

Confirmation of Recording Form ("CRF")

*revised January 2023

Important Notes

Confirmation of Recording Form ("CRF")					
Track Title			Alternate Track Title		
Arranger Name			Recording Company		
Contact Number			Music Producer Name		
Production Company (*for broadcaster purposes only)			Recording Studio Name		
Director Name			Broadcasting Studio / TV Station Name (if any)		
Contact Number					
A) Featured Performer ("FP")					
(Please Tick [v]) <input type="checkbox"/> Solo <input type="checkbox"/> Duet <input type="checkbox"/> Group Name: <input type="checkbox"/> Band Name:					
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
B) Non-Featured Performer ("NFP") *Including Backup Vocalists					
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Catalogue Info					
Date of Release		1. Physical	Album <input type="checkbox"/>	Album Title:	
Date of Submission			Single <input type="checkbox"/>		
Date of Inlay Submission		2. Digital	<input type="checkbox"/>		
<input type="checkbox"/> We hereby declare that the details furnished above are true and correct to the best of our knowledge and we undertake to inform you of any changes therein, immediately in case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it.					
Confirmed by Music Producer / Recording Studio,			Witnessed by, (Note: must be one of the performers that involved in the above recording)		
Name: _____			Name: _____		
Designation: _____			NRIC No.: _____		
Recording Studio Stamp: _____					
RPM ADMIN USED ONLY					
RECEIVED BY:		CHECKED BY:		APPROVED BY:	

Note: Please return the completed form to RPM office at Unit 15-05, Office Suites, One Mont Kiara, Jalan Kiara, 50480 Kuala Lumpur or email to info@rpm.my *Revised March 2020

Part 1




Part 2

Part 3

Part 4

Part 5

RPM will only accept the form if:

-  all information is correctly filled up;
-  signed by Music/Song Producer or Studio Recording Producer & with their company stamp;
-  witnessed by one of the performers involved in the recording.

↓ Send original completed CRF to RPM's office or via email : info@rpm.my

Only Approved CRFs by Working Committees will be updated to Database as Valid supporting document.

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Part 1 -Information of the recording

Track Title		Alternate Track Title	
Arranger Name		Recording Company	
Contact Number		Music Producer Name	
Production Company (*for broadcaster purposes only)		Song Producer Name	
Director Name		Recording Studio Name	
Contact Number		Broadcasting Studio / TV Station Name (if any)	

Note: Information for Production Company, Director Name and Broadcasting Studio/TV Station Name only applicable to broadcaster only.

Examples:

1.1) Track Title without simplified wordings

Track Title	DEWI HATIKU	Alternate Track Title	
Arranger Name	MOHD ALIF BIN AHMAD	Recording Company	ABC MUSIC SDN BHD
Contact Number	016-XXX XXXX	Music Producer Name	ZACK MAHMUD
Production Company (*for broadcaster purposes only)		Recording Studio Name	RENTAK STUDIO
Director Name		Broadcasting Studio / TV Station Name (if any)	
Contact Number			

1.2) Track Title with simplified wordings

Track Title	ZHENG FU	Alternate Track Title	征服
Arranger Name		Recording Company	SAMMY SDN BHD
Contact Number		Music Producer Name	BELL
Production Company (*for broadcaster purposes only)		Recording Studio Name	STARMOUNT STUDIO
Director Name		Broadcasting Studio / TV Station Name (if any)	
Contact Number			

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Part 2 - Information of Featured Performers

A) Featured Performer ("FP")					
(Please Tick [v])		<input type="checkbox"/> Solo	<input type="checkbox"/> Duet	<input type="checkbox"/> Group Name:	<input type="checkbox"/> Band Name:
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.					
2.					

Note:

- Please specify group/band name and members' name involved in the recording & provide their respective NRIC & contact no.;
- To provide Letter of Undertaking with Appendix C for Recordings of Band/Group whereby you or the Band/Group Leader need to confirm the Band/Group members involved in each song recording(s).

