

OSA, z.s.

with the registered office at Prague 6, Čs. armády 786/20, 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, z.s.
- 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 Management Board, 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. Electronic signatures of the quality required by law are used to sign documents in electronic form.
- 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 Management Board must be provided with the initials (signature) of the employee responsible for the relevant agenda.
- 2.5 The rules applicable to the signing of documents in documentary form shall apply mutatis mutandis for the use of electronic signatures.

ARTICLE 3 RIGHT TO SIGN

- 3.1 Pursuant to the provisions of Article 7.1 of the Articles of Association of OSA, the Management Board 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 Management Board.
- 3.2 Under these Rules, the Management Board 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 Other specialised employees of the relevant department working in positions such as specialist, manager or lawyer have the same rights to sign as employees in the position of officer.
- 3.5 In addition to the documents specified in Article 4, each employee is authorized to sign other documents if empowered to do so by the Management Board in particular cases.

3.6 OSA may also act through a representative under a power of attorney issued by the Management Board.

3.7 In the absence of the Chairman of the Management Board or both members of the Management Board, if a document has to be signed which only the Management Board 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:

- 3.7.1 At least one member of the Management Board or the Chairman of the Management Board grants his/her consent to the signing of the document by that Head
- 3.7.2 The absence of the Chairman of the Management Board or both members of the Management Board exceeds 7 business days
- 3.7.3 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 MANAGEMENT OF ECONOMIC COPYRIGHTS	
Agreements with authors and heirs to economic copyrights in the model version approved by the competent OSA body	Head of the Authors' Affairs Department or the Officer of the Authors' Affairs Department
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 the Officer of the Authors' Department
Agreements with publishers in the model version approved by the competent OSA body	Head of the Publishers' Affairs Department or the Officer of the Publishers' Affairs Department
Agreements in versions different from the model version	Management Board
FRAMEWORK AGREEMENTS ON THE PROVISION OF SERVICES AND REPRESENTATION	Agency Manager
LICENSE AGREEMENTS WITH USERS OF MUSICAL WORKS OR OTHER SUBJECT MATTER PROTECTED BY COPYRIGHT LAW	
- Under which OSA grants license to the use pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances from a fixation, TV and radio broadcast performances etc.)	Within the Public Performances Section

Agreements determining a royalty of up to CZK 50,000 ¹⁾ per year	Officer of the Customer Centre or of the Licensing Support Department
Agreements determining a royalty of up to CZK 250,000 per year	Head of the Public Performance Department or Head of Customer Centre
Agreements determining a royalty exceeding CZK 250,000 per year	Management Board
Agreements in cases where the royalty is set at an amount less than CZK 50,000	Regional Representative or Regional Manager
Framework Agreements	Head of the Public Performances Section or Head of the Customer Centre
Agreements with cinema operators	Head of the Public Performances Section or Head of the Customer Centre
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)	Management Board
- Under which OSA grants license to the use pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast retransmissions, the Internet etc.)	Within the Broadcasting, Online Media and Mechanics Department
Agreements determining a minimum royalty of up to CZK 250,000 per month	Head of the Broadcasting, Online Media and Mechanics Rights Department
Agreements determining a minimum royalty exceeding CZK 250,000 per month	Management Board
Agreements with cable retransmission operators	Head of the Broadcasting, Online Media and Mechanics Department
Agreements on making works available via the Internet and mobile networks	Head of the Broadcasting, Online Media and Mechanics 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)	Management Board
- Under which OSA grants license to the use pursuant to Sections 13, 14, 15 and 16 of the Copyright Act (the reproduction and distribution of media, renting, lending etc.) and agreements pursuant to Section 25	Within the Broadcasting, Online Media and Mechanics Department
One-off agreements (audio media, audiovisual media including audiovisual works of personal nature) with an expected royalty of up to CZK 50,000	Officer of the Broadcasting, Online Media and Mechanics Department
One-off agreements with an expected royalty exceeding CZK 50,000	Head of the Broadcasting, Online Media and Mechanics 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 Mechanics Department
Long-term agreements with manufacturers	Head of the Broadcasting, Online Media and Mechanics Department

Agreements with importers and manufacturers pursuant to Section 25 of the Copyright Act	Head of the Broadcasting, Online Media and Mechanics 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)	Management Board
- Under which OSA grants license to the use 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	Agency Manager
Agreements in the area of production of audiovisual works and advertising spots determining a royalty exceeding CZK 100,000	Management Board
Agreements under which OSA grants license to the use in theater performances	Management Board
Notifications of the prohibition to use musical works and the ban on the use of musical works	Management Board

INVOICING OF ROYALTIES UNDER LICENSE AGREEMENTS	
- For the granting of license to the use of works pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances from a fixation, TV and radio broadcast performances etc.)	Within the Public Performance Section
- Up to CZK 200,000	Officer of the Customer Centre or of the Licensing Support Department
- Up to CZK 1,000,000	Head of the Public Performance Department or Head of the Customer Centre
- Exceeding CZK 1,000,000	Management Board
- For the granting of license to the use pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast retransmissions, the Internet etc.) and pursuant to Sections 13, 14, 15 and 16 of the Copyright Act (the reproduction and distribution of media, renting, lending etc.) and the charging of levies pursuant to Section 25	Within the Broadcasting, Online Media and Mechanics Department
- Up to CZK 200,000	Officer of the Broadcasting, Online Media and Mechanics Department
- Up to CZK 1,000,000	Head of the Broadcasting, Online Media and Mechanics Department
- Exceeding CZK 1,000,000	Management Board
- For the granting of license to the use in theater performances and in the area of	Agency Manager

