

MY SUB-PUBLISHING AGREEMENTS

Dear GEMA publishing member,

Welcome to our online service *My sub-publishing agreements*. With this online service, we are pleased to provide you with more transparency about your currently valid catalogue agreements registered with us in a simple way.

But that's not all. With our online service, you can not only investigate your catalogue agreements, but also have them terminated online in a few simple steps or submit new agreement notifications. Furthermore, you can also create your own agreement reports.

By using this online service, you help us to minimise the manual workload both in providing information on agreements and in processing your termination notifications as well as your new agreement notification, thus avoiding waiting times.

The functionalities currently provided in this self-service are just the beginning. We are planning continuous further developments to be able to offer you the greatest possible support in viewing as well as registering and termination your catalogue agreements with GEMA.

Best regards

Your GEMA

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1. What is the service My sub-publishing agreements?

The online service *My sub-publishing agreements* in the *GEMA online portal* offers you as a GEMA publisher member the possibility to view your currently valid catalogue agreements registered with GEMA: You will find your sub-publishing agreements as catalogue owner and as acquiring sub-publisher.

You can use the export function to download your catalogue agreements as a csv file.

Since March 2024, you can send us your new registrations for catalogue agreements directly via this service.

The legacy service *Register sub-publishing agreements* was replaced in the process and is no longer available.

Another feature is now available to you. You can send us not only the termination of an individual agreement, but you also have the option of sending us the termination for entire agreement hierarchies, i.e. several or all agreements registered under one schedule number via the online service for an automated processing.

Of course, the online service My sub-publishing agreements online is also available in German as well as in English.

2. Who can use this service?

The online service My sub-publishing agreements is intended exclusively for publisher members or for users for whom a portal authorisation for the works area (documentation authorisation) is stored for a publisher account. The documentation authorisation can be viewed and managed in *My Portal Access Permissions*.

3. When is the agreement information updated?

The catalogue agreement information is updated overnight. As soon as new catalogue agreements have been registered or changed manually in our system, this data is visible within this online service on the following day.

This applies the same for agreement terminations. This means that if you notify us of an agreement termination via the online service that is in the past, the agreement will no longer be displayed in the online service after the update. If you notify us of an agreement termination where the termination date is in the future, the termination date reported, including the post term collection, for the relevant agreement will be visible in the online service on the following day.

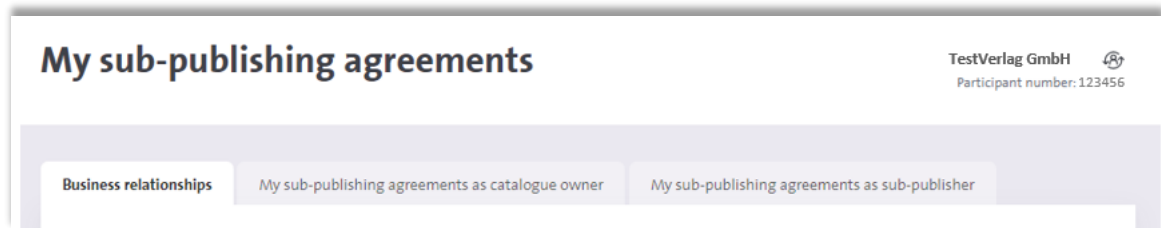
What does this service offer me in detail?

As a GEMA publishing member, you can review, export and register your currently valid catalogue agreements registered with GEMA for the selected GEMA publishing account both in the role as catalogue owner and in the role as sub-publisher and initiate an automatically processed agreement termination.

On the following pages you will find a detailed description.

4. Display of business relationships and catalogue agreements

Within the online service, the data is made available to you in three different tabs. Initially, the application always starts in the tab: Business relationships.



Based on the selected GEMA publishing account, all registered catalogue agreements that are currently valid at the time of login are displayed. Agreements that have already expired in the past or will start in the future are not displayed.

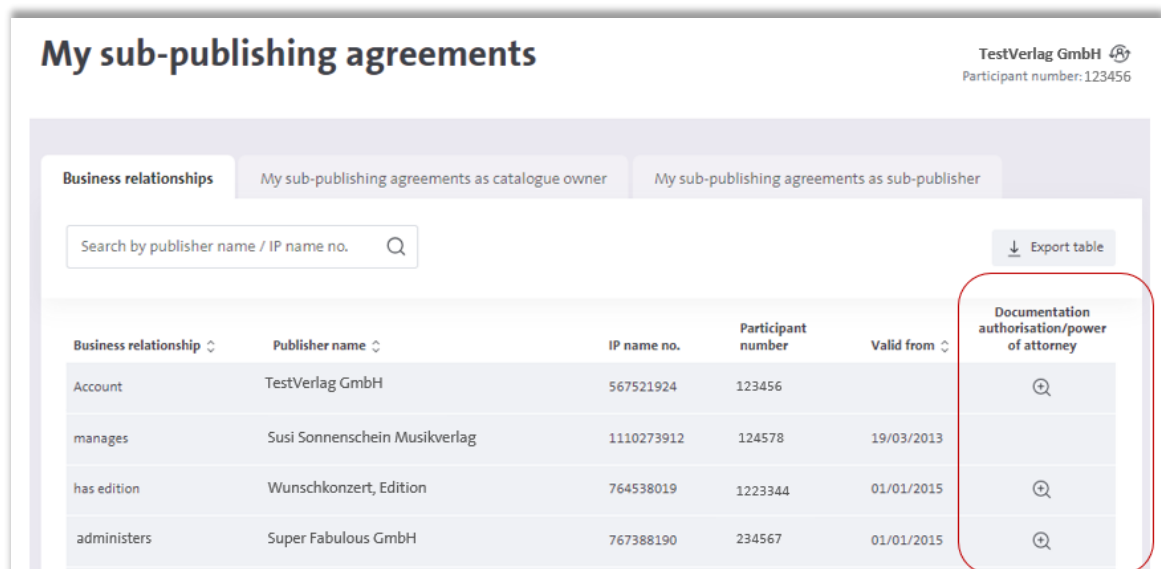
4.1 View: Business Relationships

When you open the application, you will first access the tab *Business relationships*. All currently valid business relationships of the selected GEMA publishing account that are relevant for the service *My sub-publishing agreements* are displayed here. The following business relationship types are determined:

- administered,
- manages and
- has edition.

If you are missing publisher accounts in this list regarding these types of business relationships, the corresponding business relationship may not yet be deposited with GEMA or may already be no longer/not yet valid. In these cases, please contact us via *My messages* – category *Mitgliedsdaten und Mitgliedskonto*.

Starting from the determined business relationships, you can then jump directly to the list view of the catalogue agreements in the role as catalogue owner via the magnifying glass symbol in the column *Documentation authorisation*.



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If the Documentation authorisation column is empty, you do not have portal access permission for the Works section (documentation authorisation) for this publisher's account. You can view and manage the documentation authorisation yourself via the online service *My portal access permissions*. You can find more information on this in the Help Centre under the heading *Online Portal => Authorisation*.

4.2 List view – My sub-publishing agreements as catalogue owner

In the list view, basic agreement information on the registered catalogue agreements of the selected GEMA publishing account in the role as catalogue owner is displayed in a table.

The selected publishing account, which acts as catalogue owner here, is at the top of the list view. Starting from the catalogue owner, the table now lists all currently valid catalogue agreements and displays initial basic information, such as:

- Who is the acquiring party?,
- What type of agreement is involved? (G = general agreement / S = specific agreement),
- What is the agreement territory?,
- What is the agreement start date?,
- the agreement and schedule number.

