

ENQUIRY FORM
USE OF SOUND RECORDINGS & AUDIOVISUAL WORKS

New Licensee Renewal

1. General Information

	USER NUMBER	FOR OFFICIAL USE
Business Name:	Name of Licensee:	
Physical Location(Building-Include Floor):	Street:	
Postal Address (Include Postal Code):	Town:	County:
Telephone:	Email Address:	
Company Registration Number:	Member of Organization:	
Organization Membership Number:	Type of Business:	
Type of Use of Sound Recording/Audiovisual Works:	Medium: (Radio/TV/Computer/Projector/Sound System):	
Hours of Operation:	Contact Person:	

2. Use of Sound Recordings/Audio Visual Works: (Please tick where applicable)

Type A of establishment: Background Use of Sound Recordings/Audiovisual Works: Area in Square Feet

Tick One	Area in Square Feet	Charge per Square Foot (SR)	Charge per Square Foot (AV)	Total Area in Sq.Ft
	Up to 1,000	6.50	9.75	
	1,001 – 2,000	6.00	9.00	
	2,001 – 4,000	5.00	7.50	
	Above 4,000	4.50	6.75	

Type B of establishment: Specially Featured Use of Sound Recordings/Audiovisual Works: Average Attendance per Week

Tick One	Average Attendance per Week	License A (11 PM)		License B (3 AM)	
		SR	AV	SR	AV
	1 - 100	450	675	600	900
	101 – 400	2,000	3,000	4,000	6,000
	Above 400	6,000	9,000	12,000	18,000

Type C: Events Type D: Reproduction of Sound Recordings (DJs & Karaoke) New Media (Extra information may be required)

KAMP-PRISK LICENSING GUIDELINES

- i) The Licensing Agent (LA) shall visit the premise of the user of sound recordings and/or audiovisual works (hereinafter referred to as 'the user') and introduce himself by displaying an official KAMP-PRISK badge. The LA shall furnish the user with supporting legal documentation on KAMP-PRISK's mandate and validity. The LA will then explain to the user in detail the requirements of the Communication to the Public License, the tariffs and shall further be available to answer any questions raised by the user.
- ii) The LA accompanied by the authorized contact person of the user shall proceed to take measurements of the premise(s) where applicable. Thereafter, the LA shall guide the user or authorized person in filling in the Enquiry Form with the required information and measurements. Having read and understood the contents, the user or authorized person shall affix their signature to the Enquiry Form as provided herein below.
- iii) The user shall be afforded time not exceeding three (3) days to verify and seek any legal or other clarification of the information given by the LA. After the said period, it shall be assumed that all queries have been attended to, unless otherwise communicated to the KAMP-PRISK secretariat or to the LA directly in writing.
- iv) The LA shall make a maximum of three (3) visits to the user's premise(s) within a total period of seven (7) days within which the user will be expected to confirm his intention to comply and obtain the Communication to the Public License. Failure to receive any communication from the user within the stipulated timeline shall be treated as noncompliance and the same shall lead to enforcement by KAMP-PRISK in accordance with the Copyright Act Cap 130, Laws of Kenya.
- v) Invoiced users shall have a period of seven (7) days to make payments on receiving KAMP-PRISK invoice duly signed by the Licensing Agent. Payment shall be made to the KAMP-PRISK Bank Account:

Bank	Commercial Bank of Africa (CBA)
Account Name	KAMP-PRISK
Account Number	6788330018
Branch Name	Junction
M-Pesa Paybill Number	880101

Please note that **CASH** payments are **NOT ACCEPTED** under ANY circumstances. All payments shall be made either through cheque, RTGS, EFT or M-Pesa (M-Pesa message should be provided as evidence of payment.)

- vi) NOTE that the absolute minimum charge for sound recording (SR) is Kenya Shillings Two Thousand (Kshs. 2,000.00) and that of audio-visual (AV) is Kenya Shillings Three Thousand (Kshs. 3,000.00).

CERTIFICATION

I, the undersigned, certify that I have read and understood the guidelines herein above and hereby agree to be bound by it. I further confirm that I was not subjected to any form of undue influence, duress or coercion.

Name _____ Designation _____

Date _____ Sign & Affix Stamp _____

NB: In case your information is subject to change, please inform our licensing department in writing within 14 days.

Verified by KAMP-PRISK Licensing Agent;

Name: _____ Signature _____

REMARKS – FOR OFFICIAL USE ONLY