

*IRRIS Web, the web declaration portal, is available to update and check your data*

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*By detailing your declaration as much as possible, you will help us identify your work when it has been retransmitted, and increase the probability of getting the remuneration you are entitled to.*

*Bold sections on the forms are mandatory.*

- **Register your details** with a “**Registration of a Rightsholder**” form.  
At your very first registration, all the necessary details are needed to allow AGICOA to contact you and to transfer royalties to you. Original specimen of signatures are necessary to authenticate future exchanges.
- **If you are managing rights on behalf of a/some Rightsholder(s)**, you are invited to identify your Rightsholder(s) with a “**Registration of a Rightsholder by an Agent**” form.
- **A quick way to inform AGICOA on your contact persons**: use a “**Contact update**” form to inform AGICOA on those contact persons entitled to act on behalf of your company. Original specimen of signatures are necessary to authenticate future exchanges.
- **Declare your work** with a “**Declaration of a work**” form.

**If you register a serial:**

- with distinct episodes:  
in addition to the “Declaration of a work” form in which you will have declared the Serial Header, fill in a “**Declaration of episodes with titles**” form, which requires information for each episode and/or season.
  - with season(s) and/or grouped episodes with no specific title:  
in addition to the “Declaration of a work” form in which you will have declared the Serial Header, fill in a “**Declaration of seasons – episodes without title**” form.
- **Declare your rights on works** with a “**Declaration of rights**” form, attached to its related declaration of a work form.

### Categories of works

Audiovisual work: Any work that consists of fixed pictures linked to each other suggesting movement, whether or not accompanied by sound, prone to be made visible and, if accompanied by sound, prone to be made audible. When declaring your work at AGICOA you will be requested to specify its type and its kind as per the indicative definitions here below:

### Type definitions

- SH Short film: a single audiovisual work which is not a part of a series or serial and lasts less than 50 minutes.
- SE Series or serial: any audiovisual work of a repetitive nature and consisting of seasons and/or episodes whatever the duration of each of these may be.
- FF Feature film: an audiovisual work of 50 or more minutes, originally intended for primary exploitation by movie theaters (or which has been exploited in such a way).
- TF Telefeature: an audiovisual work originally produced for television, and not intended for exploitation by movie theaters. Its duration is of 50 or more minutes.

*Please turn*

## Kind definitions

- FI Fiction: Work that consists mainly of invented narrative elements, with the exception of animation.
- AN Animation (cartoons, puppets).
- NF Non fiction: Work that consists mainly of facts (documentary, talk show, reality show, etc.).

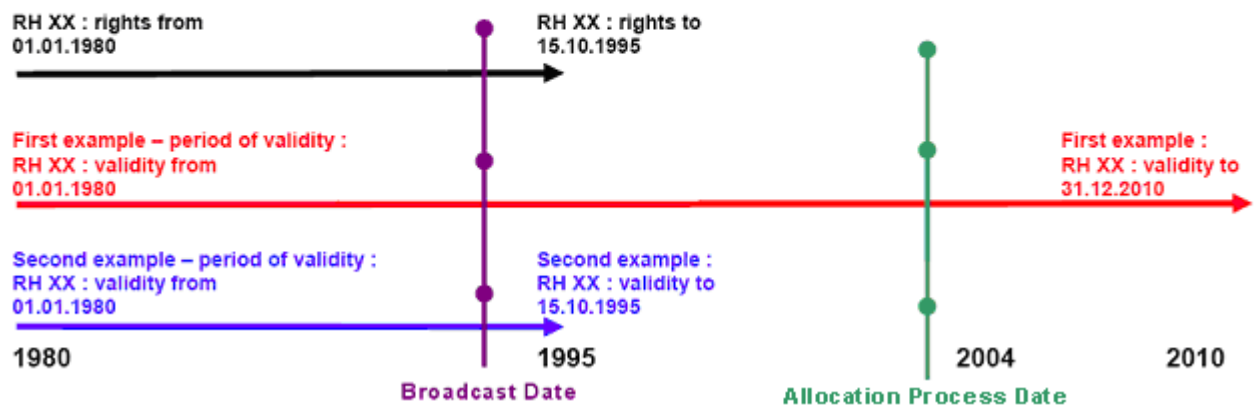
## Declaration of rights

Here again, it is in your interest to be as precise as possible when indicating your entitlement:

1. worldwide or by specific country(ies);
2. by language version(s). You may indicate "all" or specify the languages on a case by case basis;
3. by channel(s);
4. for which percentage;
5. for which period of rights\* - period during which a Rightsholder holds the related rights;
6. for which period of validity\* - period during which a Rightsholder is entitled to receive a payment.

\*It is necessary to distinguish period of rights from period of validity to integrate usual business patterns occurring in rights licensing.

## Period of rights and period of validity



Example: If Rightsholder XX declared a period of rights from 01.01.1980 to 15.10.1995, and a period of validity from 01.01.1980 to 31.12.2010, this means that if AGICOA launches the allocation process in September 2004 (Allocation Process Date) for a broadcast retransmitted on 01.08.1995 (Broadcast Date), Rightsholder XX will be paid.

If Rightsholder XX declared a period of rights from 01.01.1980 to 15.10.1995, and a period of validity from 01.01.1980 to 15.10.1995, this means that if AGICOA launches the allocation process in September 2004 (Allocation Process Date) for a broadcast retransmitted on 01.08.1995 (Broadcast Date), Rightsholder XX will not be entitled to payment.

**In short: A Rightsholder is entitled to payments for a broadcast when 1) the work was retransmitted during his declared period of rights and 2) if the allocation process is launched within his declared period of validity.**