

# Sample legal documentation

## General information

- Forscope provides this documentation for **Microsoft perpetual software products**. Licenses from other software manufacturers come with different types of documentation.
- There is no official template for the visual look of the documentation, that's why it might differ in terms of graphic design. However, the factual content is always the same and confirms the fulfilment of legally required conditions for the transfer of software ownership.

## Sample documentation legend

Numbers in colored circles showed throughout this document correspond to the respective EU law requirement, which you can find stated below:

- 1 The first country of usage was within EU/EEA, or Switzerland.
- 2 The product was paid in full to the copyright owner.
- 3 The product is perpetual with no time limit for use.
- 4 The product is no longer in use by the first owner.

These points confirm the 4 legal requirements...

Texts in purple boxes provide additional information related to the specific part of the document and its connection to the 4 legal conditions mentioned above.



# Sample documentation



# Legal documentation

## Forscope declaration

Dear Sir or Madam,

the company **Forscope a.s.** with its registered office at Lidická 960/81, Veveří, 602 00 Brno, Czech Republic, Company ID: 048 85 414, entered in the Commercial Register kept by the Regional Court in Brno, Section B, Insert 8720 (hereinafter referred to as the **“Seller”**) declares that pursuant to the Directive 2009/24/EC of the European Parliament and of the Council of 23 April 2009 on the legal protection of computer programs, as amended, every copy of a computer program (hereinafter referred to as the **“Products”**) provided by the Seller to any natural or legal person (hereinafter referred to as the **“Buyer”**) meets the below criteria for the exhaustion of distribution rights within the territory of the European Union.

1. The offered Products have been put into circulation with the copyright holder’s consent within the territory of the European Union, the European Economic Area, or Switzerland.
2. The seller has not concluded any ancillary agreements with software manufacturers that would affect the intended use of the Products.
3. The copyright holder has received full remuneration for the Products during the first sale.
4. The Seller is the sole legal owner of all offered Products.
5. All Products are perpetual, with no time limit for use.
6. All Products can be used by companies and organizations from both the **private and public sectors**.
7. Products are no longer in use by any user; previous owner(s) have uninstalled or made the Products unusable for themselves.

Software manufacturer	Microsoft Corporation
Product	<b>Office 2016 Professional Plus</b>
Compatible Part Number (if available)	79P-05552

These points confirm the 4 legal requirements for the transfer of software ownership were met. The seller (Forscope) vouches for the full compliance with the EU law.



**Jakub Sulak**  
Chairman of the Board



Sample documentation

## Original License Details

The following table provides original licensing information about the Products (which are part of the current purchase agreement between the Seller and the Buyer), that were applicable at the time of purchase by the first owner (within the scope of the respective licensing agreement).

3	Product name	<b>MS Office 2016 Professional Plus</b>
	Part Number	79P-05552
	Original product description	OfficeProPlus ALNG LicSAPk MVL Pltfrm
	Version	2016
	Language	All
3	License Agreement type	OLP
	Agreement start date	01-01-2020
2	License Agreement number	000A000 / 000B000
	Software manufacturer	Microsoft Corporation
	First owner	Protected under NDA
1	First country of usage	Czech Republic

1. This part confirms the legal condition that the software product's **first country of usage** was within EU/EEA, or Switzerland.

2. If there is a software audit in an organization, then based on the **License Agreement number**, the auditor locates the contract between the first license owner and the copyright holder. The License Agreement contains all information regarding the first purchase of the product, which the auditor is able to access.

3. The **product name** in combination with the **License Agreement type** provide proof the purchased software product is perpetual with no time limit for use. The License Agreement type can be any of the Microsoft Volume distribution channel ones.



## 4 First owner declaration

The document on the following page shows the First owner declaration confirming all necessary legal requirements were met by the former owner. If the parts containing identification information are covered, it means they are protected under the NDA (Non-disclosure agreement), or GDPR (General Data Protection Regulation) and can't be displayed to third parties. The only exception is during an audit – if the auditor requests access to additional information, our company can provide it to him/her.

4. Among other legally required information, the **First owner declaration** also includes the **Declaration of uninstallation** proving the software product(s) are no longer used by the first owner.

Sample documentation



## Declaration of uninstallation

By:



Our reference: **#2022/ABC123**

To whom it may concern,

1. This letter is to confirm that copies of the software (listed on the following page(s)) were first purchased and first put to use within the European Union or EEA.
2. We confirm that we have paid for those copies of the software in full and that accordingly the corresponding licenses are perpetual.
3. We confirm further that copies of the software identified are no longer being used. Those copies have been uninstalled from our computers and other hardware. Accordingly those copies of the software have been made unusable by our company.

Yours sincerely,



.....

Responsible person



In city on 1. 9. 2022

