

## REQUEST

### for granting authorization for collective management of copyright and related rights in the Republic of Croatia

1.	Name of the organisation	
2.	Personal identification number of the organisation	
3.	Head office address of the organisation or its principle place of establishment in the Republic of Croatia, telephone number, telefax number and e-mail address	
4.	Legal form of the organisation	
5.	Number of employees with the organisation	
6.	Categories of copyright or related rights holders whose rights the organisation intends to manage and types of rights the organisation intends to manage for the respective holders	
7.	Name and surname, personal identification number and address of a natural person responsible for legal affairs of the rights management, with an undergraduate and graduate law degree and minimum two years of professional experience in copyright and related rights management activities, with knowledge of English, French or German	
8.	Name and surname, personal identification number and address of a natural person responsible for financial affairs of the rights management, qualified to meet the accounting provisions and with minimum two years of professional experience in organising and managing the accounting processes	
9.	Name and surname, personal identification number and address of a person authorised to communicate with the State Intellectual Property Office	

10.	Name and surname of an authorized person	
11.	Enclosures to the request:	<input type="checkbox"/> Evidence of the legal form of an organisation for collective management of rights, including the information about a registered activity <input type="checkbox"/> Statute of the organisation <input type="checkbox"/> General rules of distributing the amounts due to rightholders <sup>1</sup> <input type="checkbox"/> The list of persons (names and surnames, personal identification numbers and residence addresses) who manage the business of the collective management organisation <input type="checkbox"/> Membership requirements and requirements for rights management cancellation <input type="checkbox"/> The list of organisation members based on the received powers of attorney <input type="checkbox"/> The list of mutual representation agreements with other organisations for collective management of rights, with the names of organisations parties to these agreements <input type="checkbox"/> A written statement (substantiated by corresponding data) showing that the organisation has corresponding material and human resources for collective management of rights <sup>2</sup> <input type="checkbox"/> A written statement (substantiated by corresponding data) showing that the organisation intending to issue multi-territory licences of rights in musical works for online use has adequate capacity in information technology for electronic processing of data necessary to issue such licences, to establish the repertoire and keep record of its exploitation, to exchange the data with rightholders and internet service providers, to issue invoices to the users, to collect revenue from the rights and

		<p>to distribute the amounts due to rightholders<sup>3</sup></p> <p><input type="checkbox"/> Evidence of qualification degree, adequate professional experience and of knowledge of foreign languages for the person under point 7 as well as evidence of this person's employment with the organisation filing a request<sup>4</sup></p> <p><input type="checkbox"/> Evidence of meeting the regulations for accounting and of corresponding professional experience for the person under point 8 as well as evidence of this person's employment with the organisation filing a request<sup>5</sup></p> <p><input type="checkbox"/> Evidence of administrative fee payment</p>
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In \_\_\_\_\_, on \_\_\_\_\_.

Signature of an authorized person

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<sup>1</sup> General rules of distributing the amounts due to rightholders include provisions particularly regarding:

- subject matter of protection and rightholders to whom the general rules of distributing the amounts due to rightholders refer,
- determination of a share of an individual rightholder in the income collected from the rights, whereby subject matters of protection especially valuable to the culture and national creativity can be encouraged,
- determination of the amounts to be paid upon deduction of the costs of the management of rights, committing resources to the funds provided by the law, the statute of an organisation for collective management of rights or international mutual representation agreements of organisations for collective management of rights, and
- the deadlines of invoicing and payment of distributed amounts due to rightholders.

<sup>2</sup> An organisation is considered to have corresponding material and human resources for collective management of rights if it has: a) business premises with information and communication equipment suitable to fulfil the obligations arising from collective management of rights; b) an expert service for legal and financial affairs employing minimum one person with an undergraduate and graduate law degree, with minimum two years of professional experience in managing copyright and related rights and knowledge of English, French or German, and minimum one person qualified to meet the regulations for accounting and with minimum two years of professional experience in organising and accounting.

<sup>3</sup> This statement is to be enclosed only by those organisations that intend to issue multi-territory licences of rights in musical works for online use.

<sup>4</sup> If the organisation for collective management of rights entrusted another organisation for collective management of rights in writing with specific works related to the collective management of rights, the request shall be accompanied by the contract concluded with that other organisation for collective management of rights.

<sup>5</sup> If the organisation for collective management of rights entrusted another natural or legal person in writing with specific administrative, technical or auxiliary works related to the collective management of rights, provided that these works are performed under supervision of the organisation for collective management of rights, the request

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shall be accompanied by the contract concluded with that other natural or legal person and the documents proving that the person complies with prescribed professional standards.