

# Pharmaceutical Licence Application Form

Please detach, sign  
and return your  
licence application to:

**New Licences**

The Copyright Licensing  
Agency Ltd  
5th Floor, Shackleton House  
4 Battle Bridge Lane  
London SE1 2HX

Email: [licence@cla.co.uk](mailto:licence@cla.co.uk)

New licence enquiries  
0800 085 6644

Account code (CLA only)

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P/AF/07-19

The application form and notes should be read in conjunction with the rates published on CLA's website

Full legal name of organisation (Principal Licensee)

Address

Postcode

Please list below any Affiliated Companies intended to be covered by the Licence  
(or attach separate list) <sup>1</sup>:

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No. of Professional Employees<sup>2</sup>

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Total no. of employees<sup>3</sup>

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I hereby apply to CLA for a Licence to take effect from the first day of<sup>4</sup>

0	1	M	M	Y	Y
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**Indemnity for Past Copying<sup>5</sup>**

We have copied from books, journals or magazines and/or have copied  
or distributed press cuttings or documents supplied by a third party in  
the past and wish to backdate the licence (see note 5):

Yes  No

If yes:

a) We would like the indemnity for the full six years

Or

b) We would like the indemnity from: [Insert date]

0	1	M	M	Y	Y
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The Copyright  
Licensing Agency Ltd

5th Floor, Shackleton House  
4 Battle Bridge Lane  
London SE1 2HX

Tel 020 7400 3100  
Email [cla@cla.co.uk](mailto:cla@cla.co.uk)  
[www.cla.co.uk](http://www.cla.co.uk)

CBC House  
24 Canning Street  
Edinburgh EH3 8EG

Tel 0131 272 2711  
Email [clascotland@cla.co.uk](mailto:clascotland@cla.co.uk)

Registered in England  
Reg no. 1690026

**I certify that I have read and understood the terms and conditions of the CLA Pharmaceutical Licence in conjunction with the rates published on CLA's website and agree to abide by them. The information provided on this form is true to the best of my knowledge and belief.**

Signed

Duly authorised signatory for and on behalf of the applicant

Position

Date

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Please enter below details of the person who will be responsible for dealing with the CLA Licence and who will act as the main contact.

## Licensing Co-ordinator

Name	
Position	
Address	
(if different from above)	
Phone	Ext
Fax	
E-mail	

CLA processes personal information fairly and lawfully in accordance with applicable data protection and related legislation. For more information please see our [Privacy Policy](#).

### Notes

1. List all Affiliated companies covered by this Licence. Please refer to the Licence Terms and Conditions for a definition of Affiliated Company.
2. The number of Professional Employees on which the Licence Fee is based must include all Professional Employees of all the companies listed. For the definition of who is a Professional Employee please see the Rate Card for Pharmaceutical companies.
3. Please enter the total number of full time equivalent staff in your organisation. If you have less than 50 employees you qualify as a small business. Please see CLA's website for the appropriate pricing.
4. The date on which you wish the Licence to commence should be entered here.
5. Indemnity for past copying. By backdating the Licence you will be entitled to the indemnity in clause 11 of the Terms and Conditions from the date of commencement whereby all acts done in accordance with the Terms and Conditions will be covered. The maximum term for backdating is six years. Alternatively, if your organisation has been copying for less than six years, please indicate the copying commencement date in the box provided. If no copying has taken place, please tick the 'NO' box on the application form.

# Pharmaceutical Licence Terms and Conditions

## Introduction

This Licence records the terms on which CLA grants a licence to pharmaceutical companies to photocopy, scan or otherwise reproduce, and to use or to re-use extracts from material published in hard copy and electronic form in which copyright subsists.

### 1. Definitions and interpretation

1.1 In this Agreement the following meanings shall apply:

**Affiliated Company:**

any subsidiary or holding company (including any subsidiary of such holding company) where “subsidiary” and “holding company” have the meanings ascribed thereto in s.1159 of the Companies Act 2006;

**Application Form:**

the form completed by the Principal Licensee applying for the grant of the Licence containing, amongst other things, information on its Affiliated Companies and Professional Employees;

**Authorised Persons:**

- i) in respect of Paper Copies: employees of, or workers, or consultants engaged by, any Licensee; and
- ii) in respect of Digital Copies: only those persons
  - a) who are employees of, or are workers or consultants engaged by, any Licensee;
  - b) who are permitted by the Licensee to access the Secure Network and whose identity is authenticated at the time of login and periodically thereafter consistent with current best practice; and
  - c) whose conduct is subject to regulation by such Licensee;

in both cases where “workers” has the meaning given to it by the Employment Rights Act 1996 and “consultants” means individuals providing services to the Licensee;

