

Product application



GEMA
Direktion Vervielfältigungsrechte und Ausland VR/A
LIZ/VR Einzellizenznehmer
Rosenheimer Str. 11
D-81667 München/Germany

Fax +49 89 48003-779
E-mail vr-el@gema.de
Internet www.gema.de

Customer Number
(to be completed by GEMA)

Product application - audio books without music

Audio books on audio carriers (incl. data carriers), where reproduction and distribution is intended for personal use (tariff VR-T-H 6).

Information relating to the pressing/manufacturing plant

Name of pressing/manufacturing plant	ZIP code/city	
Contact person	Order number	
Telephone	Fax	E-mail

As soon as your product application has been successfully reviewed, GEMA will send you an authorisation to deliver (in the case of a first release) and/or an invoice (in the case of a reissue) approximately within the next 10 working days.

The authorisation to deliver and/or invoice serves as notification for your pressing/manufacturing plant.

Information relating to the commissioning party

In the case of a GbR, one-man business, GmbH etc., please always provide details of the shareholder, owner, managing director, etc.

The commissioning party is always the recipient of the invoice!

Company /legal entity	Legal form	
First name, Surname (shareholder, owner, managing director for legal entities)	Label code (if known)	
First name, Surname (private person non-legal entity)	Street/no.	
Contact person	ZIP code/city	
Telephone	Fax	E-mail
VAT number	Homepage	
Information relating to membership of an association (e. g. GEMA)		

To be completed by GEMA

Eingangsnummer	Lfd. Nr.	LVA
Trägerart	Anmeldenummer	

Product application - audio books without music

Information relating to the audio book to be manufactured

Type of audio carrier (e. g. CD)	
Number of carriers in the audio book	
Planned date of manufacture (approx. delivery from pressing/manufacturing plant)	
Date of first release (only for reissue)	<input type="checkbox"/> First release <input type="checkbox"/> Reissue
Audio book title	
Author	
Catalogue- or reference number	Copies to be manufactured
Spoken word	
ISRC	
Bes. ²⁾	
Total playing time min:sec	
K = Composer and if so, B = Arranger First name/Surname ¹⁾ T = Lyricist First name/Surname OV = Original Publisher SV = Sub Publisher	

¹⁾ Please indicate accordingly e. g. "T = John Lennon"

²⁾ Bes. = instrumentation

All documents, tariffs and forms can be downloaded: <http://www.gema.de/herstellungsmeldung>

The commissioning party (licensee) confirms that all information stated in the product application was provided to the best of his/her knowledge. Additionally the licensee confirms that licensing conditions for commercial audio books according to GEMA tariff **VR-T-H 6** were taken notice of. The registration of the product through GEMA and the resulting claims hereof are based on the licensing provisions and the data provided in the product application. Usage rights are granted only after full payment of the royalties as calculated by GEMA.

Please complete the product application in full and in a clearly legible manner!
Incomplete or illegible product applications cannot be processed!

City	Signature/stamp (if available)
Date	

To be completed by GEMA

Auslieferungsgenehmigung	Datum	SBKZ	
Sichtkontrolle	Datum	SBKZ	
Erfassung	Datum	SBKZ	
Einzeichnung	Datum	SBKZ	Trägerart

Product application - audio books without music

Details for completing the forms

Mandatory fields are marked with an * asterisk!

Page 1

Customer Number

To be completed by GEMA, please leave the field blank.

*Information relating to the pressing/manufacturing plant

Details of the pressing/manufacturing plant will help us to match your application against any queries of the pressing/manufacturing plant. In case of "self-burning carriers", e. g. audio carrier burned on a CD please enter "self- burned" in the field for name of pressing/manufacturing plant.

Authorisation to deliver

As soon as your product application has been successfully reviewed, GEMA will send you an authorisation to deliver (in the case of a first release) and/or an invoice (in the case of a reissue) approximately within the next 10 working days.

The authorisation to deliver and/or invoice serves as notification for your pressing/manufacturing plant.

* Information relating to the commissioning party

In this context, the commissioning party is the party bearing economic responsibility for the production of the audio carrier. Upon application the commissioning party takes over the liability for the licence and the settlement of the GEMA invoice!

Where a company (e. g. GmbH, GbR) acts as the commissioning party, please note that in the case of a one-man business the **owner** of this company has to be stated, in the case of a company established under civil law (GbR) at least one of the **partners** and in the case of a limited liability company (GmbH) the **managing director**.

