Please find enclosed our licence information pack in PDF for your convenience. The pack contains information about us and our work as well as all the details you need to apply for a CLA licence.

You can apply by printing out, completing the application form and sending it to us or if you prefer you can apply via our website at www.cla.co.uk

Simply click on the index below to navigate the contents of the pack

For further information or assistance call our licence helpline on 0800 085 6644

Index of information contained in this pack:

→ About CLA
→ About the licence
→ Rates
→ Licence application
→ Licence terms and conditions
The Copyright Licensing Agency Ltd. (CLA) licenses organisations for copying from copyright publications.

We are owned by authors and publishers and our licences permit photocopying, scanning and e-mailing of articles and cuttings from print and digital publications. We facilitate access to copyright materials and represent the rights of authors, publishers and visual creators. Our licences provide easy legal access to trade magazines, academic books, law reports, press cuttings, electronic and online publications.

CLA is a leading member of the International Federation of Reproduction Rights Organisations (IFRRO).

Copyright law
The UK legislation governing copyright is the Copyright Designs and Patents Act 1988. This law was amended in 2003 by the Copyright and Related Rights Regulations of 2003 to comply with EU Directive 2001/29/EC.

The law states that anyone wishing to copy from copyright publications requires permission from the copyright owner in advance. A CLA licence is the only way to get blanket clearance allowing you to copy what you want, when you want, rather than having to get permission from the copyright owners each time.

Who needs a licence?
Any organisation that photocopies or scans extracts or articles from magazines, books, journals or digital publications is highly likely to require a licence.

This includes businesses, public bodies, government departments, schools, colleges and charities.

How does the licence work?
Standard CLA licences provide ‘blanket’ permission. They are issued to enable organisations to copy from all magazines, books and journals published in the UK apart from those titles on the list of excluded works and categories which is shown on our website.

The licence makes it easy to gain the permission you need in return for one single annual payment.

Where does the money go?
We undertake surveys and audits of licensed organisations in order to help us to pay the authors, publishers, and visual creators whose work is being copied.

Because we are non profit-making, all the money we collect in licence fees is distributed to the copyright owners after our costs have been deducted.

Protecting the value of creativity
We recognise that writing, art and design are the intellectual property of the creators and copyright owners and that their moral and economic rights should be protected.

We do this by obtaining fair reward for authors, visual creators and publishers through the issuing of licences.

By supporting copyright owners in this way CLA plays a part in maintaining the value of their work, thereby sustaining creativity for the benefit of all.

Through protection of this sort the creative industries in the UK have been able to grow to support millions of jobs and produce over 8% of the UK’s GDP*.

To find out more about how copyright affects your organisation or to apply for a licence, simply call us on 0800 085 6644, email licence@cla.co.uk or visit our website www.cla.co.uk.

* Source: Department for Culture, Media and Sport - October 2005

Benefits of the CLA licence
- Ensures peace of mind and reduces the risk of infringing copyright
- One easy transaction provides blanket cover rather than seeking permission each time you want to copy
- The single annual fee means the cost of clearance is predictable and removes the uncertainty of multiple negotiations
- Respecting creators rights is good practice and helps safeguard your corporate reputation

For further information please visit our website www.cla.co.uk
The Business Licence allows copying from books, journals, magazines and digital publications.

CLA’s authority to licence
CLA issues licences, on behalf of the copyright owners, under the authority of the Copyright, Designs and Patents Act 1988.

On 31 October 2003, the Act was amended by the Copyright and Related Rights Regulations 2003 (SI No. 2498) so that UK law complies with the EU Directive 2001/29/EC.

How changes to copyright law affect businesses
Since October 2003 any businesses that previously copied extracts from published magazines, books and journals relying on ‘fair dealing’ exceptions will now need permission from the copyright owner or buy a CLA licence.

Copying authorised by the licence
The licence covers print and digital magazines, books and journals published in the UK and mandated overseas territories except those titles on the List of Excluded Works. Details of excluded works and mandated territories are shown on our website www.cla.co.uk.

You may make and distribute as many copies as you require for each particular purpose, subject to the following extent limits:
- One article from a magazine, journal or other periodical
- One entire case from a published law report
- One chapter from a book
- Or 5% of the publication, whichever is the greater

The licence also covers the copying of artistic works such as photographs, illustrations and diagrams, where these are contained in the publication being copied.

Digital images may be saved on an individual PC or in an individual password protected area of a server and in addition may be stored centrally on a company intranet for up to 30 days.

