

MY SUB-PUBLISHING AGREEMENTS

Dear member

Welcome to our new 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. 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 expiry notifications, 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 deregistering 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.

With the export functionality, you can create csv files and you can report the expiry of individual catalogue agreements, which is then processed automatically in our system.
Of course, the online service is also available in English.

To register new catalogue agreements, please use the online service [Register sub-publishing agreements](#) as usual.

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 expirations. This means that if you notify us of an agreement expiry 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 expiry that lies in the future, the expiry date reported, including the post term collection, for the relevant agreement will be visible in the online service on the following day.

4. What does this service offer me in detail?

As a GEMA publisher member, you can review and export your currently valid catalogue agreements registered with GEMA for the selected GEMA publisher account both in the role of a catalogue owner and in the role of a sub-publisher. In addition, you can report the expiry of individual catalogue agreements, which is then processed automatically in our system.

4.1 Which agreements are displayed?

Based on the selected GEMA publisher 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.

4.2 View: *Business Relationships*


When you open the application, you will first access the tab *My sub-publishing agreements as catalogue owner*. All currently valid business relationships of the selected GEMA publisher's 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 in relation to these types of business relationship, 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 of catalogue owner via the magnifying glass symbol in the column *Documentation authorisation*.

My sub-publishing agreements

 TestVerlag GmbH
Participant number: 12345 Switch account

My sub-publishing agreements as catalogue owner | My sub-publishing agreements as sub-publisher

Search by publisher name / IP name no. Export current view

Business relationship	Publisher name	IP name no.	Participant number	Valid from	Documentation authorisation/power of attorney
Account	TestVerlag GmbH	68384445	12345		
administers	Super Fabulous GmbH	615522568	1002807	06/08/2021	
manages	Susi Sonnenschein Musikverlag	1122885660	1014377	01/07/2019	
has edition	Wunschkonzert, Edition	626544639	1018092	01/01/2010	

The information is purely fictitious and is provided for illustrative purposes only.

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](#).

4.3 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 publisher account in the role of catalogue owner is displayed in a table.

You can see which tab you are currently in by the red background of the tab heading.

The selected publisher 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?,
- 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](#).

The initial sorting is always in ascending order according to the acquiring party. However, you can also sort all columns marked 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 35AGRnnnnnnnn / 35SCHnnnnnnnn.
- 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.

My sub-publishing agreements

TestVerlag GmbH
Participant number: 12345 Switch account

My sub-publishing agreements as catalogue owner My sub-publishing agreements as sub-publisher

[Back to business relationships](#) [Show all catalogue agreements](#)

Search entries Type Specific agreement no.

[Export current view](#)

Acquiring party ^	IP name no.	Type ◇	Specific agreement number ◇	Territory	Valid from ◇	Schedule number ◇
A-TEMPO VERLAG SPOL SRO	123456789	G	-	+CZ +SK +HU	01/01/2009	35SCHnnnnnnnn
CAFE CONCERTO S R L	234567890	G	-	+IT +SM +VA	01/01/2006	35SCHnnnnnnnn

Menu: Select columns

The information is purely fictitious and is provided for illustrative purposes only.

How to read the table?

The table in the list view for catalogue owners reads from top to bottom. This means that the selected publisher 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 arrow symbol > at the beginning of the line. Clicking on this arrow opens the next agreement level, which is always shown slightly indented. You can thus display and reconstruct the complete agreement chain hierarchically.

The arrow symbols at the beginning of a line provide information on whether further agreement levels are available.

TestVerlag GmbH
Participant number: 12345 Switch account

My sub-publishing agreements as catalogue owner My sub-publishing agreements as sub-publisher

[Back to business relationships](#) [Show all catalogue agreements](#)

Search entries Type Specific agreement no.

[Export current view](#)

Acquiring party ^	IP name no.	Type ◇	Specific agreement number ◇	Territory	Valid from ◇	Schedule number ◇	Agreement number ◇
> Weather Music Corp	589614989	G	-	+ZWL-DE	01/01/2009	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
> Rainy Weather Inc.	234567890	G	-	+2SE	01/01/2006	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
> Sunshine Music	345678901	G	-	+HU +PL +RO +SK Show more	01/07/2020	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Happy Day Publishing	456789012	G	-	+FR	01/07/2020	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Partytime Publishing	567890123	G	-	+US	01/03/2006	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Playtime Music	678901234	G	-	+GB	01/07/2011	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮

The information is purely fictitious and is provided for illustrative purposes only.

