

# Licence application



GEMA  
Direktion Vervielfältigungsrechte und Ausland  
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Internet www.gema.de

**Customer Number**  
(to be completed by GEMA)

## Licence application for audio carriers

**Audio carrier production for sale and distribution through the customary audio carrier retailers.**

Manufacturing by  pressing plant / manufacturing plant or  In-House manufacturing

### Information relating to the pressing plant / manufacturing plant

Name of pressing plant / manufacturing plant		ZIP code / town / city
Contact person		Order number
Telephone	Fax	email

As soon as your licence application has been successfully examined, GEMA will send you an authorisation to deliver (in the case of a first pressing) and/or an invoice (in the case of a reissue-edition) probably within the next 10 working days.

**The authorisation to deliver and/or invoice is intended for presentation to your pressing plant.**

### Information relating to the commissioning party

In the case of a GbR, one-man company, GmbH etc., please always provide details of the shareholder/partner, owner, managing director, etc. **The commissioning party is always the recipient of the invoice!**

Company		Legal form
First name, surname (shareholder/partner, owner, managing director)	Label code (if known)	
First name / surname (at private person)	Street / no.	
Contact person	ZIP code / town / city	
Telephone	Fax	email
VAT number	Homepage	
Information relating to membership of an association (e. g. GEMA)		

### To be completed by GEMA

Eingangsnummer	Laufende Nummer	Anmeldenummer
Trägerart	Vertragsart	Eigenrepertoire <input type="checkbox"/> ja <input type="checkbox"/> nein

# Licence application for audio carriers

## Information relating to the audio carrier to be manufactured

Type of audio carrier (e. g. CD)

Budget

Yes  No

If so, month and year of the first publication (e. g. 10 / 2011)

Compilation-Code

Yes  No

Planned date of manufacture (approx. delivery ex pressing plant)

Date of manufacture first edition/pressing (only by reissue-pressing)

First edition/pressing  Reissue-pressing

Audio carrier title

Performing artist

Total playing time (min:sec)

Total number of titles/tracks

Catalogue- or reference number

Quantity to be manufactured

thereof quantities for sale

thereof for free issue

€  
Published price per dealer (PPD excl. VAT)

or

€  
Price per end user (Retail price excl. VAT)

Please enter individual titles/tracks of the audio carrier on Page 3!

In the case of multiple audio carriers (sets, boxes), e. g. double CDs, each audio carrier must be notified in full in a separate licence application.

## To be completed by GEMA

**Auslieferungsgenehmigung** Datum SBKZ

**Sichtkontrolle** Datum SBKZ

**Erfassung** Datum SBKZ

**Einzeichnung** Datum SBKZ Trägerart

# Licence application for audio carriers

Audio carrier title

## List of titles/tracks

<b>001</b>	Original Work title and (if any) alternative title			W/F <sup>2)</sup>	Bes. <sup>3)</sup>
No.					
K = Composer and if so, B = Arranger <b>First name / Surname</b> <sup>1)</sup>			T = Lyricist <b>First name / Surname</b>	OV = Original Publisher SV = Sub Publisher <sup>1)</sup>	ISRC
					Playing time (min:sec)

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					Playing time (min:sec)

<sup>1)</sup> Please indicate as appropriate e. g. "K = John Lennon"

<sup>2)</sup> W = work (playing time > 1'45"), F = fragment (work extract, playing time ≤ 1'45")

<sup>3)</sup> Bes. = instrumentation

# Licence application for audio carriers

Audio carrier title

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<sup>1)</sup> Please indicate as appropriate e. g. "K = John Lennon"

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### ► Loose insert for notifying other work titles

Please complete the licence application in full and in a clearly legible manner!

Incomplete or illegible Licence applications cannot be processed!

Annotation is subject to the information provided in the notification being full and correct.

The commissioning party (licensee) confirms that all information has been provided to the best of its knowledge and belief and that it has taken note of the provisions given in the ► **Letter of information with basic principles of licensing** of GEMA on the production of customary audio carriers pursuant to the tariff ► **VR-T-H 1** (Royalty Rates Schedule).

