Rules to fill in the repertoire of phonograms

➢ **Column C1 - optional** (it is recommended to be filled in):
It should be filled in with ISRC code.
It is recommended that each producer to pass ISRC codes for titles that have these codes in order to identify further phonograms.

➢ **Column C2 – mandatory:**
The names of artists are filled in following the standardization rules:
Do not leave spaces before the first character of the performer name;
Do not insert words like Form., Orchestra, Ensemble, the Group before the name of a group;
 Insert the name of artists without abbreviations of the first name;
Optionally you can add feat or versus for the actual artist;
No permitted records such Various Artists, V / A, Divers Artists, etc.;
The inserted text in each column of the table will not exceed 255 alphanumeric characters, edited on one line;

➢ **Column C3 - optional** (it is recommended to be filled in):
 Participating artists name not present in the title of the song

➢ **Column C4 – mandatory:**
The title of phonogram does not have to contain the type of phonogram too (there is another column for that type – C13)- for example, should not contain words like: remix, original, radio edit, etc.

➢ **Column C5 - optional** (it is recommended to be filled in):
The title of the album that phonogram is part of

➢ **Column C6- mandatory:**
It will be mentioned the start year of the term of protection, taking into account the provisions of Law 8/1996 on copyright and related rights, with subsequent amendments

➢ **Column C7 mandatory:**
 It will be filled in the length of the phonogram in the format min:sec.
So:
-     if a phonogram lasts 2 minutes and 30 seconds fill in 02:30;
-     if a phonogram lasts only 25 seconds fill in 00:25;
-     if a phonogram lasts 1 hour, 20 minutes and 45 seconds fill in 1:20:45

➢ **Column C8 mandatory:**
Label by which the communication is made in Romania

➢ **Column C9 mandatory:**
Label under which the phonogram was launched

➢ **Column C10 mandatory:**
The company that makes recording to UPFR

➢ **Column C11 mandatory:**
It will be indicated the name of the producer who launched the phonogram

➢ **Column C12 mandatory:**
It will be writed one type of those listed: original or remix or remaster, etc. and not two types.

➢ **Column C13 mandatory:**
It will be filled in the phonogram type ie if commercially or music library published.

➢ **Column C14 mandatory:**
It will be mentioned the figure / figures corresponding to the patrimonial rights managed, as follows:
1. Reproduction; 2. Distribution; 3. Rental; 4. Loan; 5. Import; 6. Broadcasting; 7. Public communication; 8. Cable Retransmission; 9. Private Copy; 10. Special warrant.

➢ **Column C15 optional** (it is recommended to be filled in):
It will be mentioned the percentages owned at the date of submission the repertoire to ORDA. Subsequent changes of the percentages will be communicated on ORDA request, depending on the specific situation.

➢ **Column C23 mandatory**:
It will be filled in the territory for which the warrant has been given, and other observations