**CCC Electronic-Rights Works:**

those works, whether in digital or hard copy form, published by a Participating US Publisher identified on CLA’s website or other electronic means controlled by CLA as being available for scanning and digital use or re-use;

**Certificate:**

the certificate issued by CLA to confirm the issue, or the renewal, of the Licence to the Principal Licensee;

**CLA:**

The Copyright Licensing Agency Ltd;

**CLA’s website:**

www.cla.co.uk (or such other site as may be notified to the Principal Licensee). A reference to a list or other information on, or which can be accessed via, CLA’s website or other electronic means controlled by CLA shall include both any such list or information which is stated to be of general application to all CLA licences and any stated to apply specifically to CLA licences for the Pharmaceutical sector;

**Commencement Date:**

the date noted on the first Certificate issued by CLA to the Principal Licensee;

**Digital Copies:**

either electronic copies of Material Licensed For Scanning, in whole or part, or copies made in the course of, or as a result of, the access or use by Authorised Persons of Digital Material and of Third Party Digital Material and which, in both cases, are direct unaltered copies of the work copied and are made in accordance with the terms of, and pursuant to, the permissions granted by this Agreement;

**Digital Material:**

still images and text from publications created and distributed in electronic form published by a Participating Digital Material Publisher, CCC Electronic-Rights Works and electronic publications originating in other countries as identified on, or which can be accessed via, CLA’s website or other electronic means controlled by CLA and Website Material except any Excluded Material. For the avoidance of doubt, material other than still images and text is not included in the Licence, nor is any material which is only referred to in, or can only be accessed by following an external link on, Website Material, or in an electronic publication of a Participating Digital Material Publisher and where that material is not itself included in such electronic publication;

**Electronic Form:**

as defined in s. 178 of the Copyright, Designs and Patents Act 1988 (as amended);

The Copyright  
Licensing Agency Ltd

5th Floor, Shackleton House  
4 Battlebridge Lane  
London SE1 2HX

Tel 020 7400 3100  
Email [cla@cla.co.uk](mailto:cla@cla.co.uk)  
[www.cla.co.uk](http://www.cla.co.uk)

CBC House  
24 Canning Street  
Edinburgh EH3 8EG

Tel 0131 272 2711  
Email [clascotland@cla.co.uk](mailto:clascotland@cla.co.uk)

Registered in England  
Reg no. 1690026

**Excluded Material:**

those categories of work and individual works identified on the list of Excluded Categories and Works as shown on CLA's website or other electronic means controlled by CLA. For the avoidance of doubt, categories of work or individual works may be excluded from Material Licensed for Photocopying from Material Licensed for Scanning or from Digital Material or any combination thereof;

**Fee:**

the fee calculated by multiplying the number of Professional Employees of the Licensees by the current rate as shown on CLA's website as applicable to the pharmaceutical licence. The fee for the first year is as shown on the Certificate and for subsequent years shall be the sum of the relevant rate per Professional Employee multiplied by the rate prevailing three months prior to the anniversary of the Commencement Date;

**Licence:**

the licences granted and permitted by Clauses 2, 7 and 8;

**Licensed Copies:**

either Paper Copies or Digital Copies as appropriate;

**Licensed Material:**

any and all Material Licensed For Photocopying, Material Licensed For Scanning and Digital Material;

**Licensees:**

the Principal Licensee and any of its Affiliated Companies, incorporated in or carrying on any business in the United Kingdom whose Professional Employees have been included for the purposes of calculating the Fee and who were notified to CLA at the Commencement Date. For the avoidance of doubt this does not include any business, division or other operating entity of any such Affiliated Company to the extent that it is based or is operating outside of the United Kingdom;

**Local Storage:**

any storage pursuant to Clause 8.1 and "Locally Stored" shall be construed accordingly;

**Material Licensed For Photocopying:**

original published editions of books, journals, magazines and other periodicals in which copyright subsists published in hard copy form in the Photocopying Mandate Territories, or published by a Participating US Publisher EXCEPT Excluded Material;

