My Guide to Sacem

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You belong to a society

of authors, composers and publishers who have joined together to form the world's leading collective management organisation.

The primary mission of your society is to collect and distribute your royalties. From the beginning, it has also had a strong social and solidarity dimension.

It protects your rights and provides you with aid through its cultural action programmes.

Use this guide to get to know the society that will faithfully guide you throughout your career.

Looking forward to meeting you,

The Board of Directors

Part 1

Sacem for you

SACEM AND ITS MISSIONS

Founded in 1851 and managed by its members, Sacem is a private, not-for-profit company operating on the model of a cooperative.

Missions

- **Collect and distribute rights (royalties)** for authors, composers and publishers of music; dubbing and subtitling authors; poets; comedians and author-directors.
- **Protect our members,** their rights, their interests and our repertoire.
- **Provide our members with individual support services** on all matters relating to social protection and vocational training.
- **Demonstrate commitment to creativity through cultural action** in France and around the world.

Our repertoire

- **Music**
  Pop music, urban music, rock, electronic music, jazz, contemporary music, traditional music and world music etc.
- **Texts**
  Lyrics, poems, sketches, comedy, dubbing, sub-titling etc.
- **Audio-visual**
  Music for moving pictures: film, television, TV series, animation, advertising... sound illustration for programmes, music documentaries, music videos etc.

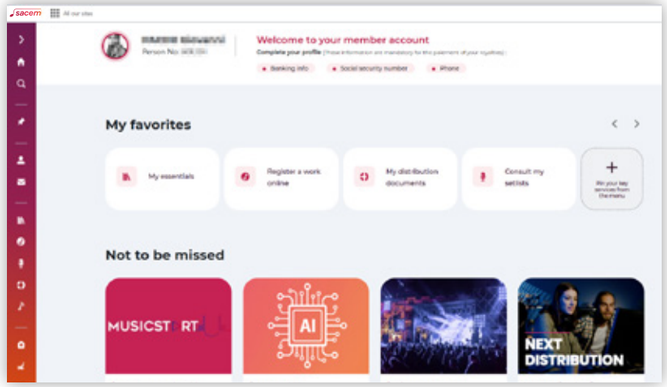
The repertoire in detail
Look up authors, composers and publishers of works in the Sacem repertoire:
repertoire.sacem.fr/en



SACEM ADVANTAGES

By joining Sacem, you will be supported throughout your career.

- **You protect your works with Musicstart.**
- **You register your works and receive remuneration depending on their use.**
- Your member account gives you access to a number of **online services** on **sacem.fr/en**
- You can request **aid** for your works and projects.
- You can get advice on your rights and tax issues.
- As from a certain threshold, you start cumulating points for each distribution in proportion to your royalties, allowing you to benefit from an **allowance to support your retirement (RAES).**
- You get exclusive rates and benefits with **Sacem Plus.**
- You **take** part in General Meetings and elect the authors, composers and publishers who represent you and defend your rights.



Our team is standing by

- tel: +33 1 47 15 47 15 (our team can call you back);
- using your secure messaging in your member account;
- for your visits to our headquarters near Paris;
- and through your representatives in the different regions: the United States, Latin America, Africa or the Middle East.

YOUR ONLINE MEMBER ACCOUNT

Your services are available at all times.

MANAGE YOUR WORKS

- Protection with Musicstart
- Online registration
- Consultation of your catalogue

AND YOUR SHOWS

- Register your setlists and your shows, concerts, DJ sets, etc.

VIEW YOUR DISTRIBUTIONS

- Summary
- Work-by-work detail
- History
- Broadcast data
- Distribution rules

JOIN THE SACEM PLUS COMMUNITY

Platform for exchanges, collaboration, network development, exclusive offers, etc.

GET INVOLVED IN SACEM

- Vote online to elect your representative(s)
- Read the latest information on your society

GET ADVICE AND SUPPORT

- For your projects
- Your social protection
- Your training

CHANGE

your personal information: address, e-mail, telephone, bank details.

PERSONALISE

your login and password.

