

IPRS registration checklist

A free checklist for Indian songwriters and composers joining IPRS and registering their songs, covering what to prepare, the steps to follow, how to register works correctly, and what to check afterwards.

IPRS updates its process from time to time. Treat this as a guide and confirm the current requirements on iprs.org. [Read the full IPRS module](#).

1. Before you apply

- ☐ Decide your role(s): author (lyricist), composer, or both
- ☐ List every song you've written or co-written
- ☐ A signed [split sheet](#) for each song
- ☐ Release links for songs already out
- ☐ ID proof (for example Aadhaar or passport)
- ☐ PAN card
- ☐ Bank account details for payments
- ☐ Passport-size photo and signature
- ☐ Your legal name and the professional name you use on releases
- ☐ Check whether there's a membership fee, and the current eligibility rules

2. Apply

- ☐ Fill in the membership application on iprs.org
- ☐ Upload or submit your documents
- ☐ Note your application reference
- ☐ Receive your membership number and member portal login

3. Register each song

For every song, have ready:

Field	Details
Song title (exactly as on streaming platforms)	
Alternative titles	
Language	
Each writer, role and share (adds up to 100%)	
Publisher (if any)	
Performing artist	

Field	Details
Release date and label or distributor	
ISRC of the recording	

- ☐ Song registered on the portal
- ☐ Co-writers told, and registering the same shares

4. After registering

- ☐ Same name used on IPRS, your distributor and platform credits
- ☐ New songs registered before or as soon as they're released
- ☐ Statements checked when they arrive
- ☐ Missing or wrong usage queried with IPRS
- ☐ Bank and contact details kept up to date

Common mistakes

- Joining, then never registering songs
- Titles or names that don't match the release
- Co-writers registering different shares
- Assuming your distributor registers your songs. It doesn't: a distributor handles the recording, not the song.

Online version and more free documents: surandsauda.in/learn/iprs-registration-checklist/