

## Information sheet on the GVR-Degeto-Catalogue (“Degeto Services”) to be handed over by the production company to all entitled GVR Entitled Persons

### 1. General Information

The GVR-Degeto catalogue is the central database for acquisition and processing contact data in connection with the processing of subsequent remuneration and revenue-sharing claims on the basis of Joint Remuneration Regulations (GVR). This information sheet applies to productions subject to GVR that are made on behalf of ARD Degeto Film GmbH (hereinafter referred to as ‘Degeto’) or an ARD regional broadcaster (hereinafter referred to as ‘LRA’) and for which the film creatives commissioned by the production company (hereinafter referred to as ‘GVR Entitled Persons’) fall under the scope of application of the Joint Remuneration Regulations.

All production and author master data required for GVR accounting is recorded ARD-wide via the GVR-Degeto-Catalogue. This database is hosted by Degeto and replaces the previously used GVR contact forms for the manual recording of author master data. This significantly streamlines the workflows for reporting and updating GVR-relevant data for all parties involved. All data must always be transmitted/updated electronically using the GVR-Degeto-Catalogue. Reporting by other means (in writing, e-mail, etc.) is no longer possible.

The cut-off date for the electronic recording of productions is **August 1, 2024** (for Degeto productions) and **January 1, 2025** for LRA productions. The date of conclusion of the production contract between the production company and Degeto respectively LRA is decisive.

Older productions (contracts concluded up to the cut-off date) are only included if the film production in question has exceeded the threshold for subsequent remuneration for the first time or has generated revenues subject to participation and no (complete) data has yet been collected manually from the production company/GVR Entitled Persons using the contact form.

An overview of the required data can be found in the list of required data at the end of this information sheet (→ section 7).

### 2. Registration to the GVR-Degeto-Catalogue

#### 2.1 Production companies

Degeto will send the production company a login and password for the GVR-Degeto-Catalogue (so-called invitation link) via the producer's e-mail address stated in the production contract.

#### 2.2 GVR Entitled Persons

During the production of the film, contributors will be informed that they have been designated as GVR Entitled Persons by the production company. At the same time, they are provided with the “**initial contact details**” previously entered by the production company (surname, first name and email address) and participation shares via email (Please see section 4.2. for information about the corresponding verifying- and reporting-obligations of GVR Entitled Persons to the production company).

GVR Entitled Persons can only register if they are entitled to claim subsequent remuneration and/or revenue sharing. GVR Entitled Persons and – if applicable – their representatives will be informed about this fact by email to the email address they have provided to the production company. At the same time, this email will provide them with the access data for the GVR-Degeto-Catalogue.

In the event of complete loss of the data required for access or a change of e-mail address: → section 4.2 on extended obligation to cooperate for GVR Entitled Persons.

**Important note for users:** The initial password is communicated to the user (production company/GVR Entitled Persons) in a separate e-mail and must be changed on the 3rd login at the latest. Secure login is only possible by means of additional two-factor authentication and by answering three security questions to be set by the production company or the GVR Entitled Persons.

If the user enters the password incorrectly five times, forgets it or changes the mobile device, the password or the link to the mobile device for two-factor authentication can only be reset by answering the three security questions.

### 3. Registration and co-operation obligations for production companies

The **production company** is obliged to obtain the data listed in section 7.1 from the assigned GVR Entitled Persons and to enter them in the GVR-Degeto-Catalogue. In particular, the surname and the first name to be entered in the GVR-Degeto-Catalogue must match exactly the entry in an official identity document of the respective GVR Entitled Person.

If all GVR Entitled Persons or their possible representatives have been entered correctly and completely on the basis of the information provided in writing (or qualified electronically) by the GVR Entitled Persons, the production company confirms this final in the GVR-Degeto-Catalogue. At the same time, the production company confirms that the information sheet forms the basis of the respective contracts with the GVR Entitled Persons.

If the GVR Entitled Persons are represented by a third party at the time of the conclusion of the contract and have indicated the representation to the production company in the contract, the production company shall also enter the contact details of the representation in the GVR-Degeto-Catalogue. In this case, the representing third party will receive access data for the GVR-Degeto-Catalogue as well (so-called invitation link) at the e-mail address provided to the production company for this purpose and will be requested to provide the author's master data (for more details, see → Section 5 below).

