

# GUIDE TO COMPLETING THE FORM



You can also apply online, and printable forms are available on our website under Registration Service/PLR Forms and Leaflets. Please visit [www.plr.uk.com](http://www.plr.uk.com) for details. Forms are also available in braille or large print on request.

## New PLR Applicants:

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Please complete all sections apart from the PLR No which will be allocated when your form is processed.

**SECTION A** At the time of application, your principal home must be in the UK or any of the countries within the EEA (EC Member States plus Norway, Iceland & Liechtenstein). Further information is available in Section 3 of our Information Leaflet and on our website under Registration Service/PLR Forms and Leaflets.

**SECTION B** **Payments within the UK:** To save costs, payment is made by credit transfer direct into your account. If the account is with a building society, please check with the branch to find out which details need to be quoted.

**Payments outside the UK:** To save costs, earnings are paid by cheque in Euros. Payments will be converted to Euros from Sterling at the rate that applies on the day on which they are paid from PLR's bank account. You may leave this section blank unless you wish to nominate a UK bank account to receive your payments (in Sterling).

**SECTION C** Applications cannot be processed unless this section is signed by the applicant.

**SECTION D** Required only on your first application for PLR. This section should be completed by an independent witness who is not a relative and who has known you for at least two years.

**SECTION E** Required only on your first application for PLR. Please indicate which documents you are providing. The attached sheet details which documents are acceptable to support your application. Information is also available on our website under Registration Service/PLR Forms and Leaflets.

**SECTION F** List details of your published books. Refer to the example page overleaf for further information.

**Contributor** List each contributor named on the title page (including yourself) and identify the nature of contribution eg writer, illustrator, editor.

**% Share** Please refer to section 5 of the Information Leaflet for details of eligible contributors and shares. Information is also available on our website under Registration Service/PLR Forms and Leaflets.

**Publ'n Year** The month of publication is only required for books published in the year that you apply.

**ISBN** ISBN stands for International Standard Book Number and is a 10 or 13 digit number printed on the reverse of the title page or the cover (NB from Jan 2007 all new books will have 13 digit ISBNs). Each edition of a book (eg hardback, paperback, large print) has a different ISBN and must be listed separately. **However, reprints, where the ISBN does not change, should not be listed.**

## Additional Book Registrations:

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- Enter your PLR number in the box at the top of the page.
- Always complete the **shaded areas** of **Sections A & C**. If any of your details have changed, please write the new information in capitals on the form.
- If you only want to advise us of an amendment to your details and you do not wish to register additional books, you can update your address and bank details in writing or via the online service ([www.plr.uk.com](http://www.plr.uk.com)). We can also accept changes of address (but not bank) over the telephone, subject to verification. Please note that we are unable to accept changes to either address or bank details via email.
- You **do not** need to complete the Certificate (Section D) or provide Supporting Documents (section E).
- You **do not** need to re-apply for ISBNs which are already on the Register.



## F BOOK DETAILS

### Writing Names

(for this application only)

A. WRITER

### IMPORTANT NOTE

If you are not named on the title page of the book(s) which you are applying for, please provide additional information to support your application eg, if you have a royalty agreement with the publisher. If you are unsure of your eligibility, please refer to section 5 of our Information Leaflet (also available on our website [www.plr.uk.com](http://www.plr.uk.com)) or telephone the PLR office for advice.

Name of Contributor(s) (On Title Page)	% Share	Title of Book	Publisher	Pub'n Year & Month	ISBN	Official Use
JOE BLOGGS (AUTHOR)	100%	MY NOVEL	NOVEL BOOKS	1983	0123456789	
JOE BLOGGS (AUTHOR)	50%	CHILDREN'S ABC BOOK	NURSERY	2006	9789321569745	
MARY SMITH (ILLUS)	50%		BOOKS LIMITED			
GEORGES SIMENON (DECEASED)	-	MAIGRET	COLLINS	2006	9780769121324	
JOE BLOGGS (TRANS)	30%					
WILLIAM SHAKESPEARE	-	HAMLET	OXFORD BOOKS	1986	0845673114	
JOE BLOGGS (EDITOR)	20%					
AESOP	-	AESOP'S FABLES	MACMILLAN	1987	123456789x	
JOE BLOGGS (RETOLD)	80%					
A. WRITER(AUTHOR)	100%	ONCE UPON A TIME	STORYBOOKS	2006	9787654321587	
NOT NAMED ON TITLE PAGE	100%	CHILDREN'S 123 BOOK	NURSERY	2006	9789876543210	
(SEE ATTACHED NOTE)			BOOKS LIMITED			

# IMPORTANT NOTICE

## SUPPLEMENTARY INFORMATION REQUIRED FOR NEW APPLICANTS

In order to comply with government authentication guidelines, first-time applications for PLR must also be accompanied by any **TWO** documents from the following lists:-

You may provide two separate items from the same category ie two bills from different providers.

***Please note that original documentation must be provided, not copies. All original documents will be returned to you immediately after we have recorded receipt (within one working week).***

- Gas or electricity bill dated within the last six months
- Land-line telephone bill dated within the last six months
- Certificate from supplier of utilities confirming arrangement to pay for services on pre-payment terms (covering current period)
- Council tax or water bill, valid for the current year
- Bank, building society or credit card statement (excluding statements downloaded from the Internet) dated within the last six months
- Most recent Mortgage statement from a recognised lender

If you are unable to provide any of the documents listed above, the following items are also acceptable:-

***These documents will be returned to you by recorded delivery.***

- Current local council rent card or tenancy agreement
- Benefit payment book or notification letter from the Benefit Agency confirming the right to benefits for current period (if not used for evidence of name)
- Current UK photo-card driving licence
- Current full old style driving licence
- Building society passbook containing current address

Please note that these lists are not exhaustive. If you do not have any of the documents listed above, you can provide any other formal document which details your name and address.

### Author Services Team



# APPLICATION FOR REGISTRATION



## A PERSONAL DETAILS (refer to the guidelines on the front of the form)

PLR No

Title (Mr, Mrs, etc)

Surname

Forenames

Address

Postcode

Country

Tel No

Date of Birth

Email

## B PAYMENT DETAILS (UK only – refer to section B of the guidelines for payments outside the UK)

Name of Acc Holder(s)

Bank Name

Branch Name

Sort Code

Account No

Building Soc.  
Roll/Ref No

## C DECLARATION (refer to Section C of the guidelines on the front of the form)

I confirm that the details provided are correct and that I meet the eligibility requirements of the PLR Scheme. The books listed are published and eligible for PLR and I claim the right in them. Where other contributors are credited on the title page, percentage shares have been agreed.

Signed

Date

## D CERTIFICATE (refer to Section D of the guidelines on the front of the form)

I certify that I have known the applicant for more than two years and that to the best of my belief the facts stated on this form are correct.

Signed

Date

## E SUPPORTING DOCUMENTS (refer to section E of the guidelines on the front of the form)

Doc 1

Doc 2

To prevent delay in processing your application please check that you have completed the form correctly.



