



Please return the form by e-mail to **mitgliederservice@gema.de**.

Please ensure that it contains your original signature.

Here's how it works: You can e.g. B. fill out the form in PDF, print it out, sign it, scan it and send it back to us as a file (JPEG, PDF).

Please understand that forms sent by post will not be accepted.

ACTIVATION OF ONLINE SERVICES FOR GEMA MEMBERS

MY DETAILS

Publisher staff member *

Legal successor for *

Authorised representative (party) for *

* A power of attorney or authorisation is required for representatives (hereafter referred to as parties) authorised by creators, for parties authorised by legal successors, for parties authorised by a community of heirs and for publisher staff members. Please complete page 2 and 3 only.

** You use this account yourself because you are a hold the legal succession for a GEMA member. In that case, 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.

I hereby apply to use the online services for GEMA members free of charge.

I declare that I accept the terms of use at: **www.gema.de/terms-of-use**

As at: 02. 02. 2024

ASSIGNMENT OF AN AUTHORISATION FOR GEMA ONLINE SERVICES

Note: If you submit the authorisation, we do not require page 1 of the form.

DETAILS ON THE AUTHORISING PARTY (PARTY 1)

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

As at: 02.02.2024

DETAILS ON THE AUTHORISED PARTY (PARTY 2)

Last name/First name	Date of birth
Street/no.	Postcode/City
GEMA member <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership number
Login e-mail address**	

I declare that I accept the terms of use at: www.gema.de/terms-of-use

Place/Date	Signature party 2
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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, incl. cancellation of the paper mailing of the detailed statements

Works Registration and modification of works, audiovisual works and sub-publishing agreements as well as issuing „GEMA non-commercial licence“ (GEMA-NK-licence)

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

... continue on page 3

MANDATORY DETAILS/EXTENT OF THE AUTHORISATION

Continued from page 2

Administration authorisation for managing permissions in the Online Portal

In the course of the expansion of the Online Portal 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.

The administrator grants the Power of Attorney for the Correspondence E-Mail and can also be entered as the holder of this authorisation by ticking the respecting box.

Authorisation for Correspondence E-Mail

E-Mail

The authorised representative is entitled to receive e. g. relevant notifications regarding information in accordance with Provision of information pursuant to the Act on Collective Management Organisations.

The allocation of correspondence e-mail authorizations is limited to a total of 3 correspondence e-mail authorizations per publisher or 1 correspondence e-mail authorization per creator.

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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