



Canada Council  
for the Arts

Conseil des arts  
du Canada

Public Lending  
Right Program

Programme du droit  
de prêt public

150 Elgin St, PO Box 1047  
Ottawa, ON K1P 5V8  
1-800-521-5721 613-566-4378  
[plr.ca](http://plr.ca) [plr@canadacouncil.ca](mailto:plr@canadacouncil.ca)

# Registration Form

Registration Period: 15 February to 1 May 2020

## Instructions

**Registrations are accepted only during the annual registration period** (with date of postmark as proof).

The results of your registration will be mailed to you in February 2021.

**This form is to be used by new registrants to register print or e-book titles and/or audiobooks.**

### Already registered?

If you are already registered with the PLR Program, register new titles, editions or formats using the File Update form that's mailed to you in mid-February. If you have not received a File Update form by March 27, contact us at [plr@canadacouncil.ca](mailto:plr@canadacouncil.ca).

### Eligibility:

Make sure that **you**, your **contributions**, and your **titles** are eligible by consulting the PLR Program's eligibility criteria on our website at [publiclendingright.ca/eligibility](http://publiclendingright.ca/eligibility) before you fill out this form.

### How to submit titles:

- 1. Enter relevant information on this form** (please consult the instructions on page 2).
- 2. Provide the required support materials:**
  - **For print and e-book titles:**
    - a photocopy of the **title page** (on which your name and the title of the book appear),
    - a photocopy of the **copyright page**, and
    - a photocopy of the **table of contents**, if available.
    - **Editors** must identify their written contribution (including the number of pages) on the photocopy of the table of contents.
  - **For audiobook titles:**
    - a photocopy of the **audiobook box cover or bibliographic record** (on which you are credited) and that shows the ISBN and year of publication.
- 3. Sign and mail in your completed registration form (pages 3 to 5) with the required support material to:**

PLR Program  
150 Elgin St, **PO Box 1047**  
Ottawa, ON **K1P 5V8**

N.B. For packages sent by **registered mail**, please use the following address:

PLR Program  
150 Elgin St, **2<sup>nd</sup> floor**  
Ottawa, ON **K2P 1L4**

### Proof of receipt:

If you wish to receive proof that your PLR Registration Form has been received by the PLR office, please enclose a self-addressed stamped envelope with your form. An alternative is to send your form by registered mail.



**Please fill out your registration form according to the information below.**

**All fields are mandatory unless otherwise indicated.**

**ISBN:**

Please enter all valid ISBNs (13 digits) for your title.  
For ebooks, please submit PDF and ePub formats only.

**Year of Publication:**

Your title must have been published within the past five years (i.e. January 1<sup>st</sup> 2015 to May 1<sup>st</sup> 2020).

**Total Number of Pages (print and e-book titles):**

Your book must be at least 48 pages long (24 for a children’s book).

**% Share for print and e-book titles:**

You must enter the percentage share based on your specific contribution to the printed material in the book.

**% Share for audiobook titles:**

• **Authors:**

- You may claim up to 50% for your contribution.
- If you are also the narrator, you may claim up to 100%.
- For translated audiobooks, the eligible author, translator and narrator may claim 33% each.

• **Translators:**

- You may claim up to 33%.

• **Narrators:**

- You may claim up to 50%.
- For translated audiobooks, the eligible author, translator and narrator may claim 33% each.

**Use the codes below to fill out the form:**

**Language:**

- E** – English
- F** – French
- B** – Bilingual (English and French)
- Other** (specify language)

**Category:**

- C** – Children’s/Young Adult
- D** – Drama
- F** – Fiction
- N** – Non-fiction
- P** – Poetry

**Table of contents:**

(Does your title have a table of contents?)

**Yes or No**

**Contribution (print and e-book titles):**

- A** – Author
- C** – Co-author
- E** – Editor
- I** – Illustrator
- G** – Anthology contributor
- P** – Photographer
- T** – Translator

**Contribution (audiobook titles):**

- A** – Author
- C** – Co-author
- T** – Translator
- N** – Narrator



# Registration Form

Registration Period: 15 February to 1 May 2020

All fields are mandatory unless otherwise indicated.

**OFFICE USE ONLY**

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Home address: Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel. Home: \_\_\_\_\_ Tel. Office: \_\_\_\_\_ ext. \_\_\_\_\_  
(optional)

Language of Correspondence: English or French Year of Birth: \_\_\_\_\_  
(optional)

Social Insurance Number (SIN): \_\_\_\_\_

If you receive a payment, the Public Lending Right Program is required to report your SIN to the Canada Revenue Agency (CRA) for income tax purposes. According to subsection 162(6) of the **Income Tax Act**, individuals who fail to provide a Social Insurance Number under the Act are liable to a penalty of \$100.

