do the rest.

Please note that only the beneficiaries named in the Will are entitled to join the self-billing scheme.

TAX

HMRC obliges us to withhold UK tax at the current rate of 20%. If your payments are from a UK source of income, you will be charged tax at this rate unless you hold a valid exemption certificate issued by HMRC for this income. If you believe you should be exempt, you need to contact HMRC – www.hmrc.gov.uk.

DECLARATION

Before signing your application form, make sure that you have read and understood the terms and conditions of membership, the ALCS Personal Data and Privacy Policy, and know where further information about ALCS can be obtained.

YOUR DATA

In line with current legislation, ALCS has a personal data & privacy policy which sets out what we will and won't do with the information you provide to us. You can view this at any time on our website at: alcs.co.uk/personal-data-and-privacy-policy.

TERMS AND CONDITIONS OF SUCCESSOR MEMBERSHIP

The following documents set out the terms and conditions of ALCS membership and the parameters under which ALCS operates.

All are available for viewing on our website, alcs.co.uk.

- **ALCS Memorandum and Articles of Association**

The Articles of Association set out the legal parameters within which ALCS operates as a limited company

- **ALCS Distribution Rules**

The distribution rules set out the ways in which money is allocated and distributed to members

Information on the commitments that ALCS makes to our members can be found in our **Code of Conduct**.

SIGNING THE DECLARATION

By signing the declaration on the application form, you are agreeing that:

- i. Your membership shall be subject to the Memorandum & Articles of Association of the Authors' Licensing & Collecting Society ('the Society') and your rights, duties and obligations as an Ordinary Member shall be governed by the Memorandum & Articles, and all rules made thereunder, as in force from time to time;
- ii. The Rights the Society shall be entitled to administer on your behalf in the UK and overseas are as specified in paragraph (c) of Article 7 ('the Rights') and may only be extended by a Special Resolution of the Company;
- iii. In accordance with Article 7 (d) you will have the opportunity to withdraw your works in respect of any extension to the Rights;
- iv. In accordance with Article 7(i) you have the right to withdraw your authority to exercise any of the Rights granted to the Society;
- v. The membership fee of £36 will be deducted from your first distribution payment.
- vi. Where an email address is supplied, ALCS will use this to send you 'essential communications' and give you the option to 'opt out' of receiving our informative communications (see p.5).

You will undertake to notify the Society of:

- i. any new or additional works; and
- ii. any changes in your contact or payment details, residency and tax status.

ARTICLE 7 (C) - THE RIGHTS

- i. the lending right;
- ii. the reproduction right in each work;
- iii. the private copying right;
- iv. the right to communicate the work to the public by any means of re-transmission or rebroadcasting of the work as a simultaneous and unaltered relay of the original transmission;
- v. the off-air recording right;
- vi. the right to perform the work in public by means of apparatus for receiving visual images or sounds conveyed by electronic means;
- vii. the right to communicate the work to the public by means of the satellite broadcasts of the programme services of BBC Worldwide and others including the terrestrial retransmission thereof;
- viii. the right to communicate the work to the public by electronic transmission, capable of or amenable to collective administration;
- ix. the rental right;
- x. the performing right; and
- xi. caching, hosting or storing the work in electronic form in support of the above.

A 'plain English' version of these rights and the type of work that they apply to is available from our website, **alcs.co.uk**.

APPLICATION FOR SUCCESSOR MEMBERSHIP

Please complete all relevant sections of the form and return it to ALCS along with photocopied or scanned copies of:

- the Grant of Probate
- the relevant clause of the Will.

If you have a digital copy you can send these by email to members@alcs.co.uk

Please include your name as well as the name and date of birth of the author you are applying for membership on behalf of in any documentation.

Any original documents supplied will be returned immediately. Photocopies and scanned copies will be destroyed after the estate application has been completed.

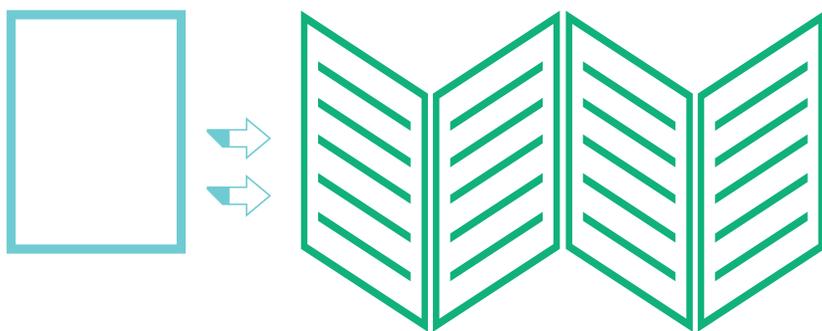
Our address is:

ALCS
FREEPOST RTSH -JHGL - JTYZ
Barnard's Inn
86 Fetter Lane
London
EC4A 1EN

POSTING FROM OUTSIDE THE UK?

If you are posting this application from outside the UK, you'll be unable to use the Freepost address and will have to use a stamp.

Please complete all relevant sections, detach the form along the perforation and send to ALCS.



Detach here and send the form to ALCS

ALCS

-  Authors' Licensing and Collecting Society
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86 Fetter Lane
London, EC4A 1EN
-  020 7264 5700
-  alcs@alcs.co.uk
-  alcs.co.uk
-  @ALCS_UK