



# 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 - multimedia products

### Distribution to third parties for personal use.

The manufacture, reproduction and distribution of audio-visual 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 service or from GEMA's Berlin office. Please use the form "Product application - audio carriers" to notify audio CDs.

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

# Product application - multimedia products

## Information relating to the audio-visual data carrier

Form of audio-visual data carrier		Type of audio-visual data carrier	
<input type="checkbox"/> The audio part of the data carrier contains music			
<input type="checkbox"/> The audio-visual part of the data carrier contains music			
<input type="checkbox"/> First release	<input type="checkbox"/> Reissue		
Secondary exploitation of a:	<input type="checkbox"/> Cinematographic production	<input type="checkbox"/> TV-Production	other production
Country of manufacture	Planned date of manufacture (approx.. delivery from pressing/manufacturing plant)		
Distribution territory (country)			
Title of production			
Total number of tracks	Total playing time min:sec	Total playing time of the works of music used in the production in minutes/seconds	
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 rights of use are obtained by the commissioning party from the rights owners (composer/publisher) <input type="checkbox"/> Yes <input type="checkbox"/> No			

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 audio-visual carrier has to be registered in a separate product application.

## To be completed by GEMA

<b>Auslieferungsgenehmigung</b>	Datum	SBKZ	
<b>Sichtkontrolle</b>	Datum	SBKZ	
<b>Erfassung</b>	Datum	SBKZ	
<b>Einzeichnung</b>	Datum	SBKZ	Trägerart

# Product application - multimedia products

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

Title of production
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## 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</u> if so, B = Arranger <b>First name, Surname</b>		T = Lyricist <b>First name, Surname</b>	V = publisher (If library music, please also enter the archive number)
			ISRC
			Playing time (min:sec)

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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 - multimedia products

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

Titel der Produktion
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### List of tracks

Cons. No.	Original Work title or fragments	W/F <sup>2)</sup>	Bes. <sup>3)</sup>
K = Composer <u>and</u> if so, B = Arranger <b>First name, Surname</b>		T = Lyricist <b>First name, Surname</b>	V = publisher (If library music, please also enter the archive number)
			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</u> if so, B = Arranger <b>First name, Surname</b>		T = Lyricist <b>First name, Surname</b>	V = publisher (If library music, please also enter the archive number)
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### 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.

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 multimedia carriers according to GEMA (tariff **VR-AV-DT-H 1**), CD-ROM/ DVD Mixed Mode (tariff **VR-T-H 1**), video games (tariff **VR-AV-DT-H 1** and **VR-AV-DT-H 3**) as well as for pre-installed mobile games (tariff **VR-AV-DT-H 1** and **VR-AV-DT-H 3**) 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 - multimedia products

## Details for completing the forms

Mandatory fields are marked with an \* asterisk.

### Page 1

#### Customer Number

To be completed by GEMA, leave the field blank.

#### Purpose of use

Please tick the space indicating whether the data carrier in question is intended for distribution through the normal retail trade or as a special product (supplement enclosed with a magazine or a product) or if it will be distributed through other distribution channels. 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.

#### \*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. 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 data 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 data 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 of 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, Jazz & World Partners e. V., 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-visual data carrier

##### \*Format of the audio-visual data carrier

Either select the format of the audio-visual data carrier or enter it manually. Please state whether the music is contained in the audio part and/or audio-visual part of the carrier. a = audio av = audio-visual.

##### \*Type of audio-visual data carrier

Either select the type of data carrier or, enter it manually.

##### First release or reissue

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

##### Secondary exploitation

If the data carrier has already been reproduced, please provide details of the type of first release.

##### Country of production

Please provide the country in which the data carrier was 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 data carrier was distributed. Exploitation territory of the audio-visual carrier (countries).

##### Audio-visual data carrier title

To ensure identification, please enter the title of the audio-visual data carrier. If there is no data carrier 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 data carrier.

##### Total playing time of the production

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

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

Total playing time of all works and fragments of music on the data carrier (music excl. spoken word as well as noise, breaks) in minutes and seconds.

## Product application - multimedia products

### 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 data 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 in identifying the data 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). Breakdown indicating how many data carriers from the total pressing are for sale and how many are for free issue (promotion, advertising).

Subsequent scrapping of the data 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 the retail price to end user excluding VAT. If the entire data carrier 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

### List of tracks

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

Please repeat the title of the production (data carrier).

### \*Cons. No.

Please enter the consecutive track number of the works of the data carrier here. 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 1st 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 data carrier, 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.

## Page 4

### \*Signature/supporting documentation

The "product 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 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 - multimedia products" 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)

