

TEKTIME SRLS UNIPERSONALE
STANDARD CONTRACT FOR THE DISTRIBUTION OF ORIGINAL BOOKS

Version: 2.4 (October 08, 2025)

This Agreement (hereinafter the "Agreement") is a binding contract entered into between the natural or legal person ("you", the "Publisher", the "Author" or the "Rights Holder") identified in your TTL (Tektime Traduzione Libri) account on the website www.traduzioneLibri.it (the "Portal") and Tektime Srls - Via Armando Fioretti, 17 – 05030 – Montefranco (TR) - Italy ("Tektime") who will handle the sale of your books. "Tektime", or "we" or "us" collectively refers to Tektime.

This Agreement contains the terms and conditions of your participation in the self-publishing and distribution program (the "Program") and your distribution of digital content (collectively, "Digital Books") or their paper versions (collectively, "Paper Books") through the Program, as set forth in APPENDIX A. The more general term "Books" shall mean both versions (Digital Book and Paper Book). Any version of this Agreement drafted in a language other than Italian is provided for convenience only; in the event of a conflict between a version drafted in a language other than Italian and the Italian version, the Italian version shall prevail. Given the importance of this Agreement, we recommend that you read and review it carefully.

- 1 Acceptance of Agreement.** You agree to this Agreement and are bound by its terms by (a) clicking "I agree" or "I accept" if the corresponding option exists, or (b) using the Program or any portion thereof. If you do not agree to these terms, you are not authorized to use the Program. If Publisher is a legal entity, the individual accepting this Agreement on Publisher's behalf represents and warrants that he or she has the authority to enter into this Agreement as an authorized representative of Publisher and to bind Publisher to the terms of this Agreement.
- 2 Amendments to the Agreement.** The Program will change over time, and the terms of the Agreement will need to be modified accordingly. We reserve the right to make changes to the terms of this Agreement at any time and at our discretion. We will communicate any changes by posting the new terms in place of the previous ones on the Portal, including the revision date at the top of the document, or by sending an email to the email address you provided in the account you used to join the Program. The following are the rules governing when the changes will become effective and binding on you:
 - 2.1 Changes to the Terms of the Agreement other than those set forth in Sections 5.4.1 (Royalties) and 5.5 (Grant of Rights).** Changes to the terms of this Agreement other than those contained in Sections 5.4.1 (Royalties) and 5.5 (Grant of Rights) will be effective upon posting, unless a different date is specified in the posting of the changes. It is your responsibility to check for updates; your continued use of the Program after the changes are posted will constitute your acceptance of those changes. If you do not accept the changes, you must remove your Books from the Program by discontinuing their distribution through the Program, and stop using the Program.
 - 2.2 Changes to the Terms of the Agreement contained in Sections 5.4.1 (Royalties) and 5.5 (Grant of Rights).** Changes to Sections 5.4.1 and 5.5 of this Agreement will become binding on you 30 days after they are posted or upon your acceptance of them, whichever occurs first. You may accept the changes by: a) clicking "I agree" or "I accept," if available; or b) continuing to use the Program to make new Books available. These changes apply only to Books sold after thirty days of posting, unless you accept them sooner as described above. If you do not accept the changes, you must remove your Books from the Program and cease distribution of them by ceasing use of the Program within thirty days of the posting of the changes. Acceptance of the changes may be required for continued use of the Program.

3 Duration and Term.

This Agreement will be effective upon your acceptance and will continue until terminated by either you or us. We reserve the right to terminate this Agreement and prevent your access to the Program at any time. You will be notified upon termination. You have the right to terminate this Agreement at any time by notifying us of your decision; in such event, we will stop selling your Books within 5 business days of your notification of termination. We also reserve the right to suspend your Program account at any time, with or without notice, for any reason and at our discretion. After termination or suspension of the Agreement, we may fulfill any purchase orders for your Books placed by customers prior to the date of termination or suspension and may continue to retain digital copies of your Books to provide customers who purchased your Books prior to termination or suspension with continued access to or re-download of your Books, or to provide any other support. The following provisions of this Agreement will survive termination: Sections 1, 3, 5.4, 5.5, 5.6, 5.7, 5.8, 6, 7, 8, 9, 10, and any other provisions that, by their nature, should survive. All rights to Books purchased by customers will survive termination of the Agreement.

