

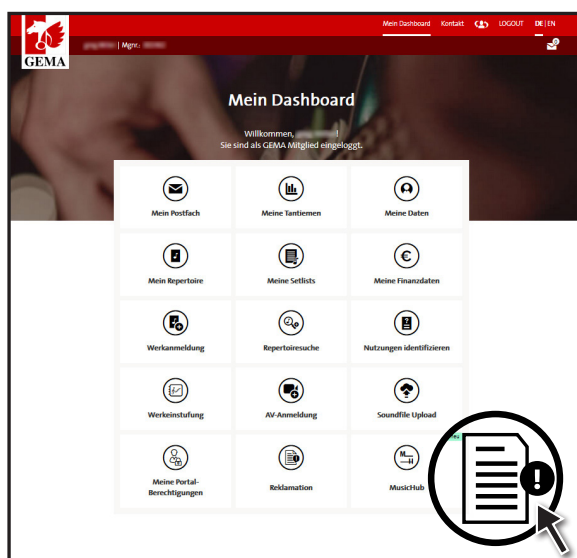
SUBMITTING A CLAIM? THIS IS HOW YOU DO IT!

Radio/TV/Film (in Germany)



Did you not get any or not enough royalties with a payout?

Simply submit your claim to us via our Online Portal:
www.gema.de/portal



- There, we will ask you step by step for the most important information regarding your claim.
- If we have all the details in one place, we can look into your matter swiftly.
- On the GEMA Online Portal, there are other relevant services regarding your data, works and royalties.
 - By using the service *Work declaration*, you can easily register your works with us.
 - Our service *My royalties* provides you with a graphic analysis of your turnover and usage figures.

Do you not have a user account yet? No problem: Just click on „not registered yet“ below the login box and **create it in just a few steps**. After that, you can get started straight away.



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IMPORTANT NOTES FOR YOU

So that you get your royalties paid quickly and reliably, it often helps if you check the following factors up front:

Have you already uploaded the soundfiles for public service productions?

- In order to detect more reliably that your music was used, ARD, ZDF and Deutschlandfunk use a technology referred to as “monitoring”. To do this, the broadcasters need your soundfiles as a reference.
- In order to detect uses of your music in TV advertising, we also use monitoring technology. Soundfiles also form the basis for this type of technology.
- Have you not provided us yet with these files? Why not use the service Soundfile upload in our Online Portal.



At a glance

Do you want to submit a claim ? Use our Online Portal: www.gema.de/portal

- There, you can submit all details in writing so that we know exactly what this is all about.
- The table shows which information we require from you so that we can look into your matter as soon as possible.
- In the column on the far right you can see the applicable deadlines.

CATEGORY	WE REQUIRE THESE DETAILS	DEADLINE FOR YOUR CLAIM
Radio R/R VR	<ul style="list-style-type: none">■ Work title and/or work number■ Name of the or one of the composers■ Name of the broadcaster■ Date (and time) of the broadcast (for jingles: broadcasting period) OR title of the programme■ In the case of public service channels: Information where you uploaded your soundfiles <p>In the case of product advertising, please also provide:</p> <ul style="list-style-type: none">■ Title of the commercial/spot■ Description of the product you advertised■ Broadcast period■ Do you have broadcast schedules? They really are a big help for us!	18 months after the distribution date

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CATEGORY	WE REQUIRE THESE DETAILS	DEADLINE FOR YOUR CLAIM
TV FS/FS V R Sound film on TV (incl. product advertising) T FS/T FS VR	<ul style="list-style-type: none"> ▪ Work title and/or work number ▪ Name of the or one of the composers ▪ Title of the programme/the film ▪ Name of the broadcaster ▪ Date (and time) of the broadcast (for trailers and product advertising: broadcasting period) ▪ AVW number (if relevant), AVW = audiovisual work <p>In the case of advertising, please also provide:</p> <ul style="list-style-type: none"> ▪ Title of the commercial/spot ▪ Description of the product you advertised ▪ Do you have broadcast schedules? They really are a big help for us! ▪ Information where you uploaded your soundfiles (if relevant) 	18 months after the distribution date
Cinema (sound film) T/TD/TD VR	<ul style="list-style-type: none"> ▪ Work title and/or work number ▪ Name of the or one of the composers ▪ Film title ▪ Screening period ▪ Number of screenings ▪ AVW number (if known), AVW = audiovisual work <p>In the case of claims in the TD category, please also provide:</p> <ul style="list-style-type: none"> ▪ Place of the screening ▪ Name of the producer 	18 months after the distribution date
Claims disputes	<ul style="list-style-type: none"> ▪ Work number and version ▪ Work title ▪ Name of the author/s or the publisher/s whose share/s is/are missing or not correctly reflected 	18 months after the distribution date
Claims regarding incorrect distribution category or valuation	<ul style="list-style-type: none"> ▪ Work number ▪ Work title ▪ Name of the or one of the composers ▪ Year for which the distribution was incorrect ▪ Current distribution category/valuation of the work and the correct distribution category/valuation ▪ Duration of the work <p>Tip: Is the point valuation of your work incorrect? We can examine your work in detail and classify it accordingly. Look how this is done here: www.gema.de/work-categorisation</p>	18 months after the distribution date

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Do you know our help centre? Go to www.gema.de/help to find important information and answers to the most frequently asked questions, plus phone numbers for your personal and individual query.

Member Services (Mitglieder Service) – Distribution Mechanical Rights,
Online and International Income

T +49 (0) 30 21245-600 (service hours Mon–Thu 9am to 5pm, Fri 9am to 4pm)