



Played Recordings Guide

You can now download the Played Recordings file RRHPR2023 and the claims form for the year 2023. In the claims form you are able to claim for a track with airplay in 2023 and/or you are able to end a claim for a track.

Please note: Deadline for submitting the claims form is **January 15th, 2025.**

Once a year we process all received claims within the deadline. If you are claiming at another time of the year we will process your claims – though we are then not able to give you a time estimate.

RRHPR2023 – Explanation:

1. Tracks on RRHPR2023 will either be:
 - a. Claimed with a right holder already.
 - b. Unclaimed – no information in column L to Q.
 - c. In CONFLICT – information regarding conflicting parties.
(Tracks in conflict will be solved in a future conflict procedure)
2. All types of tracks can be claimed if you have the rights for the territory of Denmark and are able to document your rights on request from Gramex.
3. If you no longer hold the rights for your track in the RRHPR2023 you must provide an end date in the claims form.

WHAT TO DO:

Submit your track claims in the attached claims form within the deadline January 15th, 2025.

You must:

- 1) **Copy the track information from RRHPR2023.**
Copy the row with all Gramex track details from the Played Recordings file (Column A to Q in green) for the tracks you have the right to claim or no longer can claim in the territory of Denmark.



- 2) **Insert the track information in “ClaimsForm_RRHPR2023_Rightholder_GramexDK”.**
 - a. Insert the copied rows in the claims form in the sheet “Claims to Gramex – Labelclaims” (Column A to Q in green).

 - b. **Do not change any information in the track details when copying and inserting from the Played Recordings file – if you do the claims will not be processed.**

- 3) **Add your own track details**

Then add your own data in the claims form for each row (Column S to Y in brown).
(See also explanation in the other sheet “Explanation...”)

- 4) **Be able to document your rights if Gramex request this documentation**

If Gramex request documentation for your claims, you must document your rights to collect broadcasting fees in the territory of Denmark through ownership, distribution, licensing or buy up.

- 5) **Upload the claims form to “Mit Gramex” before the deadline January 15th, 2025.**

RRHPR2024 will be uploaded in 2025.

If you have questions, you are welcome to contact Gramex: label-international@gramex.dk