4 Account and Registration Requirements.

4.1 Requirements. You must have an active Program account to participate. You represent that you are at least 18 years old (or, if older, the age of majority where you reside) and capable of forming a legally binding contract. A parent or guardian of a minor may open a TTL account and be the Publisher of the minor's Book.

4.2 Account Information; No Multiple Profiles. You must ensure that all information you provide when creating your Program account—such as your name, address, and email address—is correct and accurate, and you must keep it updated as long as you use the Program. You may only have one account at a time. If we decide to delete your account, you may not create a new one. You may not use false identities, impersonate someone else, or use usernames or passwords you are not authorized to use. You hereby authorize us, directly or through third parties, to conduct any searches we deem appropriate to verify the information you provide in your account. You also authorize us to occasionally send you communications regarding the Program and other publishing opportunities by email. This authorization will supersede any instructions you may give us, including through the Portal.

4.3 Account Security. You are solely responsible for protecting and maintaining the confidentiality of your account username and password and are responsible for all transactions performed under your account, whether or not authorized by you. You may not authorize others to use the Program through your account, and you may not use the account of anyone else. You agree to immediately notify Tektime of any unauthorized use of your username, password, or account.

5 Book Distribution Rights.

5.1 Delivery, Acceptance and Collection.

5.1.1 Delivery. You are responsible for providing us, at your own expense, with each Digital Book you wish to distribute through the Program. We will not return any electronic files or any content in any other format or media that you deliver to us as part of your use of the Program. You must deliver all electronic files free of and free of viruses, worms, and other potentially harmful or disruptive code.

5.1.2 Content Requirements. You must ensure that all Book content complies with our Program Content Policies in effect at the time you submit it to us. If you discover that any content you have submitted does not comply with these Policies, you must immediately withdraw it, either by unpublishing it or republishing content that complies with our

Policies using the Program's Book Revocation and Republishing procedures. We reserve the right to remove or edit the metadata and product description you provide for your Book for any reason, including if we determine that it does not comply with our content requirements. We may also remove the cover of your Book, in whole or in part, for any reason, including if we determine that it does not comply with our content requirements. You may not include in any Book any advertisements or other content primarily intended to advertise or promote products or services. You are responsible for ensuring that all metadata you provide to us is current, complete, and accurate. If you discover that you have provided us with inaccurate or incomplete metadata for a Book, you must promptly submit the corrected metadata to us using the Program's metadata submission procedures.

5.1.3 Rejection of a Book. We reserve the right to decide which content to accept and distribute through the Program, at our sole discretion. If we ask you to provide us with additional information relating to your Books, such as information confirming that you have all the rights necessary to distribute the Books, you must promptly provide us with the requested information and ensure that any information and documentation you provide in response to such request is current, complete, and accurate. You hereby authorize us to undertake, directly or through third parties, any checks we deem appropriate to ensure that you have the necessary rights to distribute the Books and that the information or documentation you provide us regarding such rights is accurate.

5.1.4 Book Withdrawal. You may withdraw your Books from sale through the Program at any time by providing five business days' notice and following the procedures established by the Program at that time for withdrawing or deleting Books. We will be entitled to fulfill all orders completed by customers on the date the Books were still available for sale. All Book withdrawals will be effective only for the future and will not affect customers who purchased the Books prior to the withdrawal date.

5.1.5 Reformatting. We reserve the right, at our discretion, to reformat Books, and you hereby acknowledge and agree that inadvertent errors may occur during the reformatting process for your Books. If such errors do occur, you will have the right to remove the affected Book from sale through the Program, as set forth in Section 5.1.4 above; this will be your sole remedy for such errors. We also reserve the right, at our discretion, to correct any errors in the Book file you submit to us.

