

TERMS and CONDITIONS

of GS1 Latvia Membership and licence, allocation, using and registering of GS1 numbers.

1. General provisions

These Terms and Conditions sets out the rules relating the procedure by which companies in the Republic of Latvia can become a Member of GS1 Latvia, obtain a GS1 Global Company Prefix, get the licence to the use of GS1 Identification Keys to barcode their products and to identify locations with Global Location Numbers and describes the rules for registration of allocated numbers in the Product Catalogue of GS1 Latvia.

In the territory of the Republic of Latvia, the rights to allocate and to register the GS1 system numbers is granted to the Association GS1 Latvia (hereafter - GS1 Latvia), which is a member of the global GS1 AISBL organisation and is responsible for use and control of the GS1 system in Latvia.

Barcoding of products and usage of GS1 Identification Keys is carried out by the GS1 General Specifications, GS1 Manuals, guidelines, GS1 Latvia Statutes and these Terms and Conditions.

2. GS1 Latvia members

- 2.1. Any company or organization interested in implementation and application of GS1 system in their business processes can become a member of GS1 Latvia.
- 2.2. To become a member of GS1 Latvia, applicant shall:
 - to submit a Member's Application Form. In completing the Application Form the applicant confirms that it has read and agrees to be bound by GS1 Latvia Statutes and these Terms and Conditions.
 - pay one-time joining fee and appropriate Annual Membership Fee according to the Terms and Conditions approved by the GS1 Latvia Board.
- 2.3. In accordance with the Statutes of GS1 Latvia, company may become:
 - The Full Member (hereinafter referred to as a Member) in case the GS1 Global Company Prefix is needed for the creation of any GS1 identification Key (number).
 - An Associate Member (hereinafter referred to as an Associate Member)- the GS1 Company Prefix is not necessary.
- 2.4. Associate Members, like Members shall pay an Annual Membership fee according to the terms and conditions approved by the GS1 Latvia Board.
- 2.5. The Member shall not during a membership or after the termination, either directly or indirectly, do something that harms the reputation of GS1 Latvia or in violation of intellectual property rights.
- 2.6. As long as the Company is a member of GS1 Latvia, it must comply with the terms of the GS1 standards, specifications, policies of use of GS1 Numbers.
- 2.7. The Member should immediately notify GS1 Latvia about changes of the Company's name, contact person, contact information, and other important aspects related with the legal relationship between the Member and GS1 Latvia.

3. Allocation of GS1 numbers. Use of GS1 Numbers and other Intellectual Property

- 3.1. GS1 Latvia allocates to the Member GS1 Global Company Prefix and grants an exclusive and non-transferable and revocable licence to use the GS1 numbers (GS1 Identification keys) that are designed for use only by this member.

