



OSA – Ochranný svaz autorský pro práva k dílům hudebním, z.s.
(Collective rights management society for musical works)
with the registered office at Prague 6, Čs. armády 20, company ID No.: 63839997

issues these

SIGNATURE RULES

ARTICLE 1 INTRODUCTORY PROVISIONS

1.1 The OSA Signature Rules govern the rights and obligations in the signing of documents prepared by OSA – Ochranný svaz autorský pro práva k dílům hudebním, z.s. (Collective rights management society for musical works).

1.2 The Signature Rules set out:

1.2.1 The principles of signing documents, in particular documents pertaining to external relationships

1.2.2 The definition of the powers of the Board of Directors, officers and employees in the signing of documents.

ARTICLE 2 GENERAL PRINCIPLES

2.1 The principle of a single signature affixed under the text applies to signing, with the exception of signing documents that require more than one signature.

2.2 Any person authorized to sign documents signs the documents in his/her own hand. The person states his/her first name, surname and job title under the signature. The job title of the signing person does not have to be thus stated in documents in which the job title is specified in the heading. The signing of documents executed in automated processes may be replaced with mechanical means.

2.3 In the absence of the relevant manager/executive/officer, documents are signed by his/her representative. Such a representative affixes his/her signature and the “by proxy” clause to the name and job title of the manager/executive/officer.

2.4 Any document signed by the Board of Directors must be provided with the initials (signature) of the employee responsible for the relevant agenda.



ARTICLE 3 RIGHT TO SIGN

- 3.1 Pursuant to the provisions of Article 7.1 of the Articles of Association of OSA, the Board of Directors is authorized to act in all matters and sign all documents of OSA – documents are signed jointly by the Chairman and another member of the Board of Directors.
- 3.2 Under these Rules, the Board of Directors delegates the power to sign documents directed outside OSA to employees.
- 3.3 A list of the types of documents originating in OSA and the delegated rights to sign such documents are set out in Article 4. The rights to sign are specified according to the offices held by the employees. Senior executives are authorized to sign any documents signed by their subordinates.
- 3.4 In addition to the documents specified in Article 4, each employee is authorized to sign other documents if empowered to do so by the Board of Directors in particular cases.
- 3.5 OSA may also act through a representative under a power of attorney issued by the Board of Directors.
- 3.6 In the absence of the Chairman of the Board of Directors or both members of the Board of Directors, if a document has to be signed which only the Board of Directors is authorized to sign under these Signature Rules, such a document may be signed by the Head of Section or individual Department which is competent to sign the document given the content thereof, provided that the following conditions are met:
- 3.6.1 At least one member of the Board of Directors or the Chairman of the Board of Directors grants his/her consent to the signing of the document by that Head
 - 3.6.2 The absence of the Chairman of the Board of Directors or both members of the Board of Directors exceeds 7 business days
 - 3.6.3 Any delay in signing the document might cause serious damage to OSA.



ARTICLE 4 OVERVIEW OF THE RIGHTS TO SIGN

4.1 The overview is divided according to the type of the documents signed

TYPE OF DOCUMENTS	SIGNED BY
STANDARD DOCUMENTS	Each employee as part of his/her job description
AGREEMENTS ON THE MANAGEMENT OF AUTHORS' ECONOMIC RIGHTS	
Agreements with authors and heirs to copyright and economic rights in the model version approved by the competent OSA body	Head of the Authors' Affairs Department or an officer for authors' affairs
Agreements with persons who exercise the economic rights that have devolved to the state (e.g. the State Fund of Culture of the Czech Republic)	Head of the Authors' Affairs Department or an officer for authors' affairs
Agreements with publishers in the model version approved by the competent OSA body	Head of the Publishers' Affairs Department
Agreements in versions different from the model versions	Board of Directors
GENERAL AGREEMENTS ON THE PROVISION OF SERVICES AND REPRESENTATION	Officer of OSA Agency
LICENSE AGREEMENTS WITH USERS OF WORKS OF MUSIC	
- Under which OSA grants its consent to the use of works of music pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances using recordings, TV and radio broadcasts etc.)	Within the Public Performance Department
Agreements determining a royalty of up to CZK 30,000 ¹⁾ per year	Officer of the Customer Care Center or Licensing Support Department
Agreements determining a royalty of up to CZK 200,000 per year	Head of the Public Performance Department or Head of the Customer Care Center
Agreements determining a royalty exceeding CZK 200,000 per year	Board of Directors
Agreements in cases where the royalty is	Head of the Public Performance