The agreement territory is mapped exclusively via TIS codes. You can find more information on the TIS codes [here](#).

In the catalogue owner view, the initial sorting is always carried out first in ascending order according to the agreement type (G/S) and as a second sort criterion in ascending order according to the acquiring party. However, you can also sort all columns labelled with sort arrows individually.

Except for the territory and the valid-from date, you can already search for individual agreement information here:

- The search for the Acquiring Party is a "Contains Search".
- The search for the IP Name No., Schedule Number and Agreement Number is an "Exact Search". The search for the Schedule Number and the Agreement Number must include the formal structure (14 digits) with 35AGRnnnnnnnnn / 35SCHnnnnnnnnn.
- The search for the agreement type and the specific agreement number is possible separately, whereby the agreement type: G stands for General agreement and the agreement type S for Specific agreement.

Furthermore, you can select or deselect columns individually via the *Select Columns* drop-down menu. The columns: Acquiring Party and IP Name No. are fixed and cannot be selected.

The screenshot shows the 'My sub-publishing agreements' interface for 'TestVerlag GmbH' (Participant number: 123456). The main navigation tabs are 'Business relationships', 'My sub-publishing agreements as catalogue owner' (selected), and 'My sub-publishing agreements as sub-publisher'. A search bar is present with the text 'Search entries'. Below the search bar are buttons for 'Show all catalogue agreements' and 'Expiration of all/multiple sub-publishing agreements'. The data status is '29/08/2024'. A table displays the following data:

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number
Testify Ltd	595808890	G	-	+US	01/01/2009	35SCH06338
Testify Ltd	803377056	G	-	+20C -NC -PF	01/01/2017	35SCH06338
Testing Company	622279455	G	-	+NL +BE +LU	01/01/2009	35SCH06338

A 'Select columns' dropdown menu is open, showing a list of columns with checkboxes: 'Acquiring party' (checked), 'IP name no.' (checked), 'Type' (checked), 'Specific agreement number' (checked), and 'Territory' (checked). The menu title is 'Acquiring party, IP ...'. A blue arrow points to the menu with the text 'Menu: Select columns'.

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How to read the table?

The table in the list view for catalogue owners reads from top to bottom. This means that the selected publishing account, in this example TestVerlag GmbH, is the catalogue owner (original publisher) at the beginning of an agreement chain. The publisher shown in the table as the acquiring party (sub-publisher) at the top level has a direct contractual relationship with the selected GEMA publishing member. If the acquiring parties reassign individual territories or rights to further sub-publishers, this results in an agreement chain. You can recognise such agreement chains by the +/- symbol at the beginning of the line. Clicking on + symbol opens the next agreement level, which is always shown slightly indented. This allows you to view and trace the entire agreement chain hierarchically.

The + and - symbols at the beginning of a line indicate whether further agreement levels are available. The dependency is indicated by lines.

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
WEATHER MUSIC CORP	123456789	G	-	+2WL-DE	01/01/2009	35SCHnnnnnnnnnn	35AGRnnnnnnnnnn
RAINY WEATHER INC	234567890	G	-	+2SE	01/01/2017	35SCHnnnnnnnnnn	35AGRnnnnnnnnnn
+ SUNSHINE MUSIC	345678901	G	-	+BG+CZ+SK+RO +MD+BA+HR+SI Show more	01/01/2009	35SCHnnnnnnnnnn	35AGRnnnnnnnnnn
HAPPY DAY PUBLISHING	456789012	G	-	+FR	01/07/2014	35SCHnnnnnnnnnn	35AGRnnnnnnnnnn
PARTYTIME PUBLISHING	567890123	G	-	+US	01/01/2021	35SCHnnnnnnnnnn	35AGRnnnnnnnnnn

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TestVerlag GmbH has a direct agreement with Weather Music Corp at the top level for the territory +2WL-DE. Weather Music Corp reassigns the territory of +2SE to Rainy Weather Inc, +BG+CZ+SK+RO... to Sunshine Music, +FR to Happy Day Publishing, etc., which are all at the same level. Sunshine Music reassigns territories from their agreement territory. This is also indicated by the +/- symbol. Here you can also view the further level of the chain by clicking on the + symbol.

Agreements within agreement hierarchies/agreement chains always contain intersections of territory, right and time based on the respective top-level agreements that are in a direct contractual relationship with the GEMA publishing member. I.e. at least one criterion from the territory, right and time from the determined "assignments / agreement levels" must be contained in the agreement at the highest level to be displayed for the selected GEMA publishing member.

4.3 Special feature for catalogue owners: Show all catalogue agreements

In the list view for catalogue owners, the feature *Show all catalogue agreements* is located above the search options. With one click, all currently valid catalogue agreements for which the logged in User has a documentation authorisation will be displayed across all publishing accounts in the role as catalogue owner. Afterwards, you can also export the determined results.

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
WEATHER MUSIC CORP	123456789	G	-	+2WL-DE	01/01/2009	355CHnnnnnnnn	35AGRnnnnnnnn

Data is purely fictitious and for illustrative purposes only

Depending on how many publishing accounts you have a documentation authorisation for and how many catalogue agreements are registered in the role as catalogue owner, the search may take a short moment. Since this search is cross-account, you will no longer see an explicit GEMA publisher account in the list view at the top of the page. Instead, an additional column *Catalogue owner* has been added to the table so that you can clearly see to which GEMA publishing member in the catalogue owner role the displayed catalogue agreements belong to.

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number	Catalogue owner
22D MUSIC CANADA	731911949	G	-	+CA	01/04/2014	355CHnnnnnnnn	35AGRnnnnnnnn	TestVerlag GmbH
NORDIC SUMMER PUBLISHING	23546987	G	-	+2SE	01/04/2014	355CHnnnnnnnn	35AGRnnnnnnnn	Susi Sonnenschein GmbH
22D MUSIC CANADA	731911949	G	-	+CA	01/04/2014	355CHnnnnnnnn	35AGRnnnnnnnn	Susi Sonnenschein GmbH
22D MUSIC CANADA	731911949	G	-	+CA	01/04/2014	355CHnnnnnnnn	35AGRnnnnnnnn	Testing Edition

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The sorting and search functions are also available here.

4.4 List view - My sub-publishing agreements as a sub-publisher

The tab *My sub-publishing agreements as sub-publisher* displays all catalogue agreements for the selected publishing account in which the selected GEMA publishing member appears as sub-publisher ("Acquiring Party"). The respective affiliated publishers are also determined and displayed here.

The initial sorting is done in the sub-publisher view in ascending order according to the acquiring party at the top level. The sorting and search functions are the same as in the list view for catalogue owners. The menu for selecting and deselecting columns is also identical.

How to read the table?

The selected GEMA publishing member, in this example TestVerlag GmbH in the header of the page, acts as a sub-publisher (Acquiring Party) at the end of a chain. In the table, all assigning parties are now determined who end up in the agreement chain with the GEMA publishing member. The assigning parties displayed at the top level are in a direct contractual relationship with the GEMA publishing member. If affiliated publishers exist for the respective assigning parties or if the assigning parties also act as sub-publishers, an agreement hierarchy/agreement chain is created.

Here too, agreement hierarchies/agreement chains are indicated by +/- symbols at the beginning of the line. Clicking on the + symbol opens the next agreement level, which is always displayed slightly indented. This allows you to view and trace the entire agreement chain hierarchically.

The agreement hierarchy is always to be read from the bottom to the top. This means that RAINY WEATHER MUSIC INC assigns the agreement territory +2WL to K9 MUSIC PUBLISHING. K9 MUSIC PUBLISHING assigns the agreement territory +2GC to the GEMA publishing member TestVerlag GmbH.

The screenshot shows the 'My sub-publishing agreements' interface for TestVerlag GmbH. It features a search bar, a 'Register sub-publishing agreement' button, and a table of agreements. The table has columns for Assigning party, IP name no., Type, Specific agreement number, Territory, Valid from, Schedule number, and Agreement number. The data shows a hierarchy of agreements starting with K9 MUSIC PUBLISHING, which includes RAINY WEATHER MUSIC INC and SUNSHINE MUSIC as sub-publishers.

Assigning party	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
K9 MUSIC PUBLISHING		G	-	+2GC	06/06/2021	355CHnnnnnnnnnn	35AGRnnnnnnnnnn
+ RAINY WEATHER MUSIC INC		G	-	+2WL	01/01/2021	355CHnnnnnnnnnn	35AGRnnnnnnnnnn
+ SUNSHINE MUSIC		G	-	+2EU+TR+US+CA	01/01/2011	355CHnnnnnnnnnn	35AGRnnnnnnnnnn
- HAPPY DAY PUBLISHING		G	-	+2WL	01/01/2012	355CHnnnnnnnnnn	35AGRnnnnnnnnnn

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The agreement chains always contain intersections of territory, right and time based on the respective agreements at the top level, which are in a direct contractual relationship with the GEMA publishing member. This means that at least one criterion from the territory, right and time from the agreement for K9 Music Publishing must also be included in the identified "affiliated publishers" to be displayed for the selected GEMA publishing member.

4.5 Detailed view

In both list views, you can use the three-dot menu at the end of each agreement line to display further agreement details.

The screenshot displays the 'My sub-publishing agreements' page for TestVerlag GmbH. It features a search bar, filters, and a table of agreements. A red box highlights the three-dot menu icon next to the first row, which opens a dropdown with options: 'View more contract details' and 'Allow sub-publishing agreement to expire'.

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
Testify Ltd	595808890	G	-	+US	01/01/2009	35SCH006336689	35AGR009368289
Testify Publishing	803377056	G	-	+2OC -NC -PF	01/01/2017	35SCH006336689	35AGR016463280
Testing Company	622279455	G	-	+NL +BE +LU	01/01/2009	35SCH006336689	35AGR009368288

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In the detailed view you will find additional information, such as:

- the agreed collection rates for performing and mechanical rights
- the ECP attribute
- the agreed scope of rights
- the prior royalty modalities and
- the type of participation in the mechanical right.

If you have already sent us a termination date including post-term collection modalities for an agreement and the termination date is in the future at the time of login, the transmitted termination date plus post-term collection modality will also be displayed here. Otherwise, this information always remains empty.

Detailed view catalogue owner

The screenshot displays the 'Detailed view catalogue owner' interface. It shows contract data for 'Catalogue owner' (TestVerlag GmbH) and 'Main catalogue' (Rainy Weather Inc). The view includes details for Agreement number, ECP attribute, Assigning party, Acquiring party, Performing rights, Mechanical rights, Collections performing rights, Collections mechanical rights, Prior royalties, and Participation type.

Detailed view sub-publisher

The screenshot displays the 'Detailed view sub-publisher' interface. It shows contract data for 'Main catalogue' (Rainy Weather Inc) and 'Main catalogue' (Rainy Weather Inc). The view includes details for Agreement number, ECP attribute, Assigning party, Acquiring party, Performing rights, Mechanical rights, Collections performing rights, Collections mechanical rights, Prior royalties, and Participation type.

Data is purely fictitious and for illustrative purposes only

The two detailed views are fundamentally identical and differ only in the information on the catalogue owner or the main publisher. The catalogue owner is always the corresponding original publisher with whom an agreement chain starts. The main publisher is the publisher to whom all affiliated publishers "run in" and who has a direct contractual relationship with the GEMA publishing member.

Details of the respective individual rights for the performing and broadcasting rights and mechanical reproduction rights are provided in the form of CISAC rights.

The complete performing and broadcasting rights group AR is mapped to +P. The complete mechanical reproduction rights group VR is mapped to +M.

The following table provides an overview of the mapping of the respective individual GEMA rights to the corresponding individual CISAC rights.

PR / MR individual rights and mapping to CISAC rights

AR		PERFORMING AND BROADCASTING RIGHT GROUP		+P	
Recht	Bezeichnung	Art	CISAC RECHT	CISAC BEZEICHNUNG	
AF	AUFFUEHRUNGSRECHT	E	PR	Performing right	
FS	FERNSEHSENDERECHT	E	TB	Television broadcast right	
HF	HOERFUNKSENDERECHT	E	RB	Radio broadcast right	
OI	ONLINERECHT INTERAKTIV AUSSER KLINGELTON	E	OD	Making available right - interactive	
OK	ONLINERECHT KLINGELTON	E	OD	Making available right - interactive	
ON	ONLINERECHT NICHT INTERAKTIV	E	OB	Making available right - non interactive	
TS	TONFILMSENDERECHT	E	TB	Television broadcast right	
VF	VORFUEHRUNGSRECHT	E	MP	Motion Picture Exhibition Right	
WA	RECHT DER WIEDERGABE EINER AUFFUEHRUNG	E	TP	Right of retransmission of performance	
WF	RECHT DER WIEDERGABE EINER FERNSEHSENDUNG	E	TV	Right of public performance of TV broadcast	
WH	RECHT DER WIEDERGABE EINER HOERFUNKSENDUNG	E	TO	Right of public performance of radio broadcast	
WT	RECHT DER WIEDERGABE DURCH BILD- ODER TONTRAEGER	E	PC	Right of public performance of a recording	
WU	WEITERUEBERTRAGUNGSRECHT	E	RT	Retransmission right	

VR		MECHANICAL REPRODUCTION RIGHT GROUP		+M	
Recht	Bezeichnung	Art	CISAC RECHT	CISAC BEZEICHNUNG	
DB	DATENBANK-EINBRINGUNGSRECHT	E	DB	Database right	
HR	HERSTELLUNGSRECHT	E	SY	Synchronisation right	
MRB	MECHANISCHES RECHT - BILDTONTRAEGER	E	MV	Mechanical Right Video	
MRI	MECHANISCHES RECHT - ONLINE INTERAKTIV AUSSER KLINGELTON	E	MD	Mechanical right - online interactive	
MRK	MECHANISCHES RECHT - ONLINE KLINGELTON	E	MD	Mechanical right - online interactive	
MRN	MECHANISCHES RECHT - ONLINE NICHT INTERAKTIV	E	MB	Mechanical right - online non interactive	
MRP	MECHANISCHES RECHT - PHONO	E	MR	Mechanical right	
MRR	MECHANISCHES RECHT - RUNDFUNK (HOERFUNK UND FERNSEHEN)	E	MA	Mechanical Right Radio	

5. Export of data

For the view of the business relationships as well as within the list view as catalogue owner and list view as sub-publisher you can export the respective results into a csv file.

To do this, you will find the feature: *Export table* on the right above the respective table views.

The screenshot shows a web interface titled "My sub-publishing agreements" for "TestVerlag GmbH GmbH" with participant number 123456. A red button labeled "Register sub-publishing agreement" is visible. Below are tabs for "Business relationships", "My sub-publishing agreements as catalogue owner", and "My sub-publishing agreements as sub-publisher". A search bar and filters for "Type" and "Specific agreement no." are present. A "Data status: 29/08/2024" is shown. A table lists agreements with columns: "Acquiring party", "IP name no.", "Type", "Specific agreement number", "Territory", "Valid from", "Schedule number", and "Agreement number". An "Export table" button is highlighted in a red box. A "Select columns" dropdown is also visible.