TestVerlag GmbH has a direct agreement with Weather Music Corp at the top level for the territory +2WL-DE. Weather Music Corp then assigns the +2SE territories to Rainy Weather Inc, +HU+PL+RO... to Sunshine Music, +FR to Happy Day Publishing, etc., which are all at the same level. Sunshine Music and Rainy Weather Inc. also reassign territories from their agreement territory. This is also indicated by the arrow symbol >. Here you can also view the further level of the chain by clicking on the arrow 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 in order to be displayed for the selected GEMA publishing member.

4.4 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 in the role of catalogue owner are displayed across all accounts, i.e. for all GEMA publishing member accounts for which you have a documentation authorisation. Afterwards, you can also export the determined results.

My sub-publishing agreements

TestVerlag GmbH
Participant number: 12345 Switch account

My sub-publishing agreements as catalogue owner My sub-publishing agreements as sub-publisher

[Back to business relationships](#) [Show all catalogue agreements](#)

Search entries Type Specific agreement no.

[Export current view](#)

Select columns
Acquiring party, IP nam...

Acquiring party ^	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number
> Weather Music Corp	589614989	G	-	+2WL-DE	01/01/2009	35SCHnnnnnnnn	35AGRnnnnnnnn

The information is purely fictitious and is provided for illustrative purposes only.

Depending on how many publisher accounts you have a documentation authorisation for and how many catalogue agreements are registered in the role of 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 publisher member in the role of catalogue owner the displayed catalogue agreements belong.

All catalogue agreements

[Back to the individual view](#)

Search entries Type Specific agreement no.

[Export current view](#)

Select columns
Acquiring party, IP nam...

Acquiring party	IP name no.	Type	Specific agreement number	Territory	Valid from	Schedule number	Agreement number	Catalogue owner
CTM PUBLISHING BV	738594889	G	-	+2BE	01/07/2020	35SCHnnnnnnnn	35AGRnnnnnnnn	TestVerlag GmbH
ROCKING GORILLAS MUSIC LIMITADA	886317006	G	-	+BR	01/07/2018	35SCHnnnnnnnn	35AGRnnnnnnnn	TestVerlag GmbH
ULTRA TUNES	532002022	G	-	+CA	01/07/2018	35SCHnnnnnnnn	35AGRnnnnnnnn	TestVerlag GmbH
A-TEMPO VERLAG SPOL SRO	258839318	G	-	+CZ +SK +HU	01/01/2009	35SCHnnnnnnnn	35AGRnnnnnnnn	Super Fabulous GmbH

The information is purely fictitious and is provided for illustrative purposes only.

The sorting and search functions are also available here accordingly.

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

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

The sorting and search functionalities 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 the arrow symbol > at the beginning of the line. Clicking on this arrow opens the next agreement level, which is always displayed slightly indented. You can thus display and reconstruct the complete 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 area +2GC to the GEMA publishing member TestVerlag GmbH.

My sub-publishing agreements

TestVerlag GmbH
Participant number: 12345

[Switch account](#)

My sub-publishing agreements as catalogue owner
My sub-publishing agreements as sub-publisher

Type ▼
Specific agreement no. ▼

[Export current view](#)

Select columns
 Assigning party, IP nam... ▼

Assigning party ↕	IP name no.	Type ↕	Specific agree- ment number ↕	Territory	Valid from ↕	Schedule number ↕	Agreement number ↕
> K9 Music Publishing	589614989	G	-	+2GC	01/01/2009	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
> Rainy Weather Music Inc.	234567890	G	-	+2WL	01/01/2006	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
> Sunshine Music	345678901	G	-	+EU+TR+US+CA ▼ Mehr anzeigen	01/07/2020	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Happy Day Publishing	456789012	G	-	+2WL	01/07/2020	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Partytime Publishing	567890123	G	-	+US	01/03/2006	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮
Playtime Music	678901234	G	-	+GB	01/07/2011	35SCHnnnnnnnn	35AGRnnnnnnnn ⋮

The information is purely fictitious and is provided for illustrative purposes only.

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 publisher member.

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4.6 Detailed view

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

The information is purely fictitious and is provided for illustrative purposes only.

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 an expiry date including post-term collection modalities for an agreement and the expiry date is in the future at the time of login, the transmitted expiry date plus post-term collection modality will also be displayed here. Otherwise, this information always remains empty.

Detailed view catalogue owner

Detailed view sub-publisher

The information is purely fictitious and is provided 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.

AR		Performing and broadcasting right group		+P	
GEMA Right	name	type	CISAC right	CISAC name	
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	
GEMA right	name	type	CISAC right	CISAC name	
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	

4.7 Exports

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 current view* on the right above the respective table views.

My sub-publishing agreements

The information is purely fictitious and is provided for illustrative purposes only.

In the view for business relationships, you will receive a report of the currently valid business relationships of the selected GEMA publisher 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.

