



# ADMISSION PROCEDURE FOR MUSIC PUBLISHERS

## 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 or as a scan. Please also provide us with a telephone number, where we can reach you during the day.

You will need to attach several documents to the application. A complete checklist is shown further below.

## Music publishers' activities

Music publishers wishing to be admitted as members must provide the following evidence of their music publishing activities:

- A copy of a valid publishing agreement where the participation of the publisher in the pay-outs of GEMA is agreed in the sense of the provisions of the GEMA Distribution Plan.
- An extract from the Commercial Register showing that the purpose of the company is to run a music publisher, or, should the publisher not be entered in the Commercial Register, a copy of the registration documents for the business by the owner and/or all partners, which reflect that the registered activities are those of a music publisher.

## Admission fee and membership fee payment

There is a one-off admission fee to become a GEMA member. Music publishers currently pay €180.00 (plus VAT; making it €214.20).

In addition, an annual membership fee of €100.00 needs to be paid. The first membership fee is due at the time of admission. Subsequent membership fees shall be offset against your income. Should the income level not reach the membership fee level, the applicant undertakes to pay the difference between their income and the membership fee at the end of the financial year.

We will provide you with more details on the payment of the total amount of €314.20 together with the deed of assignment.

## Apply for membership 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 corresponding provision in Art. 36 (2).

## What happens next?

Provided that all requirements have been met and the necessary documents have been received by the *Members & Partners* your application for admission can be processed. You will now receive written confirmation that you can be accepted as a member,

together with your future membership number, which must always be quoted in any subsequent correspondence with GEMA.

At the same time, you will receive the statutes and the distribution plan, which regulates the distribution of the proceeds, as well as the payment information for the admission fee and membership fee and last but not least the Deed of Assignment.

#### **Notification of your published 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 any special formalities being involved.

#### **Checklist for the membership application**

Please add the following documents to the admission application which you have filled in a complete and legible manner:

- Copy of a valid publishing agreement.
- 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.

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## **CONTACT**

### **GEMA**

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