

SUBMITTING A CLAIM? THIS IS HOW YOU DO IT!

Radio/TV/Film (in Germany)



Did you not get any or not enough royalties with a payout?

Submitting your claims to us is really simple via the Online Portal: www.gema.de/portal.

To do this, please select *Services* in the menu on the left, click on the *Claims* tile and then you can get started straight away.



- There, we will ask you step by step for the most important information regarding your claim.
- If we have all the details in one place, we can look into your matter swiftly.
- On the GEMA Online Portal, there are other relevant services regarding your data, works and royalties.
 - You can easily register your works with us in the *Work declaration* area.
 - In the *My royalties* area, you will find a graphic analysis of your turnover and usage figures. Here, you can also retrieve the detailed listing (individual and usage statements).

Do you not have a user account yet? No problem: Just click on „not registered yet“ below the login box and **create it in just a few steps**. After that, you can get started straight away.



SUBMITTING A CLAIM ? THIS IS HOW YOU DO IT!

Radio/TV/Film (in Germany)



IMPORTANT NOTES FOR YOU

So that you get your royalties paid quickly and reliably, it often helps if you check the following factors up front:

Have you already uploaded the soundfiles for public service productions?

- In order to detect more reliably that your music was used, ARD, ZDF and Deutschlandfunk use a technology referred to as “monitoring”. To do this, the broadcasters need your soundfiles as a reference.
- In order to detect uses of your music in TV advertising, we also use monitoring technology. Soundfiles also form the basis for this type of technology.
- Have you not provided us yet with these files? Why not use the service Soundfile upload in our Online Portal.



At a glance

Do you want to submit a claim ? Use our Online Portal: www.gema.de/portal

- There, you can submit all details in writing so that we know exactly what this is all about.
- The table shows which information we require from you so that we can look into your matter as soon as possible.
- In the column on the far right you can see the applicable deadlines.

| CATEGORY | WE REQUIRE THESE DETAILS | DEADLINE FOR YOUR CLAIM |
|--------------|--|---------------------------------------|
| Radio R/R VR | <ul style="list-style-type: none">■ Work title and work number■ Name of the or one of the composers■ Name of the broadcaster■ Date of the broadcast plus the time and/or title of the broadcast (for jingles and advertising: broadcasting period)■ In the case of public service channels: Information where you uploaded your soundfiles <p>In the case of product advertising, please also provide:</p> <ul style="list-style-type: none">■ Title of the commercial/spot■ Duration of the commercial■ Description of the product you advertised■ Broadcast period■ Do you have broadcast schedules? They really are a big help for us! | 18 months after the distribution date |

SUBMITTING A CLAIM ?THIS IS HOW YOU DO IT!

Radio/TV/Film (in Germany)



| CATEGORY | WE REQUIRE THESE DETAILS | DEADLINE FOR YOUR CLAIM |
|---|--|---------------------------------------|
| TV FS/FS V R Sound film on TV (incl. product advertising) T FS/T FS VR | <ul style="list-style-type: none"> ▪ Work title and/or work number ▪ Name of the or one of the composers ▪ Title of the programme/the film ▪ Name of the broadcaster ▪ Date of the broadcast plus the time and/or title of the broadcast (for jingles and advertising: broadcasting period) ▪ AVW number (if relevant), AVW = audiovisual work <p>In the case of advertising, please also provide:</p> <ul style="list-style-type: none"> ▪ Title of the commercial/spot ▪ Duration of the commercial ▪ Description of the product you advertised ▪ Do you have broadcast schedules? They really are a big help for us! ▪ Information where you uploaded your soundfiles (if relevant) | 18 months after the distribution date |
| Cinema (sound film) T/TD/TD VR | <ul style="list-style-type: none"> ▪ Work title and work number ▪ Name of the or one of the composers ▪ Film title ▪ Screening period ▪ Number of screenings ▪ AVW number (if known), AVW = audiovisual work <p>In the case of claims in the TD category, please also provide:</p> <ul style="list-style-type: none"> ▪ Place of the screening ▪ Name of the producer | 18 months after the distribution date |
| Claims disputes | <ul style="list-style-type: none"> ▪ Work number and version ▪ Work title ▪ Name of the author/s or the publisher/s whose share/s is/are missing or not correctly reflected | 18 months after the distribution date |
| Claims regarding incorrect distribution category or valuation | <ul style="list-style-type: none"> ▪ Work number ▪ Work title ▪ Name of the or one of the composers ▪ Year for which the distribution was incorrect ▪ Current distribution category/valuation of the work and the correct distribution category/valuation ▪ Duration of the work <p>Tip: Is the point valuation of your work incorrect? We can examine your work in detail and classify it accordingly. Look how this is done here: www.gema.de/work-categorisation</p> | 18 months after the distribution date |

SUBMITTING A CLAIM ?THIS IS HOW YOU DO IT!

Radio/TV/Film (in Germany)



Do you know our help centre? Go to www.gema.de/help to find important information and answers to the most frequently asked questions, plus phone numbers for your personal and individual query.

Member Services (Mitglieder Service) – Distribution Mechanical Rights,
Online and International Income

T +49 (0) 30 21245-600