Copying not authorised by the licence
The following categories of works are not covered by the CLA licence:
- Printed music
- Maps and charts
- Published tests or examination papers
- Newspapers
- Internal house journals or other free publications generally not intended for public circulation

Who can make copies?
All UK staff employed by and contracted by your company, and any affiliated companies, as listed on your licence certificate. It also covers copies made away from the workplace provided they are for your company’s internal information usage.

The licence does not cover the making of copies for members of the public or for sale or distribution to customers and clients.

For further information please visit our website www.cla.co.uk
Rate Card for Business and Public Administration

Rates for Businesses with 51+ employees by Standard Industrial Classification (SIC)

<table>
<thead>
<tr>
<th>Band A SIC</th>
<th>ECONOMIC ACTIVITY</th>
<th>Annual fee per professional employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>15, 16</td>
<td>Food, beverage and tobacco products</td>
<td>£38.50 + VAT</td>
</tr>
<tr>
<td>23</td>
<td>Refined petroleum products and processing of nuclear fuel</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Pharmaceuticals, medical chemicals and botanical products</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Chemicals, chemical products and man-made fibres</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Rubber and plastic products</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Electrical machinery and equipment</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Manufacture of radio, television and communications equipment</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Motor vehicles and parts</td>
<td></td>
</tr>
<tr>
<td>40, 41</td>
<td>Electricity, gas and water supply</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Aerospace</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Post, telecommunications, including mobile phones and internet service providers</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Computer-related activities</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Research and development activities</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Defence</td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>Medical and health services</td>
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<tr>
<th>Band B SIC</th>
<th>ECONOMIC ACTIVITY</th>
<th>Annual fee per professional employee</th>
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<tbody>
<tr>
<td>10-14 incl.</td>
<td>Extractive industries, mining and quarrying</td>
<td>£25.75 + VAT</td>
</tr>
<tr>
<td>17-19 incl.</td>
<td>Manufacture of textiles, clothing and leather products</td>
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<tr>
<td>20, 21</td>
<td>Manufacture of wood, pulp and paper and paper products</td>
<td></td>
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<tr>
<td>22</td>
<td>Printing and publishing</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Manufacture of non-metallic mineral products</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Manufacture of Iron, steel and ferro alloys</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Mechanical engineering</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Manufacture of machinery and equipment</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Manufacture of computers and office machinery</td>
<td></td>
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<tr>
<td>33</td>
<td>Manufacture of precision instruments</td>
<td></td>
</tr>
<tr>
<td>65-67 incl.</td>
<td>Financial intermediation, banking and financial services</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>Business and professional services, including law and accountancy</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Film, television and radio and other broadcast activities</td>
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<tr>
<th>Band C SIC</th>
<th>ECONOMIC ACTIVITY</th>
<th>Annual fee per professional employee</th>
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</thead>
<tbody>
<tr>
<td>Other codes</td>
<td>Other economic activities</td>
<td>£12.90 + VAT</td>
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</table>

Licences for Businesses with 51+ employees are subject to a minimum annual charge of £395.00 + VAT

Rates for Small Businesses with 1-50 employees

Businesses employing up to 50 employees are subject to CLA’s Small Business Licence, based on total employees rather than professional employees.

The annual fee for businesses with 1-10 total employees is £130.00 + VAT
The annual fee for businesses with 11-50 total employees is £395.00 + VAT

Rates for Public Administration

The fee for central and local government and other public bodies is based on the number of employees of HEO grade or above within the organisation.

The annual fee per employee of HEO grade or above is £25.75 + VAT

Public Administration licences are subject to a minimum annual charge of £130.00 + VAT

Notes to the Rate Card

1. Fee Calculation
The fee structure per ‘professional employee’ is determined according to the SIC codes of the main business activity.

2. Definition of a professional employee
The number of professional employees, on which the licence fee is based, should include employees in the following categories based on the Standard Occupational Classifications published by The Office for National Statistics (ONS):

Group 1 Managers and Senior Officials
Group 2 Professional Occupations
Group 3 Associate Professional and Technical Occupations

The ONS web site http://www.statistics.gov.uk/methods_quality/soc/structure.asp provides a full breakdown of the specific job titles within these groups.

There is no need to conduct an in-depth analysis of your company’s staff to obtain this figure. Provided that salaried staff as indicated by your payroll correspond to the occupational classifications, the number of salaried staff will suffice.

If you are still in doubt about how to calculate your licence fees please contact us on the appropriate number below.