DELEGATE

access to your member account.

Different codes are used to identify you as a member.
You can find them in your member account (click on My Sacem identifiers):

- **membership number:** this number is your unique identifier. Please provide this number whenever you contact Sacem;
- **COAD** (rights-holder account number): you have one COAD per Sacem account (for example, one COAD for your author-composer account, a separate COAD for your author-director account. Music publishing companies have one COAD per catalogue);
- **IPI** (Interested Party Information): this is your international membership number which enables you to be identified by all collecting societies throughout the world.

Your member account: **createurs-editeurs.sacem.fr/en**
Once you have joined, you will receive an e-mail inviting you to create your member account.



HOW TO PROTECT AND REGISTER YOUR WORKS ?

Registering your works with Sacem is an essential step in the distribution of the royalties you are entitled to. Failure to register your works can lead to delays and errors in royalty payments. In addition, thanks to the Musicstart service, Sacem enables you to protect your works.

Protect your works with

MUSICSTART

You have just created a work or your work is in the process of being created and **you wish to arrange for its protection by creating a proof of anteriority: use the Musicstart service.**
It will allow you to establish the anteriority of your works, even unfinished ones, in order to prove your authorship.

Please note that listing a work in Musicstart does not mean you will receive royalties.
You must also register your work with Sacem as soon as the title is definitive, all the participants have been identified and the royalty split has been finalised.
Do this as soon as possible before the first listening or broadcasting of your work.

Register your works

- Online via your member account on **sacem.fr**
  Simple, convenient, secure thanks to the electronic signature for rightsholders.
  If you use a pre-existing work, please make sure you obtain the necessary permissions of the original rights holders of said work.
- Once your registration has been processed, view the catalogue of your works in your member account.
  Your **creation joins the works** represented by Sacem.

HOW DO I REGISTER WITH A SONGWRITER ABROAD OR A PUBLISHER FROM ANOTHER AUTHORS' SOCIETY?

- Each author and/or composer must register a work with the society to which they belong, indicating each contributor's ownership percentage.
  (split copyright). Do make sure the percentages you each declare match!
- If the work is unpublished and your collaborator is a Sacem member, simply register your works online via your member account.
- If the publisher is a member of another society, you'll need to fill in the paper registration form (available in the Documents and resources section in your member account).

For certain works that cannot be registered online, registration forms are available at **createurs-editeurs.sacem.fr/en** > Documents and resources



Different codes are used to identify your works:
- **Sacem work code:** a unique code assigned by Sacem to your work. You'll find it in your catalogue, your distributions, etc.;
- **ISWC** (International Standard Musical Work Code): this is a unique international code assigned to a work to identify it. The code is automatically assigned – so no action is required on your part.

This code is used to identify your recordings:
- **ISRC** (International Standard Recording Code): this is a unique code for identifying the sound recording of a work. In France, ISRCs are issued by the distributor or by ISRC France (SCPP).

Share of rights

HOW DO I REGISTER A WORK THAT HAS ALREADY BEEN REGISTERED WITH ANOTHER AUTHORS' SOCIETY?

- Simply register the work online with Sacem, indicating each contributor's ownership percentage (split copyright). Do make sure your splits match prior registrations!

TO DISTRIBUTE AUTHORS' RIGHTS, SACEM MANAGES:

- the mechanical rights (MR) for the royalties collected when a work is physically recorded (download, CD, DVD) ;
- the performing rights (PR) for the royalties collected for the performance of a work in concert, on TV, on the radio, on the Internet ;
- the radio mechanical rights for the royalties collected during the production of recorded media by stations and televisions and any broadcasting with the help of recorded media on radio, television, in nightclubs and public places with sound systems.

The royalties are distributed among the different categories (author, composer, publisher) according to the following rules:

- MR are distributed among the authors, composers and publishers according to the split contractually defined by them ;
- PR and radio mechanical rights are distributed among authors, composers and publishers according to the sharing rules set out in the General Regulations:
  - PR: 33.3% for authors, 33.3% for composers, 33.3% for publishers ;
  - Radio mechanical rights: 25% for authors, 25% for composers, 50% for publishers(1).