5.2 Marketing and Promotion, Reviews and Optional Services

5.2.1 Marketing and Promotion. We have full discretion to determine all promotions and marketing activities related to the sale of your Books through the Program and may, without limitation, sell and promote your Books by making portions or chapters of them available free of charge to prospective customers or by allowing prospective customers to view excerpts of your Books while conducting searches. You will not be owed any fees for any promotional or marketing activities organized by us. You acknowledge that we have no obligation to sell, distribute, or offer for sale any Book, or to continue selling, distributing, or offering for sale any Book after the sale, distribution, or promotion has begun.

5.2.2 Reviews. You are subject to the guidelines like any other customer submitting a review for a Tektime site. We reserve the right to remove any comment that violates the Tektime Community Guidelines .

5.2.3 Optional Services. We may make optional programs and services available to you through [the](#) Portal. The terms and conditions for using these optional programs and services are included at the end of this Agreement and are an integral part of the

Agreement itself.

5.3 Prices.

5.3.1 Providing Your List Price. The List Price or Cover Price you provide to us is referred to in this Agreement as the "List Price." The List Price you provide to us for certain markets will include VAT and all other similar taxes included in the final purchase price of a product ("VAT"). If your Royalties are calculated based on the List Price, Royalties will be calculated based on the List Price without VAT applicable to end customers. You may change your List Price via the Portal, in which case the change will take effect within 5 business days.

5.3.2 Currency Conversion. We may sell the Book in other currencies. If so, we may convert the List Price you provide to us into different currencies (each, a "Selling Currency") based on an exchange rate determined by us. We reserve the right to periodically update the converted List Price to reflect current exchange rates. For the purpose of calculating Royalties, the List Price converted into the Selling Currency will be your List Price for offering and selling the Book in that Selling Currency.

5.3.3 Customer Pricing. To the extent permitted by applicable law, we reserve the right to set, in our sole and complete discretion, the retail price for your Books charged to customers through the Program. We are solely responsible for processing payments, collecting payments, requesting refunds, and other related customer services, and we will retain full ownership and control of all data obtained from customers and prospective customers through the Program.

5.4 Royalties and Payments.

5.4.1 Royalties.

Sales and distribution channels retain a percentage commission on the List Price of the Book for the promotion, marketing, and sale of the Books. These commissions may vary depending on the sales channel, distribution method, and the territories in which the Book will be sold. In general, commissions may range from a minimum of 30% to a maximum of 70% of the List Price excluding VAT where applicable. Additionally, some sales channels may also apply shipping costs for Digital Books based on their size expressed in megabytes. The quantification of these commissions will be indicated in the Program, where possible, and will be highlighted by Tektime in the monthly reporting, as indicated in section 5.4.2. The Author explicitly authorizes Tektime and the sales channels it uses to modify the selling price of the Book, provided that the same is set as close as possible to that decided by the Author, to adapt it to any market or distribution needs, or to parameterize it to the price of any paper copies of the work, or in any case in compliance with certain conditions or any maximum thresholds decided by the Author.

5.4.1.1 Digital Book Sales Directly on the Tektime Bookstore

In the event of direct sales by Tektime through its virtual store (Tektime Bookstore), Tektime will pay the Author an **80% royalty** on the selling price, net of VAT. **There are no costs for delivery of the Digital Book.**

5.4.1.2 Sale of the Digital Book through other distribution channels

20% commission on the selling price of each Digital Book, net of VAT. For example, in the case of a sale at an online bookstore connected to Tektime that applies a 30% commission and a 4% VAT rate: if the Author indicates the selling price for their Digital

Book as **€9.99** , VAT will be considered inclusive, therefore the Digital Book will be offered for sale at a price of €9.99 including VAT and therefore **€9.598 excluding VAT** ; The Author will therefore be entitled to receive **€9,598 – €4,799 = €4,799** for each copy sold, where **€4,799** represents the current distribution and sales commission, equal to **50%** (30% online bookstore commission + 20% Tektime commission) of the price of the Digital Book net of VAT, while **€4,799** , equal to **50%** of the price of the Digital Book net of the VAT applied by online bookstores, is the fee due to the Author. If online bookstores allow the rental of Digital Books to end users, the rental price is set by the bookstores themselves, and the commission due to Tektime and the bookstores is based on the rental price net of VAT at the same percentage applied to the sale of the Digital Book in question.