### 4. Registration and co-operation obligations for GVR Entitled Persons

#### 4.1 GVR Entitled Persons are obliged

- to provide the production company with the above-mentioned '**initial contact data**' in writing (or via qualified electronic signature) (it is essential to provide exactly the same surname and first name as stated in an official identity document and to provide the same e-mail address for multiple projects, even with different producers),
- to check the accuracy of the 'initial contact data' and contribution shares reported in the course of film production and, in the event of incorrect entries, inform the production company in writing or via qualified electronic signature within two weeks after receiving notification thereof,
- (upon request by Degeto) to provide their "**author's master data**" in the in the GVR-Degeto-Catalogue (by using the e-mail address provided for this purpose to the production company) and keep this data up to date (→ 7.2 and 7.3 below).

The author's master data can only be viewed by the GVR Entitled Persons or their representatives and by Degeto for billing and payment purposes and can only be changed by the GVR Entitled Persons or their representatives.

#### 4.2 Extended obligation to cooperate for GVR Entitled Persons

If the GVR Entitled Persons have not received any notification of the GVR-Degeto-Catalogue at the time of the broadcast of the production, they are obliged to report to

**GVR-Katalog@degeto.de**

to point this out.

In this case, as well as in the case of other doubts about the identity of the GVR Entitled Persons registered in the GVR-Degeto-Catalogue, Degeto can only process the request of the GVR Entitled Persons after a special personal identification procedure has been carried out.

As long as the copyright shares of the GVR Entitled-Persons of a work in the production have not been finally confirmed, the data collection process cannot be finalised and, as a result, there may be delays in the processing of subsequent remuneration and revenue-sharing claims.

### 5. Representation by a third party

The GVR Entitled Persons may be represented by third parties (agencies, publishers, etc.) in the data collection, billing and payment process. This can be indicated or changed at any time, i.e. before, during or only after production or broadcasting of the production. The prerequisite for this is that the GVR Entitled Persons have provided the production company with a representative with full contact details prior to the production company's final notification to Degeto. Subsequently, in addition to the GVR Entitled Persons, the named representative also receives the access data for

the production recorded in the GVR-Degeto-Catalogue. GVR Entitled Persons can revoke a granted authorisation at any time and authorise other persons if necessary. The content of the authorisation can also be provided with a so-called money receiving authorisation. In such a case, subsequent remuneration amounts are paid to the representative's account.

## Important notes on representation

### 5.1 Information and “data sovereignty” of GVR Entitled Persons in the event of representation

The GVR Entitled Persons retain their own access data to the GVR-Degeto-Catalogue in the event of a registered representation in the GVR-Degeto-Catalogue. If entries or changes are not made personally by the named GVR Entitled Persons, but by an authorised third party, the GVR Entitled Person will always be informed of this by e-mail to the e-mail address registered in the GVR-Degeto-Catalogue. If third parties notify a representation, the accuracy of the notification of representation must be expressly confirmed by the GVR Entitled Person to be represented within 14 calendar days of notification. This ensures that the GVR Entitled Persons remain informed about their representations, can object to data entries if necessary or revoke/change a granted authorisation. In addition, the representative is obliged to upload a copy of a corresponding power of attorney to be submitted in digital form upon request.

### 5.2 Degeto does not have data on GVR Entitled Persons

If, in exceptional cases, the authorised third party is unable to provide a personal e-mail address for the GVR Entitled Person, a copy of a declaration signed by the GVR Entitled Person stating that he/she has received the information sheet in person must be submitted in addition to the copy of the power of attorney.

If GVR Entitled Persons without their own access data to the GVR-Degeto-Catalogue wish to subsequently take over access to the GVR-Degeto-Catalogue themselves, they must go through a special procedure for personal identification (section 4.2 above under ‘Extended obligations to cooperate for GVR Entitled Persons’).

