

### Information for Rights Holders

In the event of a suspected infringement of copyright and/or related rights, a written notice should be sent to [claims@ggsel.net](mailto:claims@ggsel.net).

To verify the validity of the claim and take appropriate measures, the author, rights holder, or authorized representative must provide the Service Administration with a letter titled "Notice of Copyright and/or Related Rights Infringement," containing the following information:

1. Information about the rights holder or the authorized representative:

- For an individual: full name, passport details (series and number, issuing authority, and date of issue), and contact information (phone number, email address);

- For a legal entity: company name and contact information (phone number, email address);

- For a representative of the rights holder: in addition to one of the above, a power of attorney or another document confirming the authority to act on behalf of the claimant.

2. A clear indication of the designation (work, object, or trademark) whose rights have allegedly been infringed;

3. A link to the product or service listing where the disputed designation has been published;

4. Evidence of the rights holder's ownership of the rights to the designation;

5. A statement confirming that the rights holder has not granted permission for the publication of the disputed designation;

6. Consent to the processing of the claimant's personal data (if the claimant is an individual), as well as the personal data of any individuals mentioned in the notice.

If the information provided is insufficient, the claims department will notify the sender accordingly. Failure to respond or to provide the necessary information will prevent the Service Administration from conducting an objective review of the claim.

If all the required information is provided, the Service Administration will request additional details from the relevant sellers regarding their right to use the disputed designations. Based on the information received, the Service Administration will decide whether to take action, including the removal of the disputed items or materials posted by the seller.

The result of the review will be communicated to the rights holder via the email address provided in the notice.

The average time for reviewing claims from rights holders is 2-5 working days, but in the event of a high volume of claims, the period for verifying the validity of a claim may be extended.