

## AUTHORISATION

I, THE UNDERSIGNED, MS. / MR. : .....

*(Where appropriate)*

ACTING AS THE LEGAL REPRESENTATIVE OF ..... *(Company name)*

WHOSE HEAD OFFICE IS LOCATED : .....

HEREINAFTER REFERRED TO AS THE « DELEGATING AUTHORITY »

in all dealings with the Société des auteurs, compositeurs et éditeurs de musique (Sacem),

AUTHORISE :

Ms. /MR. : .....

RESIDING : .....

HEREINAFTER REFERRED TO AS THE « DELEGATED AUTHORITY »

TO *(Please check the appropriate boxes)* :

- Issue requests for information regarding the title of a work;
- Request the list of works declared with Sacem by the Delegating Authority<sup>1</sup> ;
- Deposit all items signed by the Delegating Authority (registration forms, audiovisual and advertising technical sheets, and any documents thereto related) ;
- Issue, in the Delegating Authority's name, back claims ;
- Obtain an original or a copy of all documents of proof related to operations carried out on the account(s) held by the Delegating Authority ;
- Retrieve information regarding the account(s) held by the Delegating Authority and related activities (payments, withdrawals, enforcement measures such as seizures and notices to third-party holders, assignments of debts ... ) ;
- Receive, at the Delegated Authority's address given above, or collect in person at Sacem's head office, cheques written out in the Delegating Authority's name, as payment due of advance or partial payments, etc. as well as issue and receive receipts for such cheques, provided that the Delegated Authority submitted a prior request to the Financial Department ;

<sup>1</sup> It being specified that the Delegating Authority can download the catalogue of her/his works on her/his account on [www.sacem.fr](http://www.sacem.fr)

- Request and receive, in the Delegating Authority's name, documents relating to the distribution of royalties (other than the quarterly statements) for works registered with Sacem in the Delegating Authority's name ;

This authorisation has been concluded on ....., for a duration of ....., to be renewed automatically.

The expiration/cancellation of this authorisation shall be notified to Sacem Legal Departement by e-mail (sent to : [juridique.societaires@sacem.fr](mailto:juridique.societaires@sacem.fr)) or by registered letter with acknowledgement of receipt.

Done in .....

On .....

Number of checked boxes (= prerogatives) : .....

\_\_\_\_\_  
Signature of the Delegating Authority

**ENC : Photocopy of the identity documents of the Delegating and Delegated Authorities.**

**Nota bene :**

**- The original copy of this document shall be sent to the Legal Department / Members Unit : DÉPARTEMENT JURIDIQUE / SERVICE SOCIÉTAIRES.**

**- It does not apply to the online account on [www.sacem.fr](http://www.sacem.fr) :**

*Each member of Sacem can allow any person to access to all or part of her/his account on [sacem.fr](http://sacem.fr) and authorise him/her to review some specific documents.*

**- It shall not allows the Delegated Authority to sign the registration forms (and any other document relating to the works registration) in place of the Delegating Authority :**

*Note however, that legal representatives for publishers can, in the name and on behalf of their publisher, delegate power of attorney to a person of their choice. This document can be downloaded on [www.sacem.fr](http://www.sacem.fr).*

*All information is required.*

*Your information is processed and intended exclusively for Sacem (data controller) to manage your mandate in accordance with the French Civil Code and the Articles 51 and 55 of the Sacem General Regulations. Your information is stored for the duration of the given mandate then for the legal limitation periods.*

*You have a right to access, rectify, erase, restrict your information, a right to object and a portability right that you can exercise, by post, to: Sacem – Legal Department, 225, avenue Charles de Gaulle, 92528 Neuilly-sur-Seine Cedex or via the contact form of [sacem.fr](http://sacem.fr).*