5.4.1.3 Selling the Paperback Book through Other Distribution Channels

The Author may request that Tektime also produce and market a paperback version (Paperback Book) of their Digital Book. In this case, Tektime will use distribution channels that provide the Print and Delivery on Demand service when the end customer (reader) orders. Since the production cost of the Book cannot be precisely determined when requesting publication of the paperback version (which depends on the distribution channel, format, number of pages, finish, colors, printing location, etc.), the Author will be asked to indicate, in place of the Sales Price, only the price increase they intend to apply over the production cost. This way, the actual sales price will be set to guarantee the indicated increase. Example: Production cost of paperback book: €5.50. Increase indicated by the author: €2.50. Final cover price: €8.00 including VAT. Tektime will also retain a **20% commission** on the selling price net of VAT for paperbacks. Royalties will be calculated using the same methods indicated in section 5.4.1.2. By requesting the activation of the Print and Delivery on Demand service, the Author authorizes Tektime and its associated distribution and printing channels, on a non-exclusive basis, to print the work on the Author's behalf and market it in Italy and abroad through Tektime's online bookstore (Tektime Bookstore) or third-party online bookstores.

5.4.2 Payment Methods. Tektime will provide the Author with a monthly report on the sales of their books in the dedicated section of the Portal ("Sales"), indicating the number of copies sold and the related revenue. At the end of each calendar quarter, Tektime will automatically generate an invoice request (for legal entities) or a bill request (for individuals) for the royalties owed. The Author must issue the invoice or bill and send it to Tektime via the Portal. Tektime will send the payment to the Author within 60 days of the invoice or bill date, using the method indicated upon enrollment in the Program. If the amount to be paid by Tektime to the Author is less than €50.00, this amount will be set aside and accumulated in the proceeds of subsequent quarters until the €50.00 threshold is reached. Once the aforementioned threshold is exceeded, the proceeds may be liquidated and payment will be made in the manner indicated above in this Section 5.4.2. The calculations and payments of proceeds will be made exclusively in EURO. Tektime will not be responsible for any losses resulting from changes in exchange rates to other currencies.

5.4.3 Payment Policies. We may require you to provide certain information or register a valid bank account or PayPal account with your TTL account to receive Royalty payments. If you do not register a bank account or PayPal account, we will not be obligated to make Royalty payments. We reserve the right to establish different payment policies from time to time, such as minimum amounts for different payment methods and check fees.

5.4.4 Payment Disputes. You may not bring any action or proceeding against us in relation to any statement unless you commence such action or proceeding within six months of the date the statement is available. Any such proceeding will be limited to determining the amount of monies owed by us for the relevant accounting periods, and your sole remedy will be the recovery of such monies, without interest.

5.4.5 Offsets, etc. We reserve the right to withhold and offset Royalties against future payments, as set forth below. Our exercise of these rights does not limit any other rights to withhold or offset Royalties or to seek other remedies.

- If we pay you a Royalties on a sale and subsequently have to issue a refund, return, or credit for that sale, we will be entitled to set off the amount of such Royalties previously paid for the sale against future Royalties or we may seek a refund of that amount from you.
- If a third party asserts that you do not have the necessary rights to make one of your Books available through the Program, we will have the right to withhold all Royalties owed to you until such time as we reasonably determine the validity of the third party's claim. If we determine that you do not have all necessary rights or that you have otherwise breached your representations or warranties or our Content Guidelines with respect to a Book, we will not pay you Royalties for that Book and may offset any Royalties previously paid against future Royalties or require you to refund any amounts you have received.
- Upon termination of this Agreement, we reserve the right to withhold all Royalties owed to you for a period of three months from the date they would have been due to us to ensure that we are compensated for any refund or other compensation to which we are entitled in respect of the Royalties.
- If we terminate this Agreement because you breach any of your representations and warranties or our Content Guidelines, you will forfeit any Royalties not yet paid to you. If, after we terminate your account, you open a new account without our express permission, we will not be obligated to pay you any Royalties through the new Account.

