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MY CNTM

Zhongdu International Intellectual Property Agency Co., Ltd.

SERVICE AGREEMENT

DRAFT

Agreement reference: **PUBLIC REVIEW SAMPLE**

Agreement version: copyright-20261107-v3-bilingual

PROVIDER	CLIENT / APPLICANT
Zhongdu International Intellectual Property Agency Co., Ltd. Room 206, Building 1, Huaru Town, Zhongdu Sub-district, Wenshang County, Jining City, Shandong Province, China Hello@MyCNTM.com	**[Full legal name of applicant]** [Registered address of applicant]

Client and instructions

[Full legal name of applicant]

[Registered address of applicant]

Work title(s): **[Work title]**

Service: Artistic work copyright registration

Existing record: New application

Scope: Copyright registration through the Copyright Protection Center of China.

Fees: [The agreed fee and breakdown appear in the final order agreement.]

Work registration instructions

[Work category, authorship and copyright ownership details]

Agreement

WORK COPYRIGHT REGISTRATION SERVICE AGREEMENT

作品著作权登记服务协议

1. Services / 服务范围

The Provider will assist the Client with registration of the work(s) identified in this order through the Copyright Protection Center of China (CPCC). The confirmed order identifies the work category, author(s), copyright owner, scope and fee. Services cover material review, preparation and submission, routine corrections and correspondence, and delivery of the registration result. Disputes, litigation, transfers, licences and software registration are excluded.

本公司协助客户就本订单列明的作品，通过中国版权保护中心办理登记。确认订单载明作品类别、作者、著作权人、服务范围及费用。服务包括材料审核、准备与递交、常规补正及沟通，以及交付登记结果。不包含争议处理、诉讼、转让、许可及软件登记。

2. Fees and scope / 费用与范围

The agreed fee is shown in this order. The standard price for this category is USD 199.00 per confirmed registration set. Each application has one work name. Any named series must be reviewed and confirmed as eligible for registration together before submission. Separate applications and extra services require a separate written quotation accepted before the additional work starts. Registration charges and our routine handling are included. Identity document translation is included in the application fee. We arrange for our translation partner, 北京译境国际翻译有限公司, to issue it; the Client does not need to obtain or supply a translation. Any separately required authentication or courier costs are subject to prior approval. Payment is due before submission; bank and currency conversion charges are borne by the Client.

约定费用载于本订单。本类别标准价格为每套经确认的登记作品 USD 199.00。每件申请使用一个作品名称；系列作品能否合并登记，须在递交前审核确认。分别申请或额外服务应另行书面报价，并在开展额外工作前获接受。费用包含登记费用及常规代理工作。主体证明文件翻译已包含在申请费用内，由本公司安排合作机构北京译境国际翻译有限公司出具，客户无需自行寻找或提供译文。另行需要的认证或邮寄费用须事先批准。递交前应付款，银行及兑换费用由客户承担。

3. Materials and authorization / 材料与授权

The Client must provide accurate work samples, identity documents, author and copyright owner details, creation and publication information, and evidence of ownership as applicable. The Client must sign the power of attorney and any required undertakings and ownership declarations. The Client confirms that it holds or is authorized to assert the stated rights. We submit the application only after confirmation of the final materials. This agreement does not assign copyright or authorize commercial exploitation by the Provider.

客户须提供准确的作品样本、主体证明、作者及著作权人资料、创作和发表信息，以及适用的权属证明。客户须签署委托书和必要的保证、权属声明，并确认其享有或有权主张所声明的权利。本公司在最终材料确认后递交。本协议不转让著作权，也不授权本公司商业使用作品。

4. Registration and timing / 登记结果与时间

The authority decides the registration result. Copyright does not arise solely from registration; a certificate provides evidence and is not a conclusive ruling on originality, ownership or non-infringement. No result or completion date is guaranteed. CPCC publishes a normal processing period of 25 working days after acceptance; preparation, corrections and other steps can extend the overall time.

登记结果由主管机构决定。著作权并非仅因登记而产生，证书可作为证据，但并非对独创性、权属或不侵权的终局认定。不保证结果或办结日期。中国版权保护中心公布的正常办理时间为受理后25个工作日；材料准备、补正等环节可能延长总办理时间。

5. Cancellation and refunds / 取消委托与退款

Before submission, cancellation is permitted with a refund less approved, unrecoverable third-party costs and USD 30 per standard document set already prepared. After submission the filing-stage fee is not refundable because it covers the work and registration costs, rather than a guaranteed result. If a proven error by us causes the application to fail, the Client may choose correction or re-filing at our cost where possible, or a full refund of the service fee paid. If we cannot proceed through no fault of the Client, we will refund in full.

递交前可取消，退款扣除经批准且不可退回的第三方费用，以及已经准备的每套标准文件30美元费用。递交后，递交阶段费用不退，因为其对应代理工作及登记成本，而非保证结果。如本公司经证实的错误导致申请失败，客户可以选择在可行范围内由本公司自费补正或重新申请，或全额退还所支付服务费。如因非客户原因无法继续，将全额退款。

6. Confidentiality and personal information / 保密与个人信息

We use the samples and personal information only to carry out the instructions, maintain necessary records and meet legal obligations. Necessary disclosure is limited to the authority and personnel or advisers under confidentiality duties, or disclosure required by law. We will not display unpublished works for promotion or exploit them commercially without separate permission. Official registration information may be published under the authority’s rules. Confidentiality continues after the engagement. The client portal servers and database are located in the United States, where data submitted through the portal is stored. Our authorized team in China accesses and manually handles the information needed to carry out your instructions, maintain necessary records and meet legal obligations. We submit the information and materials required for registration to the Copyright Protection Center of China (CPCC) in China. Access, correction and deletion requests can be made subject to legal retention duties.

样本及个人信息仅用于办理委托、维护必要记录及履行法定义务。必要披露限于主管机构、承担保密义务的人员或顾问，以及法律要求的披露。未经单独许可，不将未发表作品用于宣传或商业利用。官方登记信息可能依相关规则公开。保密义务在委托终止后继续有效。客户门户的服务器和数据库位于美国，通过门户提交的数据存储在美国。本公司在中国的授权团队在中国访问并人工处理办理委托、保存必要记录及履行法定义务所需的信息。本公司将登记所需的信息和材料提交至位于中国的中国版权保护中心（CPCC）。在法定保存义务范围内，可提出查阅、更正及删除请求。

7. Liability / 责任

We perform the service with reasonable care and skill. Except for fraud or liabilities that cannot lawfully be limited, total liability is limited to the fees paid for the affected service. Neither party is responsible for delay beyond its reasonable control. The correction and refund remedies above remain available.

本公司以合理注意及专业能力履行服务。除欺诈或依法不得限制的责任外，总责任以受影响服务已付费用为限。双方对超出合理控制范围所致延误不承担责任。前述补救和退款措施继续适用。

8. Governing law and disputes / 适用法律与争议解决

PRC law applies. The parties will first negotiate in good faith for 30 days. An unresolved dispute is submitted to the Jining Arbitration Commission for final arbitration in Jining, in Chinese unless an English procedure is separately agreed in writing. This agreement and the confirmed order govern this copyright service; trademark-specific service terms and class-based billing do not apply.

适用中华人民共和国法律。双方首先诚信协商30日；未解决的争议提交济宁仲裁委员会，在济宁最终仲裁。仲裁语言为中文，除非另行书面约定采用英文程序。本协议及确认订单适用于本次版权服务，商标专用服务条款及按类计费规则不适用。

DRAFT — not yet accepted by the client.