



## Played Recordings Guide

You can now download the Played Recordings file RRHPR2025 and the Claims Form for the year 2025. In the claims form, you can claim tracks with airplay in 2025 and/or you can end claims.

**The deadline for returning the Claims Form is September 1st, 2026.**

If you don't submit your claims within the deadline, we are then not able to give you a time estimate for processing your claims.

**Please note:** We have added a "Level" column ('R') in the RRHPR2025-file, which contains levels from 1 to 5, indicating the value for each track. 1 being the highest and 5 being the lowest.

Level 1: >50.000 DKK

Level 2: <50.000 DKK

Level 3: <10.000 DKK

Level 4: <2.000 DKK

Level 5: <100 DKK

**Also,** we have added two optional columns - "RIGHT-HOLDER MAINARTIST" ('AA') and "RIGHT-HOLDER TRACK TITLE" ('AB'), that you can use if you want to cross check that your own data match with Gramex' data.

### **RRHPR2025 – Explanation:**

1. Tracks on RRHPR2025 will either be:
  - a. Claimed by a rights holder.
  - 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, but you are always welcome to reach out to the party you conflict with - indicated in column O)
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 to a track in the RRHPR2025 file, you must provide an end date in the claims form.



## WHAT TO DO:

**Submit your track claims in the downloaded Claims Form within the deadline of September 1st, 2026.**

You must:

**1) Copy the track information from RRHPR2025.**

Copy the row with all Gramex track details from the Played Recordings file (Column A to R 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\_RRHPR2025\_Rightholder\_GramexDK”.**

a. Insert the copied rows in the claims form in the sheet Claims to Gramex – Label claims” (Column A to R 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 T to AB in brown). (See also explanation in the other sheet “Explanation of the Claims file”).

**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) Send your claims to [label-international@gramex.dk](mailto:label-international@gramex.dk) OR upload the claims form to “Mit Gramex” in the “Document” section before the deadline September 1st, 2026.**

**How to upload you claims via “Mit Gramex”:**

- Go to [My Gramex](#)
- “E-mail eller Gramex-nummer”: your e-mail address
- “Adgangskode”: your password
- Choose the folder ‘Documents’
- Upload the track Claims Form by clicking “Upload documents”

If you have questions, you are welcome to contact Gramex: [label-international@gramex.dk](mailto:label-international@gramex.dk)