**AUDIOGEST**

PORTUGAL

**Should I be declaring to Audiogest?**

You should only declare sales data to Audiogest if you have mandated PPL to collect in Portugal.

**What can I declare?**

You can declare physical sales sold in Portugal only.

**Can I declare digital sales for Audiogest?**

No. You can only declare the sales of physical products.

**What period does this cover?**

The period for which you need to declare for is from January to December 2023.

**What territories should I declare sales data for?**

Please include sales information for Portugal only, not worldwide.

**Where can I find information regarding sales in this territory?**

Your distributors and retailers may be able to provide you with the sales figures for the specific territory.

The sales figures must be for Portugal only, not worldwide.

**Should the sales be in sterling or Euro?**

Please declare your sales in Euros (totals without VAT). Please do not declare negative values.

**Do I have to provide evidence of sales declared?**

Yes - **please provide evidence of the sales declared in the form**. Supporting documents may include: extract from distributors, invoices, or accounting reports.

**What information do I need to complete the form?**

Please provide the following information:

|  |  |  |
| --- | --- | --- |
| **Data required** | | **Is this information Mandatory** |
| **PPL Member Name** | Your Rightsholder Name as it appears in MyPPL. This was also included on the Sales Data email. |  |
| **PPL Member ID** | Your PPL Member ID as it appears in MyPPL. This was also included on the Sales Data email. |  |
| **Sales Year** | 2021 |  |
| **Distributor** | Name of the Distributor or Third Party Distributing in Portugal |  |
| **Label/Album** | Label Name / Album Title |  |
| **Amount** | Sales in EUROS (without VAT).  Do not report negative amounts. Negative amounts are not accepted. |  |

**What information is required?**

For physical sales Audiogest require:

1. **In the top part of the form, top box**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBER** | **Physical Sales (only in Portugal)** | | | |
| a) | Albums | Singles | Music Videos | TOTAL Physical |
| Total | b) | b) | b) | b) |

1. Member: Name of PPL Member and PPL Member ID
2. Physical Sales value (only in Portugal), declared in Euros (without VAT):

Insert the total value declared of Albums, singles, and music videos.

Check the Total Physical amount declared is correct.

1. **Exclusive information regarding the Physical Market**:

PPL Members qualify to declare sales in Portugal when:

* RRH holds the rights in Portugal (Table 1 Answer: NO) and is not the distributor in Portugal, a third party distributes in Portugal (Table 2 Answer: YES)



* RRH holds the rights in Portugal (Table 1 Answer: NO) and is the distributor in Portugal (Table 2 Answer: NO)



**Example of a completed form:**

1. RRH holds the rights in Portugal (Table 1 Answer: NO) and is not the distributor in Portugal, a third party distributes in Portugal (Table 2 Answer: YES)

Graphical user interface, application

Description automatically generated

1. RRH holds the rights in Portugal (Table 1 Answer: NO) and is the distributor in Portugal (Table 2 Answer: NO)

Graphical user interface, text, application, email

Description automatically generated