5.4.6 Taxes. Tektime (or its affiliates) are responsible for collecting and remitting all taxes applicable to sales of Books to customers. You are responsible for any income or other taxes payable resulting from payments made to you by Tektime under this Agreement. Accordingly, unless otherwise stated, the amounts due to you hereunder include all taxes applicable to such payments. However, Tektime reserves the right to deduct or withhold from the amounts due to you any applicable taxes provided for by Italian law and any international agreements between Italy and the country of tax residence of the Author. In such case, such amounts due, reduced by such deductions and withholdings, will represent full payment to you.

5.5 Grant of Rights. For the term of this Agreement, you grant Tektime an irrevocable, non-exclusive right and license to distribute the Books, directly and through third-party distributors, in all digital and print formats, and using all available digital distribution tools. These rights include, without limitation, the right to: (a) reproduce, index, and store the Digital Books on one or more computers and to reformat, convert, and encode such Digital Books; (b) display, market, transmit, distribute, sell, and otherwise make available digitally in whole or in part, the Digital Books through its Tektime Bookstore and other distribution channels (Tektime Channels, as defined below), so that customers and prospective customers can download, access, copy

and paste, print, annotate, and/or view such Digital Books, online and offline, including on portable devices; (c) allow customers to “save” Digital Books they have purchased from us on servers (“Virtual Storage”) and to access and re-download such Digital Books from Virtual Storage, both during and after the term of the Agreement; (d) display and distribute (i) your trademarks and logos in the form in which you provide them to us or within the Digital Books (with such modifications as may be necessary to optimize their display) and (ii) portions of the Books, in each case solely for the purpose of promoting, offering or selling the Books and related Tektime offerings; (e) use, reproduce, adapt, modify and distribute, as we deem appropriate and in our sole discretion, any metadata you provide to us relating to the Books; and (f) transmit, reproduce and otherwise use (or have reformatted, transmit, reproduce and/or otherwise use) the Digital Books as mere technology content solely for the purpose of enabling any of the foregoing (e.g., caching the Books for display). Additionally, you hereby agree that we may permit our affiliates, our independent contractors, and our affiliates' independent contractors to exercise the rights you grant to us under this Agreement. "Tektime Channel" means any website, application, or online presence, on any platform, owned or operated by, licensed to, or co-branded with Tektime, as well as any website, application, device, or online presence through which any Tektime Channel or products available for sale on such Tektime Channel are made available, offered, marketed, advertised, or described. You grant us the rights set forth in this Section 5.5 worldwide; however, if we provide you with a procedure for declaring that you do not have worldwide distribution rights for a Book, the territory for sale of such Book will include the territories for which you indicate that you have distribution rights through the procedure we provide.

5.6 DRM and Geofiltering. We may, but are not obligated to, offer you the option to use DRM to distribute your Digital Books. If we offer you the option to use DRM, you acknowledge and agree that we cannot guarantee the effectiveness of the DRM and that we cannot be held responsible for any malfunctions of the DRM. We may also, but are not obligated to, use geofiltering to determine which customers are eligible to purchase Digital Books, for example, if you represent that you do not have worldwide distribution rights for a Digital Book using the process we make available to you for this purpose. If we choose to use geofiltering to distribute your Digital Books, the distribution will be deemed to have occurred within the territories in which the Digital Books were permitted to be distributed, even though the customers may actually be located outside such territories.

5.7 Rights Management and Rights Dispute Resolution. You are responsible for obtaining or paying for all rights and licenses to your Books necessary to allow us to exercise the rights you grant us under this Agreement, without any further obligation on our part, including, without limitation, all Royalties and any other amounts owed to the copyright owner. If you submit a written claim of copyright infringement by a third party who has made available for distribution through the Program (or for distribution in a particular territory through the Program) a Book for which you have the exclusive right to make available through the Program, upon your request and after verifying the accuracy of your claims, we will pay you the Royalties due for any sales of the Book made through the Program and remove the Book from future sales through the Program; the foregoing constitutes your sole and exclusive remedy.

