

# Product application

GEMA  
 Mechanical Reproduction, Business Services and COE Distribution  
 LIZ/VR Einzellizenznehmer  
 Rosenheimer Straße 11  
 D-81667 Munich

E-mail vr-el@gema.de  
 Internet www.gema.de

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

## Product application - music or film videos

The manufacture, reproduction and distribution of audiovisual data carriers and/or video carriers intended for presentation and /or communication to the public at no charge is not the purpose of this product application. Such carriers must be notified on "GEMA's TW form" separately. This form can be obtained from your local regional office/field office or from GEMA's Berlin office. Please use the form "Product application - audio carriers" to notify audio CDs.

Music video      or       Film video  
 Standard production     Magazine supplements     Product supplements

Special distribution channels

## Information relating to the pressing/manufacturing plant

Name of pressing/manufacturing plant

ZIP code/city

Contact person

Order number

Telephone/Mobile

Homepage

E-mail

As soon as your product application has been successfully reviewed, GEMA will send you an authorisation to deliver (in the case of a first release) and/or an invoice (in the case of a reissue) approximately within the next 10 working days.

**The authorisation to deliver and/or invoice serves as notification for your pressing/manufacturing plant.**

## Information relating to the commissioning party

In the case of a GbR, one-man business, GmbH etc., please always provide details of the shareholder, owner, managing director, etc.

**The commissioning party is always the recipient of the invoice!**

Company/legal entity

Legal form

First name/Surname (shareholder, owner, managing director for legal entities)

Label code (if known)

First name/Surname (private person non legal entity)

Street/no.

Contact person

ZIP code/city

Telephone/Mobile

Homepage

E-mail for billing (required)

VAT number

E-mail for correspondence (optional)

Information relating to membership of an association (e. g. GEMA)

## To be completed by GEMA

Eingangsnummer

Lfd. Nr.

LVA

Trägerart

Anmeldenummer



Audio carrier, audio books, music-videos and special products can be easily registered and administrated **online:**  
[www.gema.de/tontraeger](http://www.gema.de/tontraeger)

## Product application - music or film videos

Customer Number  
(to be completed by GEMA)

### Information relating to the Producer

First name/Surname

Street/no

Telephone

Fax

Zip code/city

E-mail

Homepage

### Information relating to the audiovisual carrier

Type of movie

Type of carrier

First release  Reissue

Budget  Yes  No

If yes, month and year of the first release (e. g. 12/2014)

Secondary exploitation of a:  Cinematographic production  TV-Production

Other production

Country of manufacture

Planned date of manufacture  
(approx. delivery from pressing/manufacture plant)

Exploitation territory of audiovisual carrier (country)

Title of production

Number of tracks

Total playing time (min:sec)

Total playing time of the works of music  
used in the production (min:sec)

Catalogue- or reference number

Copies to be manufactured

thereof copies for sale

thereof copies for free issue

€  
Published price to dealer (PPD excl. VAT)

or

€  
Retail price to end user (RP excl. VAT)

The film synchronisation rights are obtained by the commissioning party from the rights owner (composer/publisher)  yes  no

### For composer/publisher (in case of in-house or commissioned television productions of public or private broadcasting stations)

I declare that I have exercised (or will exercise) synchronization rights towards the producer on my own behalf.

I hereby mandate GEMA to exercise my synchronization rights towards the producer.

The acquisition of the film synchronisation rights must be substantiated by appropriate documentation, and enclose the relevant supporting documentation (copies of invoices and/or permits) with the product application.

Should your product contain more than one carrier, e. g. double CDs, each carrier has to be registered in a separate product application.

### To be completed by GEMA

Auslieferungsgenehmigung  Datum  SBKZ

Sichtkontrolle  Datum  SBKZ

Erfassung  Datum  SBKZ

Einzeichnung  Datum  SBKZ  Trägerart

Please provide details of each track used, all sequences and/or audio logos or signets.

Title of video
----------------

**List of tracks**

<b>001</b>			
Cons. No.	Original work title or fragments	W/F <sup>2)</sup>	Bes. <sup>3)</sup>
K = Composer <u>and if so</u> , 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)	

Cons. No.	Original work title or fragments	W/F <sup>2)</sup>	Bes. <sup>3)</sup>
K = Composer <u>and if so</u> , 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>
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		ISRC	
		Playing time (min:sec)	

<sup>1)</sup> Please indicate accordingly 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

# Product application - music or film videos

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

Please provide details of each track used, all sequences and/or audio logos or signets.