Examples:

2.1) Kemuliaan Ramadhan by In Team Ft Unic

A) Featured Performer ("FP")					
(Please Tick [v])		<input type="checkbox"/> Solo	<input type="checkbox"/> Duet	<input checked="" type="checkbox"/> Group Name: IN TEAM & UNIC	<input type="checkbox"/> Band Name:
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.	Abdul Rahim bin Hj. Osman	In Team - Rahim	Vocalist	000000-00-0000	016-XXX XXXX
2.	Mohd Suhaimi bin Saad	In Team - Suhaimi	Vocalist	000000-00-0000	016-XXX XXXX
3.	Mohd Syahril bin Abdul Khalid	In Team - Syahril	Vocalist	000000-00-0000	016-XXX XXXX
4.	Muhammad Hazamin bin Harun	In Team - Amin	Vocalist	000000-00-0000	016-XXX XXXX
5.	Ahmad Fadzli bin Abd Aziz	Unic - Fadzli	Vocalist	000000-00-0000	016-XXX XXXX
6.	Bazli Hazwan bin Che Osman	Unic - Bazli	Vocalist	000000-00-0000	016-XXX XXXX
7.	Mohamad Fitri bin Mohamad Haris	Unic - Fitri	Vocalist	000000-00-0000	016-XXX XXXX
8.	Mohammad Hafiz bin Hamidun	Unic - Hafiz	Vocalist	000000-00-0000	016-XXX XXXX

2.2) Roadblock Hatiku by Baby Shima & Floor 88

A) Featured Performer ("FP")					
(Please Tick [v])		<input type="checkbox"/> Solo	<input type="checkbox"/> Duet	<input type="checkbox"/> Group Name:	<input checked="" type="checkbox"/> Band Name: Floor 88 Ft Baby Shima
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.	Zai bin Hamzah	Achoi	Guitarist	000000-00-0000	016-XXX XXXX
2.	Muhammad Akram bin Kadir	Akram	Drummer	000000-00-0000	016-XXX XXXX
3.	Nik Fadlee bin Elhamshah	Ayie	Vocalist	000000-00-0000	016-XXX XXXX
4.	Amirul Afieq bin Mohd Fua'ad	Amir	Guitarist	000000-00-0000	016-XXX XXXX
5.	Muhamed Eric bin Muhamed Fuzi	Eric	Keyboardist	000000-00-0000	016-XXX XXXX
6.	Muhammad Falikh bin Ghazali	Falikh	Bassist	000000-00-0000	016-XXX XXXX
7.	Nor Ashima binti Ramli	Baby Shima	Vocalist	000000-00-0000	016-XXX XXXX
8.					

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Part 3 -Information of Non-Featured Performers

B) Non-Featured Performer ("NFP") * Including Backup Vocalists					
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.					
2.					

Note:

- a) Must include all sessionists & backup vocalist involved in the recording.
- b) To provide Letter of Undertaking with Appendix A whereby you are the only NFP is involved in the recording(s);
- c) To provide Letter of Undertaking with Appendix B whereby you are the performer and also the Song Producer and/or Studio Producer that involved in the recording(s).

Example:

3.1) Only 1 NFP -Sample of Letter of Undertaking with Appendix A

B) Non-Featured Performer ("NFP") * Including Backup Vocalists					
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.	Muhammad Ali bin Ahmad	Ali Ahmad	Backing vocals/ Guitarist/Drummer	000000-00-0000	016-XXX XXXX
2.					
3.					

Date: 3 April 2023

Attention:
Recording Performers Malaysia Berhad ("RPM")
Unit 15-09, Menara Mont Kiara
Office Suites, 1 Mont Kiara
No. 1, Jalan Kiara
50480 Kuala Lumpur

Letter of Undertaking


I, Muhammad Ali bin Ahmad (full name as per NRIC/Passport), (NRIC No. 000000-00-0000) with the stage name of Ali Ahmad; band / group name (if applicable) N/A hereby undertake and declare that the details furnished in the enclosed Appendix(s) are true and correct to the best of my knowledge.