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
Testify Ltd	595808890	G	-	+US	01/01/2009	355CHnnnnnnnn	35AGRnnnnnnnn
Testify Publishing	803377056	G	-	+20C -NC -PF	01/01/2017	355CHnnnnnnnn	35AGRnnnnnnnn

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In the view for business relationships, you will receive a report of the currently valid business relationships of the selected GEMA publishing member that are relevant for this service. Please note that this is not a complete output of all possible existing business relationships.

In the list views for catalogue owners and sub-publishers, you receive a report with all the information from the list view and the detailed view. Agreement hierarchies/agreement chains are displayed via numbering. The reading of the respective reports is the same as in the portal:

- Catalogue owner view: from top to bottom
- Sub-publisher view: from bottom to top.

6. Termination of catalogue agreements for automated processing

If you would like to send us a termination of a single catalogue agreement, you can initiate the termination both in the view: My sub-publishing agreements as catalogue owner and in the view: My sub-publishing agreements as sub-publisher via the respective three-dot menu at the end of each agreement line.

In the catalogue owner view, you also have the option of terminating several or all agreements within an agreement hierarchy via a separate button.

As soon as you have informed us of the agreement termination, it will be automatically processed in our system.

Please note: It is not possible to communicate the termination of a business relationship via this function.

Important Note

Once you have clicked on *Report termination*, you can no longer correct or change your agreement termination details via this service. We therefore ask you to check your details carefully beforehand.

If you have made a mistake and want to correct a termination that has already been sent, please do not initiate another termination request for the corresponding agreement via the online service. In this case, please contact our colleagues from the agreement team by e-mail (vereinbarungen@gema.de), stating the case number transmitted for that termination case.

6.1 Termination of an individual catalogue agreement via the three-dot menu

Both in the *catalogue owner view* and in the *sub-publisher view*, you have the option of initiating an agreement termination for individual agreements via the respective three-dot menu at the end of each line.

If directly dependent agreements, so called reassignments, are still registered for the selected agreement, these are also determined and displayed in the termination overview that opens.

In the *sub-publisher view*, possible registered reassignments that are documented starting from the GEMA publishing member as sub-publisher are also displayed and considered as part of the termination process.

The screenshot shows the 'My sub-publishing agreements' interface for TestVerlag GmbH. The page includes a search bar, filters, and a table of agreements. A three-dot menu is open for the 'Testing Company' row, showing the option 'Allow sub-publishing agreement to expire'.

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
Testify Ltd	595808890	G	-	+US	01/01/2009	35SCH006336689	35AGR009368289
Testify Publishing	803377056	G	-	+2OC-NC-PF	01/01/2017	35SCH006336689	35AGR016463280
Testing Company	622279455	G	-	+NL+BE+LU	01/01/2009	35SCH006336689	35AGR009368288

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Selecting the functionality *Allow sub-publishing agreements to expire* in the three-dot menu opens the following termination overview:

Allow sub-publishing agreements to expire

35SCH123456789 TestVerlag GmbH 547856316
Type: G

Select sub-publishing agreements

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Valid until	Agreement number
<input type="checkbox"/> Testify Publishing	803377056	G	-	+20C-NC-PF	01/01/2017	-	35AGR098765432
<input type="checkbox"/> Kiribati Entertainment	177603652	G	-	+KI	01/01/2017	-	35AGR005465432
<input type="checkbox"/> Oceanic Ltd.	257217270	G	-	+FM	01/01/2017	-	35AGR096965431
<input type="checkbox"/> Island Inc	256004985	G	-	+PG	01/01/2017	-	35AGR098765487
<input type="checkbox"/> Kangaroo Hopper Inc	400068903	G	-	+2AA	01/01/2017	-	35AGR006765212
<input type="checkbox"/> Sunshine Radio	274904938	G	-	+TV	01/01/2017	-	35AGR198325452
<input type="checkbox"/> High Wave Ltd	274904938	G	-	+NR	01.01.2017	31.12.2025	35AGR098760791

Information about the expiry date

Expiry date

Valid until

Post-term collections

Collection until Yes No

Cancel

Report expiry

Data is purely fictitious and for illustrative purposes only

The schedule number and the agreement type, as well as the assigning party and its IP name number are displayed in the header of the termination overview.

In the main part of this view, you will now also see all registered reassignments based on the previously selected agreement. If a termination date has already been registered for one of the agreements in the future, the corresponding date will be displayed in the column "Valid until".

You can also display further agreement details for each agreement here via the three-dot menu.

If no reassignments are registered for the previously selected agreement, only the selected agreement will appear in the termination overview.

Now select either all or single individual agreements for the agreement termination.

Plausibility checks:

Certain plausibility checks are already implemented as part of the agreement selection for the transmission of an agreement termination. For example, if you select an agreement for which lower-level agreements are still registered, the lower-level agreements are also automatically selected. If an agreement is then deselected at a lower level, the corresponding dependent higher-level agreement is also automatically deselected.

Agreements for which a termination date in the future has already been registered are also displayed here but cannot be selected for a new termination request and can therefore no longer be changed via the online service.

In the final part of the termination overview, add the termination date and the information on post-term collection modalities. The termination date and the information to the post-term collection apply to all selected agreements.

Definition of post-term collection

The contractual partner receives the monies accrued during the contractual period, but which are paid out after the termination of the agreement.

You have 3 options when specifying a post-term collection. One of them must be chosen:

a) Collection until:

If you have agreed on an explicit **date** for the post-term collection, select this setting and enter the corresponding post term collection date in the line: *Collection until*.

b) Post-term collection - Yes

If you have agreed an **unlimited** post-term collection, select this setting.

c) Post-term collection - No

If your agreement terminates without a post-term collection, i.e. with **cut-off**, select this setting.

Plausibility checks:

Certain plausibility checks are also stored in the online service when entering the termination date and post-term collection, so that the earliest possible termination date is always displayed as a note depending on the agreements selected. This means that you cannot select a date that is before the earliest possible termination date when using the calendar function.

The plausible specification for the post-term collection is also checked as soon as the termination request relates to agreements with reassignments and there are already lower-level agreements with a termination in the future. Depending on which post-term collection information is documented in the agreement that has already terminated, you may also receive an information message when selecting the post-term collection.

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Valid until	Agreement number
<input checked="" type="checkbox"/> Testify Publishing	803377056			+2OC-NC-PF	01/01/2018	-	35AGR098765432
<input checked="" type="checkbox"/> Kiribati Entertainment	473519929	G	-	+KI	01/01/2018	-	35AGR005465432
<input checked="" type="checkbox"/> Oceanic Ltd.	438038065	G	-	+FM	01/01/2018	-	35AGR096965431
<input checked="" type="checkbox"/> Island Inc	468225537	G	-	+PG	01/01/2018	-	35AGR098765487
<input checked="" type="checkbox"/> Kangaroo Hopper Inc	492408541	G	-	+2AA	01/01/2018	-	35AGR006765212
<input checked="" type="checkbox"/> Sunshine Radio	694567686	G	-	+TV	01/01/2018	-	35AGR198325452
<input checked="" type="checkbox"/> High Wave Ltd	274904938	G	-	+NR	01/01/2018	31.12.2025	35AGR098760791

Information about the expiry date

Expiry date

Please note that you can only set an expiry date for contracts that have not yet been terminated. The earliest possible expiry date is 31.12.2025.

