



E-Mail [mitgliederservice@gema.de](mailto:mitgliederservice@gema.de)  
Internet [www.gema.de](http://www.gema.de)

## ACTIVATION OF ONLINE SERVICES FOR GEMA MEMBERS

In order to use our online services, you need an account.  
Please register personally as a *GEMA member* in the Online Portal: [www.gema.de/register](http://www.gema.de/register)

### MY DETAILS

<input type="text" value="Name"/>	<input type="text" value="First name"/>
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- GEMA member
- Publisher staff member \*
- Legal successor for \*
- Authorised representative (party) for \*

\* A power of attorney or authorisation is required for representatives (hereafter referred to as parties) authorised by creators, for parties authorised by legal successors, for parties authorised by a community of heirs and for publisher staff members. Please complete page 2 only.

<input type="text" value="Membership number"/>	<input type="text" value="Name member/ publisher"/>
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\*\* You use this account yourself because you are a GEMA member or hold the legal succession for a GEMA member. In that case, the login e-mail address for the GEMA Online Portal is identical with the e-mail address used for correspondence. As such, it will be used for the login to the Online Portal and any correspondence with GEMA.

I hereby apply to use the online services for GEMA members free of charge.  
I declare that I accept the terms of use at: [www.gema.de/terms-of-use](http://www.gema.de/terms-of-use)

<input type="text" value="Place"/>	<input type="text" value="Signature"/>
<input type="text" value="Date"/>	

As at: 06.07.2023

# ASSIGNMENT OF AN AUTHORISATION FOR GEMA ONLINE SERVICES

Note: If you submit the authorisation, we do not require page 1 of the form.

## DETAILS ON THE AUTHORISING PARTY (PARTY 1)

Last name/First name	Membership number
Publisher	Legal form*
Street/no.	Postcode/City

As at: 06.07.2023

## DETAILS ON THE AUTHORISED PARTY (PARTY 2)

In order to use our online services, you need an account.

Please register personally as a *GEMA member* in the Online Portal: [www.gema.de/register](http://www.gema.de/register)

Last name/First name	Date of birth
Street/no.	Postcode/City
<b>GEMA member</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership number
	Login e-mail address**

I declare that I accept the terms of use at: [www.gema.de/terms-of-use](http://www.gema.de/terms-of-use)

Place/Date	Signature party 2
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## MANDATORY DETAILS/EXTENT OF THE AUTHORISATION

### Master data/ Financial details

Master data (address, communication details)	<input type="checkbox"/> Read access	<input type="checkbox"/> Read and write access
Financial details (bank and tax details)	<input type="checkbox"/> Read access	<input type="checkbox"/> Read and write access
Authorisation shall be in effect for all data from	Date (if no date is provided, the date of the authorisation shall apply)	

### Downloads: GEMA Download/My royalties

Party 2 is authorised to cancel the delivery of individual and usage statement hardcopies for the membership(s) of Party 1 via the GEMA Download. For technical reasons, you need to cancel the hardcopy delivery no later than 2 months prior to the payment date from which you no longer wish to receive a hardcopy delivery.

**Works:** My repertoire, Repertoire search (enhanced access) incl. Electronic Confirmation Process (ECP) for publishers, Licences without a fee, Work declaration (incl. Registration of sub publishing agreements, Research contributors), AV registration

**Claims:** Submitting information for missing or incorrect pay-outs, Work classification

### Administration authorisation for managing permissions in the Online Portal

In the course of the expansion of the Online Portal [www.gema.de/portal](http://www.gema.de/portal), you can not only view your current portal permissions but also manage online authorisations for your services directly via the *My portal permissions* service. With this authorisation, a person can be determined to be the administrator (admin) of a member who may grant, extend or withdraw the permissions to use the online services to/for other persons (authorised parties, publisher staff members, legal successors etc.)

A Party 1 can hold a total of 3 admin authorisations.

### Just for administration/managing publishers

(valid for all publishers administered/managed by Party 1 and for all online services for Party 2 as mentioned herein)

**Party 1 confirms that it holds a Power of Attorney issued to it by the publisher that it administers/manages.**

Please enter any administered/managed publishers that are exempt from this power of attorney here

\* Information for music publishers

If Party 1 is a music publisher - unless the music publisher is run in the form of an individual person - it is mandatory to provide the legal form. The authorisation must be signed by an authorised representative of the publisher together with adding the company stamp.

\*\* The login e-mail address for the GEMA Online Portal is identical with the e-mail address used for correspondence. As such, it will be used for the login to the Online Portal and any correspondence with GEMA, if party 2 is authorised for the correspondence.

Place/Date	Signature Party 1 and company stamp
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