

**DECLARATION OF SECONDARY USES  
OF PRESS CONTENT  
BY PRESS RELATIONS COMPANIES**

**Be careful** : this declaration only regards :

- Belgian French- and German-speaking daily newspaper press content,
- Belgian magazine and free press content,
- French newspaper press content,
- Luxembourger newspaper press content.

**Please complete this form in CAPITAL LETTERS**

**IMPORTANT** :

This declaration on your honour of secondary uses<sup>1</sup> of press content (articles, pictures of any kind published in a newspaper, magazine and free press title or on a website) from Copiepresse and Reppress repertoire<sup>2</sup> made by your company/institution/organisation **in 2016** must be filled out, even if any press content where reuse within this period. We will not interpret a lack of declaration as a no-use of press content declaration. Any **false or incomplete declaration** will be considered as an infringement to copyright law and will lead to the **necessary proceedings**. Moreover, this declaration can be **the object of required checks**.

It's an annual or a six-monthly declaration (please mention your choice in the "comments" space). It will allow us, if need be, to determine the authors' rights for these secondary uses<sup>3</sup> and the rights owed for the coming year.

I, the undersigned, Mr. / Ms .....

Responsible for the use of press content in the company / the institution / the organisation

.....  
.....

Username (5 numbers):.....

Address : .....  
.....  
.....

Subject to VAT : YES                      NO

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<sup>1</sup> Secondary uses are all the uses which **have to be authorized specially and beforehand** by Copiepresse or Reppress, rights management societies respectively formed by the publishers of Belgian French- and German-speaking daily newspapers and the publishers of Belgian magazines and free press titles. This includes among other: the implementation of an electronic press review, the electronic reproduction or the scanning of press content in order to constitute a database or to communicate them on the Internet, Intranet or Extranet, the use in documents distributed outside the company, the reproduction in a newsletter, etc.

The reading of press content and their reproduction strictly privately or internally in a company, for its staff and agents, while paying the reprographic rights to Repobel don't fall within the scope of the secondary rights to be declared to Copiepresse and/or Reppress.

<sup>2</sup> The repertoires are available on Copiepresse website ([www.copiepresse.be](http://www.copiepresse.be)) and Reppress website ([www.reppress.be](http://www.reppress.be))

<sup>3</sup> The tariffs are available on Copiepresse website ([www.copiepresse.be](http://www.copiepresse.be)) and Reppress website ([www.reppress.be](http://www.reppress.be))

If yes, VAT number : .....

Contact person : .....

Phone number : .....

E-mail : .....

Invoice address (if different from the address mentioned here above) :

.....  
 .....  
 .....

Declare on my honour doing the following uses (tick the corresponding box):

**1. For the needs of your relation with your clients, i.e. the transmission to your clients of hardcopies or copies (paper or digital) of press content:**

- Simple **CONSULTATION** and/or **ANALYSES** of press content.
- To proceed to other use than the consultation and the analysis of press content from Copiepresse repertoire, i.e. **to SPREAD** press content by **E-MAIL**, to **COPY** press content to send them to your clients, **to STORE<sup>4</sup> electronically** press content on an organized manner,... not including the spread of press content via a website.

• Belgian daily newspapers :

- Total amount of the invoices received from the press-clipper agencies and any others press content providers :  
 ➤ .....EURO – VAT excl.
- AND/OR number of press content reproduced in-house (copied/scanned/sent by e-mail/...) for your clients :  
 ➤ Belgian French- and German-speaking daily newspapers: .....

• Belgian magazines and free press titles (\*):

- Yearly/six-monthly number of press content reproduced in-house (copied/scanned/sent by e-mail/...) for your clients : .....
- Number of clients receiving press content:.....

• French newspapers (\*):

- Yearly/six-monthly number of press content reproduced in-house (copied/scanned/sent by e-mail/...) for your clients : .....
- Number of clients receiving press content:.....

<sup>4</sup> « To STORE » means : «to store electronically press content in such a way that it leads to a database similar to the publishers' one» i.e. when you don't need to look for articles in the publishers' archives anymore.

- Luxembourger newspapers:
  - Yearly/six-monthly number of press content reproduced in-house (copied/scanned/sent by e-mail/...) for your clients : .....
  - Number of clients receiving press content:.....

## 2. For internal needs only:

- NOT TO REPRODUCE, NOT TO SPREAD** press content and/or to store this content on paper.