## 6. Further explanations and references

### 6.1 Declaration of consent/performance obligation in accordance with section 6 GVR

In the GVR-Degeto-Catalogue the following is confirmed by clicking on it:

*„I hereby declare my consent directly to the ARD Broadcasters and/or the ARD advertising companies that, in accordance with the GVR, the use or exploitation of the production beyond the regular use shall be carried out by the ARD Broadcasters and/or the ARD advertising companies (and/or distribution companies) and that I shall receive a separate use-dependent remuneration (subsequent-remuneration/consequential-remuneration) from them for this, if the conditions are met.*

*The claim to separate usage-based remuneration (subsequent remuneration/consequential-remuneration) resulting from the GVR, if applicable, plus the shares in the artists' social security fund and the pension fund attributable thereto, shall - unless otherwise agreed - be directed solely against the respective broadcasting ARD Broadcaster and/or the ARD advertising company(ies).“*

### 6.2 Declaration of consent to payment (applies only to the work acting including dubbing)

For the work acting the payment is made by the Deutsche Schauspielkasse GmbH (deska). The GVR Entitled Persons must give their consent for this purpose and confirm the following declaration:

*„I hereby declare my consent that in the event of a subsequent acquisition of points, payment of the distribution amount for all entitled persons shall be made by the ARD Broadcasters with debt-discharging effect to the escrow account to be designated by deska and payment and settlement shall be made by deska in accordance with the distribution scheme pursuant to Annex 1 of the GVR-Schauspiel<sup>1</sup>, insofar as this has been agreed with deska.*

<sup>1</sup> Joint Remuneration Regulations for the work acting

## 7. List of required data

### 7.1 Data that the production company must enter in the GVR-Degeto-Catalogue ('producer data')

**Data of the commissioned GVR Entitled Persons of a production per work (screenplay/writer, director, actor, dubbing actor):**

- Surname, first name\*
- E-Mail address
- For series: episode number and/or episode title
- Author's share resp. shooting days/takes/per episode
- Repetition fee for the work acting: yes/no
- Representation: yes/no
- If the production company is aware of any representation:
  - Name of the agency/publisher/other representation
  - Surname, first name of the representative
  - E-mail address of the representation
  - If applicable, content and scope of the authorisation, if known

#### Optional

- Artist name
- Telephone number of the GVR Entitled Person
- Address of the GVR Entitled Person

\* **Important information:** When making the entry, care must be taken to ensure that the surname and first name of the authorised GVR Entitled Person match the spelling on the official identification document. Otherwise, delays in the billing process may occur if a GVR Entitled Person must additionally prove their identity using a video identification procedure.

### 7.2 Data that must be verified by the GVR Entitled Person during the production of the film

**The GVR Entitled Person and/or their representative must confirm the accuracy of the information provided by the production company or object to it within two weeks after receipt of the relevant information.**

### 7.3 Data to be entered by the GVR Entitled Person and/or their representative in the GVR-Degeto-Catalogue and/or data to be kept up to date, as soon as there is a claim to subsequent remuneration and/or revenue sharing („author's master data")

#### Basic data

- Surname, first name (according to the spelling in the official identification document)
- E-Mail address (a subsequent change requires a personal identification procedure)
- Date of birth, place of birth
- Gender (M, W, Divers, no specification)
- Nationality
- Place of residence: Address, country

#### Pension fund and artists' social security fund

- Pension fund member yes/no  
if yes: Membership number and personal share
- Artists' social security fund-member yes/no  
if yes: Membership number

#### Tax

- VAT liability for residents in Germany yes/no  
if yes: VAT rate, tax number, responsible tax office
- VAT liability for residents in other EU countries yes/no  
if yes: Reverse charge procedure in Germany yes/no

|                                                                                                           |        |
|-----------------------------------------------------------------------------------------------------------|--------|
| <ul style="list-style-type: none"> <li>• VAT liability for residence abroad<br/>if yes: VAT ID</li> </ul> | yes/no |
|-----------------------------------------------------------------------------------------------------------|--------|

### Representation with power of attorney

|                                                           |        |
|-----------------------------------------------------------|--------|
| • Representation by publisher/agency/other representation | yes/no |
| • Representation by other representatives                 | yes/no |
| • Name of agency/publisher/other representation           |        |
| • Contact person                                          |        |
| • Place of residence: Address, country                    |        |
| • E-Mail address                                          |        |
| • Money receipt authorisation                             | yes/no |
| • Power of attorney to receive money beyond death         | yes/no |
| • GVR Administration                                      | yes/no |
| • GVR Administration beyond death                         | yes/no |

### Bank account(s)

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| • Payment account: own account or account of the agency or publisher or other representative |
| • Name/location of the bank                                                                  |
| • IBAN                                                                                       |
| • BIC/SWIFT (with a foreign bank)                                                            |
| • Account holder (payee)                                                                     |

### Optional

|                    |
|--------------------|
| • Artist name      |
| • Telephone number |