



MEMORANDUM of UNDERSTANDING: SHARED RESPONSIBILITY
between:

The World Subud Association (WSA), 4101 Legation Street, N.W., Washington, D.C. 20015 USA, a non profit, tax-exempt body incorporated in the District of Columbia, USA.

and:

Subud _____

A) PROTECTION OF THE NAME SUBUD AND THE SEVEN CIRCLES SYMBOL

WSA is owner of the name Subud and of the Seven Circles Symbol with the Office of European Union Trademarks and Design (OHIM). The name 'Subud' was registered under number 001881051 on January 9th 2002 and the Subud Symbol was registered under number 002054633 on April 12th 2002.

These marks have also been registered in a number of other countries around the world.

All future registrations in various countries should be done in the name of the World Subud Association as opposed to the name of the national organization. Where it is already registered, the registration of the name and symbol must be transferred to the World Subud Association.

- 1) The WSA grants to Subud _____ the right to use this name and symbol on all letter headed paper, informational documents about Subud, magazines, newsletters, covers of CD's and DVD's or other audio/video documents, commemorative merchandise and websites.
- 2) Also the WSA gives permission to Subud _____ to grant the right of such usage to Subud local centres and regional groupings that are considered by the national governing body to be a part of Subud _____ and that are within their territory, so long as these uses are in accordance with the clauses specified below.
- 3) In the same manner, the name and symbol can be used on plaques outside all places considered by the national committee or board of directors as 'Subud Centres,' where the spiritual exercise of Subud is practised. It can also be used outside other places, when authorized by a recorded decision of the national committee or council by Subud _____.
- 4) The above clauses also apply in the same manner for all Subud entities, such as Susila Dharma _____, that are created by the national congress of Subud _____.
- 5) Notwithstanding the above, the WSA, due to its responsibility, reserves the right to refuse the use of the Subud name and symbol for any reason to any person or body or to retract it if the terms of the agreement are, in its view, violated.

6) Due to the understanding that ultimately WSA is responsible for due diligence concerning the use of the Subud name and Symbol, the National Subud body may not grant the use of the Subud name and symbol to any individual person and may not grant the use to any project or enterprise of individual Subud members for commercial and non-commercial use. Such requests must be referred to the WSA.

7) Subud _____ is granted the right to use the name and symbol for merchandising articles for gatherings, fundraising events, or to support specific Subud activities in accordance with the policy outlined in the appendix attached to this document. This right may not be passed on to individuals without the written permission of the WSA executive. All designs must be submitted to WSA for approval.

8) In exchange, Subud _____ agrees to put the ® symbol next to the name and symbol, on letterhead paper, front covers of books and magazines, CD and DVD jackets and home pages, and all merchandise at least once. Any requests for exceptions to this fact, must be made in writing to WSA and receive written approval.

9) Subud _____ will inform all individual Subud members or groups or entities within their territory that they must request authorization to use the name Subud or the seven circles symbol on any merchandise. These requests will be passed onto to WSA.

10) Subud _____ also agrees to incorporate the following statement in all publications:

"Subud and the Seven Circles symbol are registered marks of the World Subud Association."

11) Subud _____ will ensure this is also done by all entities that are authorized to use the name and symbol within their territory.

12) The WSA provides guidelines for the use of the Subud symbol. They can be found on www.subud.org in the Media Programs section on the 'Copyright and Trademarks' page.

13) Subud _____ will take responsibility for ensuring that the books it publishes, containing the name Subud or the Seven Circles Symbol in their title will not be damaging to the World Subud Association image, and that the following statement be placed at the beginning of each publication:

"The views and beliefs presented in this book or on this CD or DVD are exclusively those of the author and cannot be construed as being those of the World Subud Association."

14) In the case where Subud _____ becomes aware of an individual member's intention to write and publish a book themselves about Subud and their personal visions or experiences, Subud _____ would endeavour to make sure that the member be informed that he or she must request permission from WSA to use the Subud name in the title or the Seven Circles Symbol in the book.

15) If Subud _____ sees that an individual member of their organization or a related Subud entity is not fulfilling one of the above mentioned requirements, Subud _____ must take the responsibility of asking them to rectify it. In the case where the member or entity does not comply, then Subud _____ must inform the World Subud Association in writing, which would have the responsibility of taking any necessary action, thus freeing Subud _____ from further obligation.