

PŪMANAWA MAHI – INTELLECTUAL PROPERTY POLICY AND COPYRIGHT

Kete Pūmanawa Ltd trading as KP Solutions (“KP Solutions”, “our”, “us” or “we”) provides these Intellectual Property Rights (including Copyright Infringement Reporting Procedures) (these “Procedures”) to inform you of our policies and procedures regarding claims of infringement of copyrights by third parties on our website (<https://pumanawamahi.co.nz>). These Procedures may be updated from time to time. We will notify you of any material changes by posting the new Procedures on the Site. You are advised to consult these Procedures regularly for any changes.

If you are a property rights or copyright owner and you believe someone is using (<https://pumanawamahi.co.nz>) to infringe your copyrights or intellectual property, you may provide KP Solutions with the notice described below (the “Notice”) to KP Solutions by email to tari@kpsolutions.co.nz. The Notice is as per the New Zealand Copyright Act 1994 (“the Act”) and the Copyright (General Matters) Regulations 1995 (“the Regulations”).

In response to your Notice, KP Solutions may remove or disable access to the allegedly infringing material and take such other actions we deem appropriate in our sole discretion. Please bear in mind that you may be liable for damages (including costs and legal fees) if you materially misrepresent that material as infringing. If we remove or disable access, we will attempt to contact the poster of the allegedly infringing material so that the poster may provide a counter notification (the “Counter Notice”) as described below.

A notice as per **section 92C(3)** of the Act must be in the form of a notice that:

- (i) contains the following information:
 - (a) the name of the person signing the notice and the name of the copyright owner or the copyright owner’s duly authorised agent (if different from the person signing the notice);
 - (b) the contact details of the persons referred to in subparagraph (a), which must include telephone number, postal address, email address, and fax number (if a fax number is available);

- (c) the date and time when the alleged infringement was discovered;
 - (d) a description of the specific material that is alleged to be infringing;
 - (e) the nature of the alleged infringement;
 - (f) the online location where the allegedly infringing material is found; and
- (ii) is signed by:
- (a) the copyright owner; or
 - (b) the copyright owner's duly authorised agent.

The owner of the allegedly infringing material may provide KP Solutions with a Counter Notice by email to tari@kpsolutions.co.nz.

In response to a Counter Notice, KP Solutions may reinstate the allegedly infringing material. Please bear in mind that you may be liable for damages (including costs and legal fees) if you materially misrepresent that material is not infringing the property rights of others. Please include the following items in your Counter Notice, and identify them as follows:

- (i) Identify the website, webpage, posting, profile, feedback, or other material that KP Solutions has removed or to which KP Solutions has disabled access. Identify the location at which the material appeared before it was removed or access to it was disabled;
- (ii) Identify yourself by name, provide your address, telephone number, and an email address where we can contact you;
- (iii) Include a statement stating that I have a good faith belief that each website, webpage, posting, profile, feedback or other material identified above was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled;
- (iv) Sign and date the Counter Notice.

Please bear in mind that KP Solutions cannot give you legal advice. If you have questions about whether certain intellectual property rights or copyrights are valid, or whether certain material is infringing, you should engage your own legal representation.