

## SCHEDULE

### SPECIFIED CRITERIA

#### **Reporting requirements**

**6.** The code of practice shall require the relevant licensing body to publish an annual report which includes—

- (a) the number of right holders represented, whether as members or through representative arrangements including, where possible and if applicable, an estimate of the number of non-member right holders represented by any Extended Collective Licensing Scheme;
- (b) the distribution policy;
- (c) total revenue from licences granted for its repertoire during the reporting period;
- (d) total costs incurred in administering licences and licensing schemes;
- (e) itemised costs incurred in administering licences and licensing schemes;
- (f) allocation and distribution of payments of revenues received and extent to which these are compliant with its distribution policy;
- (g) procedures for the appointment of directors of or, where appropriate, managers or similar officers in the relevant licensing body and details of any appointment during the course of the reporting period;
- (h) details of remuneration of each director of or, where appropriate, managers or similar officers in the relevant licensing body during the reporting period; and
- (i) a report regarding compliance with its code of practice over the past year, including data on total level of complaints and how they were dealt with.