

1025 VERMONT AVE., NW, STE. 1130
WASHINGTON, DC 20005
P: 800.494.5225
F: 800.494.7512
DCORDERS@COGENCYGLOBAL.COM
COGENCYGLOBAL.COM

COPYRIGHT COMPLIANCE POLICY OF COGENCY GLOBAL INC.

COGENCY GLOBAL INC. is committed to protecting publisher rights. We will make every effort to ensure that proper royalties or fees are paid to the rights holder of original works that we copy for our clients when required by law.

In compliance with United States and international copyright law, and to protect the rights of the holder and our clients as end-users of the material we copy, COGENCY GLOBAL will obtain permission through the Copyright Clearance Center's Transactional Reporting Service or directly from the publisher, and advance any applicable fees required by law, unless the copying is determined to be within the definition of fair use. These fees are not set by COGENCY GLOBAL and we will not charge for the service of obtaining copyright clearance. This policy is grounded in respect for the law, the creators of the works we copy and for our clients.

Fair use is determined under the appropriate United States copyright laws and includes an evaluation of the following factors: the purpose for the copying; the nature of the copyrighted work; the amount copied in relation to the copyrighted work as a whole; and the effect of the copy upon the value of the entire copyrighted work. Important factors in making this evaluation include the purpose of the use (whether it is for direct commercial gain, or whether it is for research or educational purposes), the absence of an intent to plagiarize as evidenced by proper acknowledgment of the copyrighted work; and whether the copy is used for private study, scholarship, or research purposes.

COGENCY GLOBAL respects and complies with the copyrights of any works provided to its customers, and is not liable for any subsequent use of any work by our customers.

COGENCY GLOBAL INC. 10 E 40TH ST, 10TH FL NY, NY 10016 D: +1.212.947.7200

D: +1.212.947.7200 P: 800.221.0102 F: 800.944.6607 EUROPEAN HQ

COGENCY GLOBAL (UK) LIMITED REGISTERED IN ENGLAND & WALES, REGISTRY #8010712 6 LLOYDS AVE, UNIT 4CL LONDON EC3N 3AX +44 (0)20.3961.3080 ASIA PACIFIC HQ

COGENCY GLOBAL (HK) LIMITED A HONG KONG LIMITED COMPANY UNIT B, 1/F, LIPPO LEIGHTON TOWER 103 LEIGHTON RD, CAUSEWAY BAY HONG KONG

P:+852.2682.9633 F: +852.2682.9790