**AXELOS Limited**

**TRADE MARK / COPYRIGHT LICENCE - APPLICATION FORM**

Please complete this form by referencing the information related to the product. We would recommend that before completing this form you familiarise yourself with the Trade Mark/Copyright Licence Holder Intellectual Property Guidelines, Licensing Criteria Guidelines and Licensing Charging Structure documents. If you require any help completing the form, please contact [licensing@axelos.com.](mailto:licensing@axelos.com.)

All fields on the form must be completed in order for the application to be processed.

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| 1. **Date of application** |
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| **2. Contact details** |
| Name:  Telephone:  Email:  Company Name:  Company Registration Number:  Company Address: |

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| **3. Contact details for billing (if different from above)** |
| Name:  Telephone:  Email:  Company Name:  Company Address:  VAT Number: |

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| **4. Please specify the trade marks for which you wish to obtain a licence. Include details of where in your product you wish to use these trade marks (e.g., on the cover, in the title, in the content, etc.)** |
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| **5. Title of your product/service for which you require a licence:** |
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| **6. Which AXELOS title(s) are referenced in your work? (Please also state their ISBN numbers)** |
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| **7. What percentage of your product/service will comprise of material from AXELOS publications?** |
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| **8. How many diagrams do you plan to reproduce?** |
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| **9. Which languages will the product/service be available in?** |
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| **10. In which countries will the product/service be sold/delivered?** |
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| **11. In which format(s) will the product/service be available?** |
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| **12. Where appropriate, please state the author(s) name(s) and their professional background relevant to the content of the product/service:** |
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| **13. What is the proposed publication/delivery date and expected lifespan of the product/service?** |
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| **14.** **Outline the target market/audience for the product/service:** |
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| **15. Please provide the ISBN and edition number of your product (if applicable, applications for material where ISBNs do not apply will also be considered):** |
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| **16. Please provide a brief summary of the content of the product/service, including:**   * **key aims and messages; and** * **how it supports the AXELOS material (e.g. it shows you how to apply the material in a specific situation or industry).** |
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| **17. Please provide evidence that your product/service adds value to the copyright material that you are using within your product or service. This may be through:**   * **bringing together information from a variety of sources, including material from official publications;** * **commentary, analysis, indexing, tailoring;** * **covering additional topics related to the AXELOS material reproduced; and/or** * **comparing and contrasting with other practices.** |
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| **18. Please provide evidence that your product/service adds value to the AXELOS material and complements the existing range of official products available. Where possible, please show that your product/service:**   * **is timely, topical and current;** * **is suitable for the target audience (in terms of content structure, length, presentation of key messages);** * **is not simply a summary of an existing AXELOS publication; and/or** * **has content which is aligned with the relevant, current published guidance, does not conflict with or contradict said guidance, and faithfully embodies the spirit of the brand.** |
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| **19. Please state whether you are providing any documentation with this application form and the status of it, i.e. in development or finished version.** |
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**Please Note:**

All applicants are advised to make themselves familiar with the following notes:

1. Please provide suitable contact details as we may need to request further information to process your application.

2. If a decision on your application is not possible within 20 business days, we will send you notification stating the reasons for the delay and when we anticipate providing the decision. Failure to provide a decision within 20 business days should NOT be seen as approval.

3. Please ensure you have completed all sections of the application form prior to sending it to us in order to avoid unnecessary delays.

4. Once you have completed the application form you can email it to us at: licensing@axelos.com

5. Please remember that before we can issue you with a full licence you will need to provide us with a copy of your product or service documentation for review. This should be in hardcopy format but where this is not possible we may accept in electronic format provided we have granted prior approval.

**Data Protection Notice**

The information on this form is being collected by AXELOS Limited in accordance with the principles laid down in the Data Protection Act 2018 (“the **Act**”) and the Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (the “**GDPR**”). AXELOS Limited is collecting your information in order to process your application, issue licences for the use of AXELOS Limited copyright material and where appropriate to contact you to discuss matters relating to the licensing process. AXELOS Limited will not use your information for any other purpose without obtaining your prior written consent and will not share your information with any third party, except where it becomes necessary for processing. If you have any queries relating to the processing of your information please contact AXELOS Limited via the contact details given above.