5.8 Representations, Warranties and Indemnification. You represent and warrant that: (a) you have the full right, power and authority to enter into and perform this Agreement and that you will abide by all the terms of this Agreement; (b) you have obtained all rights necessary to exercise the rights granted under this Agreement before you, or your designee, deliver any Content to us; (c) no exercise of the rights authorized under this Agreement, no portion of the Content, and no sale or distribution of such Content authorized by this Agreement will infringe any intellectual property rights, property rights, or other rights of any person or entity,

including, without limitation, contract rights, copyrights, trademarks, common law rights, rights of publicity, rights of privacy, or moral rights, or contain material that is defamatory or violates any law or regulation of any jurisdiction; (d) all Books delivered under the Program will conform to the delivery specifications specified by us; and (e) you are solely responsible for determining and paying to each co-owner and co-administrator of each Book or portion thereof, any Royalties for the use of their respective contents, as well as their respective shares, if any, of any amounts due under this Agreement. To the maximum extent permitted by applicable law, you will indemnify, hold harmless, and defend Tektime, its officers and employees, its affiliates, and its subcontractors and assigns from any loss, claim, liability, damage, or action (including reasonable attorneys' fees) arising from any breach of your representations, warranties, or obligations set forth in this Agreement. We will be entitled, at our own expense, to participate in the resolution of any claim or legal proceeding by choosing our own counsel.

- 6 Ownership and Control of Tektime Channels/Feedback.** Except as permitted by this Agreement, you retain all ownership rights, copyrights, and other rights and interests in your Books. We own all copyrights and other rights and interests in the Program, the Tektime Channels, and any materials we use or provide for use in connection with the Book (for example, a generic cover image if you have not submitted one). We are solely responsible for and have full discretion regarding the terms, features, and operations of the Program, the Tektime Channels, and any marketing related thereto, but our use of the Books will be subject to the terms of this Agreement. If you choose to provide suggestions, ideas, or other feedback to Tektime or any of its affiliates regarding the Tektime Channels or the Program ("Feedback"), Tektime and its affiliates will be free to use and exploit such suggestions, ideas, or feedback in any manner, without restriction and without compensation to you. This Agreement does not grant you any license or other right to any intellectual property or technology owned or operated by us or any of our affiliates, including, without limitation, all trademarks and trade names. Nothing in this Agreement shall limit any rights we may have under applicable law or a separate authorization.
- 7 Confidentiality.** Without our express prior written authorization, you may not: (a) issue any press release or other public statement regarding this Agreement or its terms; (b) disclose Tektime Confidential Information (as defined below) to any third party or to any employee other than an employee with a need to know; or (c) use Tektime Confidential Information for any purpose other than performing this Agreement. However, you may disclose Tektime Confidential Information where required to do so by applicable law, provided that: (i) you give us prior written notice sufficiently in advance to allow us to seek an injunction protecting against disclosure of Tektime Confidential Information or other appropriate relief; (ii) you disclose only Tektime Confidential Information as required by applicable law; and (iii) you make reasonable efforts to obtain confidential treatment for any Tektime Confidential Information that you are compelled to disclose pursuant to the foregoing. "Tektime Confidential Information" means (1) any information relating to Tektime, its affiliates and their businesses, including, without limitation, information regarding our technology, customers, business plans, marketing and promotional activities, financial operations and other corporate affairs, (2) the nature, content and existence of any communications between us and you, and (3) any sales data relating to the sale of Books or other information we provide or make available to you as part of the Program. Tektime Confidential Information does not include information that (A) is or becomes generally available to the public without breach of this Agreement, (B) you can demonstrate through appropriate documentation that you knew about before receiving it from us, (C) you receive from a third party who did not acquire or disclose such information through any unlawful or illegal act, or (D) you can demonstrate through appropriate documentation that you independently developed without any connection to Tektime Confidential Information. Without limiting the survival of any other provision contained in this Agreement, this Section 7 will survive three years from the termination date of this Agreement.

