



Delivery of copyright remuneration statements and other important documents

SSA sends copyright remuneration statements electronically.

Together with a summary, these electronic statements will be e-mailed unencrypted to the address you mention at «E-mail (private)» on the membership agreement / mandate agreement / mandate agreement for heirs – or, if this field is left empty, at «Other E-mail (business)».

With regard to confidentiality, we recommend you to mention a private address.

You will receive a settlement at the end of each month if the remuneration in your favour has reached an amount of CHF 100.-. At the same time, the money will be transferred to your usual bank account. At the end of the year, the transfer and settlement shall take place for amounts under said threshold.

SSA is also going to send you other documents by the same means, such as the tax certificate.

Should an electronic dispatch fail, SSA is going to limit the effort for another delivery attempt. It is our understanding that it is the duty of our members and mandators to inform us of any changes to their e-mail addresses and to ensure that the e-mail account is functional and can receive incoming messages.

A switch to an electronic dispatch method does constitute a reduction in administration costs for our cooperative society that cannot be ignored.

If you wish to receive these documents in paper form, or if you do not have any Internet access, please note that our settlements and transfers will be sent to you by post only twice a year (compared to monthly if you choose electronic dispatching). On top of that, the remuneration in your favour must reach the threshold of CHF 100.- (in respect of the first due date of the year).