Valid until: DD.MM.YYYY

Please enter an expiry date.

Post-term collections

Collection until Yes No

Collections until

Since for at least one sub-publishing agreement that expired in the future a post-term collection: UNBF is registered, you can only select "Yes"

Cancel Report expiry

Data is purely fictitious and for illustrative purposes only

If all details have been entered plausibly, select *Report expiry*.

Important note: Once you have clicked on *Report expiry*, you will no longer be able to correct or change your details via this service. We therefore ask you to check your details carefully beforehand.

6.2 Termination of all/multiple agreements in the catalogue owner view

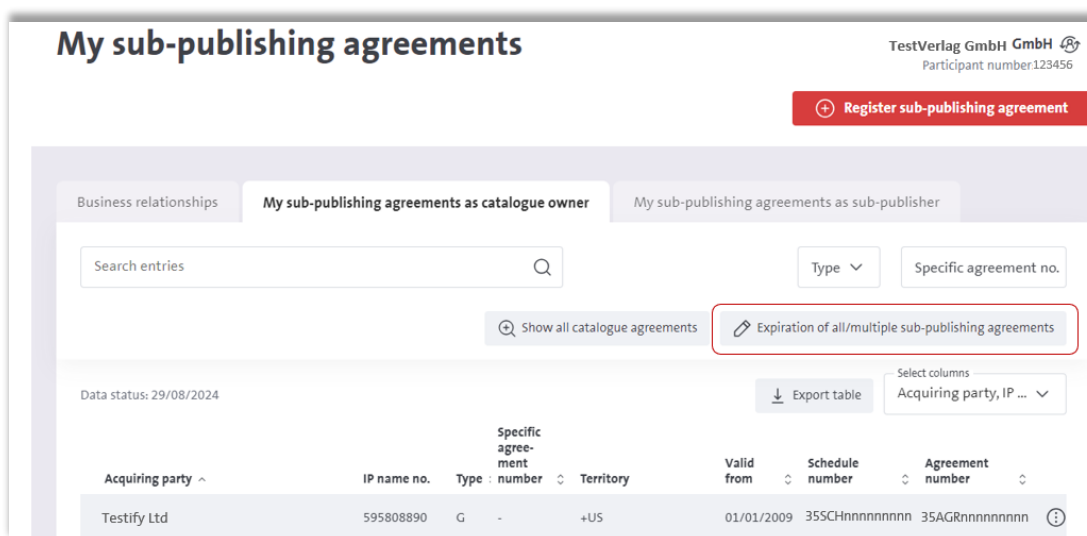
Schedule Number - Agreement number

The schedule number builds the frame around all agreements within an agreement hierarchy and is therefore identical for each agreement within the same agreement hierarchy, while each individual agreement itself has an individual agreement number.

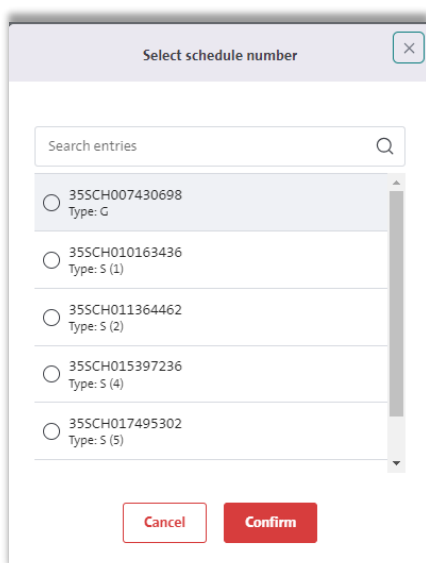
The schedule number is of the utmost relevance for the correct allocation of the works to specific agreements in the context of the work registration via CWR and IWAS.

The schedule number as well as the agreements within a schedule number can be easily viewed via the online service.

If, for example, you would like to terminate an entire agreement hierarchy (all or several agreements of a schedule number) as catalogue owner without sending a termination request for each individual agreement, you can do this via the button: *Expiration of all/multiple sub-publishing agreements*.



Clicking on the button opens an overview of all available schedule numbers for the selected publishing account for which catalogue agreements are stored.



Type:G = General agreement
Type:S = Specific agreement. The respective number in brackets corresponds to the specific agreement number.

Select the corresponding schedule number whose agreements you would like to terminate. All agreements of this schedule number that are currently valid at the time of login are then determined and displayed in a termination overview, just as in the termination functionality via the three-dot menu.

Allow sub-publishing agreements to expire


35SCH123456789 TestVerlag GmbH 547856316
Type: G

Select sub-publishing agreements

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Valid until	Agreement number	
<input checked="" type="checkbox"/> KIRIBATI ENTERTAINMENT	738594889	G	-	+2BE	01/09/2016	-	35AGRD98765432	ⓘ
<input checked="" type="checkbox"/> TALIT MUZIC PUBLISHING LTD	645926025	G	-	+2NC+2BS-DK	01/01/2017	-	35AGRD05465432	ⓘ
<input checked="" type="checkbox"/> PEERMUSIC BENELUX	9974063	G	-	+8E	01/09/2016	-	35AGRD96965431	ⓘ
<input checked="" type="checkbox"/> AMPLITUDE MSUCI SARL	616058067	G	-	+DK	01/01/2017	-	35AGRD98765487	ⓘ
<input checked="" type="checkbox"/> WATERMELON PUBLISHING	782389399	G	-	+ZA+8W+NA+ZW ⌵ Show more	01/09/2016	-	35AGRD06765212	ⓘ
<input checked="" type="checkbox"/> POWERHOUSE LTD	670252951	G	-	+IT	01/09/2016	-	35AGR198325452	ⓘ
<input checked="" type="checkbox"/> OCEAN VIEW	470843546	G	-	+AT	01/01/2011	-	35AGR198325452	ⓘ
<input checked="" type="checkbox"/> OCEAN VIEW	471566440	G	-	+CH	01/01/2011	-	35AGR173577351	ⓘ
<input checked="" type="checkbox"/> VIVA ESPAGNA	691781309	G	-	+GB+ES+PT+FR ⌵ Show more	01/01/2021	-	35AGR198698232	ⓘ
<input checked="" type="checkbox"/> IDM MUSIC DOO	691781309	G	-	+BG+RO+PL+HU ⌵ Show more	01/01/2018	-	35AGRD058325872	ⓘ
<input checked="" type="checkbox"/> REBEL PUBLISHING SP Z O.O.	438038065	G	-	+HU	01/01/2018	-	35AGR001235467	ⓘ

Information about the expiry date

Expiry date

 Please note that you can only set an expiry date for contracts that have not yet been terminated. The earliest possible expiry date is 02.01.2021.

Valid until 

Post-term collections ⓘ

Collection until Yes No

Collections until 

Cancel

Report expiry

Data is purely fictitious and for illustrative purposes only

The plausibility checks both when selecting the agreements and when specifying the termination date and the post-term collection modalities are the same to the termination functionalities of an individual agreement via the three-dot menu (**section 6.1**).

6.3 Processing of the submitted termination data

Once you have successfully submitted your termination notification, you will receive a confirmation of receipt to the e-mail address used in the login, summarising all the data you have submitted for the agreement termination process.

In the subject line of the e-mail you will find, among other things, the case number, which serves as the ID of the case throughout the entire process.

