

## COPYRIGHT DECLARATION - Form Instructions

The COPYRIGHT DECLARATION is a document that you have to complete with your order. This is an official document that allows you to explain who is the owner of the copyrights for recording and/or materials that you want to reproduce with GZ Media a.s. In short we need to know if the recording and/or materials that you are using are covered and protected by any organisation of BIEM (e.g. SACEM, GEMA, NSB, OSA).

For multiple vinyl and CD/DVD releases please use a new form for each product type (i.e. 1 form for vinyl, 1 form for CD/DVD or software).

There are 3 parts of the document, below are explanations which should help you to fill in the document correctly and to choose under which category your order falls.

### 1. You need to complete the top section of the document. Here are explanations about each field that you have to complete.

#### TITLE

This is the title of the album or recording in question. If there is no title then please write the name of the artist/s or band etc.

#### CATALOGUE NUMBER

This is a number that you must assign for your own internal catalogue purposes. For example use company initials plus a number (i.e. any alphanumeric choice of letters and/or numbers).

#### COMPANY NAME & REGISTERED ADDRESS

YOUR company name and address. This is the name of the company, artist or band that owns the content of the product that you are aiming to produce. If you as a company are the owner then write your company name, if you as an individual are the owner then please write your personal name.

#### COMPANY REGISTRATION No. & VAT No.

These are the registration and VAT numbers of your company. If you don't have a company then we need the number from your passport or national ID card.

### 2. Here you need to complete who is the owner of the Intellectual Property Rights and the mechanical rights for the music and/or materials that you want to reproduce with GZ Media a.s.

#### a) Choose Yes/No from the drop-down list.

Are you the Intellectual Property Rights Owner (IPR) for the entire disc contents?

If not IPR owner, proof of replication licencing from IPR owner for licensed tracks may be required.

Complete the section(s) below describing the content that is applicable to the media you have ordered. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

#### b) Choose the option how your product will be distributed.

Distribution:   
Countries where distributed:

c) If your product is NOT the music and/or materials, this part has to be filled in.

**CD - ROM / DVD – ROM Content**

If not IPR owner, list all included non/owned software, freeware, and shareware products:

Title [ ] size [ ] content type [ ] IPR owner [ ]

Necessary distribution licensing documentation from the IPR owner may be required.

d) If your product is the music and/or materials, this part has to be filled in as follow (Choose just one option out of the items 2, 3 or 4).

1. If your product contains parts of different songs (=compilation), choose the option „Yes“. A list with all tracks is required.
2. If your company or if the songs/tracks are protected under a general agreement with a BIEM organisation (i.e. you have or the tracks are covered by a longstanding agreement for all work that you undertake) then please select HAS from the drop-down list and write the name of the covering organisation in the box next to this. In some case we may need to see proof of this agreement. Otherwise, choose DOES NOT HAVE.
3. If your company or if the songs/tracks are protected under a work-by-work agreement with a BIEM organisation (i.e. you apply for an agreement for this each specific work that you undertake) then please select HAS from the drop-down list and write the name of the covering organisation in the box next to this. In some case we may need to see proof of this agreement. Otherwise, choose DOES NOT HAVE.
4. If your company or if the songs/tracks are NOT protected under a general agreement or under a work-by-work agreement with a BIEM organisation, and that you are not represented in any way by a BIEM organisation, then please select YES from the drop-down list.

**CD / DVD Audio, vinyl Content**

Is it a **COMPILATION**?   1

An attached list of track titles and IPR owner is required.

Artist(s) [ ] track title [ ] time [ ] IP owner [ ]

If not IPR owner, proof of replication licensing from IPR owner for licensed tracks may be required.

Please confirm that (mark your choice with a circle) the Client:

- 2  has a standard contract with a member organization of BIEM: [ ]
- 3  has a work by work contract for the ordered product registered at a member organization of BIEM: [ ]
- 4  does not have a work by work contract for the ordered product registered at a member organization of BIEM: [ ]

Note.: The Client agrees to provide GZ on their request with a copy of this contract.

The product does not contain any protected production/s and the Client is not represented by any member organization of BIEM.

e) Follow instructions below.

**CD / DVD - VIDEO Content**

(If Audio is separately licensed, complete Audio section (necessary Audio/Video Synchronization licensing may be required).

If not IPR owner, proof of replication licensing from IPR owner may be required.

**3. Please, read carefully warranties and indemnities provided by you (the customer) to GZ Media, a.s.**