*NB : if press content are stored electronically more than 3 months, please go to the category « To Store electronically press content ...” .*

- To SCAN** press content :

- Belgian French- and German-speaking daily newspapers:
  - Annual number of articles: .....
- Belgian magazines and free press titles (\*):
  - Annual number of articles: .....
- French newspapers (\*):
  - Annual number of articles: .....
- Luxembourger newspapers:
  - Annual number of articles: .....

- To STORE<sup>5</sup> electronically** press content more than 3 months on an organized manner :

NB : the storage is limited to 3 months. So :

- If you decided to store press content more than 3 months and to pay the corresponding rights, please fill in the fields here under.
- If you decide to delete these press content (after having printed them out), please mentioned your choice in in the “comments” space.

- Belgian French- and German-speaking daily newspapers:
  - Annual number of articles: .....
  - Number of people having access: .....
  - Number of articles available one more year (and already declared the previous year):.....
  - Number of people having access: .....

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<sup>5</sup> « To STORE » means : «to store electronically press content in such a way that it leads to a database similar to the publishers’ one » i.e. when you don’t need to look for articles in the publishers’ archives anymore.

- Belgian magazines and free press titles (\*):
  - Annual number of articles: .....
  - Number of people having access: .....
  
  - Number of articles available one more year (and already declared the previous year):.....
  - Number of people having access: .....
  
- French newspapers (\*):
  - Annual number of articles: .....
  
- Luxembourger newspapers:
  - Annual number of articles: .....
  
- To SPREAD** press content via **INTRANET / EXTRANET** (whether an internal network or multiple consultations on the platform made available by any dealer of press content) :
  - Belgian daily newspapers:
    - In case of **daily Press review** (at least 1 press article put on the Intranet/Extranet **each day**) :
      - ➔ Belgian French- and German-speaking daily newspapers:
        - Daily number of articles: .....
        - Number of people having access: .....
  
        - Number of articles available one more year (and already declared the previous year): .....
        - Number of people having access: .....
  
      - ➔ Belgian magazines and free press titles (\*):
        - Daily number of articles: .....
        - Number of people having access: .....
  
        - Number of articles available one more year (and already declared the previous year): .....
        - Number of people having access: .....

➤ In case of **Casual spreading** (less than 1 press article put on the intranet each day) :

➔ Belgian French- and German-speaking daily newspapers:

- Annual number of articles: .....
- Number of people having access: .....
  
- Number of articles available one more year (and already declared the previous year): .....
- Number of people having access: .....

➔ Belgian magazines and free press titles (\*):

- Annual number of articles: .....
- Number of people having access: .....
  
- Number of articles available one more year (and already declared the previous year): .....
- Number of people having access: .....

• French newspapers(\*):

- Annual number of articles: .....
- Number of people having access: .....

• Luxembourger newspapers:

- Annual number of articles: .....
- Number of people having access: .....

□ **To SPREAD** press content by **E-MAIL** (internally or to third people):

• Belgian daily newspapers:

➤ In case of **daily Press review** (at least 1 press article send by e-mail **each day**) :

➔ Belgian French- and German-speaking daily newspapers:

- Daily number of articles: .....
- Number of recipients: .....

➔ Belgian magazines and free press titles (\*):

- Daily number of articles: .....
- Number of recipients: .....

➤ In case of **Casual spreading** (less than 1 press article send by e-mail each day) :

➔ Belgian French- and German-speaking daily newspapers:

- Annual number of articles: .....
- Number of recipients: .....

→ Belgian magazines and free press titles (\*):

- Annual number of articles: .....
- Number of recipients: .....

• Luxembourger newspapers:

- Annual number of articles: .....
- Number of recipients: .....

**To SPREAD** press content on a **WEBSITE** :

• Belgian French- and German-speaking daily newspapers :

- Annual number of articles: .....

• Belgian magazines and free press titles (\*):

- Annual number of articles: .....

• French newspapers:

- FORBIDDEN

• Luxembourger newspapers:

- FORBIDDEN

Please mention the url address of the websites concerned by this declaration:

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If you consider that the different categories listed in this declaration are not representative of your activities or if you have any plans for other uses in 2017 and/or new uses of press content in 2017 or if you do not know to which category you belong, please made a description of your uses in the "Comments" space below.

**(\*) For Belgian magazine and free press titles content and French newspaper press content, please mention here under the title of the publication concerned by this declaration and for each of it the number of articles reproduced.**

Comments (if you prefer a six monthly declaration, please mention it in the space hereunder):

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I declare the above to be true to the best of my knowledge, ..... 2017.

Signature:

**Stamp of the company:**