

Work Registration - Broadcasts 2020 Deadlines and Obligatory Data for Societies Producer/Rightholder

a) Policy

Generally it is sufficient to register works which you claim for with us. Our deadline is March 31st. Throughout the year we actively check our broadcast records of our relevant Swiss TV channels to locate broadcasts of your works registered in our database.

If you miss the deadline of March 31st you still have the opportunity to register your works until June 30th. In this case however you have to register the broadcasts as well.

b) Deadlines

These deadlines are binding, i.e. work registrations which we receive after this deadline may probably not be considered in the ordinary distributions 2020. Of course, we gladly accept your work registration earlier.

Work registrations without broadcast data:	March 31st, 2021
Work registrations including broadcast data:	June 30th, 2021

c) Obligatory Data

In order to register your repertoire and, later on, to identify the works, we must insist on the following data mentioned below. In case data should fully or partially be missing, we will not be able to process your registration or parts of it.

Obligatory work data	
Original title	of work or series and episode titles and any alternative titles
Original language(s)	of work or series and episode titles
Language versions	of work or series and episode titles In Switzerland we have German, French and Italian speaking TV-channels. This is why we depend on the language versions of the titles in order to identify them in our broadcast documentation.
Rights claimed for series	Does your client claim rights for the whole series or only for single episodes?
Director	Name <u>and</u> first name, date of birth, date of death, nationality.
Producing company	Please indicate the original producer, not the executive producer.

Obligatory work data	
Year of production	year of production
Country / countries of production	for co-productions, please include <u>all</u> countries of production for country- and language-codes use the ISO-standards
Duration of work	in minutes
Type:	Please indicate type <u>and</u> genre. <ul style="list-style-type: none"> • cinema film • TV film • TV series • other TV contribution • other series
Genre:	Please indicate type <u>and</u> genre <ul style="list-style-type: none"> • fiction • documentary shown in: cinemas / at festivals • cartoons shown in: cinemas / at festivals • art video • documentary • cartoon • education / course • sitcom • soap • comedy / sketch • concert • opera • puppet show • quiz • show • dance • theater • circus / variété
Work ID number	Please note that we need a stable work ID number in order to be able to process your work registration. This can be your own, the IDA-number or the ISAN. Should you not be able to supply such a number, the processing of your work registration will entail a considerable extra-effort for us. Therefore we reserve the right to deduct its costs from your payment, of which we will surely inform you in advance.
ISAN	if available
IDA	if available

Obligatory claimant data	
Right	Which rights do you claim? <ul style="list-style-type: none"> • cable retransmission and/or • claims for remuneration (private copy, rental, educational recording)
Name of your claimant	Who do you claim for? Please note that broadcasting companies are not entitled to claim remuneration with SUISSIMAGE.
Function of your claimant	Which function do you claim? <ul style="list-style-type: none"> • Producing company or • Right holder (has acquired the rights of the original producer)
Claim	percentage per claimant We reserve the right to not consider claims of more than 100% per function.
Duration of rights	For which period do you claim the rights?
Territory	Please specify claims for the Swiss territory only.
IPI-number	if available This is the base and name number of your member in the IPI-Register

Obligatory broadcast data	
Broadcast title of work	title of the work which was broadcast
Date of broadcast	The switch of date occurs at midnight sharp.
TV-channel	See the list of relevant TV-channels 2020. The up-to-date list for broadcasts in 2020 will be available on www.suissimage.ch under Downloads/Foreign Rightholders as of May. Please use the abbreviations used on the SUISSIMAGE TV channels list. Should you use other abbreviations, please add a translation chart.
Time of broadcast	time of beginning (and end) of broadcast
Duration of broadcast	in minutes
ID-number of broadcast	if available