I understand and acknowledged that this Letter of Undertaking is only valid for :-

- Recordings whereby I'm the only Non-Featured Performer that involved in the song recording(s) as listed in Appendix A;
- Recordings whereby I'm the performer and also the Song Producer and/or Studio Producer that involved in the song recording(s) as listed in Appendix B;
- Recordings of Band and/or Group whereby I'm the Band and/or Group Leader to confirm the Band and/or Group members involved in each song recording(s) as listed in Appendix C.

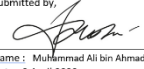
In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I'll be held liable for it. I agreed to take full responsibility of the information furnished submitted to RPM and to accept any penalty imposed by RPM if there is any inaccurate information stated as per the Appendix(s) submitted.

I acknowledged and understand that all information submitted will be reviewed by the Working Committee and subject to the approval by the RPM Board of Directors at their sole discretion.

Yours sincerely,

Name : Muhammad Ali bin Ahmad

APPENDIX A

No.	Artiste Name	Music Recording Title		Role(s)
		Track Title	Alternate Track Title (Pin Yin)	
1.	Siti & Nurul	Selamat Hari Raya		Backing Vocals/Guitarist/Drummer
2.				

Submitted by,  Received by, _____ Approved by, _____

Name : Muhammad Ali bin Ahmad Name : _____ Name : _____
Date : 3 April 2023 Date : _____ Date : _____

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Important Notes

Part 3 -Information of Non-Featured Performers

Example:

3.2) Various NFPs

B) Non-Featured Performer (“NFP”) * Including Backup Vocalists					
No.	Name of Performers	Stage Name	Role / Instruments Played	NRIC/Passport No.	Contact No.
1.	Mohammad Safwan bin Hasnan	Wan	Drummer	000000-00-0000	016-XXX XXXX
2.	Shah Nizam	Shah	Guitarist	000000-00-0000	016-XXX XXXX
3.	Yip Wyng Yeen	Wyng	Violinist	000000-00-0000	016-XXX XXXX
4.	Siti Mariam binti Saim	Siti Mariam	Backing vocals	000000-00-0000	016-XXX XXXX
5.					

Part 4 -Information of Catalogue

Catalogue Info				
Date of Release		1. Physical	Album <input type="checkbox"/>	Album Title:
Date of Submission			Single <input type="checkbox"/>	
Date of Inlay Submission		2. Digital <input type="checkbox"/>		

Note: Best to submit with full inlay, if applicable. (Please **do not crop** and only submit for selected music recording titles only).

Example:

4.1) Submission with Album




Catalogue Info				
Date of Release	26/5/2020	1. Physical	Album <input checked="" type="checkbox"/>	Album Title: RAYA BERSAMA 2020
Date of Submission	1/1/2023		Single <input type="checkbox"/>	
Date of Inlay Submission	1/1/2023	2. Digital <input type="checkbox"/>		

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Part 5 – Signature, Company Stamp & Witness

<input checked="" type="checkbox"/>	We hereby declare that the details furnished above are true and correct to the best of our knowledge and we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it.
Confirmed by Music Producer / Recording Studio,	Witnessed by, <i>(Note: must be one of the performers that involved in the above recording)</i>
	
Name: Ali bin Ahmad	Name: Sarima bin Salman
Designation : Song Producer	NRIC No.: 000000-00-0000
Recording Studio Stamp:	
	

Note:

Do's:

- To tick declaration check box;
- To sign by the Music/Song Producer or Studio Recording Producer & with their company stamp;
- To witness by one of the performers involved in the recording;
- Digital signature is accepted;
- Send Original copy to RPM's office or via email at info@rpm.my

Dont's:

- To sign by Music/Song Producer but with Studio Recording Producer's company stamp or vice versa;
- To witness by performer who is not involved in the recording.