

# Product application



GEMA  
Vervielfältigung, Business Services and COE Distribution  
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Internet www.gema.de

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

## Product application - audio carriers

Audio carrier production for the sale and distribution through customary audio carrier retailers (tariff VR-T-H 1).

### 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-carriers, 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 - audio carriers

### Information relating to the audio carrier to be manufactured

  
Type of audio carrier (e. g. CD)

Budget

Yes  No

  
If yes, month and year of the first release (e. g. 10/2014)

Compilation-Code

Yes  No

  
Planned date of manufacture (approx. delivery from pressing/manufacturing plant)  
Date of first release (only for reissue)

First release  Reissue

  
Audio carrier title  
Performing artist  
Total playing time (min:sec)  
Total number of tracks  
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 users (RP excl. VAT)

Please enter each track of the audio carrier on Page 3!

Should your product contain more than one carrier e. g. double CDs, each audio 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

# Product application - audio carriers

Audio carrier title

## List of tracks

<b>001</b>					
Cons. No.	Original work title and (if available) alternative title			W/F <sup>2)</sup>	Bes. <sup>3)</sup>
				ISRC	
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>				Playing time (min:sec)	

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<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 - audio carriers

Audio carrier title

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

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 carriers according to GEMA tariff **VR-T-H 1** 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

Date

Signature/stamp (if available)

# Product application - 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 this 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 tariff **VR-T-H 2**, please use the “Product application - special productions”. Send an E-mail to: [vr-el@gema.de](mailto:vr-el@gema.de) asking for this and any other necessary documents.

#### \*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 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 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 audio carrier. 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 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 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 audio carrier

##### \*Type of audio carrier

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

##### Budget

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

##### Compilation Code

If at least 50 % of the works contained have already been released on other audio carriers, it can be registered as a compilation. Please tick “Yes” or “No” in the field provided.

##### \*Planned date of manufacture

If you do not know the precise date of manufacture, it is also sufficient to state, for example, “July 2015” or “7/2015”.

##### \*First release or reissue

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

##### Audio carrier title

To ensure identification, please enter the title of the audio carrier. If there is no carrier title, please enter the title of the first track.

##### Performing artist

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

##### \*Total playing time

Total playing time of all works on the carrier (music incl. spoken word, but excl. breaks) in minutes and seconds.

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

Number of all works and fragments on the audio carrier. 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).

##### 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 audio carrier 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 for identifying the audio carrier.

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

Number of copies ordered from the pressing/manufacturing plant (if pressing is already completed, then the copies manufactured). Break-down indicating how many audio carriers from the total pressing are for sale and how many are for free issue (promotion, advertising). Subsequent scrapping of the audio carriers 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 audio carrier production is to be distributed free of charge, please enter the price to end user of 0.00 Euro.

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

# Product application - audio carriers

## Page 3/4

### Audio carrier title

Please repeat the title of the audio carrier

### \*Cons. No.

Please enter the consecutive track number of the works of the audio carrier. 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 publisher.

### "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).

### \*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 - audio carriers" either via E-mail to: [vr-el@gema.de](mailto:vr-el@gema.de) or via post to:

### GEMA

Vervielfältigung, Business Services an COE Distribution  
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Rosenheimer Str. 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).

