

Guide to the Sales Report • Baltic States

2000 Sound Carrier Contract

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1. Deadline

Please complete your sales report and send it to NCB in Copenhagen no later than **6 February 2012**.

2. Changes compared to 11/1

We have made no changes compared to 11/1. This means that you still have to report your sales information covering **sound carriers** – in the following “audio and audiovisual products”.

3. Type of outgoings (TPO)

Please use the following types of outgoings when you report your sales information covering your sales in the 2 half of 2011:

- B = Budgetline (cf. page 5)
- E = Exports exclusive of mechanical royalties (cf. page 5)
- F = Free issues (cf. page 3)
- R = Bargain sales (cf. page 4)
- T = Bargain sales – budgetline (cf. page 4)
- 9 = Outgoings direct to consumers (cf. page 3).

Please note that you state “0.00” in the field *Baseprice* using the E and F types of outgoings.

4. Deletion of products

- 4.1 Products that have been deleted from your catalogue – and that are not supposed to be re-released – are to be indicated with a date in the field *Withdraw-date*.

5. Box sets

- 5.1 Products printed with BOX in the field *Format* are to be stated with catalogue numbers and titles only. Please indicate the total price as well as the number of outgoings on the level with the word *BOX*.

6. Number of outgoings

Please report the number of your outgoings in the period 1 July- 31 December 2011.

6.1 Ordinary sales

Please report your highest PPD (*Published Price to Dealer*) in the field *Baseprice* and number of outgoing products in the field *Itemssold*.

Outgoings directly to consumers, if any, are to be reported at your highest RRP (*Recommended Retail Price*) in the field *Baseprice* and number of outgoing products in the field *Itemssold*. Furthermore, please remember to report outgoing products direct to consumers with the **9** code in the field *Typeofoutg*.

6.2 Returns

If you have already deducted returns in July/August 2011 when reporting your sales of the 1 half of 2011 you are not allowed to deduct the returns in question again when reporting your sales of the 2 half of 2011.

6.3 Free issues

Please report your number of free issues with the **F** code in the field *Typeofoutg*. and "0.00" in the field *Baseprice*. You are allowed to deduct the following number of free issues of the first release:

- ◆ CD/LP/MC/DCC/MD/DVD/VHS: **Totally** 250.

Free issues exceeding the above numbers are to be reported at your highest PPD (*Published Price to Dealer*).

7. Base price and royalty rates

7.1 Base price

Please report your highest PPD (Published Price to Dealers) exclusive of VAT (VSK). NCB deducts current deductions automatically.

7.2 Royalty rate of 9.009%

The net royalty rate is 9.009% as regards your ordinary sales of the formats covered by the following standard contracts:

- ◆ Sound Carrier Contract 2000 • Estonia
- ◆ 2001 Mikrofona Ieraksti/Sound Carriers • Baltic States.

7.3 **Royalty rate of 7.2%**

The net royalty rate is 7.2% as regards your ordinary sales of music video DVDs, cf. the

- ◆ Protocol to the 1998 Sound Carrier Contract • Music Video DVDs.

7.4 **Royalty rate of 10%**

The net royalty rate is 10% as far as bargain sales are concerned regarding the formats covered by the following sound carrier contract:

- ◆ "Sound Carrier Contract 2000 • Estonia"
- ◆ "2001 Mikrofona Ieraksti/Sound Carriers • Baltic States".

If you had sales in previous periods that have not been invoiced, yet, NCB will see to it that these sales are invoiced at the rates which had effect in the period(s) of sales.

8. **Bargain sales**

Please indicate an **R** (bargain sales – ordinary sales) or a **T** (bargain sales – budgetline) in the field *Typeofoutg*.

9. **Exports**

Please use the two-figure ISO country code when stating the country of sale.

9.1 **Exports inclusive of mechanical royalties**

Please state country of sale and sales price, if you had exports inclusive of mechanical royalties in the 2 half of 2011.

9.2 **Exports inclusive of mechanical royalties to the Baltic countries**

Please state the currency and the PPD (Published Price to Dealer) of the importing country.

9.3 Exports inclusive of mechanical royalties to other countries but the Baltic countries

Please state the currency and the PPD (Published Price to Dealer) of the exporting country.

9.4 Exports exclusive of mechanical royalties

Please report these exports by indicating the **E** code in the field *Typeofoutg*. List of name(s) and address(es) of your importers **must** be enclosed if you had exports exclusive of mechanical royalties in the 2 half of 2011

10. Budget releases

Budget sales of music video DVDs are not allowed.

Audio products that have been submitted for NCB registration in advance and approved by NCB as being budget releases are to be reported with the **B** code in the field *Typeofoutg*.

However, the PPD (Published Price to Dealer) cannot exceed the below amounts for cd's unless you are able to verify the original price and the present price:

Estonia	Latvia
€ 4.22	€ 4.09

11. Television promotions

NCB cannot grant a quantity deduction for music video DVDs.

11.1 NCB can grant a quantity deduction for other products provided that they have been submitted for NCB registration and approved by NCB **in advance**. The deduction, however, is granted in the first accounting period in which the promotion took place and for the following period only.

11.2 The reported number must be the **total** number of outgoings.

12. Products that do not appear on your sales report

12.1 If you have had sales of products that do not appear from your spreadsheet please add them to your spreadsheet.

12.2 Furthermore, please submit the products for NCB registration immediately