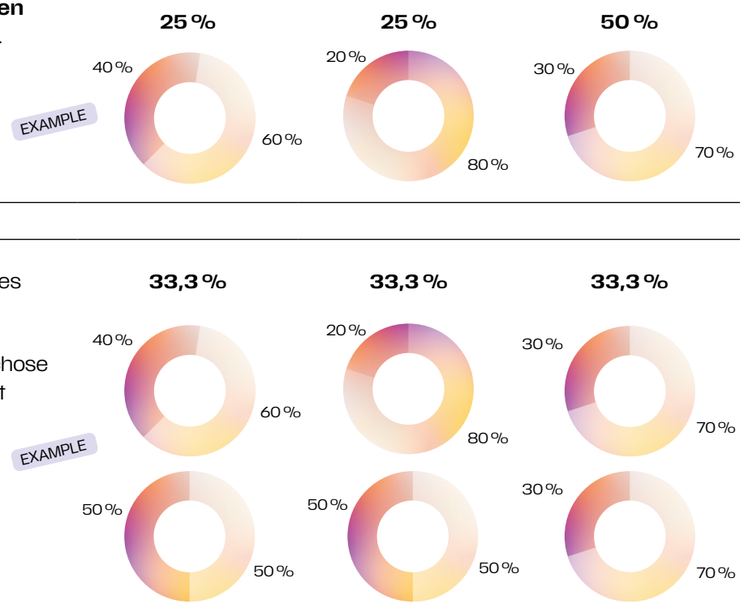
WITHIN EACH CATEGORY (AUTHOR, COMPOSER AND PUBLISHER):

- the MR are distributed according to the contractually agreed split between the authors, composers and publishers ;
- the PR and the radio mechanical rights are divided equally. However, it is possible, without derogating from the sharing of the PR and the radio mechanical rights between the different categories (author, composer and publisher), to opt for a different distribution that follows that of the MR.

The same principle of sharing, whether equal or not, applies to arrangers and adapters, in compliance with the PR and radio mechanical rights quotas to which they are entitled, in application of the Sacem General Regulations.

(1) Unless there is a more advantageous key for creators.

	AUTHOR	COMPOSER	PUBLISHER
MR			
The split is **contractual between** the categories of rights holders. The split within each category of rights holders is subject to a **contractual agreement.**	**25 %**	**25 %**	**50 %**
PR			
The split **continue to be equal between** the different categories of rights holders. **Authors and composers** can chose the same contractual agreement as for MR. or To keep the **equal split.**	**33,3 %**	**33,3 %**	**33,3 %**



If you encounter any problems when registering your international works, our international department is at your service: **claim.abroad@sacem.fr**

TO DISTRIBUTE YOUR ROYALTIES, SACEM MANAGES:

- **mechanical reproduction rights (MR)** for royalties collected when a work is recorded to a medium (downloading, CD, DVD, etc.);
- **public performance rights (PR)** for the rights collected during the performance of a work in concert, on TV, radio, on the internet, etc.;
- **broadcasting rights for recorded works** played on radio, television, in discotheques or public places with sound systems.

REPORT YOUR PSEUDONYMS

You can declare pseudonyms, when you join Sacem or afterwards.
This process is free of charge.

- **Pseudonym for an individual**
  Make the request from your member account, section “My Sacem identifiers”.
- **Pseudonym for a musical group**
  Fill in the form “Application for a band pseudonym” (downloadable in your member account, section “My Sacem identifiers”) and send it back by mail using your secure messaging in your member account.

HOW TO REPORT YOUR SETLISTS AND EVENTS?