Confirmation of receipt

[REDACTED]

Absender: [REDACTED]
Gesendet: 2024.09.02 10:51:48
Empfänger: [REDACTED]
CC:
Betreff: Confirmation of receipt concerning termination of catalogue agreement for TestVerlag GmbH / case number: I-[REDACTED]

Dear [REDACTED]

On September 02, 2024, we received the following information from you concerning the termination of your catalogue agreement:

Termination Date: 31.12.2026
Collection model: Unbefristet

Agreementnumber	Assigning Party
26024765	TESTIFY PUBLISHING
12708809	TESTIFY PUBLISHING
12708810	TESTVERLAG GMBH
12708807	TESTVERLAG GMBH
12708806	TESTVERLAG GMBH

What happens next?
We will process your concern as quickly as possible and then get back in touch with you.
You don't need to do anything else until you hear back from us.

Kind regards,
GEMA
Team Agreements

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Your termination notification is processed automatically and in real time.

As soon as your data has been processed in our system, you will receive the processing result to the e-mail address used in the login.

Absender: [REDACTED]
 Gesendet: 2024.09.02 13:57:23
 Empfänger: [REDACTED]
 CC: [REDACTED]
 Betreff: Processing result - Termination of catalogue agreement for TestVerlag GmbH
 case number: I- [REDACTED]

Dear [REDACTED]

On September 02, 2024, you sent us the following information concerning the termination of your catalogue agreement:

Termination date: 31.12.2025
 Collection Model: Unbefristet

Agreementnumber	Assinging Party	Processing status OK/NOK	Error message
12708807	TESTIFY PUBLISHING	OK	
12708809	TESTIFY PUBLISHING	OK	
12708806	TESTVERLAG GMBH	OK	
26024765	TESTVERLAG GMBH	NOK	Die Vereinbarung 26024765 ist abgelaufen
12708810	TESTVERLAG GMBH	OK	

Status OK: The termination of that agreement has been successfully stored in our database. As confirmation that your notice of termination has been successfully processed, the relevant agreement advice will be sent to the postal/email address on file with us for correspondence.

Status NOK: We are unable to process the submitted termination for that agreement. Please check your termination details and the error message and, if necessary, send us the corrected data again via our online service: **My sub-publishing agreements** at www.gema.de/portal/subverlagsverträge.

Any questions? Simply send them to us directly in reply to this email.

Processing result

Data is purely fictitious and for illustrative purposes only

The processing result shows you the processing status for each agreement.

Status OK: The termination has been successfully stored in our database. As confirmation that your notice of termination has been successfully processed, the relevant agreement advice will be sent to the postal/email address on file with us for correspondence.

Status NOK: We are unable to process the submitted termination for that agreement. Please check your termination details and the error message and, if necessary, send us the corrected data again, via our online service: *My sub-publishing agreements*.

If you have any questions about the error situation, simply reply to the e-mail without changing the subject.

On the following day, the result is "visible" in the online portal.

This means: If you report an agreement termination that lies in the past, the agreement will no longer be displayed within the online service after the update.

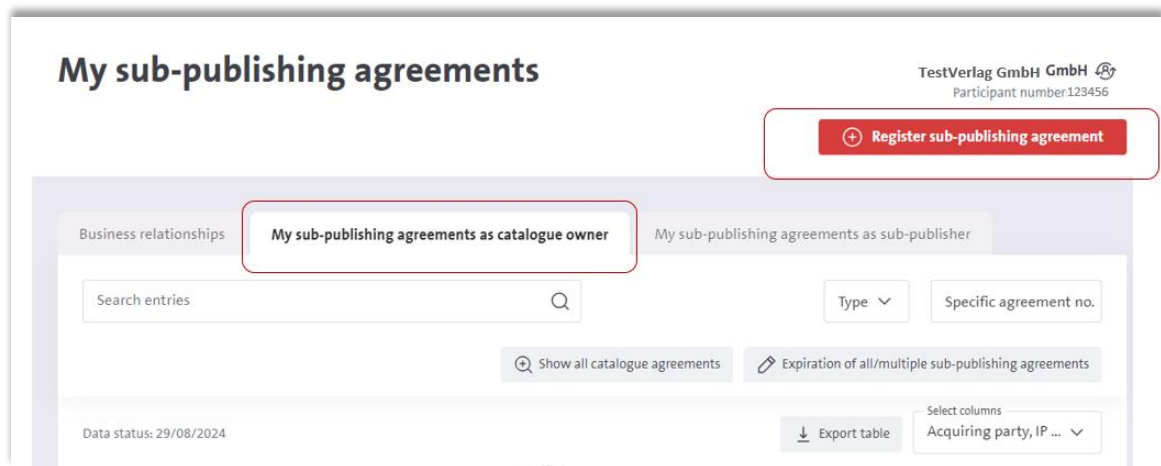
If you report an agreement termination that lies in the future, the reported termination date including information to the post-term collection will be displayed for this agreement. It is no longer possible to submit an agreement termination via the online service for this agreement again. In the three-dot menu, the feature: *Allow sub-publishing agreement to expire* is no longer offered.

7. Register a new catalogue agreement

Since March 2024 you can register your new catalogue agreements directly to GEMA via the online service *My sub-publishing agreements*. This service therefore combines all existing functionalities relating to your catalogue agreements.

When registering a new catalogue agreement, it's important that you choose the right tab to submit your new agreement. Does the selected publishing account for which you want to submit a new notification act as the catalogue owner or does the selected publishing account act directly or indirectly as a sub-publisher? Depending on this, you initiate the new notification either from the view: *My sub-publishing agreements as catalogue owner* or from the view: *My sub-publishing agreements as sub-publisher*.

7.1 Submitting a new catalogue agreement as catalogue owner



If the selected GEMA publishing account acts as the original publisher (catalogue owner), a new catalogue agreement notification is triggered via the button: *Register sub-publishing agreement* from the tab *My sub-publishing agreements as catalogue owner*.

In the following, the different sections of the input form that opens subsequently are explained to you.

Section: Agreement type



Select an agreement type from the drop-down menu. A brief explanation is provided for each agreement type within the service.

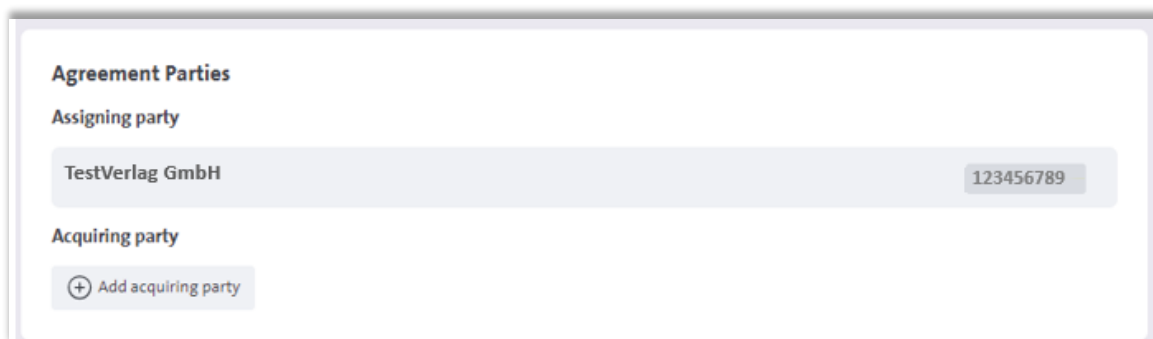
Association agreement: The sub-publishing agreements of the acquiring party shall apply in favour of local representatives, if any. The Association Agreement usually covers a larger agreement territory, e.g. +2WL-US.

General agreement: Applies to the entire catalogue of an original publisher/assigning party.