**Material Licensed For Scanning:**

original published editions of books, journals, magazines and other periodicals in which copyright subsists published in hard copy form in the Scanning Mandate Territories and CCC Electronic-Rights Works and, in both cases, Paper Copies derived therefrom by the Licensee or on its behalf EXCEPT Excluded Material;

**Paper Copies:**

photocopies onto paper made from original Material Licensed For Photocopying and paper printouts of Digital Copies made in accordance with this Licence;

**Participating Digital Material Publisher:**

a Rightsholder who has confirmed to CLA that it is willing to permit the use under this Agreement of Digital Material in which the Rightsholder owns or controls the copyright and who has not withdrawn such permission. as identified on CLA's website or other electronic means controlled by CLA, as amended periodically by CLA. Any such amendment shall be posted on CLA's website and shall take effect on the next Quarter Day after such amendment is first posted;

**Participating US Publisher:**

a publisher participating in the agreement between the Copyright Clearance Center of the United States of America (CCC) and CLA, as identified on CLA's website or other electronic means controlled by CLA;

**Photocopying Mandate Territories:**

the United Kingdom, Argentina, Australia, Austria, Barbados, Belgium, Canada (including Quebec), Chile, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, India, Ireland, Jamaica, Luxembourg, Malawi, Mexico, the Netherlands, New Zealand, Norway, the Philippines, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Trinidad and Tobago and Turkey. This list may be amended periodically by CLA. Any such amendment shall be posted on CLA's website and shall take effect on the next Quarter Day after such amendment is first posted;

**Prescribed Rate:**

the rate of interest prescribed from time to time pursuant to The Late Payment of Commercial Debts (Interest) Act 1998;

**Professional Employee:**

a director, officer or employee (other than a sales representative) of the Licensee who is a graduate or holds an equivalent qualification;

**Quarter Day:**

1st January, 1st April, 1st July or 1st October;

**Rightsholder:**

any person owning or controlling the copyright in any Licensed Material;

**Scanning Mandate Territories:**

the United Kingdom, Argentina, Australia, Belgium, Canada (including Quebec), Chile, Denmark, Finland, France, Greece, Hong Kong, Iceland, Ireland, Jamaica, the Netherlands, New Zealand, Norway, the Philippines, Singapore, South Africa, South Korea, Spain, Switzerland and Turkey. This list may be amended periodically by CLA. Any such amendment shall be posted on CLA's website and shall take effect on the next Quarter Day after such amendment is first posted;

**Secure Network:**

a network operated or controlled by a Licensee (whether a standalone network or a virtual network within the Internet) which is accessible only by Authorised Persons and those individuals described or referred to in Clause 2.7 and Clause 7;

**Third Party Digital Material:**

material in electronic form lawfully supplied to a Licensee by third party document suppliers, (including, for example, but without limitation, press cutting suppliers) that have been licensed by CLA to provide such a service. For the avoidance of doubt, this does not include any such electronic material provided under any other licence;

**Website Material:**

material in the form of still images and text created and posted on Participating Digital Material Publishers' websites except Excluded Material.

- 1.2 All references to the singular in this Agreement may include the plural and vice versa as the context so requires and references to any gender shall include both genders. The provisions of the Schedules shall form part of this Agreement as if set out herein.

**2. Grant of licence**

CLA grants to the Licensees and, as appropriate, Authorised Persons the non-exclusive right during the continuance of the Licence, on and subject to the terms and conditions in this Agreement and in particular (but without limitation) to Clause 4.5, to:

- 2.1 make, or permit the making of, Paper Copies within the United Kingdom and to distribute the same to Authorised Persons;
- 2.2 scan within the United Kingdom Material Licensed for Scanning to produce Digital Copies provided that:
- i) the Licensee shall use reasonable endeavours to identify whether it subscribes to a digital version of the work in question and, if so, to use that digital version instead of creating a Digital Copy by scanning;
  - ii) the Licensee may only scan, or permit the scanning of, hard copies of a CCC Electronic-Rights Work under the Licence where the same is not reasonably available in digital form for the Licensee to purchase whether by subscription or otherwise.
- 2.3 make available, or permit the making available of, Digital Copies to Authorised Persons within the Secure Network. This includes, for the avoidance of doubt, the indexing, searching, opening, viewing, printing and presentation or display in electronic form of Digital Copies;
- 2.4 make available Third Party Digital Material within the Secure Network;
- 2.5 make copies of Paper Copies;
- 2.6 do anything permitted by Clauses 7, 8 and 13;
- 2.7 send or permit access to Licensed Copies to or, as the case may be, by employees and consultants of any Affiliated Company (in each case a "recipient") outside of the United Kingdom where, in the case of Digital Copies created by scanning, such recipient would otherwise satisfy part (ii)(b) of the definition of "Authorised Persons" and whose conduct would be subject to regulation by such Affiliated Company on the condition that the recipient may only open and view a Digital Copy and, except in the case of CCC Electronic-Rights Works, may only print a single Paper Copy derived therefrom.