Sacem needs two essential pieces of information to collect and distribute your royalties:

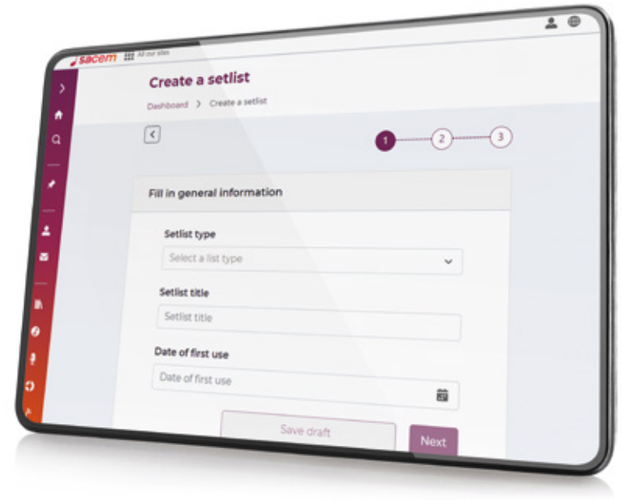
- the setlist of works performed;
- the dates of your events.

Setlist reporting concerns singer-songwriters(1), comedians, DJs and their publishers.

You can do it online in your member account in two steps:

1. Create a setlist by selecting the works you perform in the search engine;

2. Associate one or more events with your setlist.



You have up to 6 months before and 6 months after your event to report your setlist and event date to us.

(1) You are a conductor or a jazz improviser? Report your setlists as singer-songwriter.

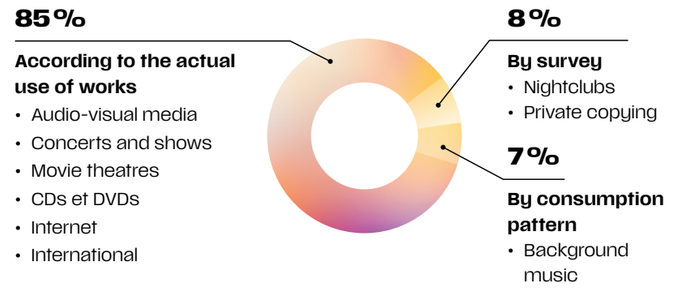
Part 2

Distribution of your royalties

HOW ARE ROYALTIES DISTRIBUTED?

The five essential steps behind royalty distribution:

1. Register your works as soon as they are created.
2. Register your setlists and event dates.
3. Sacem issues an authorisation for your works to be broadcast and reproduced (concerts, shows, cinemas, nightclubs, cafés, restaurants, shops, television, radio stations, streaming or download platforms, recorded media, etc.).
4. Sacem collects royalties from those who have distributed or reproduced your works. Sacem has agreements in place with foreign collective management organisations, so it can collect your royalties from all over the world.
5. Broadcasters submit data on the ways your works are played or used.



- Using these essential elements for distribution, the sums collected are allocated to the works broadcast or reproduced. This process can take 3 to 5 months.
- For each work, the amount due to the rights holders is determined on the basis of the distribution keys supplied when the work is declared.

When it is difficult to provide data (cafés, shops, private copying, etc.), Sacem uses surveys or consumption patterns to distribute your royalties.

WHEN ARE YOUR ROYALTIES DISTRIBUTED?

Depending on the use of your works, you may receive royalties up to four times a year.

Distribution schedule

	January	April	July	October
So-called “historic” television channels	✔		✔	
Main DTT, cable, satellite and ADSL channels	✔		✔	
Other DTT, cable, satellite and ADSL channels			✔	
Background music in public places through sound recordings	✔	✔	✔	✔
Background music in public places by a specialised company			✔	
Works used abroad	✔	✔	✔	✔
Concerts, shows, balls	✔	✔	✔	✔
Internet (streaming, downloading, VOD/SVOD, Web 2.0: online institutional films, online video games, paid livestreams)	✔	✔	✔	✔
Radio stations	✔		✔	
Private audio and audiovisual copying		✔		✔
Recorded media (sound and video)	✔	✔	✔	✔
Recorded media (sound) of BIEM/IFPI type contracts and centralisation contracts	✔		✔	
Films showned in cinemas	✔	✔	✔	✔
Retransmission of concerts in cinemas	✔		✔	
Nightclubs	✔		✔	
Video games	✔	✔	✔	✔
Institutional films and web reports	✔	✔	✔	✔

Sacem advantage

Your royalties can be paid in the currency of the country of your choice.



