



NDA



NON-DISCLOSURE AGREEMENT (NDA)

Between

Creative Books (Pty) Ltd (“the Company”)

and

-----“the Client”)

Effective Date:

1. Purpose

This Agreement is entered into to protect all confidential information, intellectual property, and creative materials shared by the Client with Creative Books (Pty) Ltd in connection with self-publishing services. This includes, but is not limited to, manuscripts, book concepts, illustrations, cover designs, marketing ideas, and related creative content (“Confidential Information”).

2. Definition of Confidential Information

For the purpose of this Agreement, “Confidential Information” includes all written, digital, or verbal materials disclosed by the Client that are not publicly known, including but not limited to:

- Manuscripts, drafts, or outlines
- Book titles, concepts, and creative ideas
- Artwork, illustrations, or photography
- Publishing strategies, marketing plans, and client data
- Any related documents, communications, or files

3. Obligations of Creative Books (Pty) Ltd

Creative Books (Pty) Ltd agrees to:

1. Treat all Confidential Information with the highest degree of care and discretion.
2. Use the Confidential Information solely for the purpose of providing publishing and design services.
3. Not disclose, reproduce, or distribute any part of the Client’s work to third parties without prior written consent.
5. Ensure that all staff, contractors, and partners involved in the publishing



process are bound by the same confidentiality standards.

6. Implement secure digital and physical storage systems to safeguard all manuscripts and creative content.

4. Ownership and Intellectual Property

- The Client retains full ownership and copyright of all materials submitted.
- Creative Books (Pty) Ltd acknowledges that no ownership, authorship, or creativerights are transferred or implied through this Agreement, except where other- wise agreed in writing.

5. Duration

- This A greement remains in force from the Effective Date and continues indef-initely with respect to all Confidential Information disclosed, unless terminatedin writing by mutual agreement.

6. Return or Destruction of Materials

- Upon completion or termination of the publishing project, all copies of the Client's Confidential Information, whether digital or physical, shall be returnedor permanently deleted upon request.

7. Governing Law

- This Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa.

8. Signatures

For Creative Books (Pty) Ltd

Name:

Designation:

Signature: _____

Date:

For the Client

Name:

Signature: _____

Date: _____