



PROXY

The undersigned

IPI Name number

domiciled in.....

.....

hereby gives proxy to.....

registered address/domicile.....

.....

e-mail:

Where appropriate, represented by¹.....

IN ORDER THAT:²

☐ Option 1: the proxy may receive upon request all written or oral information regarding my works or my royalties.

☐ I authorise the natural or legal person holding this proxy to consult my data (as defined on page 2) via an eServices login.

☐ Option 2: the proxy may receive on my behalf all correspondence intended for me and may gain access to my data via:³

☐ I have an eServices login:

the natural or legal person holding this proxy will thus only be allowed access to my data (as defined on page 2) via eServices.

☐ I do not have an eServices login:

the natural or legal person holding this proxy⁴

☐ may receive by post my detailed accounts as well.

☐ may consult my data (as defined on page 2) via eServices.

¹ If the proxy is given to a legal person, please indicate the name of the natural person representing him; if the proxy is given to a natural person, please leave this line blank.

² Choose one of the two options.

³ Choose one of the two options.

⁴ Choose one of the two options.

Furthermore, I confirm to have taken note of the following provisions:

- **DEFINITION:** the person who has obtained this proxy gains access to the online services: My Profile, My Worx, My Playlist, Played & Paid and Surf & Search. The data for online consultation are my personal data, notifications of performed works, financial data and data regarding my works. This information will no longer be sent on paper. The proxy can register my works. I remain responsible for confirming the works.
- Any request as to the sending of a duplicate of the detailed accounts and/or of the correspondence can only occur occasionally and is subject to the payment of administrative expenses, the amount of which is established by the Board of Directors. This will only be sent by e-mail;
- In order to avoid any conflict of interest, the proxy may not be my publisher or have any link with the latter;
- When I make use of option 1 of this proxy, correspondence and detailed accounts will still be sent to my personal address, unless I make use of the online services. In that case, I will consult my detailed accounts and the data regarding my works via my online account;
- The proxy can also notify performances of my works and consult my notifications. This notification allows SABAM to identify the performed works and to distribute the collected royalties;
- When I make use of option 2 and I have an eServices login, the proxy will only gain access to my data via the eServices. If I do not have an eServices login and the proxy does not gain access to the online services, then the correspondence and detailed accounts will be sent by post. The proxy will not be able to consult my works and financial data online.
- I will inform SABAM in writing of the termination of this proxy 15 working days before the actual end date, even if this date corresponds to the end date on this form. If these conditions are not met, SABAM will not be liable for the communication of the data and possibly the detailed accounts / correspondence related to me after the end date of this proxy. Furthermore, I will inform SABAM in writing of any change to this proxy 15 working days before the date on which the change takes effect;
- If I want to deprive the proxy of the right to use the online services, I will inform SABAM of this in writing at least 15 working days before the date on which I want this deprivation to take effect. If these conditions are not met, SABAM will not be liable if the online access could not be withdrawn in time;
- If the proxy is given to a legal person, the name of his representative, natural person, must be mentioned in this document. In case of a change of representative, SABAM will be informed of this within 15 working days before this change takes effect. If these conditions are not met, SABAM cannot be held responsible for the communication of information to the wrong person;
- SABAM shall at all times have the right to ask if the proxy and the right to access the online services are still valid and ask me to explicitly confirm this information. In case of doubt, SABAM particularly reserves the right to withdraw access to the online services.

Finally, as the Belgian law on the protection of privacy of 8 December 1992 no longer allows SABAM to communicate my personal data to third parties without my express permission, **I authorise SABAM to communicate the following information to third parties¹:**

☐ None: my personal data must remain confidential;

☐ My official address:

.....

☐ Tel1

☐ Tel 2.....

☐ Fax

☐ e-mail.....

☐ Website.....

☐ My business address:

.....

☐ Tel1

☐ Tel 2.....

☐ Fax

☐ e-mail

☐ Website.....

☐ The name and address of my contact person:

☐ Name.....

☐ First name.....

☐ Function.....

☐ Address.....

☐ Tel1

☐ Tel 2.....

☐ Fax

☐ e-mail.....

¹ You may check multiple boxes.

☐ Website.....

I guarantee that I will inform SABAM in advance in writing of any change as to the communication of my personal data or those of my contact person.

This proxy is valid for a period of starting on.....

Date,

Signature