For the avoidance of doubt nothing in this Agreement is to be taken to authorise, or to purport to authorise the doing of any act outside of the United Kingdom other than the steps involved in the receipt, opening, viewing and printing permitted by Clause 2.7; the responsibility for complying with the laws of other countries for any other acts shall rest with the relevant Licensee and/or recipient.

**3. Payment and term**

- 3.1 The Licence shall commence on the Commencement Date and continue from year to year unless and until determined in accordance with Clause 12.
- 3.2 The Licence Fee, together with any VAT thereon, is payable within 30 days from the date of an invoice from CLA.
- 3.3 CLA reserves the right to charge interest at the Prescribed Rate on late payment of amounts due under the Licence.
- 3.4 The Principal Licensee shall, at least one month prior to each anniversary of the Commencement Date, notify CLA of any material change in the number of its Professional Employees.

**4. Restrictions on photocopying, scanning and use of digital copies**

- 4.1 With the exception of any part of Website Material that is 'free to view' a Licensee must own, or subscribe to, an original and/or copyright fee-paid copy of any Licensed Material it copies, scans or uses under the terms of the Licence.

- 4.2 No Licensed Copy shall exceed the greater of 5% of any item of Licensed Material, or:

- 4.2.1 in the case of a periodical publication, two whole articles in any single issue or (except for the purposes of Clause 7 and for any CCC Electronic-Rights Works), where the issue, or a substantial part of it, is dedicated to a particular theme, any number of articles dealing with that theme;
- 4.2.2 in the case of a published report of judicial proceedings, the entire report of a single case; or
- 4.2.3 in the case of a book, one chapter.

For Digital Material that is not made available or otherwise structured as a conventional book, journal, magazine or other periodical or where the Digital Material is not divided into distinct sections identifiable as the equivalent of a book chapter or of an article in a journal, magazine or other periodical, the Licensees shall ensure, as far as reasonably practicable, that copying is limited to small extracts that are equivalent to the limits set out above, at all times bearing in mind in particular the requirement in Clause 4.5 that no copying shall substitute for the purchase of original Licensed Material.

- 4.3 Licensed Copies of the same Licensed Material made for a single occasion or purpose shall be treated as one copy and Clause 4.2 interpreted accordingly.
- 4.4 Save as may be provided in Clause 7, Licensed Copies may not be sold or otherwise disposed of (whether or not for valuable consideration) nor rented nor loaned to any third party or used for any external marketing or promotional purposes or exploited for purposes other than the internal information purposes of the Licensees or any individual permitted to access or receive any Licensed Copies pursuant to Clause 2.
- 4.5 The making of Licensed Copies shall not directly or indirectly substitute for the purchase of original Licensed Material (including, for the avoidance of doubt, access to Digital Material whether by way of subscription or otherwise) or for the commissioning, reproduction, hire or any other use of an original artistic work within Licensed Material.
- 4.6 Licensed Copies may not be used for the delivery of education or training to third parties but may be made for the purposes of training of Authorised Persons provided that the Licensees may not receive payment or any other form of remuneration in consideration therefore.
- 4.7 For the avoidance of doubt, where the original is in full colour, Licensed Copies may be made in black and white (known as halftones) as well as colour provided that no colour separations are made and provided that the Licensees comply with the provisions of Clauses 5.1 and 5.2.

