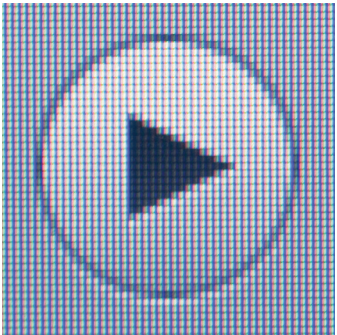


# MEMBER OF KODA

## BEFORE YOU JOIN KODA

On the following pages we give you some practical information which may be useful to you, both before and after joining KODA.



## WHEN IS IT A GOOD IDEA TO JOIN KODA?

If you know that your music is going to be performed in public or recorded on a media, a CD for instance, it is a good idea to join KODA. When you are a member of KODA we make sure that you get paid when your music is played in public at concerts, in radio/TV, online, etc.

Once you have joined KODA, NCB (Nordic Copyright Bureau) automatically administers the rights for recording and copying of your music. This means that when your music is recorded on CD, film and video or is downloaded from the Internet, NCB makes sure that you get paid when your music has been used.

## WHAT IS KODA AND NCB?

KODA is a not-for-profit membership organisation with more than 33,000 members being composers, songwriters and music publishers. It is our task to make sure that those who have created the music, the rights holders, get paid when others use their music in public.

NCB is a Nordic-Baltic society who administers the rights for recording and copying of music on CD, DVD, film, video, the Internet, etc. on behalf of composers, songwriters and music publishers.

Both KODA and NCB cooperate with similar societies throughout the world.

## WHO OWNS KODA AND NCB?

KODA is owned by its members. KODA is managed by a board of directors called KODA's Council and consists of representatives from the member organisations: Danske Populærautorer / DPA (The Danish Composers' Society), Dansk Komponist Forening / DKF (The Danish Song-writers' Guild), Danske Jazz, Beat og Folkemusik Autorer/DJBFA (The Danish Society for Jazz, Rock and Folk Composers) and Dansk Musikforlæggerforening / DMFF (The Danish Music Publishers' Association). NCB is owned by the Nordic collective rights management societies in Denmark, Norway, Sweden, Finland and Iceland.

## WHERE DOES THE MONEY COME FROM?

KODA's revenues come from the music users (our customers). Money is due to KODA for any public performance of music in the copyright sense.

The music users are typically radio and television stations, restaurants, concert halls, venues, shops or website providers. Through a music license from KODA, the music users are allowed to use your and others' music against payment.

NCB's customers are typically record companies, film and video companies, multi media producers, etc.

## ADMINISTRATION AGREEMENT

When you join KODA you assign the administration of your rights to KODA and NCB. The agreement applies to all your works, which means that you cannot subsequently make separate agreements with other parties concerning the use of some of your works. You do, however, have the possibility of limiting your agreement to only apply to certain countries.

## COPYRIGHT

When you have created a work you always have the copyright to it. According to the Copyright Act you are not allowed to copy or play the works of others in public without the rights holders' consent. This means that you have the copyright to your works whether you are a member of KODA or not.

But as a member of KODA you are a member of an association that, through collective management, looks after your interests when others play your music.

I, THE UNDERSIGNED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL AREA CODE: \_\_\_\_\_ BY: \_\_\_\_\_

PHONE: \_\_\_\_\_ CPR (PERSONAL IDENTIFICATION) NO.: \_\_\_\_\_

hereby declare that I am informed of the statutes of KODA of which I have received a copy.

## TRANSFER OF THE EXCLUSIVE ADMINISTRATION RIGHT

I hereby grant exclusive authorisation to KODA to administer the public performance rights of my works as well as the exclusive right to administer all my sound recording rights (the rights to record the works on recording devices capable of reproducing them such as records, compact-discs, tapes, videos, sound films or any similar present or future device).

The transfer of rights does not include the right of dramatico- musical performances of operas, musical comedies, musicals, ballets, pantomimes, and revue theatre performances.

The transfer gives KODA the authorisation, on behalf of my heirs and myself, to institute proceedings against any person infringing these rights to my works and to take any measure in fact or in law, which might prove necessary in order to protect these rights.

The transfer entitles KODA to let a third party represent part or all of the rights in question, in Denmark as well as in the rest of the world.

## THE WORKS INCLUDED

The transfer applies to all my existing and possible future musical compositions with or without words. In the event that there are works as to which I have already disposed of the rights covered by this agreement, KODA shall be entitled to request that I submit all information and all documents, which may prove necessary in order to establish the extent of such arrangements.

## DOCUMENTATION AND NOTIFICATION

I undertake to supply KODA with a list of my existing works and to supplement this list with information of my new works as soon as they have been created. I furthermore undertake to supply KODA with all the information of my works necessary for KODA in connection with collection, registration and distribution.

If occasion should arise, I undertake to produce documentary evidence showing that I own or represent the rights in the works, which I have notified to KODA, and that all necessary permissions from other rightsholders have been obtained. I am aware of the fact that according to KODA's statutes, only correctly notified works are entitled to receive royalties for the use thereof.