8 Limitation of Liability. THE PROGRAM IS PROVIDED "AS IS." IN NO EVENT WILL WE BE LIABLE FOR ANY LOST DATA OR PROFITS, COSTS OF COVER, OR ANY OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR RELIANCE DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT, OR FOR ANY EQUITABLE OR OTHER REMEDY OR RELIEF, HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY. IN NO EVENT SHALL OUR LIABILITY UNDER THIS AGREEMENT EXCEED THE AMOUNT OF AMOUNTS DUE AND PAYABLE BY TEKTIME UNDER THIS AGREEMENT FOR THE TWELVE MONTH PERIOD PRIOR TO THE CLAIM FOR DAMAGES. WE EXPRESSLY DISCLAIM, WITH RESPECT TO ANY SERVICE, SOFTWARE, CONTENT, OR PRODUCT PROVIDED BY US OR ON OUR BEHALF UNDER THIS AGREEMENT, ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. PUBLISHER ACKNOWLEDGES AND AGREES THAT TEKTIME CANNOT GUARANTEE THAT DIGITAL BOOKS DELIVERED BY OR ON BEHALF OF THE PUBLISHER ARE PROTECTED FROM THEFT OR MISUSE OR THAT CUSTOMERS WILL COMPLY WITH ANY CONTENT USE POLICIES THAT TEKTIME MAY MAKE APPLICABLE IN CONNECTION WITH THE USE OF THE DIGITAL BOOKS, AND THAT TEKTIME SHALL NOT BE LIABLE FOR THE FAILURE OF ANY SECURITY SYSTEM OR PROCEDURE OR FOR CUSTOMERS' FAILURE TO COMPLY WITH CONTENT USE POLICIES. TTL RELIEFS UPON COMPLEX SYSTEMS AND PROCESSES. WE MAKE EVERYTHING POSSIBLE TO KEEP OUR SYSTEMS AND PROCESSES EFFICIENT AND ERROR-FREE, HOWEVER WE CANNOT GUARANTEE THEIR PERFECT EFFICIENCY AND CORRECTNESS AND WE DISCLAIM ANY RESPONSIBILITY FOR SYSTEM FAILURES OR PROCESS INTERRUPTIONS, INACCURACIES, ERRORS OR HIDDEN DEFECTS.

9 Privacy and personal data processing provisions

The provisions on privacy and the processing of personal data are described in **Appendix A** , which is an integral part of this agreement.

10 Force Majeure. Tektime shall not be liable for any failure or delay in performing its obligations under this Agreement caused by any event or circumstance beyond its control, including, but not limited to, cyber denial-of-service attacks, riots, fires, floods, storms, explosions, unforeseeable events, wars, terrorist attacks, and labor disputes.

11 General Provisions.

11.1 Disputes. Any dispute arising from this Agreement shall be subject to the exclusive jurisdiction of the Court of Terni, Italy.

11.2 Applicable Law. This agreement is governed by the substantive and procedural laws of Italy.

GUIDELINES FOR CONTENT AND OPTIONAL SERVICES

Content Guidelines

Books and other content (such as titles, covers, and product descriptions) must follow these content guidelines. Tektime reserves the right to evaluate the appropriateness of content and may decide not to make it available for sale. If you violate these content guidelines, we may decide to terminate your participation in the TTL program.

Pornography

We do not accept pornographic material and offensive depictions of explicit sexual acts.

Offensive content

What we find offensive is anything that you probably also find offensive.

Illegal and unlawful content

We take violations of laws and proprietary rights very seriously. It is your responsibility to ensure that your content does not violate any laws, copyright, trademark, privacy, publicity, or other rights. The fact that much content is available online or easily accessible does not authorize another user to copy or sell it.

