

# ADMISSION PROCEDURE FOR AUTHORS

## **Application for membership**

Please fill in the application in line with the requested information and send it to us with just one click. If you wish to complete a hardcopy of the application form, please do so in clearly legible printed letters in line with the instructions and to send us the filled in document by post, fax or as a scan. Please also provide us with a telephone number, where we can reach you during the day.

## **Payment of the admission fee and membership subscription**

A one-off admission fee is payable for admission to GEMA. Authors currently pay €90.00 (plus VAT; making it €107.10).

In addition, an annual membership subscription of €50.00 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, applicants undertake to pay the difference between the income and the membership subscription at the end of the financial year.

You will receive more information about how to pay the total amount of €157.10 together with the Deed of Assignment.

## **Pseudonym**

Authors can give a pseudonym in the application for membership. No charge is made for the first pseudonym. However, no pseudonym may be used that is likely to cause confusion with other names. GEMA will check this for you.

Under Section I No. 3 a) of the Implementation Rules for the GEMA Distribution Plan, the name of a band (group) cannot be accepted as a professional name or pseudonym. The same also applies to project names.

You can informally apply to use other pseudonyms, which are subject to a fee. From the second pseudonym onwards, a lump sum of €40.00 (plus VAT; making it €47.60) is payable as a one-off to cover the registration costs for each pseudonym. There are no additional costs.

## **Apply for admission in good time!**

If the application for membership is made by 31 October, enclosing all the correct and complete documents and if the admission fee and membership subscription has been paid, admission can usually still be granted retroactively as from 1 January of the current year. Please note that GEMA does not collect supplementary royalties retroactively from 1 January for any exploitation of your works that have taken place in the meantime.

Please submit your application for membership in good time, so that you have enough time to send us notifications for your works can also notify your works on time as this is only possible once the admission process has been completed. The GEMA Distribution Plan contains the following provision in Art. 36 (2):

**A notification is deemed to be timely in the sense of para. 1, if it is received by GEMA within the following deadlines:**

Categories	Registration deadline
KMOD, KMOD VR, MOD D, MOD D VR, MOD S, MOD S VR, VOD D, VOD D VR, VOD S, VOD S VR	End of the month following the respective quarter of exploitation/use
Other categories – semi-annual pay-out	01 September of the usage year for uses in the period between 01 January and 30 June 01 March of the usage year for uses in the period between 01 July and 31 December
Other categories – annual pay-out, pay-out date 01 April	01 November of the usage year
Other categories – annual pay-out, pay-out date 01 July	31 January of the year following the exploitation/use for the payment of the uses of audiovisual works (audiovisual productions and audiovisual commercials) in the period between 01 November and 31 December in the categories FS, FS VR, T FS and T FS VR  31 January of the year following the use for other usages and categories

### What happens next?

Provided you have submitted all the necessary documents to the Department for Members and Partners Administration, we can go ahead with processing your application for membership. Once all the conditions have been met, you will receive confirmation from the Department for Members and Partners Administration that you can be admitted as a member. We will also inform you of your future membership number (which is your GEMA- Interested Party Number and account number at the same time), and you must always quote it in all of your future correspondence with GEMA. In addition, we will send you GEMA's Statutes, the Distribution Plan – which governs the distribution of income – and, most importantly for all of our 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 to GEMA until your Deed of Assignment has been countersigned by GEMA and returned to you. Now you can register, respectively amend your works with GEMA.

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 many special formalities being involved.

### Contact

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