set at an amount less than CZK 30,000 and is paid by the acquirer of the license in cash upon the signing of the agreement	Department or Regional Manager
General Agreements	Head of the Public Performance Department or Head of the Customer Care Center
Agreements with cinema operators	Head of the Public Performance Department or Head of the Customer Care Center
Agreements in which the proposed amount of royalty is not based on the valid royalty tariff or which materially differ from their standard versions (i.e. the variation affects the amount of the royalty or restricts the rights of OSA)	Board of Directors
- Under which OSA grants its consent to the use of works of music pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast transmissions, the Internet etc.)	Within the Broadcasting, Online Media and Mechanical Department
Agreements determining a minimum royalty of up to CZK 50,000 per month	Head of the Broadcasting, Online Media and Mechanical Department
Agreements determining a minimum royalty exceeding CZK 50,000 per month	Board of Directors
Agreements with cable transmission operators	Head of the Broadcasting, Online Media and Mechanical Department
Agreements on making works available via the Internet and mobile networks	Head of the Broadcasting, Online Media and Mechanical Department
Agreements in which the proposed amount of royalty is not based on the valid royalty tariff or which materially differ from their standard versions (i.e. the variation affects the amount of the royalty or restricts the rights of OSA)	Board of Directors
- Under which OSA grants its consent to the use of works of music pursuant to Sections 13, 14, 15 and 16 of the Copyright Act (the production and distribution of media, renting, lending etc.) and agreements pursuant to Section 25	Within the Broadcasting, Online Media and Mechanical Department
One-off agreements (audio media, audiovisual media including audiovisual works of personal nature) with an expected	Officer of the Broadcasting, Online Media and Mechanical Department



royalty of up to CZK 30,000	
One-off agreements with an expected royalty exceeding CZK 30,000	Head of the Broadcasting, Online Media and Mechanical Department
Agreements on the use of works of music in making the so-called working/operating copies of works of music	Officer of the Broadcasting, Online Media and Mechanical Department
Long-term agreements with manufacturers	Head of the Broadcasting, Online Media and Mechanical Department
Agreements with importers and manufacturers pursuant to Section 25 of the Copyright Act	Head of the Broadcasting, Online Media and Mechanical Department
Agreements in which the proposed amount of royalty is not based on the valid royalty tariff or which materially differ from their standard versions (i.e. the variation affects the amount of the royalty or restricts the rights of OSA)	Board of Directors
- Under which OSA grants its consent to the use of works of music in theater performances and in the production of audiovisual works and advertising spots	Within the OSA Agency activities
Agreements in the area of production of audiovisual works and advertising spots determining a royalty of up to CZK 100,000	Officer of the OSA Agency
Agreements in the area of production of audiovisual works and advertising spots determining a royalty exceeding CZK 100,000	Board of Directors
Agreements under which OSA grants its consent to the use of works of music in theater performances	Board of Directors
Notifications of the prohibition of the use of works of music and the ban on the use of works of music	Board of Directors
INVOICING OF ROYALTIES UNDER LICENSE AGREEMENTS	
- For the granting of consent to the use of works pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances using recordings, TV and radio broadcasts etc.)	Within the Public Performance Department
- Up to CZK 30,000	Officer of the Customer Care Center or of the Licensing Support Department



- Up to CZK 200,000 in the case of cinema and jukebox operators	Officer of the Customer Care Center or of the Licensing Support Department
- Up to CZK 1,000,000	Head of the Public Performance Department or Head of the Customer Care Center
- Exceeding CZK 1,000,000	Board of Directors
- For the granting of consent to the use of works pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast transmissions, the Internet etc.) and pursuant to Sections 13, 14, 15 and 16 of the Copyright Act (the production and distribution of media, renting, lending etc.) and the charging of compensatory fees pursuant to Section 25	Within the Broadcasting, Online Media and Mechanical Department
- Up to CZK 200,000	Officer of the Broadcasting, Online Media and Mechanical Department
- Up to CZK 1,000,000	Head of the Broadcasting, Online Media and Mechanical Department
- Exceeding CZK 1,000,000	Board of Directors
- For the granting of consent to the use of works in theater performances and in the area of production of audiovisual works and advertising spots	Officer of the OSA Agency

REQUESTS TO SURRENDER UNJUST ENRICHMENT	
- For an unauthorized use pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances using recordings, TV and radio broadcasts etc.)	Within the Public Performance Department
- Up to CZK 30,000	Officer of the Customer Care Center or of the Licensing Support Department
- Up to CZK 200,000 in the case of cinema and jukebox operators	Officer of the Customer Care Center
- Up to CZK 400,000	Head of the Public Performance Department or of the Customer Care Center
- Exceeding CZK 400,000	Board of Directors
- For an unauthorized use pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast transmissions, the Internet etc.) and pursuant to Sections 13, 14, 15 and 16 of	Within the Broadcasting, Online Media and Mechanical Department



the Copyright Act (the production and distribution of media, renting, lending etc.)	
- Up to CZK 500,000	Head of the Broadcasting, Online Media and Mechanical Department
- Exceeding CZK 500,000	Board of Directors
- For an unauthorized use in theater performances and in the area of production of audiovisual works and advertising spots	Board of Directors