Refer to the Distribution Rules in your member account.

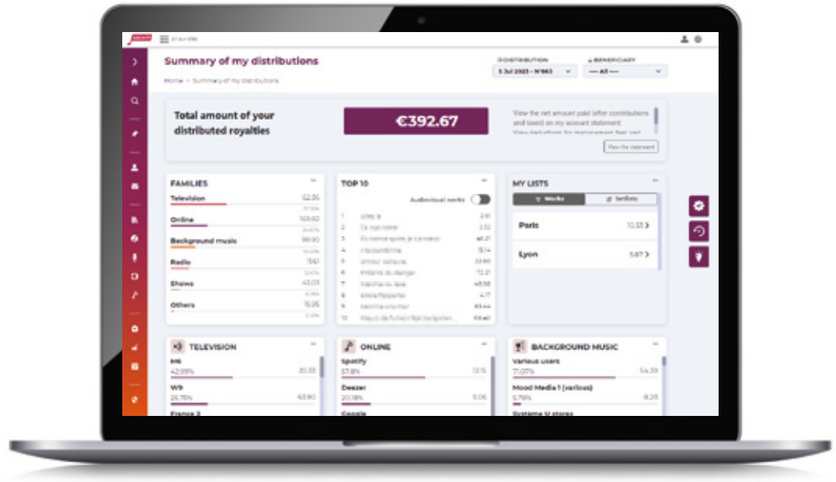
Documents and resources

ACCESS A DETAILED BREAKDOWN OF YOUR ROYALTIES

Sacem is committed to distributing royalties as soon as the amounts and distribution data are available.

The time it takes between when your royalties are collected and when they are paid can vary between 3 to 12 months.

You will receive a royalty statement that gives you a summary of your royalties, according to the use of your works.



A detailed breakdown of your royalty distributions is available in your member account > **My detailed distribution.** You will find there information by type of rights, by country, by type of use as well as the history of your rights and the possibility of exporting your data. You can also consult your account statement and download your documents (tax certificate, RAES certificate, etc.).

Part 3

Advice and information for members living outside France

YOUR TAX STATUS

Payment of your royalties, taxation, information and advice

- Finance Department teams will provide you with information and advice on establishing residence abroad and managing your rights from your country of residence.
- Your royalties can be paid in the currency of your choice. Sacem has negotiated advantageous exchange rates to pay your royalties in the currency of your country of residence or choice.

Tax status for members living abroad

- Depending on your country of residence and the tax treaties concluded with France, you may benefit from a reduced rate or exemption from withholding tax. To take advantage of this, you must produce a tax certificate issued by the French tax authorities, which you must have stamped and signed by the tax authorities in your country of residence.
- Every year, the Finance Department teams remind you of this obligation so that you can continue to benefit from it.
- If the formalities are not completed, Sacem applies a 31% withholding tax. If the tax certificate is issued after the fact, the teams apply for a refund from the French tax authorities and return it to you.
- Rectification is possible for the current year and the two preceding years.

The French tax authorities have signed tax treaties with many countries: **impots.gouv.fr/portail/les-conventions-internationales** (only available in French).

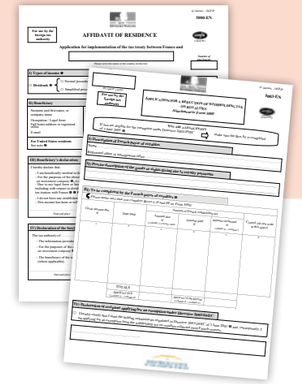
Sacem advantage

Customised tax advice

Sacem's finance department will assist you and answer your questions about taxation in connection with your royalty payments.
When the time comes to file your income tax return, a summary of royalties for the year to be declared is drawn up and made available in your member account.
Contact us: using your secure messaging in your member account.

To avoid double taxation

Don't forget to send in forms 5000 and 5003 every year.



