

# Notice and Takedown Policy

How to notify Next4biz of unlawful or rights-infringing content and how we review, restrict, or remove that content.

**Effective date:** 27 October 2025 • **Jurisdiction:** Türkiye (Law No. 5651) and applicable mandatory laws in other countries where a notice is filed.

## Purpose & Scope

This Policy governs the reporting ("Notice") and, where appropriate, restricting or removing ("Takedown") of content published on <https://www.next4biz.com/next4biz-home.html> and <https://www.next4biz.com/tr/next4biz-home-TR.html>, operated by Next4biz Bilgi Teknolojileri A.Ş. It covers content that is claimed to be unlawful, infringe intellectual property or personality rights, violate contracts, or otherwise breach applicable law or our platform terms.

## Definitions

- **Notice:** A written, signed complaint submitted to Next4biz that identifies allegedly unlawful or rights-infringing content and requests action.
- **Takedown:** Temporary restriction, removal, or disabling of access to notified content pending review or as a result of a final decision.
- **Complainant:** The individual, organisation, or authorised representative submitting the Notice.
- **Content Owner:** The party that created, uploaded, or controls the disputed content.

## Who May Submit a Notice

Individuals or organisations whose legal rights are allegedly infringed may submit a Notice directly or through an authorised agent (e.g., attorney, rights management company). Official authorities may submit requests under the relevant legal framework.

## How to Submit a Notice

A valid Notice must be written, signed, and include the information below. Incomplete submissions may be returned for correction.

- Full name, title, and contact details of the complainant.
- The URL(s), screenshots, or other precise location details of the content in question.
- Description of the right alleged to be infringed (e.g., copyright, trademark, personality right, confidentiality).
- Legal or contractual basis for the claim, with references to relevant provisions if available.
- Explanation of why the content infringes the identified right, including evidence supporting the claim.
- The action requested (removal, restriction, correction) and any deadlines imposed by law or court order.
- A signed statement affirming the accuracy of the Notice and authorisation to act on behalf of the rights holder.
- Date and place of submission.

Notices should be addressed to Next4biz Bilgi Teknolojileri A.Ş. using one of the channels below:

- **Physical delivery:** Sahrayıcedit Mah. Halk Sk. Pakpen Plaza No:40/4, Floor 4, Kadıköy, İstanbul, Türkiye
- **Registered electronic mail (KEP):** [next4biz@hs03.kep.tr](mailto:next4biz@hs03.kep.tr)

Digital submissions must be signed with a secure electronic signature recognised under applicable law.

## Evaluation & Takedown Process

Once we receive a Notice, we follow the steps below. Indicative timeframes may shift depending on complexity and mandatory legal deadlines.

1. **Receipt confirmation (1 business day):** We acknowledge the Notice and assign a reference number.
2. **Completeness check (up to 3 business days):** We verify that the Notice contains all required elements and may request clarifications or additional evidence.
3. **Interim measures:** If a claim appears well founded or urgent, we may apply temporary access restrictions while the review is ongoing.
4. **Substantive review (7–10 business days):** We evaluate the Notice, consult internal stakeholders, and may contact the content owner for a response.
5. **Decision:** We decide whether to remove, restrict, modify, reinstate, or decline action regarding the content.
6. **Notification:** We notify both the complainant and the content owner in writing, explaining the outcome and any further steps available.

## Counter-Notice & Appeals

If content is restricted or removed, the content owner may submit a counter-notice within 7 business days of our decision. The counter-notice must include:

- Identification of the content and the takedown reference number.
- A statement explaining why the content is lawful or why the complainant lacks rights.
- Supporting evidence or documentation.
- A declaration accepting service of process and jurisdiction in the venue specified by the complainant (if applicable).

We review counter-notices within 7 business days. Content may be reinstated if the counter-notice demonstrates that the takedown was unfounded or if required by law or legal order. Parties will be notified of the final outcome.

## Emergency or Authority Requests

Notices from official authorities, court orders, or situations involving imminent harm, personal safety, or legal urgency are prioritised and handled in accordance with the relevant legal provisions. We may act immediately to restrict access while we verify authenticity and scope.

## False or Abusive Notices

Submitting false, misleading, or bad-faith Notices is prohibited and may result in liability for damages or legal action by Next4biz. We reserve the right to suspend processing Notices from repeat abusers or to seek legal remedies for misuse of this process.

## Data Handling & Record Retention

We collect and store Notices, counter-notices, and related correspondence to comply with legal obligations, maintain audit trails, and defend our rights. Records are retained for a minimum of two years or longer if required by the applicable statute of limitations. Personal data submitted through this process is processed in line with our [Legal](#) • [Privacy Policy](#).

## Contact

Questions about this Policy or the status of a Notice can be directed to [legal@next4biz.com](mailto:legal@next4biz.com) or via the mailing address above. Please reference the assigned case number whenever possible.

## Version History

- **27 October 2025:** Initial publication and alignment with shared notice process.