Citizenship Status\*: Canadian Citizen or Permanent Resident of Canada

\*If you live outside of Canada, you must provide proof of Canadian Citizenship.

**Permission to Share Information:**

Under the provisions of the **Privacy Act**, the personal information you provide to the Public Lending Right Program cannot be released to anyone outside the PLR Office and/or the Canada Council for the Arts without your consent. If, however, you want to allow your name and address to be released to an organization for research purposes, please check this box. (optional)

**Declaration:** (please check boxes)

For each print or e-book title and audiobook title listed on this form, I have attached the required support material (please consult the instructions on page 1).

I declare that the information I have given is true and accurate, that books I am registering have been published, and that I am eligible for a PLR payment according to the Public Lending Right Program's criteria.

I understand that any misrepresentation on these forms or in any accompanying information may render me ineligible for PLR payment.

I understand that cheques issued by the Public Lending Right Program must be cashed within six months of issue; otherwise payment will be stopped and the PLR Commission will no longer be liable for the amount of the cheque.

Signature: \_\_\_\_\_  
(mandatory)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY



# Registration Form

Registration Period: 15 February to 1 May 2020

Print and e-book titles

<b>Title of book:</b>			<b>OFFICE USE ONLY</b>	
<b>Pseudonym:</b> (if applicable)				
<b>Language:</b> Specify other:				
<b>Category:</b>		<b>Contribution:</b>		
<b>Table of Contents:</b>	<b>Total Number of Pages:</b>	<b>% Share:</b>		
<b>Enter all relevant ISBNs for your title below</b> (13 digits e.g. 9783161484100)		<b>Format:</b> (Paper, PDF or ePub)		<b>Year of Publication:</b> (YYYY)
ISBN 1:				
ISBN 2:				
ISBN 3:				
ISBN 4:				

<b>Title of book:</b>			<b>OFFICE USE ONLY</b>	
<b>Pseudonym:</b> (if applicable)				
<b>Language:</b> Specify other:				
<b>Category:</b>		<b>Contribution:</b>		
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<b>Language:</b> Specify other:				
<b>Category:</b>		<b>Contribution:</b>		
<b>Table of Contents:</b>	<b>Total Number of Pages:</b>	<b>% Share:</b>		
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ISBN 1:				
ISBN 2:				
ISBN 3:				
ISBN 4:				



# Registration Form

Registration Period: 15 February to 1 May 2020

## Audiobook titles

<b>Title of audiobook:</b>			<b>OFFICE USE ONLY</b>
<b>Pseudonym:</b> (if applicable)			
<b>Language:</b>	Specify other:	<b>% Share:</b>	
<b>Category:</b>	<b>Contribution:</b>		
<b>Enter all relevant ISBNs for your title below</b> (13 digits e.g. 9783161484100)	<b>Format:</b> (CD or Digital download)	<b>Year of Publication:</b> (YYYY )	
ISBN 1:			
ISBN 2:			

<b>Title of audiobook:</b>			<b>OFFICE USE ONLY</b>
<b>Pseudonym:</b> (if applicable)			
<b>Language:</b>	Specify other:	<b>% Share:</b>	
<b>Category:</b>	<b>Contribution:</b>		
<b>Enter all relevant ISBNs for your title below</b> (13 digits e.g. 9783161484100)	<b>Format:</b> (CD or Digital download)	<b>Year of Publication:</b> (YYYY )	
ISBN 1:			
ISBN 2:			

<b>Title of audiobook:</b>			<b>OFFICE USE ONLY</b>
<b>Pseudonym:</b> (if applicable)			
<b>Language:</b>	Specify other:	<b>% Share:</b>	
<b>Category:</b>	<b>Contribution:</b>		
<b>Enter all relevant ISBNs for your title below</b> (13 digits e.g. 9783161484100)	<b>Format:</b> (CD or Digital download)	<b>Year of Publication:</b> (YYYY )	
ISBN 1:			
ISBN 2:			

<b>Title of audiobook:</b>			<b>OFFICE USE ONLY</b>
<b>Pseudonym:</b> (if applicable)			
<b>Language:</b>	Specify other:	<b>% Share:</b>	
<b>Category:</b>	<b>Contribution:</b>		
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