## 5. Further provisions on digital copies and digital material

- 5.1 No Licensee shall edit, amend, manipulate, add to or delete from Digital Copies unless permitted by the Licence nor shall it authorise the same except that the addition of a copyright legend to Digital Copies where required by the Licence or the addition of identifier tags shall not be a breach of the Licence. Where material to be scanned or copied already contains copyright notices placed by the Rightsholder on the document the Licensee shall not be required to add further notices to the document.
- 5.2 Subject to Clauses 4.7, 5.1 and Clause 13, no digital manipulation, whether by way of optical character recognition, morphing, colour or shade adjustment or any other form of manipulation, may be made of Digital Copies or Digital Material.
- 5.3 Digital Copies may not be placed on the publicly accessible world wide web or, subject to Clause 7, be linked either directly or indirectly by hypertext links (or the like) to or from any external or third party website.
- 5.4 Except as permitted by the Licence or applicable statutory provisions, no other copying, dissemination, publication, communication or making available to the public, repackaging or distribution, in any form, of Digital Copies, in whole or in part, is permitted.
- 5.5 Where any artistic work appearing within Digital Material or Material Licensed for Scanning incorporates, or has adjacent to it, the identity of the author of an artistic work, no Digital Copy of that artistic work shall be made unless the Digital Copy incorporates the identity of such author.
- 5.6 Without prejudice to its obligations set out in Clause 5.5, the Licensees shall use reasonable endeavours to include, where practicable, in all Digital Copies of artistic or literary works the identity of the author of the artistic or literary work.
- 5.7 Subject to any statutory obligations relating to retention of documentation, the Licensees shall delete from the hard drives of their central and local servers any and all Digital Copies which may be stored there upon notice from CLA to the Principal Licensee that the Rightsholder believes that the Licensed Material contained in the Digital Copies infringes copyright or is, or may be, defamatory, obscene or otherwise unlawful and has removed, or intends to remove, the same for that reason from the current version of the relevant Digital Material or material licensed for scanning as the case may be.
- 5.8 A Licensee may subcontract the making of Digital Copies to third parties, provided that:
- 5.8.1 such Licensee takes all reasonable steps to ensure that any such third party operates appropriate management and security procedures so as to ensure compliance with the terms of the Licence;
- 5.8.2 a record is kept of all such subcontracts and that such record is provided on request to CLA;
- 5.8.3 all such subcontracts require the sub-contractor to comply, as appropriate, with the conditions of the Licence relating to Digital Copies, including any which would prohibit the sub-contractor from retaining any Digital Copy (or any intermediate copy involved in the production of the same) and shall include a clause conferring on CLA the right to take action directly against any such sub-contractor pursuant to the Contracts (Rights of Third Parties) Act 1999;
- 5.8.4 the use of a sub-contractor located outside of the United Kingdom shall be deemed not to be a breach of Clause 2.
- 5.9 The use of CCC Electronic-Rights Works are subject to such special limitations or other terms (if any) as are applicable to any individual work as identified on CLA's website.

## 6. Third party digital material

For the avoidance of doubt:

- 6.1 all of the provisions applying to the use under this Licence of Digital Copies whether of Digital Material or made from Material Licensed for Scanning shall also apply in relation to any Digital Copies made from Third Party Digital Material; and
- 6.2 nothing in this Agreement shall operate to limit any rights which any of the Licensees may have in relation to the use of material supplied to the Licensees in electronic form under the terms and conditions of that supply.

## 7. Further permitted uses

- 7.1 **Medical Information:** Licensees may supply single Licensed Copies to health professionals or other persons legitimately requesting medical information in relation to the medical, therapeutic or technical use and support of any of the Licensees' products.
- 7.2 **Regulatory Submissions:** Licensees may supply Licensed Copies to the medical regulatory authorities of any jurisdiction for the purposes of making or maintaining an application for regulatory or marketing approval of any of the Licensees' products and to external advisers in connection with the preparation of such applications or with obtaining any regulatory advice.
- 7.3 **Legal Proceedings:** Licensees may supply Licensed Copies (except for CCC Electronic-Rights Works) to external advisers in connection with the preparation, institution and prosecution or defence of legal proceedings and the obtaining of advice regarding any legal proceedings which may be contemplated or apprehended without prejudice to any acts permitted under Clause 5.
- 7.4 **Patent Applications:** Licensees may supply Licensed Copies as part of the filing or pursuit of a Patent application in any jurisdiction and to external advisers in connection with the preparation and prosecution of such applications required by law.
- 7.5 **Copyright Legend to be attached:** Any Licensed Copies supplied pursuant to this Clause 7 must contain the copyright legend set out in parts 1, 2 or 3 of Schedule 1 as appropriate or must have the same on a front sheet attached thereto.

## 8. Storage of digital material

- 8.1 Licensees may store Digital Copies on the Secure Network and such copies may be indexed and searchable.
- 8.2 Subject to Clause 8.1, no Digital Copies may be stored on a server, or systematically indexed, with the intention of creating an electronic library or similar corporate information resource that would substantially replace the Licensee's need to purchase or subscribe to a particular work in accordance with Clauses 4.5, 5.7 and 5.8.

