



More information

Copyright Agency Limited
Level 15, 233 Castlereagh Street
Sydney NSW 2000

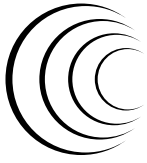
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Website: www.copyright.com.au
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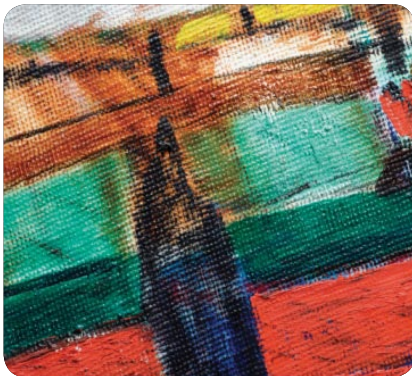
Electronic Notifications: File Layout

1. The files are normally provided to members as an Excel file.
2. All Notifications included on your Claim Form have been included in one file.
3. The data is loaded into the Excel file in the same order it is shown on your Notifications. You can sort the data into the order that will most assist you process your claim.
4. Headings have been included for each column of data. The Columns are set out in the table below.
5. All authors for a work are shown in one field. Each author is separated by a "/"

Column	Field Name
A	NOCW ID (Notification of Copied Works)
B	Recipient ID
C	Distribution Year
D	Year Description
E	Source Description
F	Distribution Pool
G	Item No
H	Publisher/Imprint Name
I	Major Title
J	Minor Title
K	Copy/Material Type
L	ISBN/ISSN
M	Instances
N	Pages (Copying Volume)
O	Page Rate
P	Nett Amount
Q	RWHT (Royalty Withholding Tax deducted)
R	GST (Goods and Services Tax)
S	PAYG (Pay As You Go Tax)
T	WHT (Withholding Tax deducted at source)
U	ITC (Input Tax Credit)
V	Authors
W	Reason Item Not Claimed/ New Rightsholder



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Using the Electronic Notifications

1. When opening your file in Excel the text wizard may appear, if this does just press the Finish button.
2. To be able to view all the data in each of the columns, press Ctrl+A twice to select the whole worksheet. Then using your mouse double click on any of the boundaries in the column heading. This will expand all the cells with data in them.
3. If there are any items on your Notification that you do not wish to claim, please insert a column and mark each item not claimed with an “N” and return the amended electronic file to CAL with your Claim Form. If you have information regarding the rightsholder in these items please use the column titled “Reason Item Not Claimed/New Rightsholder” to provide this information to CAL.

If you have any questions about the using the Electronic Notification and your Claim Form, please contact our Payment Services team by phone on 1800 066 844 (toll free within Australia) or +612 9394 7600 or fax +612 9394 7601 or email us at distrib@copyright.com.au

Who is CAL?

Copyright Agency Limited (CAL) is a not-for-profit company set up by Australian authors, journalists, visual artists, photographers and publishers to manage some of their copyright rights. CAL is owned by its members, membership is free, and members can themselves license the rights managed by CAL in certain situations should they choose to do so.

Code of Conduct

CAL is a signatory to the Code of Conduct for Copyright Collecting Societies (the Code). It is designed to ensure that the rights of all members and licensees are clearly stated, and that the operations of collecting societies are transparent and accessible.

The Code includes requirements for the Complaints Handling and Dispute Resolution procedures that collecting societies must follow. The Code and these procedures are available from CAL's website and on request.

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