



Relations between Mechanical Right Society and Pressing Plant for cross border activities - Standards -

Societies should

1. have clear procedures and information on how the plant should behave and who to contact (email addresses) described on the website;
2. publish on the website details on all producers signatories of the Standard contract/AP1/DVD1 and on all pressing plants (signatories of the Manufacturing Contract);
3. publish 3rd party labels distributing under the responsibility of a standard producer;
4. keep informed the plant regarding the status of the license request within 3 days
5. establish procedures to react toward plants that do not follow rules so it is best possible assured that all plants are treated same way and contract partners are not in a bad position;
6. establish over time a procedure to inform plants when license has been granted;
7. require reporting of manufacturing information from manufacturing contract partners once a month or else agreed between the society and the plant ;
8. establish a manufacturing information distribution system so sister societies receive information within 3 months and at least as excel sheet and contain the following information as a minimum: catalogue number, title, etc (see enclosure);
9. contact plants with international customers in a country where the local society does not qualify for membership or even worse cannot handle manufacturing contract and request signing of contract with Minimum Administration Level (MAL) societies;
10. react against plants that do violate our rights and keep MAL/BIEM informed about malpractice;

Plants should

11. sign the BIEM Standard Contract manufacturers
12. inform/refer new customers about/to society
13. respect our members rights make sure that license has been granted before manufacture;
14. provide manufacturing data for audio and audio visual carriers every month/quarter in a standard specification or other agreed format (see enclosure) ;
15. inform the society (customers information) if customers don't want to pay mechanicals and inform the society that the customer went abroad for manufacturing.

Enclosure

Delivery Notes – Information to the Society in EXCEL

- Name of customer
- Name of customer who placed the order (if different from customer above)
- Delivery address
- Delivery city
- Delivery country
- Customers telephone number
- Order Number (plants internal number)
- Cover title/Album title
- Catalogue number
- Artist
- Format (CD, MC, DVD, CD-ROM etc.)
- Ordered number
- Delivered number
- Date of delivery