**8.3** On termination of this Licence, other than a termination by CLA for cause, the Licensees shall be entitled to retain Digital Copies stored pursuant to clause for record purposes only and shall not otherwise be entitled to access or use such Digital Copies under this licence.

## **9. Data collection**

**9.1** CLA may, no more than once in each year, require any of the Licensees to participate in a data collection exercise to identify the type of photocopying and scanning of Licensed Material and the use or re-use of Digital Material under the Licence which will assist CLA in distributing the Licence Fee to authors, artists and publishers.

**9.2** The data collection exercise may, without limitation, take the form of a survey or record keeping exercise, or any combination of these, including the recording of the creation of Digital Copies, in accordance with any guidelines on data collection on CLA's website.

**9.3** If selected, a Licensee shall co-operate with CLA in conducting the data collection exercise and undertakes to ensure that its employees comply with its obligations under this clause.

**9.4** CLA undertakes not to disclose any information obtained as a result of any data collection exercise except:

**9.4.1** as required by a court or other authority of competent jurisdiction; or

**9.4.2** in aggregated form from which the identity of the Licensee cannot be identified.

## **10. Other obligations**

**10.1** The Principal Licensee shall notify all other Licensees of any information or notices it receives from CLA pursuant to the Licence.

**10.2** All Licensees shall:

**10.2.1** notify Authorised Persons of, and ensure their compliance with, the provisions of the Licence;

**10.2.2** either display any user guidelines which CLA may periodically supply, or include the content of such user guidelines in any notice or guidance issued by any Licensee and displayed adjacent to every copying machine used to make Paper Copies, and to every scanner used to produce Digital Copies.

**10.3** In exercising their rights under the Licence, the Licensees shall be responsible for complying with all applicable laws of any kind including (without limitation) moral rights, data protection, the obtaining of any consents which may be required from any person, firm or company (other than those consents relating solely to copyright and/or database right), privacy or personality rights of any kind, defamation or obscenity.

## **11. Indemnity**

**11.1** In this clause:

**11.1.1** "Qualifying Claim" shall mean any complaint made in writing that any Indemnified Person (as defined below) acting in accordance with the Licence has infringed copyright and/or database right in Licensed Material or in any part of it or in the typographical arrangement of the published edition in which Licensed Material is contained.

**11.1.2** "Indemnified Persons" shall mean:

i) any Licensee; and

ii) any individuals permitted to access or receive any Licensed Copies pursuant to Clause 2; and

iii) any Affiliated Companies employing or engaging any such individuals to the extent only that they are held responsible for the acts of the individual the subject matter of a Qualifying Claim.

**11.2** In the case of any Qualifying Claim CLA shall indemnify the Indemnified Persons in respect of all reasonable legal costs, expenses and damages awarded against or incurred by any of them including any ex gratia payments made with the prior written consent of CLA, provided that the Indemnified Persons have complied with the terms of the Licence where applicable and given CLA notice of any Qualifying Claim within ten (10) working days or, in the case of a Claim Form, within five (5) working days of the same having been received by an Indemnified Person.

**11.3** The indemnity conferred by this clause shall not apply:

**11.3.1** if the relevant Indemnified Person is in material breach of any term of the Licence;

**11.3.2** during any period, or in respect of matters arising during such period, while the Licence is in suspense pursuant to Clause 12;

**11.3.3** following a termination pursuant to Clause 12.2;

without prejudice to any Qualifying Claims in respect of any matters which do not themselves constitute a material breach of the Licence and which were properly lodged before termination or suspension, but shall otherwise survive the termination of the Licence.

**11.4** CLA shall take over responsibility for any negotiations for the settlement of any Qualifying Claim and if such Qualifying Claim cannot be resolved by negotiation CLA shall assume full responsibility for the conduct of the defence of such Qualifying Claim. The Indemnified Persons shall co-operate with CLA in this respect where reasonably requested by CLA to do so.

**11.5** The Indemnified Persons shall ensure that no admission or offer of payment or indemnity shall be made or given by or on their behalf or on behalf of CLA without CLA's written consent and shall ensure that all correspondence received in connection with a Qualifying Claim is promptly passed to CLA.

