

## The Calendar

### Mid October 2003

we send you NCB's royalty invoice covering the 1 half of 2003.

### Mid November 2003

your deadline for paying NCB's royalty invoice.

### Mid December 2003

we commence distribution of mechanical royalties to our members.

### Mid January 2004

we send you your sales report covering the 2 half of 2003.

## Do you know?

- ♫ that NCB has entered into the Sound Carrier Contract - handled by Audio Standard - with about 150 record producers
- ♫ that the 150 record producers are resident in 10 countries; Denmark, Estonia, Finland, the Faroe islands, Greenland, Iceland, Latvia, Lithuania, Norway and Sweden
- ♫ that the Sound Carrier Contract has been translated into 5 languages
- ♫ that Audio Standard's information to the 150 record producers is primarily in Danish and English

## NCB Nordisk Copyright Bureau

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**Mail:** audio-standard@ncb.dk  
**Web:** www.ncb.dk

# Deadlines, New Addresses

## NCB's Deadlines

In OutNow No. 2 - April 2002 - we mentioned how important it is for you to meet our deadlines with regard to registration of your releases and reporting of your sales on time.

As it will appear from the calendar we are working on your invoices covering your sales in the 1 half of 2003.

We will fulfil our commitments and send you our royalty invoice in the middle of October, even if we also this time have noted that not all of you have registered your releases with NCB or sent your sales information to us on time.

In the first place it means that our staff has to work overtime. In the second place it means that we are not able to distribute the mechanical royalties

to our copyright owners - who are also your own artists as far as many of them are concerned - within the current accounting period; consequently they have to wait 6 months for their mechanical royalties.

This is of course unsatisfactory both to NCB and to our copyright owners. Therefore, please meet our deadlines in the future.

If, however, you are not able to meet our deadlines - e.g. due to illness or problems with your computers etc. - we should appreciate to be informed of your problem. Then we are able to make an arrangement with the record producer in question and solve the problem; we are prepared to minimize the inconveniences as much as possible for both you and NCB.

## NCB Staff

Here is another member of the NCB staff:

### Lis Bruhn Smidt

Lis' fields of responsibility are among others:

- Registration of sound carriers
- Processing of sales reports
- Invoicing.



*Lis has been part of the NCB staff for 30 years. She is our expert on Icelandic works*

## New Addresses

Please help us having our mailing lists updated!

Like all your other suppliers we should also like to know when you get a new postal address, new phone and fax numbers, new e-mails or websites.

Furthermore, we should also like to be informed when you move to new premises.

This information is important to our copyright auditors who check our databases before they agree with you on the dates of their audit visits to you in order that they can plan their journeys in the most efficient way.

Therefore, it is important that you remember to inform us of the above.

Please send this information to vap@ncb.dk, fax No. (+45) 33 36 46 93 or P.O. Box 9066, DK-1022 Copenhagen K.

The above addresses and fax number are also open for information of new labels or of your distribution on behalf of third parties for whom you are NCB-responsible.