

Brussels, 16<sup>th</sup> April 2018

«CompanyName»  
«ContactFullName»  
«Address» «StreetNumber»  
«ZipCode» «City»  
«Country»

**Ref.** : CA/NL/18.005 ter

**Concerns** : Uses of press content in 2017

**Your Username** : 8.....

**Your Password** : .....

Dear Madam, Sir,

Reproductions (or originals) of press content (press articles, pictures,...) are maybe reused in your company/institution/organisation. As you know (and as stated in the copyright mentions on press publishers' websites and in paper newspapers, magazines and free press titles), this content is protected by copyright. You're legally entitled only to consult clippings or to use them in the conditions expressly defined by the legal licenses (e.g. photocopies for internal use in return for a fee paid to Reprobel).

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Taking into consideration our mandates, we would like to ask you to declare **before May, 31<sup>st</sup> 2018** what your reuses of press content were in 2017.

For your convenience, you'll find a declaration form that you can:

- either fill out online (<http://declaration.copiepresse.be>) thanks to the following username and password
  - username : 8.....
  - password : ..... (Be careful : do not mix up number "0" et letter "O")
- or print in PDF format ([www.copiepresse.be](http://www.copiepresse.be), heading "Répertoire et tarifs") and send it back to us by e-mail ([declarations@copiepresse.be](mailto:declarations@copiepresse.be)) duly filled out.

In case of non-observance of the deadline, we keep the right to make use of every legal means, to stop infringements to our members' rights as we would do for any counterfeiter.

The statement is on your honor and may be subject to audit. Any false or incomplete declaration will be considered as an infringement to copyright law and will lead to proceedings.

The declaration applies **to any press content Copiepresse and Reppress represent** and that is stored on digital media and/or distributed electronically within your company/institution/organisation and/or externally (e-mail, intranet, extranet, internet), etc.

Please fill out the form **even if** you do not reuse any press content: tick the box "**NOT TO REPRODUCE, NOT TO SPREAD** press content..."

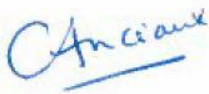
Once we receive the filled in form, we will, if need be, issue an invoice\* in order to cover secondary uses of our content made by your company/institution/organisation.

We remain at your disposal for any further information at: [info@copiepresse.be](mailto:info@copiepresse.be) and [info@reppress.be](mailto:info@reppress.be).

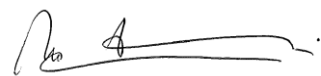
'FAQ' is also available on Copiepresse website.

We're looking forward to hearing from you.

Kind regards,



Catherine Anciaux,  
Secretary General  
of Copiepresse



Marc Dupain,  
Managing director  
of Reppress

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