

### **Procedure for Making Claim of Copyright Infringement**

If you believe your work has been copied in a way that constitutes copyright infringement, you should send written notification thereof, in accordance with the provisions of the Digital Millennium Copyright Act, to our Designated Agent, who can be reached as follows:

By mail: DMCA Designated Agent  
c/o Legal Department  
Global Jazz, Inc.  
P.O. Box 251469  
Los Angeles, CA 90025

By Email: [DMCAagent88.1@kkjz.org](mailto:DMCAagent88.1@kkjz.org)

\*Please email with the phrase "Copyright Matter" in the subject line. All other email will be discarded.

Pursuant to 17 U.S.C. § 512(c), to be effective, the Notification must include the following:

- (i) A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- (ii) Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.
- (iii) Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit Global Jazz, Inc. to locate the material.
- (iv) Information reasonably sufficient to permit Global Jazz, Inc. to contact the complaining party, such as an address, telephone number, and, if available, an email address.
- (v) A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
- (vi) A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.