New applications call 0800 085 6644 or email licence@cla.co.uk

Existing customers call 020 7400 3126/3127 or email business_customers@cla.co.uk

Existing public administration customers call 020 7400 3128/3129 or email pa.customers@cla.co.uk

For further information please visit our website www.cla.co.uk
Please detach, sign and return your licence application to
New Licences,
The Copyright Licensing Agency Ltd,
FREEPOST
RLZJ-XSXL-AHGA,
Saffron House
6-10 Kirby Street,
London ECTN 8TS
Fax to 020 7400 3101
Email licence@cla.co.uk
New licence enquiries
0800 085 6644

Account code (CLA only)

The application form and notes should be read in conjunction with the CLA Rate Card

Full legal name of organisation

Address

Postcode

Please list below any subsidiary companies intended to be covered by the licence (or attach separate list):

No. of professional employees

Total no. of employees

I hereby apply to CLA for a licence to take effect from the first day of

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

Yes

No

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

Or

b) Indemnity from

Insert date

Main Business Activity

SIC Code

I certify that I have read and understood the terms and conditions of the CLA Business Licence in conjunction with the CLA Rate Card and agree to abide by them. The information provided on this form is true to the best of my best knowledge and belief.

Signed

Duly authorised signatory for and on behalf of the applicant

Position

Date
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**

<table>
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<th>Name</th>
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<tr>
<th>Address</th>
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<th>Fax</th>
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<tr>
<th>E-mail</th>
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<table>
<thead>
<tr>
<th>Estimated Number of photocopiers</th>
<th>Estimated Number of scanners</th>
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CLA treats personal information lawfully and correctly. To this end CLA fully endorses and adheres to the principles of data protection, as set out in the Data Protection Act 1998. Version dated May 2009.

### NOTES

1. List all subsidiary and associated companies covered by this Licence.

2. The number of professional employees on which the licence fee is based must include all professional employees of all the companies listed. Please refer to the enclosed Rate Card for a definition of professional employee. If you are a small business with less than 50 employees you do not need to complete this box.

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 Rate Card 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 9 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. Please see the current Rate Card for fees relating to indemnity for past copying.

6. A description of your principal business activity should be entered here.

7. The 2-digit SIC code of your principal business activity should be entered here. For a list of SIC codes, please refer to the enclosed Rate Card.

8. We request this information in order to supply you with sufficient stickers/support materials to go next to copiers/scanners. If the actual numbers are not known, please give an estimate. Additional support materials can be requested at a later date.
Introduction

This Licence records the terms on which CLA, as agent for the Authors’ Licensing and Collecting Society Ltd, the Design & Artists Copyright Society Ltd, the Publishers Licensing Society Limited and various reproduction rights organisations overseas, grants a licence to businesses within the United Kingdom to make photocopies of, or otherwise reproduce, extracts from published material in which copyright subsists.

1. DEFINITIONS AND INTERPRETATION

1.1 In this Licence the following meanings shall apply:

- **Authorised Persons:**
  - (i) in respect of Paper Copies: employees of the Licensee, workers and consultants engaged by the Licensee; and
  - (ii) in respect of Digital Copies: those individuals in (i) above who are permitted by the Licensee to have access to the Licensee’s Intranet;

- **CLA:** The Copyright Licensing Agency Ltd;

- **CLA’s website:** www.cla.co.uk or such other site as may be notified to the Licensee. A reference to a list or other information on CLA’s website 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 businesses;

- **Commencement Date:** the date noted on the first Certificate issued by CLA to the 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 the Licence;

- **Digital Material:** publications created and distributed in electronic form published by a Participating Digital Material Publisher except any Excluded Material;

- **Excluded Material:** those categories of work and individual works identified in the list of Excluded Categories and Works published and periodically amended by CLA. Any amendment shall be posted on CLA’s website and shall take effect on the next Quarter Day after such amendment is first posted. 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:** If you have greater than 50 employees, the fee is calculated by multiplying the number of Professional Employees of the Licensee by the current rate shown on CLA’s website as applicable to businesses (or, if greater, the Minimum Fee, if any, shown on CLA’s website as applicable to businesses); The fee for the first year of the Licence is shown on the Certificate and for subsequent years shall be calculated by multiplying the relevant rate per Professional Employee (as shown on CLA’s website prevailing three months prior to the anniversary of the Commencement Date) by the number of Professional Employees of the Licensee as used for the calculation of the fee for the previous year or such number as is determined in accordance with clause 3.5. A fixed fee applies to companies with less than 50 employees;

- **Licensee:** the person to whom this Licence is issued;

- **Licensee’s Intranet:** the computer network operated or controlled by the Licensee (whether a stand alone network or a virtual network within the Internet) which is accessible only by those employees, workers and consultants of the Licensee who are permitted by the Licensee to have access to the computer network by way of a secure log-in process which verifies the individual’s identity;

- **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 EXCEPT any 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 EXCEPT Excluded Material;

