

Admission Procedure for Music Publishers

The application for membership

In order to avoid further inquiries and the delays these involve, we kindly request you to pay careful attention to the notes in the Application for Membership and to complete the form in a clearly legible manner. We would be grateful if you could give us a telephone number, on which you can be reached **during the day**. Various documents have to be enclosed with the application. A complete checklist is provided below.

Music publishing activity

Music publishers wishing to be admitted as affiliated members must provide the following proof of their music publishing activity:

- Printed editions as customary in the trade for at least two works of publishing repertoire. This is understood to include only such printed sheet music as is produced and sold in a manner customary in the trade (also as hire material).
- Copies of the publishing agreements concluded with the authors of these works
- An extract from the Trade Register or (if the publisher is not entered in the Trade Register) a copy of the registration of the business, showing that the corporate object is the operation of a music publishing business.

Printed sheet music customary in the trade

Only those printed editions are considered to be customary in the trade, which have been written in clean, clearly legible music (it is advisable to contract a music engraver or to use a professional music programme as a basis for printing purposes) and in which the copyright note as well as the year number and company name appear as a footnote on the first page of sheet music. The title and author's details must also be given at the top of the first page of sheet music of each work. Photocopies and/or specimen only held together by staples or paper clips or adhesive tape are not considered to be customary in the trade. Further information about what printed material is considered to be customary can be obtained from music retailers.

Before commencing with printing, please ask GEMA whether the company name chosen by you can be used or whether this could lead to confusion with existing names of publishers.

Payment of the admission fee and membership subscription

A one-off admission fee is payable for admission to GEMA. Music publishers currently pay € 180.00 (plus VAT; making € 214.20).

In addition, an annual membership subscription of € 100.00 also has to be paid. The first membership subscription is due on admission. Subsequent subscriptions are set off against income. If, however, the income does not reach the level of the membership subscription, the applicant undertakes to pay the difference between the income and the membership subscription at the end of the financial year.

Please transfer the amount of € 314.20 to GEMA's account at the Deutsche Bank AG Munich Swift/BIC: DEUTDEMM / IBAN: DE84 7007 0010 0240 1800 00. In the field on the remittance slip for Reason for Payment, please enter your publisher name and the keywords "Application for membership". Please enclose a copy of the remittance slip with the application.

Apply for admission in good time!

If the application for membership is made **by 31 October**, enclosing all the correct documents and having paid the admission fee and membership subscription, admission can usually still be granted retroactively to 1 January of the current year. Please note that GEMA does not collect supplementary royalties retroactively to 1 January for any exploitations of your works that have taken place in the interim period.



Kindly submit your application for membership in good time, so that you can also notify your works on time. No works can be notified until after the admission procedure has been completed. The GEMA distribution plan contains the following provision:

Notification is deemed to be timely, if it is received by 1 September of the current year for distributions covering the period from 1 January to 30 June, by 1 March of the following year for distributions covering the period from 1 July to 31 December and by 1 November of the current year for distributions covering the period from 1 January to 31 December. (Distribution plan for the performing and broadcasting right, Implementation Rules Section I No. 1 (3))

What happens then?

As soon as you have submitted all the necessary documents to the Department Members- and Partner-Administration and paid the admission fee and membership subscription, GEMA can go ahead with processing your application for membership.

Once all the conditions have been met, you will receive an interim notification from the Department Members- and Partner-Administration stating that your application will be presented to GEMA's Admissions Committee.

As soon as the Admissions Committee has approved the application, the Department Members- and Partner-Administration will send you confirmation that you can be admitted as a member. GEMA will also inform you of your future Membership No. (simultaneously your GEMA-Interested Party Number and Account Number), which must always be quoted in all future correspondence with GEMA. In addition, you will also be sent GEMA's Statutes, the distribution plan – which regulates the distribution of income – and, most important of all for new members, the Deed of Assignment in duplicate for you to sign. Please sign and return both copies to GEMA.

Finally, one copy of the Deed of Assignment will be returned to you duly countersigned by GEMA. This marks the end of the admission procedure: you are now a member of GEMA.

Notification of your works

You cannot notify your works with GEMA until your Deed of Assignment has been countersigned by GEMA and returned to you.

In the application for membership you must list all your works, which have been printed, performed, broadcast or released on audio(visual) carriers. This list does not substitute the notification of these works. So please notify these works to GEMA as soon the admission procedure has been completed.

By the way, the protection of your works does not depend on their being notified to GEMA. Your works are granted protection by the German Copyright Act, without this involving any special formalities.

Extraordinary membership

Music publishers can also apply immediately for admission as an extraordinary member. Admission is subject to the following conditions:

1. In addition to furnishing proof of appropriate publishing activity, the applicant also has to provide evidence that its published works have been performed in public, broadcast or reproduced and distributed on audio or video carriers.

2. The applicant has to submit specimen copies as evidence of its publishing activities:

In the case of applications by publishers of serious music, the applicant must usually submit instrumental music editions as customary in the trade for 25 different works or orchestral hire material (score and voices) for 10 different works as evidence of its publishing activity.

In the case of applications by publishers of light and dance music, the applicant must usually submit customary single piano or accordion editions for 30 different works or salon orchestra editions for 10 different works or combo editions (as in a small orchestra arrangement) or wind music editions for 15 different works as evidence of its publishing activity.



3. The application must be accompanied by the up-to-date extract from the Trade Register as well as documents indicating the business partners (e.g. shareholders/partners), the holdings and powers of representation (e.g. powers of representation in the case of a GmbH (limited liability company)).

Checklist for the application for affiliated membership

Please enclose the following documents with the application for membership that has been duly completed in full and in legible writing:

- A copy of the remittance slip confirming payment of the admission fee and membership subscription (€ 314.20 in total) to GEMA's account at the Deutsche Bank AG Munich Swift/BIC: DEUTDEMM / IBAN: DE84 7007 0010 0240 1800 00
- Printed editions as customary in the trade for at least two works of publishing repertoire. This is understood to include only such printed sheet music produced and sold in a manner customary in the trade (also as hire material).
- Copies of the publishing agreements concluded with the authors of these works
- An extract from the Trade Register or (if the publisher is not entered in the Trade Register) a copy of the registration of the business, showing that the corporate object is the operation of a music publishing business
- Completed form "Banking details / Tax information"

Checklist for the application for extraordinary membership

Please enclose the following documents with the application for membership that has been duly completed in full and in legible writing:

- A copy of the remittance slip confirming payment of the admission fee and membership subscription (€ 314.20 in total) to GEMA's account at the Deutsche Bank AG Munich Swift/BIC: DEUTDEMM / IBAN: DE84 7007 0010 0240 1800 00.
- Evidence confirming that your published works have been performed in public, broadcast or reproduced and distributed on audio or video carriers.
- Printed editions as customary in the trade:
Publishers of serious music: Instrumental music editions for 25 different works or orchestral hire material (score and voices) for 10 different works
Publishers of light and dance music: single piano or accordion editions for 30 different works or salon orchestra editions for 10 different works or combo editions (as in a small orchestra arrangement) or wind music editions for 15 different works
- An up-to-date extract from the Trade Register as well as documentation indicating the business partners (e.g. shareholders or partners), the holdings and the powers of representation (e.g. powers of representation in the case of a GmbH [limited liability company]).
- Completed form "Banking details / Tax information"

Contact

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