

## There's the contract - now what?

You have just an administration agreement in duplicate (one copy for you, one for us) for membership of VG Bild-Kunst. It is important that these are the original agreements we sent you by post. Once we have received the completed and signed administration agreement with all the necessary documents, it will be processed and recorded in our system. This process can take up to 6 weeks.

To keep the processing time as short as possible, please make sure you send the following documents to the office.

### **General required documents:**

- › Completed and signed administration agreement in duplicate
- › Copy of your personal identity card (front and rear) or passport along with a copy of the registration certificate of your local residents' registration office. (For data protection requirements we will destroy these copies as soon as we have inspected them.)

### **Additional documents for the agreement for professional groups I and II:**

For BG I:

- › Exhibition flyer or exhibition catalogue
- › Proof of membership of the Künstlersozialkasse social insurance scheme, if available

For BG II:

- › Book with ISBN or, in the case of a book in the Books-on-Demand process, with proof of 250 copies or newspaper/magazines sold
- › Proof of membership of the Künstlersozialkasse social insurance scheme, if available
- › Further evidence is required in the case of teams of artists, partnerships under German civil law (GbR) and photo or image agencies – please ask when requesting an agreement

### **Additional documents for the agreement for professional group III:**

- › We need a completed questionnaire about your activities. This can be obtained here.

### **Additional documents in the case of successors in title (heirs) or authorised agents of an author:**

- › Certificate of inheritance or will (as copy)
- › Death certificate (as copy)
- › Community of heirs: power of attorney showing who is the authorised agent of the community of heirs
- › Where authors or successors in title (heirs) are under guardianship, please enclose a copy of the certificate of guardianship or general power of attorney