- **Paper Copies:** photocopies onto paper made from original Material Licensed For Photocopying (or a copyright fee-paid copy) and paper printouts of Digital Copies made in accordance with the terms of the Licence;

- **Participating Digital Material Publisher:** a Rightsholder who has confirmed to CLA that it is willing to permit the use under the Licence of Digital Material in which the Rightsholder owns or controls the copyright and who has not withdrawn such permission. The list of Participating Digital Material Publishers shall be available on CLA’s website and 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;

- **Photocopying Mandate Territories:** the United Kingdom and various reproduction rights organisations overseas;

- **Photocopying Rights:** those which, in both cases, are direct unaltered copies of the work copied and are made in accordance with the terms of the Licence;

- **Paper Copies:** either Paper Copies or Digital Copies as appropriate;

- **Paper Licenses:** any and all Material Licensed For Photocopying, Material Licensed For Scanning and Digital Material;

- **Professional Employees:** employees of the Licensee by the current rate shown on CLA’s website as applicable to businesses [(i) in respect of Digital Material and any combination thereof];

- **Paper Licenses:** any and all Material Licensed For Photocopying, Material Licensed For Scanning and Digital Material;

- **Licensor:** any company, or group of companies, listed in the Certificate;

- **Limited Licenses:** any of Professional Employees of the Licensee as used for the calculation of the fee for the previous year or such number as is determined in accordance with clause 3.5. A fixed fee applies to companies with less than 50 employees;

- **Licensee’s Intranet:** the computer network operated or controlled by the Licensee (whether a stand alone network or a virtual network within the Internet) which is accessible only by those employees, workers and consultants of the Licensee who are permitted by the Licensee to have access to the computer network by way of a secure log-in process which verifies the individual’s identity;

- **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 EXCEPT any 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 EXCEPT Excluded Material;

- **Paper Copies:** photocopies onto paper made from original Material Licensed For Photocopying (or a copyright fee-paid copy) and paper printouts of Digital Copies made in accordance with the terms of the Licence;

- **Participating Digital Material Publisher:** a Rightsholder who has confirmed to CLA that it is willing to permit the use under the Licence of Digital Material in which the Rightsholder owns or controls the copyright and who has not withdrawn such permission. The list of Participating Digital Material Publishers shall be available on CLA’s website and 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;
5. FURTHER CONDITIONS APPLYING TO THE CREATION AND USE OF DIGITAL COPIES

4.6 Licensed Copies may not be made or used for the delivery of education or training to third parties by the Licensee but may be made and used for the training of Authorised Persons.

4.7 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.

4.8 Licensed Copies may not be made or used for the delivery of education or training to third parties by the Licensee but may be made and used for the training of Authorised Persons provided that the Licensee shall not receive as consideration any payment or any other form of remuneration.

4.9 For the avoidance of doubt, where the original is in full colour, Paper Copies and Digital Copies may be made in black and white (known as halftones) provided that no colour separations are made and provided that the Licensee complies with the provisions of Clause 5.

5.1 The Licensee shall not edit, amend, manipulate, add to or delete from Digital Copies nor shall it authorise the same.

5.2 Except as may be permitted by Clause 4.7 and by Clause 8, 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 under the Licence.
9.2 In the case of any Qualifying Claim, CLA shall indemnify the Licensee in respect of all reasonable legal costs, expenses and damages awarded against or incurred by the Licensee in pursuance of the Licence.

9.1 In this Clause 'Qualifying Claim' shall mean any complaint made in writing that the Licensee acting in pursuance of the Licence has infringed copyright and/or database right in Licensed Material or in the typographical arrangement of the published edition in which Licensed Material is contained.

8.3 An Authorised Person is to be regarded as visually impaired or disabled for the purposes of this clause if he or she would be regarded as a "visually impaired person" in accordance with s.31F (9) of the Copyright, Designs and Patents Act 1988, or, as appropriate, as a "disabled person" in accordance with s.1 of the Disability Discrimination Act 1995.

8.2.6 that the Accessible Copy is only to be used for the benefit of Authorised Persons.

8.1 The provisions of this clause shall only apply where an Authorised Person is visually impaired or otherwise disabled and by reason of such visual impairment or disability is unable to read or access a Licensed Copy made under the provisions of the Licence.