production of audiovisual works and advertising spots	
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REQUESTS TO SURRENDER UNJUST ENRICHMENT	
- For an unauthorized use pursuant to Sections 19, 20 and 23 of the Copyright Act (public live performances, performances from a fixation, TV and radio broadcast performances etc.)	Within the Public Performances Section
- Up to CZK 100,000	Officer of the Customer Centre or of the Licensing Support Department
- Up to CZK 500,000	Head of the Public Performances Section or of the Customer Centre
- Exceeding CZK 500,000	Management Board
- For an unauthorized use pursuant to Sections 21, 22 and 18(2) of the Copyright Act (broadcasts, broadcast retransmissions, the Internet etc.) and pursuant to Sections 13, 14, 15 and 16 of the Copyright Act (the reproduction and distribution of media, renting, lending etc.)	Within the Broadcasting, Online Media and Mechanics Department
- Up to CZK 500,000	Head of the Broadcasting, Online Media and Mechanics Department
- Exceeding CZK 500,000	Management Board
- For an unauthorized use in theater performances and in the area of production of audiovisual works and advertising spots	Management Board

TRANSACTIONS RELATED TO CLAIMS RECOVERY	
Demand notes	Officer of the Claims Department
Agreements on the repayment of claims arising from public performances of up to CZK 100,000 (schedules of installments) and settlement agreements related to disputable claims of up to the same amount	the Officer of the Claims Department, the Officer of the Customer Centre, if necessary Head of the Public Performances Section, Regional Managers
Agreements on the repayment of claims of up to CZK 200,000 (schedules of installments) and settlement agreements related to disputable claims of up to the same amount	Head of Economic Department, Head of the Claims Department, Head of the Public Performances Section, Head of the Customer Centre, Head of the Broadcasting, Online Media and Mechanics Department
Agreements on the repayment of claims exceeding CZK 200,000 (schedules of installments) and settlement agreements related to disputable claims of up to the same amount	Management Board
Confirmation of the amount of receivables registered with the rightholders	Head of the Royalty Distribution Department
Other receivable-related agreements and transactions (the assignment of receivables, offsets, discharge from debts etc.)	Management Board

ACTS WITHIN ADMINISTRATIVE DELICTS PROCEEDINGS AND CRIMINAL PROCEEDINGS	
Motions to initiate hearings and proceedings	Management Board
COLLECTIVE AGREEMENTS WITH USERS OF MUSICAL WORKS	
	Management Board
PARTNERSHIP AGREEMENTS	
	Management Board
AGREEMENTS WITH COLLECTIVE MANAGEMENT ORGANIZATIONS	
Invoices issued to collective management organizations	Head of the Public Performances Section, or Head of the Customer Centre, Head of the Broadcasting, Online Media and Mechanics Department, Agency Manager
ROYALTIES	
Royalty payment sheets, invoices issued for cost deductions	Officer of the Royalty Distribution Department
Payment confirmations – tax documents for the respective year	Head of the Royalty Distribution Department
Invoices for royalties from abroad	Financial accountant
Invoices issued for royalties received from abroad	Financial accountant
EMPLOYMENT RELATIONSHIPS	
All employment-related documents establishing, changing or terminating employment relationships (agreements, contracts, notices of termination etc.)	Management Board
AGREEMENTS WITH BANKS	
CONTACT WITH BANKS	Management Board or persons directly empowered by the Management Board, in each case according to the particular agreement with the particular bank
PURCHASE OF GOODS, MATERIALS AND SERVICES	
Agreements on the supply of goods, services and work, and lease agreements	Management Board
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 Management Board ²⁾

Framework Agreements in the standard version for PR and marketing services	PR and Communication Manager, Assistant of the Management Board, PR Specialist and editor-in-chief of the magazine Autor In
Agreements and orders of services and goods related to PR, marketing and organising events (e.g. Autor In, Annual Awards, General Assembly) with performance of up to CZK 50,000	PR and Communication Manager, Assistant of the Management Board, PR Specialist and editor-in-chief of the magazine Autor In
Supplier-customer invoices (PR, marketing and organising events) of up to CZK 50,000	PR and Communication Manager, Assistant of the Management Board, PR Specialist and editor-in-chief of the magazine Autor In
Orders of services and goods related to regular technical maintenance of the building with performance of up to CZK 50,000 or related to addressing unforeseeable events	Head of the Economic Administration Department
Supplier-customer invoices (outside IT) of up to CZK 50,000 received on the basis of and in accordance with orders approved by the Management Board or according to the concluded agreements	Head of the Economic Administration Department
Supplier-customer invoices (outside IT) exceeding CZK 50,000 received on the basis of and in accordance with orders approved by the Management Board or according to the concluded agreements	Heads of Sections and Heads of individual Departments
Supplier-customer invoices (outside IT) exceeding CZK 50,000	Management Board 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 IS OSA Department, Head of IT Infrastructure and Support Department, Cyber security manager
Supplier-customer invoices (IT) exceeding CZK 50,000	Management Board ²⁾
Invoices and orders to pay court fees and the costs of judicial proceedings of up to CZK 10,000	Officer or lawyer of the Legal Department or an employee charged with handling the particular case
Invoices and orders to pay court fees and the costs of judicial proceedings exceeding CZK 10,000	Head of the Legal 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 Management Board or one of the members of the Management Board 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 February 1, 2025.

5.2 These Signature Rules of OSA fully replace the Signature Rules dated October 21, 2024.

Please note that the Czech version of Signature Rules is official and authoritative and should apply to all disputes arising out of this document. English translation is informative only and should be cross-referenced with the Czech version.