



What is an Authorized Representative?

An Authorized Representative is a person who can do business with SOCAN on behalf of a member. This may include family members who contact SOCAN for quarterly earnings and administrators who work on behalf of the member. Although most SOCAN members conduct their business with SOCAN directly, there are many members who employ others to work on their behalf: accountants, managers, lawyers, publishers etc. These third parties may be given permission by the member to contact SOCAN and receive personal/confidential information. It is therefore important for SOCAN to make note of these instances so that this confidential information is not released to unwanted parties.

What kind of information can an Authorized Representative have access to?

The member can control what level of access their authorized representative has to their account. The following options are available:

- Change of address or profile information
- Requests for advances
- Copies of SOCAN agreements
- Work registrations/revisions
- Requests for earnings information
- Online access to account, including statements/catalogue information

How can I add an Authorized Representative to my account?

SOCAN requires written authorization signed by the member indicating that a designated representative may sign documentation on their behalf. The written authorization needs to identify the type of documentation the Authorized Representative may sign. Without this written authorization from the member, SOCAN will not accept direction from anyone other than the member him/herself. Contact your account executive or the SOCAN Information Centre for more information about adding an Authorized Representative to your member account. Or, if you have online access to your account, you can print out the authorization form, sign it and mail it to us.

If you have any questions about this or any other topic, contact SOCAN at 1-866-30.SOCAN or go to www.socan.ca