YOUR AUTHORS' RIGHTS

Personal legal advice

You can consult SACEM legal department, free of charge, for any issues concerning setting up, a mandate, a catalogue transfer, setting up an inheritance, or for any general enquiries about your authors' rights.

There are several possibilities for you to allow someone to manage your works and rights or to have access to some of your online services.

Mandate (or power of attorney)

You can give power of attorney, or a mandate, to a person of your choice (publisher, manager, etc.) to, in particular, register your works with Sacem and consult your catalogue, receive your distribution documents or obtain information on your account and the operations carried out through it.

To do this, fill in the "Delegation / authorisation" document which can be downloaded from your member account **> Documents and resources,** and send it to Sacem legal department.

Delegation of rights in your member account on sacem.fr

From your member account, you can delegate access to some or all of your online services to someone else.

This delegation only **concerns online services** and does not replace the mandate.

Go to the "My delegatees" page in your member account to designate a person and the services you wish to delegate to them. They will receive their own login details to access their delegatees' account.

ASSIGNMENT OF DEBT

A Sacem exclusivity that facilitates the payment of amounts due to third parties.

Set up an assignments of debt(1) on your Sacem account and you will no longer have to take steps to reimburse sums due to your professional entourage (publisher, manager, artistic agent, etc.).

At each of your distributions, Sacem takes care of the transactions!

It is very simple to set up: just fill in one of the forms available on **sacem.fr/en** > Documents and resources that corresponds to your situation, then send it to Sacem.



(1) Mechanism defined in Article 56 of Sacem's General Regulations.

Part 4

Sacem is there to guide you throughout your career

PENSION PLANNING

Because creative careers rarely progress linearly, authors, composers and publishers of music have given their society a strong social and solidarity component.

Retirement benefits

At the heart of Sacem's social action, the Mutual Aid Allowance Programme (RAES) allocates benefits to members, subject to age and seniority conditions.
You become a RAES beneficiary as from the first point credited to your account.

As from a certain threshold set by the Sacem Board of Directors, every euro distributed to members...

... allows them to accumulate proportional points...

...that are converted into an end-of-career allowance.

Health coverage in the united states

Sacem offers assistance with health coverage for members living in the U.S.
Contact your U.S. correspondent for more information.



#SACEMSUPPORT

Sacem not only provides direct support to its creators, whatever their country of residence, but also to the broadcasters that program and promote these artists.

In collaboration with professional sectors, Sacem contributes to the promotion of its entire repertoire. Sacem's international Cultural Aid assists projects outside France.

OUR MISSIONS

- To support creation
- To promote live performances
- To facilitate vocational training
- To assist beyond borders
- To support artistic education

DISCOVER

our programmes.
File an application for support online.

SPOT AND DEVELOP

We have developed strong relationships within the French music business and with those institutions responsible for exports, as well as with major organisations outside France, in order to promote and integrate our members internationally.

€29.2 M ON SOCIAL ACTIONS

in favour of creators and repertoires in 2022.

97 % FUNDED

by the righteous private copying remuneration and completed by a statutory contribution from Sacem.

AREAS OF INTERVENTION

- Modern music and jazz
- Contemporary classical music
- Music for moving images, film and audiovisual
- Humor
- Young audiences

3,375 PROJECTS SUPPORTED

from all music genres and territories.

Support for cultural action

Aid for creation and dissemination

Electro, pop music, rock, jazz, rap, contemporary classical music, music in films, in video games, etc.

Three categories of programmes are dedicated to your project:

- international songwriting camps, residencies and professional stays;
- tours and showcases outside your country;
- festivals and markets.

Find out more on
aide-aux-projets.sacem.fr/en

EXCLUSIVE DEALS AND BENEFITS

With help from its many partners, Sacem can support the development of your business!

From your member account, you have access to:

- **services to develop your career** and gain visibility with the public and professionals;
- **benefits and discounts** from retailers and equipment;
- **deals** on transport and accommodation;
- **access to professional events:** festivals, trade shows, meet-ups, etc.

