

## SCHEDULE 1 USE OF THE NAME "KOFI ANNAN" AND HOW TO APPLY

### 1. Use of the name "Kofi Annan"

As was the wish of Kofi Annan, his foundation the Kofi Annan Foundation is committed to protecting his legacy and honouring and promoting his values. As such, and in conjunction with his family, the Foundation has taken steps and secured rights (including trademarks) to protect the name "Kofi Annan" to ensure that the use of the name does not negatively impact the reputation, image or values of Mr. Kofi Annan.

We acknowledge, however, that other institutions or organisations may wish to honour the late Kofi Annan by using his name in relation to projects or initiatives and therefore anybody who wishes to make use of the name "Kofi Annan" is invited to submit a request to the foundation at the following address: [info@kofiannanfoundation.org](mailto:info@kofiannanfoundation.org).

Please note that the Foundation reserves the right to decline a request without qualification.

### 2. Requests

In its Request, the Applicant shall provide the following information to the Foundation:

- (i) Description of the Applicant (including the legal form and country of seat/residence as well as a summary of activities undertaken by the Applicant in the past years);
- (ii) Description of the project/initiative (including all relevant details such as the purposes, activities, geographical scope, potential partners and the reason why the Applicant wishes to use the name "Kofi Annan" in relation to the project/initiative);
- (iii) Description on how funds will be raised and/or revenue generated from this project/initiative, if any;
- (iv) The Applicant shall also send to the Foundation for approval prior to use any branding and any material (in printed or digital formats, such as websites) related to the Applicant's project/initiative;
- (v) Copy of the exact expression and/or logo to be used in relation to the project/initiative; and
- (vi) Copies of statutes, documents of incorporation, extract of commercial registry, list of Board members or directors.

The Foundation will review each request and reply to each Applicant as soon as possible.