It declares its agreement herewith by adding its legally binding signature.

Town / city

Date

Signature / stamp (if available)

# Licence application for audio carriers

## Details for completing the forms

Mandatory fields are marked with an \* asterisk!

### Page 1

#### Customer Number

To be completed by GEMA, please leave the field blank.

#### Audio carrier production for sale and distribution through the “customary audio carrier retailers”

Licensing is subject to the tariff **VR-T-H 1**. If it is a “special production” as per the tariff **VR-T-H 2**, please use the “License Application for Special Productions”. Send an email to: [vr-so@gema.de](mailto:vr-so@gema.de) asking for this and any other necessary documents.

#### \*Information relating to the pressing plant / manufacturing plant

Details of the pressing plant will help us to match your declaration against that of the pressing plant.

In case of “self burned carriers”, e. g. audio carrier burned on a CD; please enter “self-burned” in the field for name of pressing / manufacturing plant.

#### Authorisation to deliver

As soon as your licence application has been successfully examined, GEMA will send you an authorisation to deliver (in the case of a first pressing) and/or an invoice (in the case of a reissue-edition) probably within the next 10 working days. **The authorisation to deliver and/or invoice is intended for presentation to your pressing plant.**

#### \* Information relating to the commissioning party

In this context, the commissioning party is the party bearing economic responsibility for the production of the audio carrier. It takes over the licensing liability upon application for a licence and settlement of the GEMA invoice!

Where a company (GmbH, GbR or the like) acts as the commissioning party, please note that in the case of a one-man company the **owner** of this company must always be given, in the case of a company established under civil law (GbR) at least one of the **partners** and in the case of a limited liability company (GmbH) the **managing director**.

Please always be sure to specify under which telephone number you can be reached during the day, in case of any queries.

#### Label/Label-Code (LC-Number)

If you publish the audio carrier under a specific “label”, please enter the name here. For information regarding the label code (LC Number) please contact

**GVL** Telephone +49 30 48483-600.

The LC code is used to settle neighbouring/performing rights between the broadcasters and GVL.

#### VAT Identification Number VAT ID No.

The VAT ID No. is required by companies (not private individuals) to prove that they are operating as an entrepreneur. This VAT ID No. must be used in all future – entrepreneurial – orders. Please notify us of any changes to the VAT ID No.

Private individuals should leave this field blank.

#### Membership of an association

The question about membership of subsequent associations serves as a source of information for GEMA:

**GEMA**, **BVMI** e. V. (German Federal Association of the Music Industry formerly **IFPI** in Germany, umbrella association of audio carrier producers), **VUT** e. V. (Association of independent music companies), **VDM** (Association of German Music Authors), **DRMV** (German Rock Musicians Association), **BOEV** (Association of German Publishers and Booksellers), other associations. If no information is provided, the answer will be assumed to be “no”.

Please do not enter any information in the field marked “To be completed by GEMA”.

### Page 2

#### Information relating to the audio carrier

##### \*Type of audio carrier

Enter the type of audio carrier or, fill it in the field for the question as a free text.

##### Budget

The budget minimum royalties are applicable at the earliest one year after the original date of publication (date of first outgoing) of the audio carrier. If this applies to your production, please enter the month and year of first publication. Please note that no other data can be evaluated.

##### Compilation Code

If at least 50 % of the works used have already been published on other audio carriers, this is referred to as a compilation. Please tick “Yes” or “No” in the field provided.

##### \*Planned date of production

If you do not know the precise date of production/manufacture, it is also sufficient to state, for example, “July 2012” or “7/2012”.

##### \*First edition/pressing or reissue-pressing

Please inform us whether the audio carrier is a first edition (first pressing) or reissue-pressing. In the case of a reissue-pressing, please give the date of production of the first edition/pressing.

##### Audio carrier title

To facilitate identification, please give the title of the audio carrier. If you have not allocated an overall title for the audio carrier, please enter the title of the first work/track here.