Specific association agreement: For an explicit subset of works from a catalogue, the sub-publishing agreements of the acquiring party shall apply in favour of local representatives, if any. The Specific Association Agreement usually covers a larger agreement territory, e.g. +2WL-US. The works to be covered by this agreement must be explicitly assigned by the applicant, e.g. when registering the work, using the schedule number sent by GEMA. If the agreement notification refers to works that have already been registered, please attach a corresponding list of works including the title and work number to the form.

Specific agreement: Applies explicitly to a subset of works within a catalogue. The works to be covered by this agreement must be explicitly assigned by the applicant, e.g. when registering the work, using the schedule number sent by GEMA. If the agreement notification refers to works that have already been registered, please attach a corresponding list of works including the title and work number to the form.

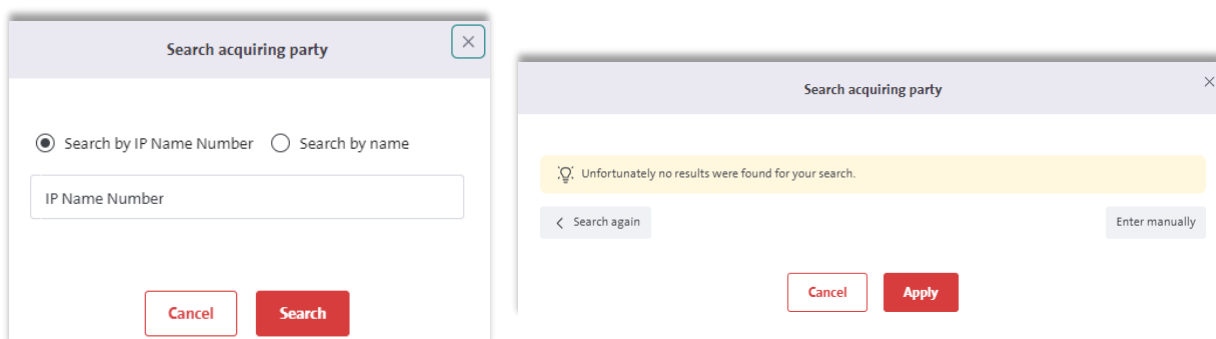
Section: Agreement Parties



The screenshot shows a form titled "Agreement Parties". Under the heading "Assigning party", there is a text input field containing "TestVerlag GmbH" and a small grey box to its right containing the number "123456789". Below this, under the heading "Acquiring party", there is a button with a plus sign and the text "Add acquiring party".

The Assigning Party is pre-filled by default with the selected GEMA publishing account and cannot be changed at this point. If you wish to initiate a new registration for a different GEMA original publisher, please change the selected account using the function "Change account".

Please enter the name of the acquiring party. You have the option of either entering an IP name number or the publisher's name to search for the relevant acquiring party and enter it in the input mask.



The first screenshot shows a search dialog box titled "Search acquiring party". It has two radio buttons: "Search by IP Name Number" (which is selected) and "Search by name". Below the radio buttons is an input field labeled "IP Name Number". At the bottom are "Cancel" and "Search" buttons.

The second screenshot shows the same search dialog box after a search. A yellow message box at the top says "Unfortunately no results were found for your search." Below this are two buttons: "Search again" and "Enter manually". At the bottom are "Cancel" and "Apply" buttons.

If you do not get a hit with this information or the publisher you are looking for is not in the list of results, you can enter the name and, if known, the IP name number manually and transfer it to the input mask.

Section: Agreement details (agreement territories, start date, prior royalties)

Agreement details

Territory ⓘ

Included territories

Include territories ▾

Excluded territories

Exclude territories ▾

Valid from

Valid from 📅

Prior royalties ⓘ

Yes No

Territories

Using the dropdown menu, you have to provide information at least about the included territories. If necessary, please also state excluded territories. The territory selection is limited to countries or territories for which official TIS codes exist. The selection list always displays the currently valid country or territory names. For example, if you search for the country name Swaziland, you will not find any results, as SWAZILAND has been renamed to ESWATINI since 19th April 2018.

Valid from

You can manually enter a corresponding start date for the agreement or using the calendar function. If you enter the date manually, the validity of the date is checked.

Prior royalties

Please select one of the two modalities for prior royalties here.

Definition of prior royalties

The sub-publisher receives the monies accrued before the start of the agreement, but which would be paid out during the agreement period.

Section: Share division and publisher participation

Share division and publisher participation ⓘ

What rights does the agreement apply to?

PR and MR only PR only MR

PR share

PR shares of the author in % 0	PR shares of the original publisher in % 0	PR shares of the sub-publisher in % 0
-----------------------------------	---	--

MR share

PR shares of the author in % 0	PR shares of the original publisher in % 0	PR shares of the sub-publisher in % 0
-----------------------------------	---	--

Share of the sub-publisher in MR ⓘ

Sales (incl. all imports)

Manufacture (incl. all exports)

Publisher Participation ⓘ

The publisher assures that the authors confirmed the participation of the publisher in distributions for statutory remuneration claims according to sec. 27a VGG (German CMO-Act). The publisher shall keep GEMA indemnified against possible claims of third parties in case the publisher is not entitled.

Yes No

Share division PR / MR

You can choose whether the new catalogue agreement to be registered by you should be registered for the complete PR (performing and broadcasting right) and MR (mechanical reproduction right), only for the PR or only for the MR. The default setting is *PR and MR*. Depending on the selection, the input mask is reduced or expanded regarding the shares to be entered in the respective lines. A list of the individual rights assigned to the PR and MR can be found in **chapter 4.5** in the **section "PR / MR individual rights and mapping to CISAC rights"**.

Please provide the percentage shares of all participant roles in the territory for AR and/or for VR. The sum of the fields must equal 100% in each case.

Please note that the general representation of a GEMA original publishing catalogue by a foreign sub-publisher with a collection of 100% in the mechanical reproduction right (MR) for the sub-publisher is according to the GEMA distribution plan not permitted.

Share of the sub-publisher in MR – Sales or Manufacture

Select whether the sub-publisher should be involved in either sales or manufacturing in its agreement territory.

Definition of Manufacture

Under mechanical law, the sub-publisher receives its sub-publisher's share of the licence fees for all sound recordings produced in its agreemental territory, irrespective of where they are sold, i.e. also for exports.

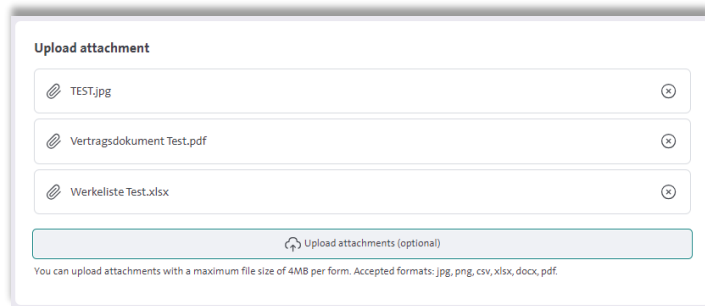
Definition of Sales

Under mechanical law, the sub-publisher receives its sub-publisher's share of the licence fees for all sound recordings sold in its agreemental territory, irrespective of where they were produced, i.e. also for imports.