8.2.3 each Accessible Copy that exceeds the limits set out in clause 4.2 shall contain:

(a) a statement that it is a copy of the original work made under a CLA Licence for the personal use of a visually impaired or a 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;

(b) 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;

(b) 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;

8.2.2 the Licensee may only make an Accessible Copy of a work if and to the extent that such work is not commercially available in a form accessible to the Authorised Person for whom the Accessible Copy is made;

8.2.1 the Licensee must have lawful possession an original copy of any work from which it makes an Accessible Copy;

8.2.4 the Licensee may only charge for the supply of an Accessible Copy an amount which does not exceed the cost of making and supplying it;

8.2.5 any Accessible Copy produced in a digital format may include facilities for navigating around the Accessible Copy and any such other facilities or changes (such as enlargement, reduction or colour selection of the text or illustrations) as are necessary to enable the Authorised Person for whom the Accessible Copy is made to access the Accessible Copy provided that:

(a) such changes do not amount to a derogatory treatment of the work;

(b) no other digital manipulation of the work is made whether by way of optical character recognition, morphing, colour or shade adjustment beyond what is necessary to make the Accessible Copy accessible to the Authorised Person for whom the Accessible Copy is made;

8.2.6 that the Accessible Copy is only to be used for the benefit of Authorised Persons.

8.3 An Authorised Person is to be regarded as visually impaired or disabled for the purposes of this clause if he or she would be regarded as a "visually impaired person" in accordance with s.31F (9) of the Copyright, Designs and Patents Act 1988, or, as appropriate, as a "disabled person" in accordance with s.1 of the Disability Discrimination Act 1995.

9. INDEMNITY

9.1 In this Clause 'Qualifying Claim' shall mean any complaint made in writing that the Licensee acting in pursuance of the Licence has infringed copyright and/or database right in Licensed Material or in the typographical arrangement of the published edition in which Licensed Material is contained.

9.2 In the case of any Qualifying Claim, CLA shall indemnify the Licensee in respect of all reasonable legal costs, expenses and damages awarded against or incurred by the Licensee including any ex gratia payments made with the prior written consent of CLA; provided that the Licensee has complied with the terms of this Licence and has given CLA notice of any Qualifying Claim within 10 working days or, in the case of a Claim Form, within 5 working days of the same having been received by the Licensee.
9.3 The indemnity conferred by this Clause shall not apply:
9.3.1 if the Licensee is in material breach of any term of the Licence; or
9.3.2 during any period, or in respect of matters arising during such period, while the Licence is in suspense pursuant to Clause 10.

9.4 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 Licensee shall co-operate with CLA in this respect where reasonably requested by CLA to do so.

9.5 The Licensee shall ensure that no admission or offer of payment or indemnity shall be made or given by or on its 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.

9.6 The 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 arising out of the Licensee’s breach of any term of the Licence.

10. TERMINATION AND BREACH

10.1 Either party may terminate the Licence upon giving to the other at least 30 days written notice to expire on the first or any subsequent anniversary of the Commencement Date.

10.2 If the Licensee commits any material breach of any of the provisions of the Licence and remains in breach 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.

10.3 Either party may terminate the Licence by notice in writing to the other if and when a supervisor, administrator, receiver, 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 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 7 days of its presentation.

10.4 Upon termination of the Licence for whatever reason the Licensee shall immediately delete from the hard drives of all of its 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 upon written request from CLA the Licensee shall certify that it has done so.

11. DATA COLLECTION

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

11.2 If selected, the 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.

11.3 CLA shall supply the Licensee on request with the latest copy of the CLA Guides to Data Collection and shall supply such further copies of the Guide as are reasonably necessary before commencing any data collection exercise.

11.4 CLA undertakes not to disclose any information obtained as a result of any data collection exercise except:
11.4.1 as required by a court or other authority of competent jurisdiction; or
11.4.2 in aggregated form from which the identity of the Licensee cannot be identified.

12. GENERAL

12.1 All notices given under the Licence shall be in writing and be sent by first class post, in the case of the Licensee to the address shown on the Certificate, and in the case of CLA to Saffron House, 6-10 Kirby Street, London EC1N 8TS (or any address notified to the Licensee by CLA), and shall be deemed to have been served on the second working day (which shall exclude weekends and English public holidays) following the date of posting.

12.2 The Licence may only be varied if such variance is acknowledged in writing on behalf of CLA and the Licensee.

12.3 The Licence is personal to the Licensee and may not be assigned or otherwise disposed of in whole or in part.

12.4 The Licence shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts as regards any claim or matter arising in relation to the Licence.

12.5 The parties do not intend that any term of the Licence shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the Licence.
Please find enclosed our licence application pack in PDF for your convenience. The pack contains information about us and our work as well as all the details you need to apply for a CLA licence.

You can apply by printing out, completing the application form and sending it to us or if you prefer you can apply via our website at www.cla.co.uk

Simply click on the index below to navigate the contents of the pack

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Index of information contained in this pack:

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➜ About the licence

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