## DISTRIBUTION OF ROYALTIES

I approve of the fact that, in every respect, I am subject to KODA's statutes concerning the division of royalties yielded by the administration of rights pursuant to this agreement. This applies not only to the statutes laid down by KODA but also to any decision made by KODA's Council.

## PUBLISHING AGREEMENTS

In the event that by publishing agreements I transfer or obtain shares of royalties, to the extent permitted by the statutes of KODA and the conditions of the present agreement, KODA shall be notified immediately. In any publishing agreement must be mentioned explicitly that collection and distribution of royalties must be undertaken by KODA or by the societies co-operating with KODA.

# KODA

LANDEMÆRKET 23-25  
POSTBOKS 2154  
1016 KØBENHAVN K  
DENMARK

PHONE: (+45) 3330 6320

FAX: (+45) 3330 6330

E-MAIL: MEDLEM@KODA.DK

WWW.KODA.DK



---

## TRANSFER OF THE RIGHTS

When I die the successors to my performing rights shall be obliged to respect this membership certificate in the same way as I am. In the event that the rights descend to two persons or more, they shall be obliged to nominate one representative who, binding on all heirs, shall represent them in relation to KODA and receive all the amounts, which KODA may pay.

I consent to the fact that KODA only pays to members who have composed, written or published the works covered by the administration of rights. I shall therefore be precluded from transferring the right to receive royalties from KODA to a third party, apart from consideration deriving from publishing agreements entered into with publishers being members of KODA or of one of KODA's foreign sister societies.

## SUPPLEMENTARY INFORMATION

BANK DETAILS: \_\_\_\_\_

REGISTRATION NO.: \_\_\_\_\_ ACCOUNT NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

IF MEMBER OF A GROUP/ORCHESTRA, YOU CAN STATE THE NAME OF THE GROUP/ORCHESTRA HERE: \_\_\_\_\_

PSEUDONYM/ARTIST NAME: \_\_\_\_\_

(IF YOU USE A SECRET PSEUDONYM OR A SPECIFIC ARTIST NAME, YOU MUST TELL US ABOUT

IT. YOU CAN CONTACT MEMBERS INFORMATION FOR FURTHER INFORMATION

PLACE \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ 20 \_\_\_\_\_

---

signature (if you are under age, a parent or guardian must sign)

## HOW TO JOIN KODA

You become a member by completing and returning a membership application form and by paying a one-time admission fee of DKK 650.

You find the application form enclosed in this folder, or you can print it from our website [www.koda.dk](http://www.koda.dk). You can pay the admission fee by using the enclosed giro transfer form or via home banking to KODA's giro account (+01)767-9572. Please remember to state your name and address in the depositor field and your CPR No., if you have one.

Your membership will become effective from the 1st January in the year we receive your application and admission fee.

Payment of royalties from KODA earned in the present year can only take place if you join KODA no later than 31 December.

## PAYMENTS

You must remember to give us your bank details as all payments from KODA are made via bank transfer.

## USE OUR WEBSITE

At our website [www.koda.dk](http://www.koda.dk) you can create a user account under "Mit KODA" (My KODA). Here you can register the works you have created and the concerts you

## REMEMBER TO NOTIFY ALL YOUR WORKS

We need to have information on all your works and we need to know which works are played at your concerts.

KODA and NCB only pay for works that have been registered. Once you have joined KODA it is important that you give us all the necessary information on the works you have participated in creating.

We need to know the title of the work and who is the composer and/or lyricist. We also need to know how the shares are to be split between the rights holders. However, we do not need to have music sheets or recordings of the works.

You can notify your works electronically via "Mit KODA" (My KODA) or via paper notification forms.

## WHEN WILL YOU GET PAID FROM KODA AND NCB

KODA distributes for a whole calendar year at a time and the largest payment takes place in June in the following year. However, distribution for some areas does not take place until in August, October, December or March. NCB makes payment twice a year, i.e. in June and December.

## REMEMBER TO REPORT YOUR CONCERTS

If you perform at concerts it is important that you inform us of the works you have played, and where and when. You must remember to give us the relevant concert information no later than a month after the concert has taken place – no matter whether you play your own works or works of others.

## HOW MUCH WILL YOU GET PAID

Several factors influence the amount we pay to you. For instance how long the individual work has been played and where it has been performed. At the same time the amount accrued for payment for certain areas vary from year to year. You can always find specific distribution examples from the latest payment at [www.koda.dk](http://www.koda.dk) or by contacting Members Information.

have played. You can read more about "Mit KODA" in the enclosed folder. We also enclose a copy of the By-Laws of KODA which you ought to read.

## WHO CAN ANSWER YOUR QUESTIONS?

You are always welcome to contact Members Information with daily opening hours from 8.30 – 16.00. You can reach them by phone (+45) 33 30 63 20, or mail [medlem@koda.dk](mailto:medlem@koda.dk). They can guide you concerning your rights, work registration, concert reporting, etc.

## KODA

Landemærket 23–25

Postboks 2154

1016 København K