- 3.2. The applicant is admitted as a member and GS1 Global Company Prefix (hereinafter referred to as GS1 Company Prefix) is allocated within one working day after payment of the one-time joining fee and membership fee has been transferred into the GS1 Latvia bank account.
- 3.3. Each Member (legal entity) is assigned one GS1 company prefix. Along with GS1 Company Prefix which can be used for creating all GS1 identification keys, including for labelling products and identifying locations, the company is also assigned a Global Location Number to identify the legal entity of the company.
- 3.4. There are no additional fees for the GS1 Company Prefix and the Global Location Number, as they are included in the Annual Membership fee.
- 3.5. The acceptance of the Membership and the assignment of the GS1 Company Prefix to the Company is notified in writing and the Member shall get the Certificate.
- 3.6. Rights for using these numbers shall start on the day when the company is admitted as a Full Member and continues until the company withdraws its membership or is expelled from the GS1 Latvia.
- 3.7. If a Member requires one more GS1 Company Prefix, this necessity shall be proved with documents.
- 3.8. The Member who has received a GS1 Company Prefix is not entitled to sell, rent, or transfer this number to any other company for using it neither fully, nor partly. These restrictions apply to all GS1 identification keys – even those who are created without GS1 company prefix. This requirement also applies to the Variable Measure Trade Items numbers allocated by the GS1 Latvia.
- 3.9. The Member is entitled to use only those GS1 numbers that are allocated by the GS1 Latvia in relation to manufacturing, selling, and identifying its products according to GS1 numbering system.
- 3.10. The Member is prohibited to use any numbers allocated to other company or organization by the GS1 Latvia, as well as from altering allocated numbers in any way.
- 3.11. All rights and property rights to GS1 numbers and intellectual property related to them belongs to the GS1. All GS1 Latvia assigned numbers are the exclusive property of GS1 Latvia.
- 3.12. To extend the Membership and use of the GS1 Company Prefix, the Member shall, no later than five days prior to the expiration of the Membership and subscription number, the annual membership fee to transfer to the GS1 Latvia bank account.
- 3.13. On the extension of Membership and GS1 Company Prefix, the company is notified in writing, by stating the date to which the membership is extended.
- 3.14. The company, whose membership in GS1 Latvia has been terminated, must immediately cease using GS1 Numbers issued to him including labelling with barcodes products what company produces or sells after the date of expulsion.
- 3.15. GS1 Latvia is entitled to allocate this GS1 Company Prefix to another company.
- 3.16. In case the Member fails to pay the membership fee within three months after the expiration of the term, the GS1 Latvia Board shall have the right to decide on the exclusion of the Company from the GS1 Latvia Members and the cancellation of the GS1 Company Prefix granted. The company shall be notified of the decision in writing.
- 3.17. The paid membership fee is not refunded.
- 3.18. If the Company whose membership in GS1 Latvia has been terminated continues to use the GS1 Company Prefix, i.e. continues to label products, fixed assets, locations, or services with GS1 system barcodes, or continues to distribute products labeled with these numbers, the company will be liable to pay GS1 Latvia fines EUR 71 per month for using canceled GS1 numbers.
- 3.19. Renewal of GS1 Latvia Membership and obtain of the GS1 Company Prefix can only be by reapplying for a Member of GS1 Latvia on the General Terms. In this case, GS1 Latvia shall have no obligation to allocate the Company with the previous GS1 Company Prefix and Global Location Number.

4. Item reference number registration and GTIN allocation

- 4.1. Any Member with allocated GS1 Company Prefix can create the Global Trade Item Number (GTIN), Global Location Number or any other GS1 identification keys (numbers).
- 4.2. To comply with the GS1 standards set in relation to authorised use of the GS1 Identification Keys, the number allocation rules as specified in GS1 manuals and guidelines and to avoid duplication of product (GTIN) and location (GLN) numbers and incorrect or cancelled number assignment, the GLN, GTIN and corresponding product and/or location information (core attributes) must be registered in GS1 Latvia web-based key issuance service - GS1 Latvia Product Catalogue.