In case of any queries, please always be sure to specify under which telephone number you can be reached during the day.

Label/Label-Code (LC-Number)

If you publish the audio carrier under a specific "label", please enter the name here. For information regarding the label code (LC Number) please contact:

GVL Telephone +49 30 48483-600.

The LC code is used to settle neighbouring rights between the broadcasters and GVL.

VAT Identification Number VAT ID No.

The VAT ID No. is required by companies (not private individuals) to prove that they are operating as an entrepreneur. This VAT ID No. must be used in all future – entrepreneurial – orders. Please notify us of any changes to the VAT ID No.

Private individuals should leave this field blank.

Membership in an association

The question relating to a membership in one of the following associations serves as a source of information for GEMA:

GEMA, BVMI e. V. (German federal association of the music industry formerly **IFPI** in Germany, umbrella association of audio carrier producers), **VUT** e. V. (association of independent music companies), **VDM** (association of German music authors), **DRMV** (German rock musicians association), **BOEV** (association of German publishers and booksellers), **BVV** federal association for audiovisual media e. V., **MHV** midi-files manufacturing association, other associations. If no information is provided, the assumed answer is **"no"**.

Please do not enter any information in the field marked "To be completed by GEMA".

Page 2

Information relating to audio book with music

*Type of audio book

Either select the type of audio book or enter it manually.

101 = Audio book on CD

102 = Audio book on MC

103 = Audio book on DVD

104 = Audio book on LP

105 = Audio book on Super Audio Compact Disc

106 = Audio book on CD-ROM

107 = Audio book on chip

Number of carriers in the audio book

Indicates how many audio carriers there are in the audio book.

*Planned date of manufacture

If you do not know the precise date of manufacture, it is also sufficient to state, for example, "July 2016" or "7/2016".

*First release or reissue

Please inform us whether the audio carrier is a first release or reissue. In the case of a reissue, please enter the date of manufacture of the first release.

Audio book title

To ensure identification, please enter the title of the audio carrier. If there is no carrier title, please enter the title of the first track.

Author

Please enter the name of the writer of the audio book.

Catalogue- or reference number

This is the number that can be defined by you or your sales department (also as alphanumerical numbers), under which the audio carrier can, for example, be ordered. If you have not defined any catalogue- or reference number, then enter "no number". Supplying a catalogue- or reference number can be helpful in identifying the audio carrier.

*Copies manufactured or to be manufactured

Number of copies ordered from the pressing/manufacturing plant (if pressing is already completed, then the copies manufactured).

Spoken works/Lyricist

Please enter in the line your summarised spoken works and first name, Surname of the Lyricists.

Original and/or sub-publisher

If a publisher holds the rights to a work, please enter the relevant publishers.

ISRC

International Standard Recording Code. The 12-digit code must be provided without any special characters (e. g. hyphens, blank spaces).

Product application - audio books without music

Instrumentation

The code to indicate the instrumentation of the work.

Examples

S = spoken words/text e. g. SD = spoken German text
IN = instrumental
V = vocal, e. g. VE = vocal English
CH = choir
G = noises

*Total playing time

Total playing time of all spoken works on the carrier in minutes and seconds.

*Signature

The product application cannot be processed if it has not been signed by the commissioning party! If you sign on behalf of your customer, we kindly request you to enclose the corresponding "Power of attorney for third parties" with the product application. Please download this document from the GEMA homepage.

www.gema.de/musiknutzer

or contact our information service.

Telephone +49 89-48003-800

E-mail info-vr@gema.de

Note: Mechanical rights are not granted until after GEMA's invoice has been paid.

Please do not enter any information in the field marked "To be completed by GEMA".

Please send the "Product application - audio books without music" either via email with a digital signature to vr-el@gema.de or via fax to +49 89 48003-779 or via post to:

GEMA

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Technische Hinweise

This form is equipped with interactive buttons. After you have completed the form, you can send it to us as an E-mail attachment with an electronic signature or as a printout via post or fax. To display the PDF form correctly, you will need the current version of Adobe Reader on all operating systems. Programs like "Preview" on systems with Mac OS do not show the document correctly.

The current version of Adobe Reader for your system can be downloaded under www.adobe.de.