##### Performing artist

Please enter the performing artist here. If it is a sampler, please enter “miscellaneous”.

##### \*Total playing time

Details of the total length of all the works reproduced (music incl. spoken words/text, but excl. gaps) in minutes and seconds.

##### \*Total number of titles/tracks on the audio carrier

Details of all works and fragments on the audio carrier. Please summarise the details of the spoken words/text (with no music) in one line (in minutes and seconds).

##### Catalogue- or reference number

This is the number that can be chosen at random by you or your sales department (also including alphanumerical numbers), under which the audio carrier can, for example, be ordered. If you have not allocated any catalogue- or reference number, then enter “no number” here. Supplying a catalogue- or reference number can be helpful in identifying the audio carrier.

##### \*Quantity manufactured or to be manufactured, thereof quantities for sale and/or for free issue

Details of the quantity ordered from the pressing plant (if pressing is already completed, then the quantity manufactured). Breakdown showing how many audio carriers from the total pressing are used for sale and how many for free issue (promotion, advertising). Subsequent destruction of the audio carriers will have no impact on GEMA's licence claim!

##### \*Published price per dealer (PPD excl. VAT) or price per end user (Retail price excl. VAT)

Please always provide details of the highest published price per dealer or ultimate price per end user! If the entire audio carrier production is to be distributed free of charge, please enter the price per end user by Euro 0.00.

Please do not enter any information in the field marked “To be completed by GEMA”.

# Licence application for audio carriers

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## Audio carrier title

Please repeat the title of the audio carrier

### \*Cons. No.

Please enter the consecutive title/track number of the works of the audio carrier here. Please summarise replications of works (music / details of spoken works / noises) in one line, the original work playing time will be proportioned accordingly in this case.

### \*Work title and alternative title

Please always give the original title and, if applicable, the alternative title of the work reproduced. Please summarise details of spoken words/text (if any) in the 1<sup>st</sup> line.

### \*Composers and arrangers and lyricists

Please always provide the legal first names and surnames of the composers and (if so) arrangers, lyricists and if so any pseudonyms and professional names registered with a collecting society. The name of a group (band) is not sufficient.

### Original and/or sub-publisher

If a publisher holds the rights to a work, you should enter the relevant publishers here.

### w or f

Results, among other things, on the playing time of the reproduced work. Partially reproduced works (extracts) until 1'45'' = F (fragment), more than 1'45'' = W (work).

### Instrumentation

This field contains the code to indicate the instrumentation of the work.

S = spoken words/text e. g. SD = spoken German text  
IN = instrumental  
V = vocal, e. g. VE = vocal English  
CH = choir  
G = noises

### ISRC

This field contains the International Standard Recording Code. The 12-digit code must be provided without any editing (e. g. hyphens, blank spaces).

### \*Playing time per work

The playing time must be shown per work. Please give the share of spoken words/text (if applicable) summarised in one line.

### \*Signature

The licence application cannot be processed if it has not been signed by the commissioning party! If you sign on behalf of your customer, we kindly request you to enclose the corresponding "Power of attorney for third parties" with the licence application. This can be obtained from the Internet:

<http://www.gema.de/musiknutzer>

or contact our information service.

Telephone +49 89-48003-800  
email info-vr@gema.de

Note: Exploitation rights are not granted until after GEMA's invoice has been paid.

Please send the "Licence application for audio carriers" either by email with digital signature to: [vr-el@gema.de](mailto:vr-el@gema.de) or by fax to +49 89 48003-779 or by post to:

### GEMA

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GEMA VAT Number DE136622151

### Technical Information

This form is equipped with interactive buttons. After you have completed the form, you can send it to us as an email attachment with an electronic signature or as a printout via post or fax. To correctly display the form, you will need the current version of the Adobe Reader on all operating systems. Programs like "Preview" on systems with Mac OS do not show the document correctly.

The current version of the Adobe Reader for your system can be found under [www.adobe.de](http://www.adobe.de).