- 4.3. GS1 Latvia Product Catalogue is a web-based service built by GS1 Latvia to enable the issuance, allocation, storage and maintenance of unique and standards-compliant GS1 identification keys together with core attributes and to enable to maintain accurate records of the issuance of the GS1 numbers (incl. GS1 Company Prefixes, GTINs and GLNs) to make the GS1 numbers and core attributes available to the GS1 Registry and the data service(s) supported by it.
- 4.4. The product and/or location numbers attributes shall be submitted by the Member for registration immediately after it has been allocated in the company.
- 4.5. Member is entitled to label its product with barcode and/or identify location only after ascertaining that the product/ location has been registered in the Product catalogue.
- 4.6. Registration of the GS1 Keys is performed with no fee.
- 4.7. In order to submit the data and use GS1 Latvia Product Catalogue, company must appoint responsible on-line contact person and must ensure that the person is an employee of the company. The appointed person will be assigned a User Name and Password and will be responsible for the registration of the Company's products and/or locations and accuracy of data recorded, maintained and retrieved in the GS1 Latvia Product Catalog.
- 4.8. The Member shall be responsible for the non-disclosure of the password and other identification procedures granted to GS1 Latvia. Company has to save all the data entered on-line.
- 4.9. Member as Data Provider Warranties that the data submitted to the Product Catalogue:
 - originates from, is authorised or approved (validated) by the data provider;
 - does not violate any third party rights, including privacy rights, copyrights, trademarks, patents or other intellectual property rights of any third party, or violates any applicable laws or regulations;
 - does not contain any virus, Trojans, worms, logic bombs or any other materials which are malicious or technologically harmful.
- 4.10. All data submitted to the GS1 Latvia Product Catalogue platform will be validated against and must comply with the data validation rules set in the GS1 General Specifications and the Global Data Dictionary.
- 4.11. Only Data Provider is liable for the quality of the data and that neither GS1 Latvia nor GS1 may be held liable for the quality of the Data.
- 4.12. GS1 Latvia may take appropriate remedial action if the data is found to be causing harm to it or to third parties (including by temporarily suspending or definitively blocking the data from GS1 Latvia Product Catalogue and the other GS1 Registries).
- 4.13. Data submitted to the GS1 Latvia Product catalogue are not considered confidential and are not protected by the company's copyrights. GS1 Latvia has the rights to use, copy, distribute and disclose to third parties any data registered in Product Catalogue.
- 4.14. GS1 Latvia, GS1 and any other GS1 organization are exonerated for any consequences, liability or damages arising out of or resulting from the use of the data by a third party.
- 4.15. If the data provider is authorised to provide data on behalf of another entity (e.g. data provider is a distributor or importer and is authorised by a brand owner to allocate a GTIN to a product), such designee is able to demonstrate its authority to do so.
- 4.16. By using web-based services, GS1 Latvia does not guarantee that the services will be available at any time or that their operations will be uninterrupted or error free.
- 4.17. Withdrawal or exclusion from the GS1 Latvia members or delayed membership fees payment automatically terminates or suspends the user's rights to the product/location registration service - Product Catalogue.
- 4.18. Notwithstanding withdrawal or exclusion from the GS1 Latvia members GS1 Latvia and GS1 shall continue to keep the GTIN, product description, and Global Product Classification (non-proprietary) information about the GTIN for internal purposes and shall have the right to make third parties aware of the expiry of the rights of data provider in the GTIN, if applicable.

5. Allocation of eight-digit Global Trade Item Number (GTIN-8)

- 5.1. GTIN-8 is a shortened version of a GTIN-13 and consists of GS1 Prefix, item number and check digit.
- 5.2. Only GS1 Latvia Members are entitled to request GTIN-8 for their products.
- 5.3. GTIN-8 shall be allocated to items with very small free space when all attempts to use EAN-13 barcode have been unsuccessful. It is necessary to check whether it would be possible to use EAN-13 by:

- reducing barcode magnification;
 - changing design or size of the package.
- 5.4. However, if GTIN-8 is necessary, the applicant shall submit:
- an Application request to assign GTIN-8;
 - complete list of products requiring this number;
 - a product sample, natural size of packaging or label.
- 5.5. GS1 Latvia allocates to each item an eight-digit Global Trade Item Number – GTIN-8.
- 5.6. The allocation of GTIN-8 is not included in the annual membership fee and shall be charged separately according to the terms and conditions approved by the GS1 Latvia Board.

6. Registration of numbers for Variable Weight Trade Items.

- 6.1. In order to label items with variable weight, i.e., products what are sold in non-defined quantities at a fixed price per one unit (meat, cheese, fruit, delicacy etc.), the company has to allocate the Variable Weight Item number, or so-called restricted circulation number. In those cases, there are restricted circulation prefixes 20-29 intended in the GS1 General Specifications. Restricted circulation numbers are not to be used when trading across border.
- 6.2. The variable measure restricted circulation numbers for Latvian market is assigned by the GS1 Latvia to GS1 Latvia and other GS1 organizations Members.
- 6.3. GS1 Latvia allocates six-digit item number to each product identifying the company and product.
- 6.4. For GS1 Latvia Members and for foreign companies if they are a Full Member of any of GS1 national organization worldwide allocation of these numbers also is free-of-charge.
- 6.5. Foreign companies are required to apply for a variable weight numbers by contacting their respective GS1 organization. Variable weight numbers are handed over to local GS1 organization, but not directly to a foreign company.

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