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## GEMA POWER OF ATTORNEY FOR MEMBERS

(FOR CREATORS AND MUSIC PUBLISHERS ONLY) GRANTING OF A POWER OF ATTORNEY IN MATTERS RELATING TO GEMA  
THE POWER OF ATTORNEY FOR GEMA ONLINE SERVICES CAN BE FOUND ON PAGE 2 OF THIS POWER OF ATTORNEY.

### 1. PARTY GRANTING THE POWER OF ATTORNEY

Surname (legal name)/first name (for companies: please also state surname (legal name)/first name of the signing authorised representative)	
Date of birth	Membership number
Street/no	Postcode/town
Correspondence-E-Mail	Daytime telephone no.

### 2. PARTY RECEIVING THE POWER OF ATTORNEY

In case of registration of a natural person, please attach/enclose a copy of the identity card. If a company is specified, please always additionally specify a natural person and attach/enclose a copy of the corresponding identity card.

Surname (legal name)/first name/authorised party	Date of birth/place of birth
Company name (please specify only if the authorisation is for a company employee)	
GEMA Member <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership number
Street/no	Postcode/town
Correspondence-E-Mail	Daytime telephone no.

I (grantor/principal 1\*) herewith grant (grantee/agent 2\*) the authority to represent me in matters relating to GEMA - Society for musical performing and mechanical reproduction rights.

This Power of Attorney can be revoked at any time by notice in writing and shall terminate with immediate effect upon the death of either the grantor/principal or the grantee/agent. For any and all purposes, I hereby revoke any existing powers of attorney for correspondence in matters relating to GEMA.

**Any and all future postal accounting documents and postal correspondence (e.g., statements of account, individual statements enquiries, work statements, publications and invitations) should be sent to the following address:**

to my address (party granting the power of attorney – must be a GEMA member) or  to the address of the party receiving the power of attorney.

**The power of attorney entitles the authorised representative [Attorney], notably:**

- To make declarations to GEMA, in particular to register works
- To accept declarations from GEMA - in particular termination of the deed of assignment or documents from GEMA, e.g., accounting documents (if applicable)
- To approve licenses.

**The power of attorney does not include the right:**

- To terminate the deed of assignment (e.g by cancellation or termination by mutual agreement) or to vary the deed of assignment (e.g. to change the rights management scope)
- To receive payments from GEMA. Payment instructions to third parties are submitted to GEMA by using the *SEPA bank detail forms* [www.gema.de/fileadmin/user\\_upload/Musikurheber/Formulare/mitteilung\\_bankverbindung\\_e.pdf](http://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/mitteilung_bankverbindung_e.pdf) or *Non-SEPA* [www.gema.de/fileadmin/user\\_upload/Musikurheber/Formulare/mitteilung\\_bankverbindung\\_int\\_e.pdf](http://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/mitteilung_bankverbindung_int_e.pdf)
- The authorised party [Attorney] does not have the right to appoint any third party to act as substitute attorney for the authorised party.

Place/date	Place/date
Signature of the party granting the power of attorney	Signature of the party receiving the power of attorney

# ASSIGNMENT OF AN AUTHORISATION FOR GEMA ONLINE SERVICES

## DETAILS ON THE AUTHORISING PARTY (PARTY 1)

Last name/First name	Membership number
Publisher	Legal form*
Street/no.	Postcode/City

## DETAILS ON THE AUTHORISED PARTY (PARTY 2)

In order to use our online services, you need an account.

Please register personally as a *GEMA member* in the Online Portal: [www.gema.de/register](http://www.gema.de/register)

Last name/First name	Date of birth
Street/no.	Postcode/City
<b>GEMA member</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership number
I declare that I accept the terms of use at: <a href="http://www.gema.de/terms-of-use">www.gema.de/terms-of-use</a>	
Login e-mail address**	
Place/Date	Signature party 2

## MANDATORY DETAILS/EXTENT OF THE AUTHORISATION

### Master data/ Financial details

Master data (address, communication details)	<input type="checkbox"/> Read access <input type="checkbox"/> Read and write access
Financial details (bank and tax details)	<input type="checkbox"/> Read access <input type="checkbox"/> Read and write access
Authorisation shall be in effect for all data from	Date (if no date is provided, the date of the authorisation shall apply)

### Downloads: GEMA Download/My royalties

Party 2 is authorised to cancel the delivery of individual and usage statement hardcopies for the membership(s) of Party 1 via the GEMA Download. For technical reasons, you need to cancel the hardcopy delivery no later than 2 months prior to the payment date from which you no longer wish to receive a hardcopy delivery.

**Works:** My repertoire, Repertoire search (enhanced access) incl. Electronic Confirmation Process (ECP) for publishers, Licences without a fee, Work declaration (incl. Registration of sub publishing agreements, Research contributors), AV registration

**Claims:** Submitting information for missing or incorrect pay-outs, Work classification

### Administration authorisation for managing permissions in the Online Portal

In the course of the expansion of the Online Portal [www.gema.de/portal](http://www.gema.de/portal), you can not only view your current portal permissions but also manage online authorisations for your services directly via the *My portal permissions* service. With this authorisation, a person can be determined to be the administrator (admin) of a member who may grant, extend or withdraw the permissions to use the online services to/for other persons (authorised parties, publisher staff members, legal successors etc.)

A Party 1 can hold a total of 3 admin authorisations.

### Just for administration/managing publishers

(valid for all publishers administered/managed by Party 1 and for all online services for Party 2 as mentioned herein)

**Party 1 confirms that it holds a Power of Attorney issued to it by the publisher that it adminsters/manages.**

Please enter any administered/managed publishers that are exempt from this power of attorney here

#### \* Information for music publishers

If Party 1 is a music publisher - unless the music publisher is run in the form of an individual person - it is mandatory to provide the legal form. The authorisation must be signed by an authorised representative of the publisher together with adding the company stamp.

\*\* The login e-mail address for the GEMA Online Portal is identical with the e-mail address used for correspondence. As such, it will be used for the login to the Online Portal and any correspondence with GEMA, if party 2 is authorised for the correspondence.

Place/Date	Signature Party 1 and company stamp
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