

CinePath Ltd

NDA SUBMISSION PROCESS

Last updated: November 2025

Contact: legal@cinepath.co.uk

1. Purpose

This document explains how external clients, suppliers, and partners can submit Non-Disclosure Agreements (NDAs) to CinePath Ltd.

It ensures that confidential information shared with CinePath is securely protected under the agreed terms before any technical or commercial discussions begin.

2. What an NDA Covers

An NDA is a legal agreement that protects sensitive or proprietary information disclosed during project discussions, quotations, or collaborations.

It may include, but is not limited to:

- 3D models, CAD files, or drawings.
- Technical data, product concepts, and specifications.
- Commercial, pricing, or operational details.
- Unpublished software, designs, or trade processes.

3. Submission Method

All NDAs should be sent electronically to CinePath Ltd for review at legal@cinepath.co.uk.

The preferred format is PDF, accompanied by the completed **NDA Submission Form** available on our website.

The form must include the customer's company name, contact details, project reference, and a brief description of the confidential material covered by the NDA.

4. Acknowledgement and Review

Once CinePath receives the NDA and form, the Legal team will:

1. Acknowledge receipt by email within 2 working days.
2. Review the terms for alignment with CinePath's confidentiality framework.
3. If acceptable, have the Managing Director (George Pickering) sign on behalf of CinePath.
4. Return a countersigned copy by email to the submitting party for recordkeeping.

If revisions are required, CinePath will contact the sender directly with proposed changes before signing.

5. Storage and Access

All signed NDAs are stored securely on CinePath's encrypted on-prem server in the **Legal/NDA** directory.

Access is restricted to Directors and authorised Legal or IT personnel only.

NDAs are retained for a minimum of seven (7) years from signing or until superseded by a new agreement.

6. Confirmation and Communication

After signing, the customer will receive a confirmation email containing:

- The countersigned NDA.

- A unique reference number for future correspondence.
- Contact information for project progression.

All subsequent communication referencing confidential materials must include this NDA reference number.

7. Confidentiality Commitment

CinePath commits to protecting all submitted documents, drawings, or data prior to NDA signature.

No shared information will be disclosed or used for any purpose other than evaluation of potential collaboration without written consent.

8. Legal Framework

All NDAs processed by CinePath Ltd are governed by the laws of **England and Wales**.

Any disputes arising from NDA terms or confidentiality matters fall under the jurisdiction of the English courts.

9. Contact Details

Legal Department – CinePath Ltd

Email: legal@cinepath.co.uk

Website: cinepath.co.uk/legal