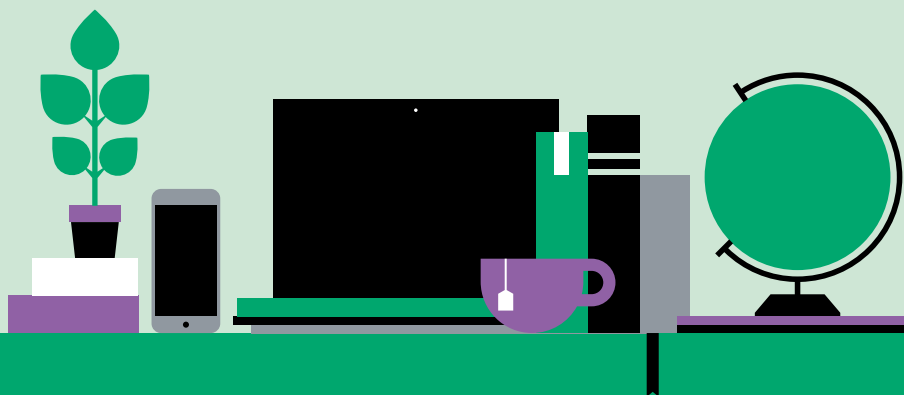


**Authors'  
Licensing and  
Collecting  
Society**

# APPLICATION FOR SUCCESSOR MEMBERSHIP

If you'd like to join ALCS as a Successor Member,  
please complete this form.



## MEMBERSHIP

After your application for membership has been processed, we'll give you access to an online members' area for you to manage your account. Details for your online account will be sent to the email address you provide.

### Completing the Application Form

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

You can either email a scanned copy of the Will/Grant of Probate to [members@alcs.co.uk](mailto:members@alcs.co.uk) or send the originals or photocopies 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 original documents will be returned to you.

### Email

Where you supply an email address we'll use this to send you statement details, a regular newsletter and reminders about key information. You can unsubscribe at any time using the link in the email (though we'd rather you didn't). We prefer to use email to keep our costs to a minimum and ensure our commission rate remains as low as possible.

If you don't have an email address, you can call us on +44 (0) 20 7264 5700 with any queries, or write to us at:

Authors' Licensing and Collecting Society  
Fifth Floor, Shackleton House  
4 Battle Bridge Lane,  
London SE1 2HX

### Estate Membership

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 Information

VAT — If you're registered for VAT in the UK, please sign up for our HMRC-authorized, self-billing scheme. You can download a VAT self-billing form from [alcs.co.uk](http://alcs.co.uk)

Alternatively, you can contact our finance department on 020 7264 5700 or by email at [finance@alcs.co.uk](mailto: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 — [hmrc.gov.uk](http://hmrc.gov.uk).

## ABOUT YOU (THE SUCCESSOR)

Title\*

First Name\*

Surname\*

Email Address\*

Your ALCS Reference (If you are a member)

## ABOUT THE ESTATE (THE BENEFACTOR)\*

Main Writing Name\*

Pseudonym(s)\*

Date of Birth\*

Date of Death\*

Current ALCS Reference (If applicable/known)

\*Mandatory field

## DECLARATION\*

Before signing the declaration, please make sure you have read the guidelines for completing this application and the terms and conditions of membership.

I have read and understood the terms and conditions of membership\*

I have read and understood the ALCS personal data and privacy policy\*

I am\* (please see 'Who Should Apply' in the ALCS and Writers' Estates brochure):

a beneficiary of the estate

a representative of the estate

Signed:

Date:

--	--	--	--	--	--	--	--	--	--

Thank you for applying to join ALCS

Please return your form back to us using the following address:

Authors' Licensing and Collecting Society  
Fifth Floor, Shackleton House, 4 Battle Bridge Lane  
London SE1 2HX

## TERMS AND CONDITIONS OF SUCCESSOR MEMBERSHIP

The following documents set out the terms and conditions of ALCS membership and the rules under which ALCS operates. Both are available for viewing on our website [alcs.co.uk](http://alcs.co.uk)

- ALCS Memorandum & Articles of Association
- ALCS Distribution Rules

Information on the commitments that ALCS makes to our members can be found in our Code of Conduct, also available on our website.

### Signing the Declaration

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

- 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;
- 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;
- In accordance with Article 7 (d) you will have the opportunity to withdraw your works in respect of any extension to the Rights;
- In accordance with Article 7(i) you have the right to withdraw your authority to exercise any of the Rights granted to the Society;
- The membership fee of £36 will be deducted from your first distribution payment.
- 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.

### You will undertake to notify the Society of:

- any new or additional works; and
- 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 retransmission 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](http://alcs.co.uk)



## Your Data

In line with current legislation, ALCS has a personal data and privacy policy which sets out what we will and won't do with the information you provide to us. Please read our current policy on our website at:

[alcs.co.uk/personal-data-and-privacy-policy](http://alcs.co.uk/personal-data-and-privacy-policy)