

## Reproduction Permission Request and Approval Form

**Use this form to request permission from the International Trade Centre for the non-exclusive and non-transferable right to use the content of its website and publications**

### SECTION I: Contact Information of the Requestor

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First name Middle initial Last name  
 Organization/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### SECTION II: International Trade Centre Content Identification

I hereby request permission to reprint/reproduce the following Content.

Name of the article/publication you wish to reprint/reproduce for the purposes indicated in Section III:

\_\_\_\_\_

Do you plan to use the Content in its entirety?  Yes  No

If No, please identify the specific sections of the Content that you wish to use (e.g., section, chapter, paragraph, extract, quotes, table, figures, drawing, map, photographic work):

\_\_\_\_\_

### SECTION III: Use of ITC Content

Provide a brief description of how you plan to use the Content identified in Section II, highlighting educational and non-profit purpose:

\_\_\_\_\_

Please indicate how you propose to use the Content identified in Section II:

Electronic/Online only  Print only  Electronic/Online and Print

In case of electronic/online use, please provide the web site address:

\_\_\_\_\_

Estimated date(s) of publication, posting or usage:

\_\_\_\_\_



**SECTION IV: Terms and Conditions of Use of Content**

Requestor agrees that if permission is granted, all of the following terms and conditions shall apply:

1. The non-exclusive and non-transferrable permission granted shall extend only for the purpose indicated in Section III of this permission form.
2. Requestor does not acquire any rights of ownership in the Content and the International Trade Centre shall at all times retain the right to make such use of the Content as it may consider necessary in its sole discretion.
3. The rights granted to the Requestor hereunder shall inure to the benefit of the Requestor only and shall not extend to any other entity, affiliate, agency or person without the prior written consent of the International Trade Centre. Requestor shall not transfer or assign any of its rights or obligations hereunder without the prior written consent of the International Trade Centre.
4. No changes shall be made, additions to or deletions from the reproduced Content.
5. Requestor shall use the Content at its own risk and agrees that neither the International Trade Centre nor any official, employee, representative, servant, or agent of the International Trade Centre shall be liable for any loss or damage arising directly or indirectly as a consequence of such use, or from reliance on information contained in the Content. The International Trade Centre makes no warranties, guarantees, covenants or representations as to fitness for a particular purpose, completeness or accuracy of the Content.
6. Requestor agrees to indemnify and hold harmless the International Trade Centre for any loss or damage, including reasonable attorney fees, the International Trade Centre may incur, directly or indirectly, by reason of Requestor's use of the Content identified above.
7. The International Trade Centre is a joint subsidiary organ of the World Trade Organization and the United Nations and enjoys privileges and immunities by the Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly of the United Nations on 13 February 1946. Any dispute relating to the interpretation or application of this Agreement shall, unless amicably settled, be referred by either party to this Agreement to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The parties shall accept the arbitral award as final.

**Acknowledgement**

I agree to the terms and conditions of Use of Content as stated above and understand that I may not use web site content or other published materials owned by the International Trade Centre without written confirmation from the International Trade Centre that Reproduction Permission has been granted.

**Requestor:**

Name *(please print)*: \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SECTION V: Submission Instructions**

Once you have completed the form, please send it to the International Trade Centre at:

International Trade Centre  
Palais des Nations  
1211 Geneva 10  
Switzerland  
[itcreg@intracen.org](mailto:itcreg@intracen.org)

**SECTION VI: Approval - FOR INTERNATIONAL TRADE CENTRE USE ONLY -**

Permission to use the material identified on this application is:

- Denied for the following reason(s): \_\_\_\_\_
- Granted, provided that the following acknowledgment is used:  
"Copyright © International Trade Centre. All rights reserved worldwide."
- One copy of the Content to be sent to ITC as a reference in ITC's library.

**Approved for and on behalf of the International Trade Centre:**

Name *(please print)*: \_\_\_\_\_  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_