



# Publisher Account Form

To be read in conjunction with:

General Terms and Conditions | Distribution Charter | Code of Conduct

and subject to your settings in  
**PLS Account Manager**

# Your Agreement with Publishers' Licensing Services

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The Publisher hereby grants to Publishers' Licensing Services Ltd (PLS®) the non-exclusive rights set out in the PLS General Terms and Conditions and is subject to the choices, settings and exclusions (if any) in relation to titles, rights licences and territories that the Publisher makes to its account details in PLS Account Manager.

When completed and submitted to PLS and accepted by PLS in accordance with clause 3.1 of the PLS General Terms and Conditions, this Publisher Account Form (together with the Publisher's Settings in PLS Account Manager, the PLS General Terms and Conditions, the PLS Distribution Charter and the PLS Code of Conduct) forms a binding contract between the Publisher and PLS.

The Publisher Account may be amended at any time by the Publisher in accordance with the PLS General Terms and Conditions.

## PLS Account Manager

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Your settings in PLS Account Manager are an integral part of your contract with PLS. PLS Account Manager is the online service through which you are able to manage your licensing options.

If you have not previously signed a contract with PLS you will be sent log-in details by e-mail on completion and acceptance by PLS of this Account Form.

Please replace the default settings with your own settings where appropriate. The default settings will apply unless they are changed by you.

## Section 1: Company / Organisation details

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Company / Organisation Name .....

Registered Company / Charity Number

VAT Registered (if yes, provide VAT number):  No  Yes

I understand that PLS will provide self-billing invoices for all sums distributed and that these will include VAT where appropriate.

Address .....

..... Postcode .....

Telephone Number .....

Website .....



## Section 2: Bank Account details

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Bank Account Holder Name .....

Bank/Building Society Name .....

Account Number

Sort Code

Building Society Reference (*ONLY* necessary for building societies. Max 18 characters)

## Section 3: Magazine Publishers only

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PLS works with two licensing agents for licensing the use of magazines in the business and government sectors: the Copyright Licensing Agency (CLA) and NLA media access (NLA).

If you publish magazines, please indicate by ticking the relevant box below whether you wish PLS to appoint CLA or NLA to license your magazine titles in the business and government sectors and attach a list of the titles you wish to be so licensed.

CLA or  NLA

**Please note:**

**If you publish books or journals these will be licensed through CLA unless expressly excluded.**

**All your titles, including your magazine titles will be licensed in the education sector and overseas through CLA unless expressly excluded.**

## Section 4: Trade Association membership

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ALPSP  IPG  PA  PPA  Publishing Scotland  Other

Which sectors do you publish in? Please choose one or more categories:

Academic  B2B magazines  B2C magazines  Educational  Professional

STM (Scientific, Technical and Medical)  Trade

## Section 5: Contact Details

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### Main Contact

The Main Contact is your designated contact for all communications from PLS.

Name ..... Email Address .....  
Job Title ..... Telephone Number .....

### Finance Contact (If different from above)

The Finance Contact will receive invoices and remittance advice payment emails when a payment is due. NB: payment emails can ONLY be sent to one designated contact.

Name ..... Email Address .....  
Job Title ..... Telephone Number .....

### Permissions Contact (If different from above)

PLS® Permissions is a service that routes permissions requests to the appropriate contact in your company.

Name ..... Email Address .....  
Job Title ..... Telephone Number .....

## Section 6: Signature

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I confirm that I have read and agree to be bound by the PLS General Terms and Conditions\*, the Distribution Charter\* and the Code of Conduct\*.

PLS is committed to ensuring that your privacy is protected. All personal data that you submit on this Publisher Account Form or otherwise provide to us will be processed strictly in accordance with our privacy policy, which you will find on [www.pls.org.uk](http://www.pls.org.uk).

\*Available at [www.pls.org.uk](http://www.pls.org.uk)

SIGNED (To be signed by an authorised signatory) .....

ON BEHALF OF (Organisation name) .....

Name ..... Date .....

When you have completed and signed this form, either:

- Scan and email it to [accountform@pls.org.uk](mailto:accountform@pls.org.uk), or
- Post it to: PLS, 5th Floor, Shackleton House, 4 Battle Bridge Lane, LONDON SE1 2HX

Office Use Only

PLS ID ..... New Account

Date of bank account update ..... Initials .....

PLS is owned and directed by:



THE PUBLISHERS  
ASSOCIATION



The PPA stands  
for professional  
publishers.