

NOTICE AND PROCEDURE FOR MAKING CLAIMS OF COPYRIGHT INFRINGEMENT IN ACCORDANCE WITH THE DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA).

Ministry Brands (MB) will respond to allegations of copyright violations in accordance with the Digital Millennium Copyright Act (DMCA). The DMCA provides a process for a copyright owner to give notification to an online service provider concerning alleged copyright infringement. When a valid DMCA notification is received, the service provider responds under this process by taking down the offending content. On taking down content under the DMCA, we will take reasonable steps to contact the owner of the removed content so that a counter-notification may be filed. On receiving a valid counter-notification, we generally restore the content in question, unless we receive notice from the notification provider that a legal action has been filed seeking a court order to restrain the alleged infringer from engaging in the infringing activity. MB may provide copies of such notices to the participants in the dispute or to any other third parties, at our discretion and as required by law. MB's [privacy policy](#) does not protect information provided in these notices.

**NOTE: THE FOLLOWING INFORMATION IS PROVIDED EXCLUSIVELY FOR NOTIFYING MB THAT YOUR COPYRIGHTED MATERIAL MAY HAVE BEEN INFRINGED. ALL OTHER INQUIRIES, SUCH AS REQUESTS FOR TECHNICAL ASSISTANCE, REPORTS OF EMAIL ABUSE, AND PIRACY REPORTS, WILL NOT RECEIVE A RESPONSE THROUGH THIS PROCESS.**

**Notification**

If you believe that your work was copied or posted on our Website in a way that constitutes copyright infringement, please contact our designated agent at the email address below:

MB Copyright Agent

Legal Department

13560 Morris Road, Suite 3150

Alpharetta, GA 30004

Email: [copyright@ministrybrands.com](mailto:copyright@ministrybrands.com)

Fax: (865) 555-1212

If your concern is with content you posted to any MB webpage, please note that by submitting, posting, or displaying your content on our site, you grant MB and its end users a worldwide, royalty-free, non-exclusive license as specified in the Master Terms of Service. Please visit [Master Terms of Service](#).

If your content has not been posted to any MB site previous, your notification must include the following information:

1. A description of the copyrighted work you claim to have been infringed. If you are not the owner of the copyrighted work, you must also include your electronic or digital signature as a person authorized to act on behalf of the copyright owner;
2. A description of where the material that you claim is infringing is located on our Website;
3. Information reasonably sufficient to permit MB to contact you, such as an address, telephone number, and if available, an electronic mail address at which you may be contacted;
4. A statement that you have a good faith belief that the disputed use of the material is not authorized by the copyright owner, its agent, or the law; and
5. A statement by you, made under penalty of perjury, that the information in your notification is accurate, and that you are the copyright owner or are authorized to act on behalf of the copyright owner.

Upon receipt of the written Notification containing the information as outlined in 1 through 5 above:

1. MB shall remove or disable access to the material that is alleged to be infringing;
2. MB shall forward the written notification to such alleged infringer (“Subscriber”);
3. MB shall take reasonable steps to promptly notify the Subscriber that it has removed or disabled access to the material.

### **Counter Notification**

To be effective, a Counter Notification must be a written communication provided to MB’s Designated Agent that includes substantially the following:

1. A physical or electronic signature of the Subscriber;
2. Identification of the material that has been removed or to which access has been disabled and the location at which the material appeared before it was removed or access to it was disabled;
3. A statement under penalty of perjury that the Subscriber has a good faith belief that the material was removed or disabled as a result of mistake or misidentification of the material to be removed or disabled;
4. The Subscriber’s name, address, and telephone number, and a statement that the Subscriber consents to the jurisdiction of Federal District Court for the judicial district in which the address is located, or if the Subscriber’s address is outside of the United States, for any judicial district in which the Service Provider may be found, and that the Subscriber will accept service of process from the person who provided notification or an agent of such person.

Upon receipt of a Counter Notification containing the information as outlined in 1 through 4 above:

1. MB shall promptly provide you, the complaining party, with a copy of the Counter Notification;
2. MB shall inform you that it will replace the removed material or cease disabling access to it within ten (10) business days;
3. MB shall replace the removed material or cease disabling access to the material within ten (10) to fourteen (14) business days following receipt of the Counter Notification, provided MB’s Designated Agent has not received notice from you that an action has been filed seeking a court order to restrain Subscriber from engaging in infringing activity relating to the material on MB’s network or system.

### **Account Termination**

MB may, in appropriate circumstances, terminate an account holder or subscriber to an MB Websites if he or she is a repeat infringer. If you believe that an account holder or subscriber is a repeat infringer, please follow the instructions above to contact MB’s DMCA agent and provide information sufficient for us to verify that the account holder or subscriber is a repeat infringer.

©Copyright Ministry Brands Holdings, LLC. All rights reserved. Ministry Brands Holdings, LLC, 13560 Morris Road, Suite 3150, Alpharetta, GA 30004.