

Split sheet: Information leaflet

Why can it be useful to fill out a split sheet?

The purpose of a split sheet is to record the percentage split of the musical work between the creators as well as relevant contact details. The signed document can be a useful basis for further steps such as the work registration and prevent conflicts between creators involved.

Important: The split sheet is not suitable for submission to GEMA and is only used for the purpose of individual documentation.

What the abbreviations PR/MR mean:

„PR“ is short for „performing rights“, „MR“ is short for „mechanical rights“.

What needs to be considered when filling in the percentages?

Regardless of how many creators are involved in a musical work: In total, the information provided under “PR” and “MR” must add up to 100% for both the composition and the lyrics. In the case of musical works without lyrics (instrumental works), this only applies to the composition part.

What is “free negotiability of shares” and “basic split”?

Based on the share rules adopted at the 2020 General Assembly, the ratio between music and lyrics shares per work in the categories of public performance rights (so-called “PR categories”) can generally be freely agreed between the participating creators. When registering freely agreed shares, minimum shares for music and lyrics are set in accordance with the GEMA distribution plan: The music share must be a minimum of 35.2%, the lyric share at least 19.8%. In total, the music and lyrics shares must add up to 100%. Should the creators not have agreed upon an individual split between music and lyrics, please click on "Basic split". In this case, the PR (performing rights) music share is 64% and the lyrics share is 36% (shall be valid for distribution from financial year 2021 onwards). In the mechanical rights (MR) categories, the music and lyrics share are always 50% each.

Where can I find my Membership number or IP Name Number?

Both numbers can be found after logging onto the GEMA Online Portal under the “My details” service.

The Membership Number is created for each new member as part of the admission procedure and is automatically communicated to the member by the Members & Partners Department at the same time as the authorisation contract is sent out. It is used for the unambiguous internal verification of the respective member account. The membership number is required for all correspondence as well as for bank transfers, together with the first and last name/company name and the purpose of the transfer.

The IP Name Number is a unique identifier automatically assigned by the IPI international database for the civil name of a natural person or the company name of a publisher. IP Name Numbers are also assigned for pseudonyms/artist names and, if applicable, for different spellings of the name or other names (e.g. several first names), so that several IP Name Numbers can be registered for one member.

The IP Name Number(s) are attached to and based on the corresponding IP Base Number. An IP Name Number consists of 11 digits. The last two digits are check digits.