**11.6** The Principal Licensee shall indemnify CLA in respect of all reasonable expenses, damages and legal costs awarded against or incurred by CLA in respect of any claim made in writing arising out of any Licensees' breach of any term of the Licence and the provisions of this Clause 11 shall apply as appropriate as if the references to "Qualifying Claim" were references to a claim under this Clause 11.6, references to "CLA" were references to the "Principal Licensee" and references to "Indemnified Persons" were references to "CLA".

## 12. Termination and breach

- 12.1 Either party may terminate the Licence upon giving to the other at least 1 month's written notice to expire on the first anniversary of the Commencement Date or any subsequent anniversary thereafter.
- 12.2 If a Licensee commits any material breach of any of the provisions of the Licence and remains in breach fourteen (14) days after receiving notice to remedy such breach (where the breach is remediable) then CLA, without prejudice to any of its other rights, may by notice either terminate the Licence or suspend the Licence until CLA shall be satisfied such breaches will not recur.
- 12.3 Either party may terminate the Licence by notice in writing to the other if and when a supervisor, receiver, administrator, administrative receiver or other encumbrancer takes possession of, or is appointed over, the whole or any substantial part of the other party's assets or if and when the other party enters into any arrangement or composition with or for the benefit of its creditors (including any voluntary arrangement under the Insolvency Act 1986) or if and when a petition is presented for the purpose of the making of an administration order or the winding-up of the other party which is not discharged within seven (7) days of the presentation of such a petition or if the other party is placed into liquidation or administration or if the other party is dissolved or if a resolution for the winding-up of the other party is passed (other than a voluntary liquidation for the purpose of reconstruction in which all creditors' claims will be discharged in full) or if a bankruptcy petition is presented against the other party which is not discharged within seven (7) days of its presentation.
- 12.4 Upon termination of the Licence for whatever reason the Licensees shall, as soon as reasonably practicable, delete from the hard drives of all of their central and local servers any and all Digital Copies which may be stored there (save for those Digital Copies the retention of which is required by law and without prejudice to the rights of the Licensees under Clause 8.4) and upon written request from CLA the Principal Licensee shall certify that this has been done.
- 12.5 Termination of the Licence shall be without prejudice to any accrued rights or remedies of either party, or to the survival of any obligations of confidence in reporting required by Clause 9.3.

## 13. Print disabled persons

- 13.1 The provisions of this clause shall only apply where an Authorised Person is a Print Disabled Person in accordance with clause 13.3.
- 13.2 Notwithstanding the provisions of clause 4.2 the Licensee, and as appropriate Authorised Persons, may make and supply a copy of part or the whole of any work within Licensed Material in an alternative manner or form that gives a Print Disabled Person access to the work including allowing for the Print Disabled Person to have access as feasibly and comfortably as a person without a visual impairment or any of the disabilities referred to in clause 9.3 (an "Accessible Format Copy") but must [respect the integrity of the work and] not include any changes to the work which are not necessary in order to make an Accessible Format Copy for the exclusive use of the Print Disabled Person for whom it is intended on, and subject to, the following conditions:
- 13.2.1 the Licensee must have lawful access to an original copy of any work from which it makes an Accessible Format Copy;
- 13.2.2 each Accessible Format Copy that exceeds the limits set out in clause 4.2 shall contain:
- i) a statement that it is a copy of the original work made under a CLA Licence for the personal use of a Print Disabled Person and that it may not be further copied (including any electronic copying or transmission) or dealt with without permission or save as may be permitted by law; and
  - ii) the title, as well as the name of the author and publisher, of the original work and the published edition from which it is copied.
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- 13.3 An Authorised Person is to be regarded as a "Print Disabled Person" for the purposes of this clause if he or she is a person who:
- 13.3.1 is blind;
  - 13.3.2 has a visual impairment which cannot be improved so as to give that person visual function substantially equivalent to that of a person who has no such impairment;
  - 13.3.3 has a perceptual or reading disability, including dyslexia, and is, as a result, unable to read printed works to substantially the same degree as a person without an impairment or disability;
  - 13.3.4 is otherwise unable, due to physical disability, to hold or manipulate a book or to focus or move their eyes to the extent that would be normally acceptable for reading; or
  - 13.3.5 would otherwise be regarded as having a disability in accordance with s.6 of the Equality Act 2010.
- 13.4 This clause is without prejudice to and does not purport to prevent or restrict the doing of any act which by virtue of and in accordance with the Copyright, Designs and Patents Act 1988 ("the Act") would not infringe copyright.

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