

Tips on how to complete the sub-publisher registration form

You can use the sub-publisher registration form to register each work for which you have acquired sub-publishing rights. By completing the registration form accurately and thoroughly, you contribute to a smooth registration process which will not require any further enquiries. If you provide us with partial information only, we must return the registration form to you for completion.

Details on the agreement

Please put an 'x' in the box depending whether you have acquired the work via an individual sub-publishing agreement or via a catalogue agreement. A prerequisite for the registration of sub-published works is that the sub-publishing agreement has already been registered with GEMA. Our form "**Notification of national and international agreements**" is available for you to register your agreements.

Details on the work

Please indicate, if known, identifiers such as GEMA work number, Publisher work number, ISWC and ISRC.

Please always provide the original title of the work. Additional titles, sub-titles, first lines of the lyrics, titles of sound recordings or audio-visual recordings can be listed under **Other titles/aka**. Please also indicate original titles of any folk tunes - if possible, together with information on the source.

Music and lyrics specifically created for the musical composition with lyrics: Yes/No

By putting an 'x' in the **Yes** box, the notifying party confirms that all authors have created the music and lyrics of the work specifically for the respective musical composition with lyrics, i.e. for their combined use. This shall apply irrespective of whether individual parts of the work (musical work / written words of the work) have been created jointly in a co-authorship. Musical compositions with lyrics can be tunes, pop songs, operas or operettas, for example.

By putting an 'x' in the **No** box, however, the notifying party confirms that music and lyrics were not created for the purposes of being used together (combined use). This is usually the case if an author has combined a pre-existing work with his work, either by setting a pre-existing literary work to music or by retroactively adding lyrics to a pre-existing composition.

Information about the author

Please always list all authors that have contributed to the work. Please always write their first names in full. Please add the role of the author (K, T, KT, A etc.) yourself. It is possible to indicate combined roles such as KT (if an author is a composer and a lyricist at the same time). In order to help with a clear identification of the authors, please indicate the IPI name number and the society affiliation. The name of a band does not suffice in terms of author information. If works are no longer protected by copyright, please also indicate the composer of the original.

Details on the original publisher (OV)

Please always indicate the exact spelling of the publisher's name. The information on the IP name number as well as the name of the collecting society helps with a clear identification. In order to make the allocation of authors to the original publishers more discernible, please enter the consecutive number of the original publisher for the represented authors in the section **Author-OV-allocation**.

Details on the sub-publisher (SV)

The same notes as those given in the details on the original publisher (OV) shall apply. Please enter the GEMA membership number of the sub-publisher. In order to make the connection with your contractual partner more discernible, please make sure you enter the GEMA schedule number under which the agreement has been registered with GEMA in the section **Schedule Number**.

Details on the arranger

Please always indicate the instrumentation in the case of arrangements. In cases where the lyrics have been arranged, it is mandatory to provide the sub-title.

Details on the distribution

The comprehensive query on the contributors' and distribution details are based on the classification of our automatic registration formats. Please indicate the original allocation for performing rights (AR) and mechanical reproduction rights (VR) of the individual original rights owners in percent, i.e. the split of the shares in the country of origin, without sub-publication (as shown in blue in the example). Please provide the sub-allocation between original and sub rights owners for AR and VR (at least for the rights owners you claim shares for), i.e. the split of the work shares in the sub-territory (as shown in red in the example). GEMA cannot accept diverging shares for local or original recordings. The contracting parties must offset any deviating shares that have been contractually agreed between themselves internally.

Advances relating to the mechanical reproduction rights can only be covered from the share of the original publisher at GEMA. GEMA can only accept the coverage of advances against authors' shares with the permission of the respective author's collecting society. Some European collecting societies, e.g. SABAM and STEMRA, only accept advance regulations for the original publisher share, as a matter of principle.

Should you have an entitlement for a payment to your main account, please attach the form **Declaration requesting a main account payment** to your registration.

Information Sub-publisher registration

Examples on how to complete the sub-publisher registration form

1. The sub-publisher filing the registration holds 100% of the work via its original publisher.

1	KT Role	Author 1 Last name	Author 1 First name	00123456789 IPI name no.	ASCAP Society AR	Society VR
		50,00% Original allocation AR	0,00% Original allocation VR	50,00% Sub-allocation AR	0,00% Sub-allocation VR	1 Author-OV-allocation
1	OV	Original publisher 1 Last name		00567891234 IPI name no.	ASCAP Society AR	Society VR
		50,00% Original allocation AR	100,00% Original allocation VR	0,00% Sub-allocation AR	0,00% Sub-allocation VR	35SCH001234567 Schedule-Number
1	SV	Subverlag 1 Last name		00678912345 IPI name no.	GEMA Society AR	GEMA Society VR
		654321 GEMA membership number		50,00% Subverteilung AR	100,00% Subverteilung VR	35SCH001234567 Schedule-Number

2. The sub-publisher filing the registration holds 50% of the work via its original publisher.

The sub-publisher only indicates his own contractual sequence in the sub-allocation. The sub-allocation for AR is subject to the "London Key", while the sub-publisher claims 50% of the total amount for VR (with the respective diminution of the authors' share(s)) plus payment of the remaining OV shares.

1	K Role	Author 1 Last name	Author 1 First name	00123456789 IPI name no.	SACEM Society AR	SACEM Society VR
		33,33% Original allocation AR	25,00% Original allocation VR	25,00% Sub-allocation AR	12,50% Sub-allocation VR	1 Author-OV-allocation
2	T Role	Author 2 Last name	Author 2 First name	00234567891 IPI name no.	SABAM Society AR	SABAM Society VR
		33,33% Original allocation AR	25,00% Original allocation VR	Sub-allocation AR	Sub-allocation VR	2 Author-OV-allocation
1	OV	Original publisher 1 Last name		00567891234 IPI name no.	SACEM Society AR	SACEM Society VR
		16,67% Original allocation AR	25,00% Original allocation VR	0,00% Sub-allocation AR	0,00% Sub-allocation VR	35SCH001234567 Agreement number
2	OV	Original publisher 2 Last name		00891234567 IPI name no.	SABAM Society AR	SABAM Society VR
		16,67% Original allocation AR	25,00% Original allocation VR	Sub-allocation AR	Sub-allocation VR	Schedule-Number
1	SV	Sub-publisher 1 Last name		00678912345 IPI name no.	GEMA Society AR	GEMA Society VR
		654321 GEMA membership number		25,00% Sub-allocation AR	37,50% Sub-allocation VR	35SCH001234567 Schedule-Number

All forms and further information on the sub-publisher registration is available on GEMA's website:

https://www.gema.de/subverlegte_werke