

## Copying Policies through Allkopi

Our clients are themselves responsible for cleared copyrights to copy in respect to applicable laws and regulations of norwegian laws are followed when copied material is presented at Allkopi.

Should an employee have any doubt as to the copyright or its infringement then the employee has the right to exercise refusal of the said copying/print request.

### WITNESSED AND ATTESTATION OF DOCUMENTATION

We can stamp and sign under to confirm a “Witnessed Copy”. This will mean we have only copied the given material we have received and not attested to the validity of the content of the copy. Allkopi or their employees maintain regardless no judicial or legal responsibilities. It is up to the Notarius Publicus (Public court or civil registrar) that should be contacted to verify a documents content validity.

PASS copies are just permitted in black and white on regular 80 gr. paper.

BILLS OF TENDER cannot be copied at regular size. Norwegian law does grant exception where 150 % enlargement /50 % reduction is used. OF SPECIAL NOTE only one sided copies!

STOCK/SHARE NOTES AND PUBLIC DOCUMENTS cannot be copied.

### ARTWORK AND OTHER COPYRIGHT RESTRICTED MATERIAL.

In respect to copyrights laws it is up to the creator of given material to determine acceptable copying or duplication guidelines of copyrighted material. Upon a copy request of any copywritten or protected material is it therefore required to submit a permission to copy of said material(s) from the originator, or that the client has a consent form to copy for private use. This in itself bears risk even though permission to copy has been attained. Content declaration is signed by client and archived at our Personnel office.

Guidelines pertain to all forms of copying/example presentation for any technical medium. Retningslinjene gjelder enhver form for kopiering/eksemplarframstilling fra/til enhver form for teknisk medium.

Lars Lander Dæhli

Operations director

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