



# OSHWAL EDUCATION & RELIEF BOARD

ઓશવાળ કેળવણી અને રાહત બોર્ડ

P. O. BOX 49633, 00100, NAIROBI, KENYA - TEL: 0772-264485-7 / 0735-888845

E-MAIL: [administrator@oerb.org](mailto:administrator@oerb.org)

## Request For Submission Of Historical Records And Photographs

Oshwal Education and Relief Board Archives Department is calling on its members to submit historical records/photographs relating to the members' interaction within Oshwal Education and Relief Board membership. Any material submitted must belong to the person submitting it.

Submitted material will be used for:-

1. Record keeping;
2. As souvenirs;
3. Advertisements;
4. In a proposed documentary film to celebrate 75 years of OERB;
5. For publication in such media outlets as OERB shall authorize including newspapers, magazines, facebook, websites etc.

Not all material submitted to OERB will be used. Any material that is not used will be returned to its owner as recorded with OERB at the time of submission. Any material used by OERB shall remain the property of its owner who submitted it to OERB and will be returned to the owner upon request.

This document serves as:-

- a) Your authorization of OERB to utilize the material that you submit to OERB for any of the purposes mentioned above and for any other related purpose.
- b) Your authorization of OERB to share the said material with any third party for any purpose and to make as many copies of the material as OERB shall require for distribution to members and any other third parties as OERB determines.
- c) Your grant of permission to OERB to use any intellectual property rights that you have or may have over the said material.
- d) Your grant of permission to OERB to make any changes, modifications, adjustments, variations and editing of the material as OERB shall deem fit.
- e) Your waiver of any right to be identified as the owner of the material by OERB at any time.
- f) Your waiver of any right of action by you and anyone claiming under your name against OERB arising from the use of the said material by OERB.
- g) Your acceptance that no liability whatsoever can attach to OERB for the publication, distribution and sharing of the said material.
- h) Your warranty that you are the sole owner of the material.



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- i) Your assurance that the use and publication of the said material by OERB will not infringe on any rights of any third party and OERB shall be entitled to claim from you full compensation (for which you hereby agree to indemnify OERB and keep OERB fully indemnified) for any action taken against OERB by any third party in this regard.
- j) Your waiver of any right to be compensated or remunerated or paid any money or to be given any consideration whatsoever for the submission of the said material to OERB even if OERB were to receive any consideration for the use of the said material in any way.
- k) Your confirmation, acknowledgement and agreement that the material that you submit to OERB is not confidential, does not constitute personal or private information and is not subject to protection by OERB as confidential, personal or private information. The material will be freely accessible to third parties who may copy, collect, collate and use the material for their own purposes.
- l) Your acknowledgment that as a member of OERB, this agreement benefits you.
- m) Your acknowledgment that any use to which OERB puts the material submitted by you to OERB is irreversible.

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the material submitted by me to OERB under this agreement and I have read and understood the terms of this agreement and agree to be bound by it. I further confirm that I have freely and voluntarily submitted the said material.

**PERSON SUBMITTING  
MATERIALS**

**WITNESS**

NAME:

NAME:

SIGNATURE:

SIGNATURE:

DATE:

DATE: