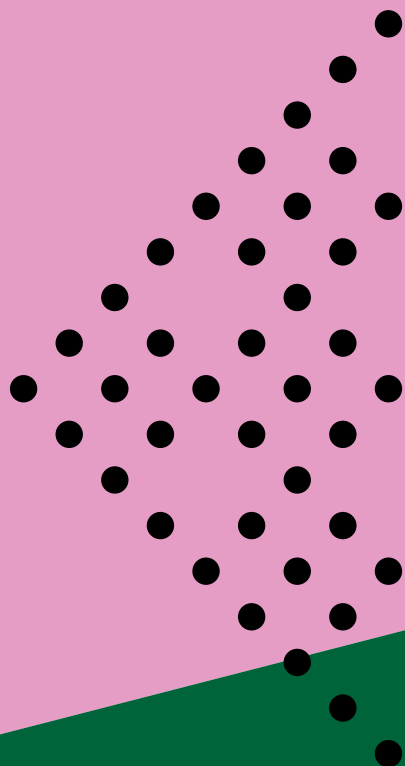


**Authors'  
Licensing and  
Collecting  
Society**



# Application for Membership

If you'd like to join ALCS as an Ordinary Member,  
please complete this form or join online at

[alcs.co.uk/register](https://alcs.co.uk/register)

## 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 and tell us about all of your works.

Details for your online account will be sent to the email address you provide.

## 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).

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 [alcs@alcs.co.uk](mailto:alcs@alcs.co.uk)

## Payment information

VAT — If you're registered for VAT in the UK, please sign up for our HMRC-authorised, self-billing scheme. More information about this can be found at [alcs.co.uk/vat-tax](http://alcs.co.uk/vat-tax)

HMRC obliges us to withhold UK tax from all non-UK residents at the current rate. More information can be found at [alcs.co.uk/tax-and-deductions](http://alcs.co.uk/tax-and-deductions)

## Your works

Please tell us about any of the following types of works you have written:

- / books
- / articles published in UK magazines or journals
- / broadcast TV or radio scripts
- / visual contributions to books, magazines and journals\*

\*Please tell us about any visual contributions you have made to books, magazines and journals in your online members' area account after joining.

ALCS is run by  
writers, for writers

A community of 125,000  
writer members

All types of writers  
can apply — journalists,  
scriptwriters, academics,  
fiction writers, poets

We've paid more  
than £700 million to  
writers since 1977

No upfront fees,  
a £36 lifetime fee  
taken off your first  
payment from us

Sign up at [alcs.co.uk](http://alcs.co.uk)



# About you

Title\*

Date of Birth\*

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First Name\*

Middle Name

Surname\*

Main Writing Name (Leave blank if not different)

Pseudonyms

## Contact details

Address\*

Town or City\*

Postcode/Zipcode\*

Country\*

Residency for Tax Purposes (If you're not resident in the UK for tax purposes, we're obliged to withhold tax.)\*

Telephone Number\*

Email Address\*

## Additional information

Please indicate if you're a member of one of the following organisations:

- ☐ Society of Authors
- ☐ Writers' Guild of Great Britain
- ☐ National Union of Journalists
- ☐ Chartered Institute of Journalists
- ☐ British Association of Journalists
- ☐ DACS

\*Mandatory field

# UK payment details

We can either pay you directly or via your agent. Please complete the relevant section below.

## Payments to UK bank account

Account Name

Account Number

Sort Code

Bank Name

Bank Address

Postcode

## Payment to your Agent

Agent's Bank Account Name

Account Number

Sort Code

Bank Name

Bank Address

Postcode

## VAT — UK

If you are registered for VAT in the UK, you can sign up for our self-billing scheme. More information can be found at [alcs.co.uk/vat-tax](https://alcs.co.uk/vat-tax) or by contacting [finance@alcs.co.uk](mailto:finance@alcs.co.uk)

# Non-UK payment details

Please note — to join ALCS, your bank must be capable of receiving electronic payments from a UK bank account.

## Payments to non-UK bank account

Account Name\*

Account Number\*

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Bank Identifier Code (BIC) or SWIFT Code\*

IBAN (International Bank Account Number)\* Mandatory for EU Bank Accounts

Transit Routing Number (or Clearing Code)\* Mandatory in US

Bank Name\*

Bank Address\*


Zipcode\*

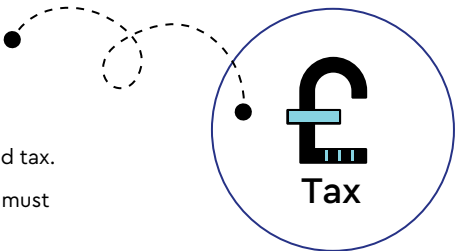
### Tax:

Are you a UK Taxpayer?\*

☐ Yes ☐ No

Please note if you are not, we are obliged to withhold tax.

If your total secondary income exceeds £1,000, you must declare any ALCS payments to HMRC.



\*Mandatory field

## Your works

Please supply details of at least one published or broadcast work. After you have joined please provide a full list of your works using your online account. Visual contributions to any books/magazines/journals can only be added online.

### Book (including chapters, essays and poems in books)

Title

ISBN

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

Publisher

Contribution (e.g. Author/Translator)

Does This Book Have Co-authors?

☐ Yes ☐ No

Please note, you must either own the copyright for your contribution to this book or have an agreement in place with your publisher to receive secondary royalties from ALCS.

☐ Yes, I own the copyright ☐ No, I do not own the copyright

☐ I confirm that my submission meets the eligibility as set out in our Guidelines at [alcs.co.uk/books](https://alcs.co.uk/books)

### Article (published in UK magazines or journals)

Title of Article

Title of Publication

ISSN

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

Date of Publication

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

Estimated Word Count

Please note, you must either own the copyright for your contribution to this book or have an agreement in place with your publisher to receive secondary royalties from ALCS.

☐ Yes, I own the copyright ☐ No, I do not own the copyright

☐ I confirm that my submission meets the eligibility as set out in our Guidelines at [alcs.co.uk/articles](https://alcs.co.uk/articles)

Article Published ☐ online ☐ and/or in print

Please add articles that were published in the last full-calendar year.

## Script

Title of Work/Series

Title of Episode/Episode Number

Length of Programme (in minutes)

Type of Work (e.g. Radio/Television)

Channel

Original Transmission Date

Your Contribution (e.g. Scriptwriter/Original Author/Adaptor)

Year of Production

Production Companies (separate each with a comma)

## Declaration

☐ I have read and understood the terms and conditions of ALCS membership

☐ I have read and understood the ALCS personal data and privacy policy

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  
6th Floor, International House,  
1 St Katharine's Way, London E1W 1UN

\* Mandatory field

# Terms and conditions of 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 and 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 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')

- the lending right;
- the reproduction right in each work;
- the private copying right;
- 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;
- the off-air recording right;
- the right to perform the work in public by means of apparatus for receiving visual images or sounds conveyed by electronic means;
- 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;
- the right to communicate the work to the public by electronic transmission, capable of or amenable to collective administration;
- the rental right;
- the performing right; and
- 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 at [alcs.co.uk/terms-and-conditions-of-membership](http://alcs.co.uk/terms-and-conditions-of-membership)

## 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)