See what is on offer at **sacem.fr/en**



Part 5

Sacem by your side

SACEM, A PARTICIPATORY SOCIETY

Every year, you are invited to elect the authors, composers and publishers who represent you on Sacem's governing bodies and to express your opinion on the major issues facing your society.

- As a new member, you have a member status. You can apply for places on the regulatory and technical committees.
- Depending on the progression of your authors' rights, you can become a Confirmed Member then a Professional Member and then a Full Member and thus present your candidacy to all bodies.
- In June, you can participate in the General Assembly, during which discussions are held (annual results, reforms) and the voting results are announced.



Auditorium Debussy-Ravel, Sacem headquarters.

Be an active member of your society

March
Applications.

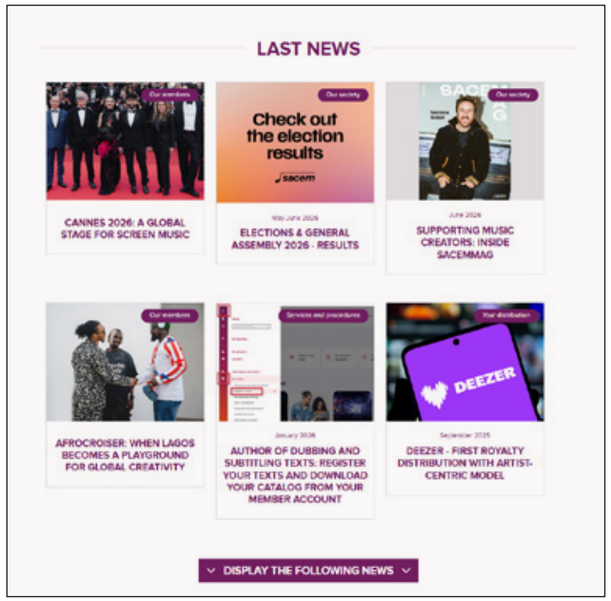
May-June
Online election to choose your representatives and vote on resolutions and statutory and regulatory changes.

Third Tuesday in June
General Assembly Elections:
- board of Directors;
- supervisory Board;
- programmes Committee.

LET'S STAY IN TOUCH

Keeping you updated.

Read the latest news
on **sacem.fr/en**



... social media



INTERNATIONAL ORGANISATIONS

Sacem plays a key role within various international copyright/authors' rights organisations (Cisac, Gesac), steadfastly defending its members' interests.

- **CISAC** International Confederation of Authors' Societies
  cisac.org
- **GESAC** European Authors' Society Group
  authorsocieties.eu
- **WIPO** World Intellectual Property Organization
  wipo.int

Sacem is a member of the Board of Directors of **Cisac** and **Gesac**.

VISIT OUR OFFICES
CONTACT US

Sacem is at your service

- On **sacem.fr/en**
- **In your member account:** My messaging.
- **For claims about your distributions:** My claims (in your member account).
- **One telephone number for all your enquiries:** +33 1 47 15 47 15 (our team can call you back).

Are you in Paris? Come and meet us!

- **At Sacem headquarters**
  225, avenue Charles-de-Gaulle
  92200 Neuilly-sur-Seine France

  Métro line 1: Pont-de-Neuilly
- Monday-Friday please make an appointment on **sacem.fr/en** or **scan the QR code.**

Remember!
You can choose to receive news and info from Sacem in English, just tick it in your member account.

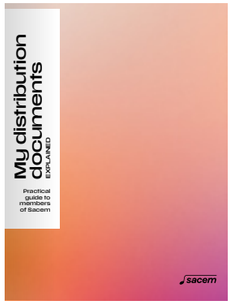
CHECK OUT
THE OTHER SACEM GUIDES



Music Publishers



Distribution policy rules



My distribution documents explained



The electronic music producer member of Sacem



Sacem is by my side

NOTES

This guide serves to encourage you to learn more about a society that is dedicated to you and supports you throughout your career.

It presents the key procedures - membership, declaration of works, distribution, online services, taxation, legal advice, etc. - and provides information on the social and cultural dimension.

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Printed by Sacem on paper from sustainably managed forests – July 2026

sacem