4.8 Submission of an agreement expiry for automated processing

In both list views you will find this feature: *Allow sub-publishing agreement to expire* via the three-point menu at the end of each agreement line. As soon as you have informed us of the agreement expiry, it will be automatically processed in our system.

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

My sub-publishing agreements

The information is purely fictitious and is provided for illustrative purposes only.

If you use the three-point menu to select: *Allow sub-publishing agreement to expire*, the following window appears:

Allow sub-publishing agreement to expire

Assigning party
TestVerlag GmbH

Acquiring party
CAFE CONCERTO S R L (184962039)

Agreement number
35AGRnnnnnnnnn

Valid from 01.01.2006 Valid until

Post-term collections
 Not specified Yes No

Collections until

Cancel Report expiry

The information is purely fictitious and is provided for illustrative purposes only.

Basic information like:

- Assigning party
- Acquiring party
- the agreement number and
- the valid-from date of the agreement

will be displayed here once again.

To submit the agreement expiry you add the expiry date and the agreed post-term collection information.

Definition of post-term collection:

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

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

- Basic setting - no specification:
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*.
- Post-term collection - Yes
If you have agreed an unlimited post-term collection, select this setting.
- Post-term collection - No
If your agreement expires without post-term collection, i.e. with cut-off, select this setting.

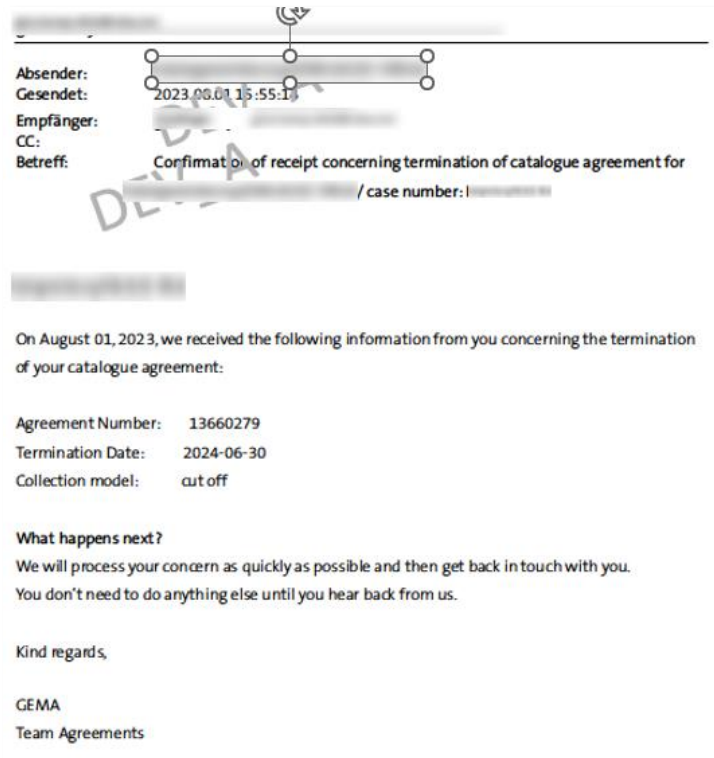
Then select *Report expiry*.

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.

4.9 Processing of the submitted expiration notification

After successfully submitting your agreement expiry, you will receive a confirmation of receipt to the e-mail address used in the login. In this e-mail, all the data you submitted for the agreement expiry will be summarized.

Confirmation of receipt



Your expiry notification is processed automatically and in real time.

As soon as your data has been successfully deposited in our system, you will receive a final confirmation to the e-mail address used in the login. At the same time, we will inform the foreign collecting society of the expiry, as usual.

Confirmation of termination



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

This means: If you report an agreement expiry that lies in the past, the agreement will no longer be displayed in the portal after the update.

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

If your expiry notification could not be processed in our system, we will send you an error message to the e-mail address used in the login. Of course, we will also inform you about the reason.

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

Error message

The screenshot shows an email with the following header:

Absender: [redacted]
Gesendet: 2023.08.02 08:22:02
Empfänger: [redacted]
CC: [redacted]
Betreff: Notification of error regarding termination of catalogue agreement for [redacted] / case number [redacted]

The body of the email contains the following text:

On August 02, 2023, you sent us the following information concerning the termination of your catalogue agreement:

Agreementnumber: 24005465
Expiration Date: 2025-01-01
Postterm collection: Unbefristet

We are unable to process your concern for the following reasons:

- Die Vereinbarung 24005465 ist abgelaufen

Please note: it is important to check the aforementioned information and, if applicable, correct it and resend it to us via our online service: **My sub-publishing agreements** at www.gema.de/XXX.

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

Kind regards,

GEMA
Team Agreements

A large watermark "DEV_A DEV_A" is visible diagonally across the center of the email content.