



RIAA AND GR&F CERTIFICATION AUDIT REQUIREMENTS RIAA ALBUM AWARD

General Requirements:

The RIAA recognizes the following Album Award tiers:

Gold – 500,000 Units

Platinum – 1,000,000 Units

Multi-Platinum – 2,000,000 Units (increments of 1,000,000 thereafter)

Diamond – 10,000,000 Units (increments of 1,000,000 thereafter)

Units are defined as follows:

- Each permanent digital album or physical album sale count as 1 Unit for certification purposes.
- 10 permanent track downloads from the album count as 1 Unit for certification purposes.
- 1,500 on-demand audio and/or video streams from the album count as 1 Unit for certification purposes.

Requests for certification may be made by email to the RIAA. The following information must be made available:

Record Company

Label

Artist

Title

Configuration (full-length album, shortform album, multi disc set)

Level (Gold, Platinum and/or specified levels of Multi-Platinum)

Selection or Catalog Number

Release Date

Suggested Retail List Price (SRLP):

Genre

The RIAA certification program is open to member and non-member music companies. An audit consists of verifying requisite sales and streaming levels and then issuing a formal certification report.

RIAA certification entitles the authorized record company/artist to purchase official RIAA award plaques bearing the trademarked RIAA hologram seal from RIAA's licensed plaque manufacturers.

All certification audits are conducted, for a fee, by the firm Gelfand, Rennert and Feldman, LLP (GR&F) for the RIAA. If multiple certification levels are simultaneously certified, only one audit certification fee is charged.

Sales of albums in physical format become eligible for certification 30 days after the release date. Sales of albums in digital format become eligible at the release date.

Initial pre-orders of digital albums will not be counted towards certification. The pre-orders will count towards certification after the album is released and the user receives a copy of the digital album.

Only domestic sales and sales to U.S. military post exchanges are included. The requesting company must separate PX sales from other accounts on sales sheets. Export sales outside the United States are not included in certification.

Club sales and club free goods may be included towards certification. Product shipped to retail, mail order, record clubs, TV marketing and other ancillary markets are combined toward certified sales. All shipments to these accounts must be verified by the label.

In order to count for certification purposes only, physical and digital sales of the complete album must be sold at a) an average wholesale value of \$2 per unit or b) an average retail value of \$6 per unit.

Individual track downloads and streams must satisfy the requirements of the RIAA Digital Single Award in addition to the following criteria:

- Single-track downloads and streams must appear on some variation of the album (e.g. standard, deluxe, explicit, clean, etc.). Lead single sales and streams occurring prior to the album's release date are eligible for album certification inclusion (upon the album's release).
- For multi-artist compilation albums, single-track downloads and streams can count towards certification only if they are unique to the album.
- Only official video streams (i.e. not user generated content) are eligible.

For the avoidance of doubt, alternative versions of a track (e.g. remixes, instrumental versions, extended versions, etc.) are not eligible unless said alternative version is also included on the album.

Digital downloads are defined as tracks derived from a single sound recording that have been distributed directly or licensed from a record label for distribution from a legitimate Digital Service Provider (DSP). In order to count for certification purposes only, the price on which the download is based must reflect current market rate compensation to the record label. Thus, promotional track downloads of a free single do not count towards certification.

On-demand streams from DSPs that are reported to the record labels, whether paid by the consumer by subscription or free to the consumer through ad-supported services, will be accepted for certification.

All certifications are based on permanent downloads and on-demand streams distributed within the United States.

Only official label/company videos count towards certification, User Generated Videos do not.

Promotional radio and press copies, cut-outs, inventory sell-offs, and surplus sales are not included toward certification.

For certifications for Greatest Hit albums, only track sales and streams that occur after Greatest Hits albums' release date can count towards RIAA album certifications. If the label chooses to have track sales and streams applied towards Greatest Hits certifications, then those track sales and streams are precluded from future inclusion in the original studio album. The RIAA and GR&F will require labels to confirm in writing that no track sales and streams are counted towards both a studio album and a Greatest Hits album, and the RIAA and GR&F may request additional testing of system reports to ensure validity. Due to the complicated nature of monitoring whether a track sale and/or stream has already been considered for album certification, Greatest Hits audits may require significant delays in the certification process.

Certification Audit Requirements:

1. Copy of product (CD or digital).
2. Label Copy for all configurations.
3. Retail prices for all configurations (computer printout or catalog). Not required for video.
4. Product release date.
5. Internal sales summary report reflecting only domestic commercial sales (total invoiced) and sales to U.S. military post exchanges. The report must not include export sales or any promotional or free distributions.
6. In certain instances, we may request additional documentation including internal sales detail reports, sales invoices, royalty statements rendered to artists, manufacturing records and royalty statements rendered by the Digital Service Providers.
7. Club sales reports, if applicable (BMG Direct, Columbia House, other).