

Guide to the Sales Report • Finland

Standard Contract Finland • Feature Films on Video



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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 **feature films** intended for sale and rental respectively.

If, however, we have to make any changes before we invoice your sales in the 2 half of 2011 we will of course inform you immediately.

3. Type of outgoings (sales codes)

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

- E = Exports exclusive of mechanical royalties (cf. page 3)
- R = Bargain sales (cf. page ?)
- X = Exports inclusive of mechanical royalties (cf. page 3)
- Z = Rental (cf. page 3)
- 8 = Outgoings to record clubs and mail order companies approved by NCB (cf. page 4).

Please note that you state "0.00" in the field *Baseprice* when using the E type of outgoing.

4. Deletion of products

- 4.1 Feature films 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 *Withdrawdate*.

5. Box sets

- 5.1 Feature films 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 outgoing

Please report the number of your outgoing in the period 1 July – 31 December 2011.

6.1 Ordinary sales and rental

Please report the gross turnover exclusive of VAT in the field *Baseprice* and number of outgoing in the field *Itemssold*.

Furthermore, please remember to report outgoing intended for rental with the **Z** code in the field *Typeofoutg*.

6.2 Returns

If you have already deducted your returns in July/August/September 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.

7. Base price and royalty rate for feature films

7.1 Please report gross turnover exclusive of VAT and public expenditures.

The net royalty rate is 2.1% of the turnover as regards all kinds of outgoing.

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** in the field *Typeofoutg*.

9. Exports

Please use the two-figure ISO country code when stating the country of sale. You can find the ISO codes on the internet.

9.1 Exports inclusive of mechanical royalties

Please state your exports inclusive of mechanical royalties by specifying the currency and the PPD of the country of importation in the field *Baseprice* or the turnover of the distributor in the country of importation in the field *Baseprice*.

9.2 Exports exclusive of mechanical royalties

Please specify 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. Outgoings inclusive of mechanical royalties to record clubs and mail order companies

10.1 Your outgoings inclusive of mechanical royalties to record clubs and mail order companies must be included in your ordinary sales.

11. Feature films that do not appear on your sales report

11.1 If you have had sales of feature films that do not appear from your spreadsheet please add them to the spreadsheet.

11.2 Furthermore, please submit the feature films for NCB registration as soon as possible.

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