TRANSACTIONS RELATED TO RECEIVABLE RECOVERY	
Demand notes of up to CZK 100,000	Officer of the Debt Department
Demand notes exceeding CZK 100,000	Head of the Debt Department
Agreements on the repayment of debt arising from public operations of up to CZK 100,000 (schedules of installments) and composition agreements related to disputable claims of up to the same amount	Head of the Debt Department, if necessary Head of the Public Performance Department, Regional Managers
Agreements on the repayment of debt of up to CZK 200,000 (schedules of installments) and composition agreements related to disputable claims of up to the same amount	Head of Economic Administration, Head of the Public Performance Department, Head of the Customer Care Center, Head of the Broadcasting, Online Media and Mechanical Department
Agreements on the repayment of debt exceeding CZK 200,000 (schedules of installments) and composition agreements related to disputable claims of up to the same amount	Board of Directors
Other receivable-related agreements and transactions (the assignment of receivables, offsets, discharge from debts etc.)	Board of Directors

ACTS WITHIN ADMINISTRATIVE DELICTS PROCEEDINGS AND CRIMINAL PROCEEDINGS	
Motions to initiate hearings and proceedings	Board of Directors

COLLECTIVE AGREEMENTS WITH USERS OF WORKS OF MUSIC	Board of Directors
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PARTNERSHIP AGREEMENTS	Board of Directors
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AGREEMENTS WITH COLLECTIVE ADMINISTRATORS	Board of Directors
Invoices issued to collective administrators	Head of the Public Performance Department, or Head of the Customer Care Center, Head of the Broadcasting, Online Media and Mechanical Department, Officer of the OSA Agency
ROYALTIES	
Royalty payment sheets, invoices issued for cost deductions	Officer of the Royalty Accounting Department
Payment confirmations – tax documents for the respective year	Head of the Royalty Accounting Department
Invoices for royalties from abroad	Officer of the Accounting Department
Invoices issued for royalties received from abroad	Officer of the Accounting Department
EMPLOYMENT RELATIONSHIPS	
All employment-related documents establishing, changing or terminating employment relationships (agreements, contracts, notices of termination etc.)	Board of Directors
AGREEMENTS WITH BANKS	Board of Directors
CONTACT WITH BANKS	Board of Directors or persons directly empowered by the Board of Directors, in each case according to the particular agreement with the particular bank
PURCHASE OF GOODS, MATERIALS AND SERVICES	
Agreements of the supply of goods, services and work, and lease agreements	Board of Directors
Orders of services and goods intended to secure the activities of employees of OSA	Head of the Economic Administration Department, Heads of Sections and Heads of individual Departments upon a prior approval by the Board of Directors ²⁾
Orders of services and goods related to regular technical maintenance of the building with performance of up to CZK 2,000 or related to addressing unforeseeable events	Head of the Economic Administration Department
Supplier-customer invoices (outside IT) of up to CZK 10,000 received on the basis of and in accordance with orders approved by	Head of the Economic Administration Department



the Board of Directors or according to the concluded agreements	
Supplier-customer invoices (outside IT) exceeding CZK 10,000 received on the basis of and in accordance with orders approved by the Board of Directors or according to the concluded agreements	Heads of Sections and Heads of individual Departments
Supplier-customer invoices (outside IT) exceeding CZK 50,000	Board of Directors ²⁾
Supplier-customer invoices (IT) of up to CZK 50,000 received on the basis of and in accordance with orders approved by the Board of Directors	Head of the IT Department
Supplier-customer invoices (IT) exceeding CZK 50,000	Board of Directors ²⁾
Invoices and orders to pay court fees, the costs of judicial proceedings and duty stamps of up to CZK 10,000	Officer or lawyer of the Legal and Human Resources Department or an employee charged with handling the particular case
Invoices and orders to pay court fees, the costs of judicial proceedings and duty stamps exceeding CZK 10,000	Head of the Legal and Human Resources Department or an employee charged with handling the particular case

¹⁾ All amounts in the table include VAT

²⁾ The signature of the Chairman of the Board of Directors or one of the members of the Board of Directors is sufficient for internal needs

4.2 The signing of amendments to agreements, agreements to amend contracts, agreements to terminate contracts and notices of termination is governed by the respective right to sign the particular type of document.



ARTICLE 5 FINAL PROVISIONS

5.1 These Signature Rules are effective from July 15, 2017.

5.2 These Signature Rules of OSA fully replace the Signature Rules dated March 31, 2015.

5.3 These Signature Rules may be modified by numbered amendments approved by the Board of Directors.

In Prague, on July 14, 2017

Roman Strejček
Chairman of the Board of Directors

Jiřina Barelo
Member of the Board of Directors

Luboš Tesař
Member of the Board of Directors