Title of video
----------------

## List of tracks

Cons. No.	Original work title or fragments	W/F <sup>2)</sup>	Bes. <sup>3)</sup>
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>
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<sup>3)</sup> Bes. = instrumentation

## All documents, tariffs and forms can be downloaded: <http://www.gema.de/herstellungsmeldung>

In the case of magazine supplements: The magazine publisher is responsible for publication of the magazine including any supplements, even if the publisher of the magazine does not itself make the notifications or has them made by third parties. The same applies, if third parties issue and/or receive declarations to GEMA for the publisher of the magazine including supplements. The invoice is sent by GEMA to the publisher of the magazine. In case of film videos, supplements enclosed with magazines and products are charged at the **VR-BT-H 4** tariff, and in the case of music videos at the **VR-T-H 5** tariff.

The commissioning party (licensee) confirms that all information stated in the product application was provided to the best of his/her knowledge. Additionally the licensee confirms that licensing conditions for commercial visual carriers according to GEMA (tariffs **VR-BT-H 2**, **VR-BT-H 3** and **VR-BT-H 4** for filmvideo; tariffs **VR-BT-H 1**, **VR-T-H 3**, **VR-T-H 5** for music videos) were taken notice of. The registration of the product through GEMA and the resulting claims hereof are based on the licensing provisions and the data provided in the product application. Usage rights are granted only after full payment of the royalties as calculated by GEMA.

Please complete the product application in full and in a clearly legible manner!  
Incomplete or illegible product applications cannot be processed!

The commissioning party agrees to receive invoices for royalties charged by GEMA exclusively in an electronic format and to provide GEMA with an e-mail address for billing for this purpose.

City
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Date
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Signature/Stamp (if available)
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# Product application - music or film videos

## Details for completing the form

Mandatory fields are marked with an \* asterisk!

### Page 1

#### Customer Number

To be completed by GEMA, leave the field blank.

#### Intended purpose

Please tick the space indicating whether your production is a music video or a film video and whether the audiovisual carrier in question is distributed through the normal retail trade or as a special product (supplement enclosed with a magazine/product).

In the case of magazine supplements: The magazine publisher is responsible for publication of the magazine including any supplements, even if the publisher of the magazine does not itself make the notifications or has them made by third parties. The same applies, if third parties issue and/or receive declarations to GEMA for the publisher of the magazine including supplements.

The invoice is sent by GEMA to the publisher of the magazine.

For music videos, the tariffs VR-BT-H 1, VR-T-H 3 are applicable and for special productions the tariff VR-T-H5

For film videos, the tariffs VR-BT-H 2, VR-BT-H 3 are applicable and for special productions the tariff VR-BT-H 4.

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

Details of the pressing/manufacturing plant will help us to match your application against any queries of the pressing/manufacturing plant.

#### Authorisation to deliver

As soon as your product application has been successfully reviewed, GEMA will send you an authorisation to deliver (in the case of a first release) and/or an invoice (in the case of a reissue) approximately within the next 10 working days.

**The authorisation to deliver and/or invoice serves as notification for your pressing/manufacturing plant.**

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

In this context, the commissioning party is the party bearing economic responsibility for the production of the videos. Upon application the commissioning party takes over the liability for the licence and the settlement of the GEMA invoice!

Where a company (e. g. GmbH, GbR) acts as the commissioning party, please note that in the case of a one-man business the **owner** of this company has to be stated, 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**.

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

The e-mail address for billing is also a mandatory information in this context.

#### Label/label code (LC Number)

If you publish the videos 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 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 in an association

The question relating to a membership in one of the following 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), **BVV** federal association for audiovisual media e. V., **MHV** midi-files manufacturing association, other associations. If no information is provided, the assumed answer is "no".

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

### Page 2

#### \*Information relating to the Producer

Please complete the address details of the producer in full.

#### Information relating to the audio visual carrier

##### \*Type of film

Either select the type of film or, enter it manually.

##### \*Type of audiovisual carrier

Either select the type of audio-visual carrier, or enter it manually.

##### \*First release or reissue

Please inform us whether the video is a first release or reissue. In the case of a reissue, please enter the date of the manufacture of the first release.

##### Budget

The budget minimum royalties are applicable at the earliest one year after the date of first release of the audio-visual carrier. If this applies to your production, please enter the month and year of first release.