Public domain and other non-exclusive content

Some types of content, such as content in the public domain, can be used freely by anyone or licensed to multiple users. We do not accept content that is freely available online unless you own the copyright. For example, if you obtained the content for your book from a source that allows you and others to redistribute that content, and it is freely available online, we will not be able to accept it for sale on our Portal. While we accept content in the public domain, we may decide not to sell a book if its content is no different, or only minimally different, from existing books.

Negative customer experience

We do not accept books that provide a negative customer experience. We reserve the right to determine whether content may be the source of a negative customer experience. Sources of negative customer experiences include, but are not limited to: typos, unsupported fonts, cover issues, image quality, formatting, duplicate text, missing content, etc.

Optional services

The Author may optionally request optional services such as book formatting, proofreading, editing, cover design, conversions, and anything else offered directly on the Portal. The costs for these optional services will be indicated directly on the Portal and may be fixed or variable depending on the type of service and the characteristics of the book (language, number of pages, format, etc.). Variable-cost services will be quantified through a formal quotation that will be sent to the Author via email or communicated directly through the internal emails made available on the Portal. Payment for both fixed-cost and variable-cost services must be made in advance using the methods indicated on the Portal. We reserve the right to change the costs and methods of provision of these services over time. Such changes will be clearly indicated on the Portal at the time of the Author's request.

APPENDIX A

BOOK DATA TO BE PUBLISHED

Title	
Subtitle	
Series	
ISBN	
Tongue	
Territori	

RIGHTS HOLDER DATA

Nominative	
Address	
City	
Nation	

Date: _____

Signature of the rights holder

Signature Tektime

APPENDIX B

INFORMATION ON THE PROCESSING OF PERSONAL DATA

The user's personal data is used by Tektime SRLS, which is the data controller, in compliance with the personal data protection principles established by GDPR Regulation 2016/679.

METHODS AND PURPOSES OF DATA PROCESSING

We inform you that the data will be processed with the support of the following means:

- Informatics
- Mixed - electronic and paper

with the following purposes:

- Fulfillment of service provision contract
- Fulfillment of tax or accounting obligations
- Data Protection Management
- Promotion of editorial products and marketing

Unless the interested party explicitly refuses, the user's data will also be processed for the following purposes:

- sending of proposals and commercial communications by email or SMS or fax, by both Tektime SRLS and both from partner companies (optional);
- market research and statistics, marketing and references on advertising communications (print, radio, TV, internet, etc.), product preferences (optional);

Any refusal to consent to the processing of data may make it impossible to use the service requested by the user.

LEGAL BASIS

Providing your data is mandatory for all legal and contractual purposes, and therefore any refusal to provide it, in whole or in part, may make it impossible to provide the requested services.

The company processes users' optional data based on consent, i.e., through explicit approval of this Privacy Policy and in relation to the methods and purposes described below.

CATEGORIES OF RECIPIENTS

Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated exclusively for the purposes specified above to the following categories of interested parties:

- Customers and users;
- Consultants and freelancers, including in association;
- Interested parties;

Furthermore, in managing your data, other categories of authorized persons and/or internal and external managers identified in writing and who have been provided with specific written instructions regarding data processing may become aware of the same.

TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

Business name	Village
Personal Data Management from User Contracts	United States (Amazon)

RETENTION PERIOD

Mandatory data for contractual and accounting purposes are retained for the time necessary to carry out the commercial and accounting relationship.

The data of those who do not purchase or use products/services, despite having previously contacted company representatives, will be immediately deleted or processed anonymously, unless their retention is otherwise justified, unless

RIGHTS OF THE INTERESTED PARTY

- request confirmation of the existence of personal data concerning him or her (right of access);
- know its origin;
- receive intelligible communication about it;
- have information about the logic, methods and purposes of the processing;
- request the updating, rectification, integration, deletion, transformation into anonymous form, or blocking of data processed in violation of the law, including data no longer necessary for the purposes for which it was collected;
- in cases of consent-based processing, receive your data provided to the owner, in a structured and machine-readable format and in a format commonly used by an electronic device;
- the right to lodge a complaint with the Supervisory Authority.

DATA CONTROLLER

[illegible]

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