Publisher participation

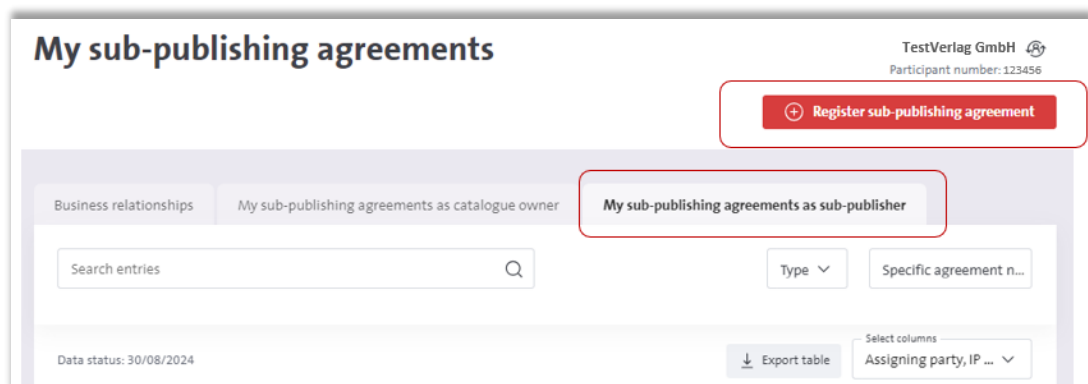
The information on publisher participation is always relevant if a GEMA publishing member is directly or indirectly affected by the agreement notification in the role of a sub-publisher. For agreement notifications that originate from a GEMA original publisher, the information is usually not necessary.

Section: Upload attachment



For each agreement notification, you can optionally upload a maximum of 3 additional documents, e.g. supporting agreement documents, a list of titles or a list of further information to your registration simply by drag & drop or by selecting the file.

7.2 Submitting a new catalogue agreement as sub-publisher



If the selected GEMA publishing account acts as a sub-publisher, a new catalogue agreement notification is triggered via the button: *Register sub-publishing agreement* from the tab *My sub-publishing agreements as a sub-publisher*.

The following input screen is identical to the input screen for registering a new catalogue agreement as a catalogue owner, except for the section: *Agreement parties*.

For this reason, only the section *Agreement parties* will be described here. The description of the other sections can be found in **chapter 7.1**. However, the section on publisher participation is of great importance for the role as a sub-publisher.

Section: Agreement parties



While in the role as catalogue owner, the assigning party is already pre-filled with the selected GEMA publishing account, you have the option of adding both the assigning and acquiring party when registering a new agreement in the role as a sub-publisher. The reason for this is that you can not only report catalogue agreements for the GEMA publishing member directly as a sub-publisher, but also catalogue agreements between two foreign publishers (usually as an association agreement/specific association agreement). The search for the agreement parties is conducted in the same way as for catalogue owners during the agreement registration, by entering the IP name number and/or the publisher's name.

7.3 Processing the new agreement notification

Once you have successfully submitted your new registration, you will receive a confirmation of receipt at the e-mail address used in the login. The subject of the e-mail includes a case number, which serves as the ID of the case throughout the entire process. An Excel file containing your reported agreement data based on the CISAC specification in CAF-Lite format is also attached to this e-mail.

If you have uploaded additional agreement documents as part of the agreement registration, these will be listed by name in the confirmation of receipt.

Confirmation of receipt

[Redacted]

Absender: [Redacted]
Gesendet: 2024.09.02 10:26:37
Empfänger: [Redacted]
CC: [Redacted]
Betreff: Confirmation of receipt - New registration of catalogue agreement/s for
TestVerlag GmbH / case number: I- [Redacted]

Dear [Redacted]

Thank you for the new catalogue agreement that you sent us on 5.1.2024 0:00:00.000, via the Online Portal. To view the relevant information at a glance, please see here:

NKV-38046 Agreement notification from _20240902T082515.829 GMT_SCHEDLER RUDI
MUSIKVERLAG GMBH.xlsx

You have also uploaded the following additional files:

TEST.jpg
Vertragsdokument%20Test.pdf
Werkeliste%20Test.xlsx

What happens next?

We will process everything as quickly as possible. Should we require any further information or documents, we will get in touch with you. Once the catalogue agreement has been definitively entered in our systems, we will send you confirmation by email. We will also inform our sister organisations at the same time.

Please note: as official confirmation, the so-called declaration of agreement will automatically be sent to the email/postal address that you have provided us with for your publisher.

You do not need to do anything else until you hear back from us.

Kind regards,

GEMA
Team Agreements

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Enquiry

If we have any queries regarding your agreement notification, we will notify you by e-mail using the case number provided to you.

Please also note the deadline for your feedback, which is set out in this letter. If we have not received your feedback by the deadline, we will not be able to register your agreement. We will then close the case and you will receive a final rejection letter stating the reasons for the rejection.

If necessary, please submit a new agreement notification via the online service *My Sub-publishing agreements*.

Absender: [REDACTED]
Gesendet: 2024.09.02 12:00:00
Empfänger: [REDACTED]
CC:
Betreff: Query - your new catalogue agreement TestVerlag GmbH
/ case number: I-[REDACTED]

Dear [REDACTED]

On January 5, 2024 you notified us of a new catalogue agreement via the Online Portal.
To enable us to register this in our systems, we need a little help from you.

In your agreement notification, you notified us of the following s/m-clause: Manufacture.
Unfortunately, your statement is not consistent with the s/m-clause already documented for the agreement chain.

Should the catalogue agreement which you have just notified us be registered in accordance with the s/m-clause already documented for the existing agreement chain Sales?

It is essential that you respond to this email by **Nov 30, 2024**. Important: please do not change the subject line. This will ensure that we can file your answer correctly.
Unfortunately, if we do not receive any reply from you by the above date, we will not be able to consider your notification of the agreement. Should this happen, please submit a fresh agreement notification to us via our Online Service "My sub-publishing agreements".

Kind regards,

GEMA
Team Agreements

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Final decision - Success

As soon as your agreement registration has been stored in our system, you will also receive a corresponding confirmation to the e-mail address used in the login. This e-mail also contains the agreement number regarding your agreement registration. The agreement declaration, as official confirmation of the registration, is also created as usual and sent to the correspondence address of the GEMA publishing member stored with us and, if applicable, also to sister societies.

Final decision - Success

Absender: [REDACTED]
Gesendet: 2024.09.02 13:21:03
Empfänger: [REDACTED]
CC:
Betreff: Success: your new catalogue agreement catalogue TestVerlag GmbH
case number: I- [REDACTED]

Dear [REDACTED]

Thank you for sending us a new catalogue agreement via the Online Portal on January 5, 2024.

This agreement is now saved with us under the number 35AGR123456789 and will shortly be available to view as part of our online service.

As confirmation that your new notification has been successfully processed, the relevant agreement advice will now be sent to the postal/email address on file with us for correspondence as well as to our sister societies.

Kind regards,

GEMA
Team Agreements

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Final decision - Rejection

If your new agreement registration could not be registered for certain reasons, you will also receive an e-mail to the e-mail address used in the login stating the reason for rejection.

Final decision - rejection

Absender: [REDACTED]
Gesendet: 2024.09.02 12:37:43
Empfänger: [REDACTED]
CC:
Betreff: Rejection - your new catalogue agreement **TestVerlag GmbH**
GMBH / case number: I-[REDACTED]

Dear [REDACTED],

On January 5, 2024 you notified us of a new catalogue agreement via the Online Portal. Unfortunately, we have been unable to process and/or save this in our system for the following reason:

Your catalogue agreement has already been registered in our system since Jan 25, 2024 under the following agreement number: 35AGR012345678. Full information can be found in our Online Service *My sub-publishing agreements*.

If you would like to resubmit the catalogue agreement to us with modified information, please go directly to our Online Portal at www.gema.de/portal and enter all the necessary details in our Online Service *My sub-publishing agreements*.

Kind regards,

GEMA
Team Agreements

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