##### Secondary exploitation

If the audio visual carrier has already been reproduced, please enter details of the type of first release.

##### Country of production

Please enter the country in which the video will be manufactured.

##### Planned date of manufacture

If you do not know the precise date of manufacture, it is also sufficient to state, for example, "July 2016" or "7/2016".

##### Territory of distribution

Please provide details of the countries in which the video will be distributed. Exploitation territory of the videos (countries).

##### Audio-visual carrier title

To ensure identification, please enter the title of the music and/or film video. If there is no title, please enter the title of the first track.

##### Number of tracks of music

Number of all works sequences and audio logos or signets on the audio visual carrier.

##### Total playing time of the production

Total playing time of all works on the film video (music incl. spoken word, but excl. breaks) in minutes and seconds, or in the case of so-called "video only" the playing time without sound.

##### Total playing time of the works of music used

Total playing time of all works and fragments of music on the music- or film video (music excl. spoken word as well as noise, breaks) in minutes and seconds. Please enter the playing time per work in the list of tracks (Page 2). If it is a music video, please enter the spoken word summarised in the 1<sup>st</sup> line in minutes and seconds.

## Catalogue- or reference number

This is the number that can be defined by you or your sales department (also as alphanumerical numbers), under which the videos can, for example, be ordered. If you have not defined any catalogue- or reference number, then enter "no number". Supplying a catalogue- or reference number can be helpful in identifying the videos.

## \*Copies to be manufactured, thereof copies for sale and/or thereof copies for free issue

Number of the copies ordered from the pressing/manufacturing plant (if pressing is already completed, then the copies manufactured). Breakdown indicating how many music or film videos from the total pressing are for sale and how many are for free issue (promotion, advertising). Subsequent scrapping of the music- or film videos will have no impact on GEMA's licence.

## \*Published price to dealer (PPD excl. VAT) or retail price to end user (RP excl. VAT)

Please provide details of the highest published price to dealer or retail price to end user excluding VAT. If the entire music or film video production is to be distributed free of charge, please enter the price to end user of Euro 0.00.

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

## Page 3

Please provide details of each track used, all sequences and/or audio logos or signets!

Please repeat the title of the audio visual carrier.

## \*Cons. No.

Please enter the consecutive track number of the works of the video. Please summarise repetition of works (music, spoken, noises) in one line. The individual playing times of these repetitions also need to be summed up accordingly.

## \*Work title and alternative title

Please always provide the original title and, if applicable, the alternative title of the work. Please summarise all tracks that contain spoken word as well as noise as one track in the 1<sup>st</sup> line (in minutes and seconds).

## \*Composers, arrangers and lyricists

Please always provide the legal first names and surnames of the composers and (if applicable) arrangers, lyricists as well as 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, please enter the relevant publishers.

## w or f

Partially reproduced works (extracts) up to 1'45" = F (fragment), more than 1'45" = W (work).

## Instrumentation

The code to indicate the instrumentation of the work.

## Examples

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

## ISRC

International Standard Recording Code. The 12-digit code must be provided without any special characters (e. g. hyphens, blank spaces).

## \*Playing time per work

The playing time must be entered per work. Please summarise all tracks that contain spoken word as well as noise as one track in the 1<sup>st</sup> line (in minutes and seconds).

## Film synchronisation right

If you use pre-existing music on your music or film videos, we would like to draw your attention to the fact that the film synchronisation rights will have to be obtained by the commissioning party from the composer/publisher before use.

## \*Signature

If you sign on behalf of your customer, we kindly request you to enclose the corresponding "Power of attorney" with the product application. Please download this document from the GEMA homepage:

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

or contact our information service.

Telephone +49 89-48003-800

E-mail [info-vr@gema.de](mailto:info-vr@gema.de)

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

Please send the "Product application- music- or film videos" either via E-mail to: [vr-el@gema.de](mailto:vr-el@gema.de) or via post to:

## GEMA

Mechanical Reproduction, Business Services and COE Distribution  
LIZ/VR Einzellizenznehmer

Rosenheimer Straße 11

D-81667 Munich

Telephone +49 89 48003-800

E-mail [vr-el@gema.de](mailto:vr-el@gema.de)

Internet [www.gema.de](http://www.gema.de)

GEMA VAT number DE136622151

## Data protection

For further information on how GEMA protects your personal data, please go to [www.gema.de/datenschutz](http://www.gema.de/datenschutz).

## Technical Information

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

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

