

DECLARATION OF SECONDARY USES OF PRESS CONTENT BY PRESS RELATIONS COMPANIES

Be careful : this declaration only concerns :

- 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 honor of secondary uses¹ of press content (articles, pictures of any kind published in a newspaper) from the repertoire² of Copiepresse and Repropress made by your company/institution/organisation in **2024** must be filled out, even if no press content were reused within this period. We will not interpret a lack of declaration as a non-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 necessary checks**.

This declaration is annual or six-monthly (please mention your choice in the “comments” space).

If need be, this declaration will allow us to draw up the invoice concerning the copyright owed for the secondary use³ of press contents by your company/institution/organisation. The objective of this declaration is to regularise potential illegal copies of our copyrighted works as fast as possible.

Watch out : this declaration must be filled in by an authorised person and is considered as final. By filling in this document, you are approving its content fully and unconditionally and you will not be able to contest it later on.

The personal data shared in this document will be processed in accordance with our privacy policy (you may find our general on our website).

I, the undersigned, Mr. / Ms

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

.....

¹ Secondary uses are all the uses which **have to be authorized specifically and beforehand** by Copiepresse or Repropress, copyright management companies formed by the publishers of Belgian French- and German-speaking daily newspapers and the publishers of Belgian magazines respectively. This includes among others: the implementation of an electronic press review, the electronic reproduction or the scanning of press content in order to constitute a database or to spread them on the Internet, an Intranet or Extranet, their use in documents distributed outside the company, the reproduction in a newsletter, etc.

The reading of press content and its reproduction in a strictly private or internal way within in a company, to its staff and agents, while paying the reprographic rights to Repobel don't fall within the scope of the secondary rights.

² The repertoires are available on Copiepresse website (www.copiepresse.be) and Repropress website (www.repropress.be)

³ The tariffs are available on Copiepresse website (www.copiepresse.be), License2Publish website (www.license2publish.be) and Repropress website (www.repropress.be)

.....
 Username (5 numbers):.....

Address :

.....

Subject to VAT : YES NO

If yes, VAT number :

Contact person :

Phone number :

E-mail :

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

.....

If the invoice ought to be sent to a specific e-mail address, please provide it here :

.....

If the invoice ought to mention a purchase order number, please check the following box :

☐ Yes

☐ No

Declare on my honor 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 **ANALYSIS** of press content.
- ☐ To make other uses than the consultation and the analysis of press content from the repertoire of Copiepresse, i.e. **to SPREAD** press content by **E-MAIL**, to **COPY** press content, to send it to your clients, **to STORE⁴** press content **electronically** in an organized manner,... not including the spread of press content via a website.
- Belgian daily newspapers :

⁴ « 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.

- 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:.....
- 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 nor store this content electronically.

NB : if press content is electronically stored during more than 3 months, please go to the category « To Store press content electronically ... ».

☐ **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 STORE⁵** press content **electronically** during more than 3 months in an organized manner :

NB : the storage is limited to 3 months. So if you store press content more than 3 months, please fill in the fields here under.

- Belgian French- and German-speaking daily newspapers:
 - Annual number of articles:
 - Number of people having access:
 - Number of articles available one additional 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 additional 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 via **INTRANET / EXTRANET** (whether an internal network or consultations by more than 3 persons 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:

⁵ « To STORE » means : «to store press content electronically 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.

- Number of articles available one additional 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 additional 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 additional 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 additional 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 sent 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 sent 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:

• French newspapers(*):

- 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:

.....

.....

.....

.....

.....

.....

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 2025 and/or new uses of press content or if you do not know to which category you belong, please describe of your uses in the “Comments” space below.

(*) For Belgian magazine and free press titles content and French newspaper press content, please mention below the title of the publication concerned by this declaration and in each case the number of articles reproduced.

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

.....

.....

.....

.....

.....

.....

I declare the above to be true to the best of my knowledge, 2025.

Signature:

Stamp of the company: