



**From:**

Sports Travel and Hospitality Limited  
Avalon House  
72 Lower Mortlake Road  
Richmond-upon-Thames  
Middlesex,  
TW9 2JY  
("STH")

**To:**

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("Applicant OTA" or "you")

Date:

Dear Applicant OTA,

ICC World Test Championship Final 2025 – Confidentiality Statement

By signing this letter, you confirm on behalf of [ *insert company name*] ("**Applicant OTA**"), your intention to participate in the process for selection of Official Travel Agents ("**OTA**") for the ICC World Test Championships 2025 ("**OTA Selection Process**").

You further confirm on behalf of the Applicant OTA, the Applicant OTA's full understanding and acceptance of, and agreement to, the confidentiality terms and conditions set out below.

1. The existence of and content of discussions and correspondence, any information, materials, specifications or other documents in any medium or format (whether written, oral, visual or electronic, and whether or not marked or described as "confidential") provided to the Applicant OTA as part of the OTA Selection Process (the 'Confidential Information') shall be treated at all times as strictly confidential. The Applicant OTA (or any representatives or employees acting on the Applicant OTA's behalf) shall not disclose any such Confidential Information to any third party or use the Confidential Information for any purpose other than for the preparation and submission of its proposal for appointment as an OTA.
2. The Confidential Information may be disclosed to the Applicant OTA's representative or employees on a "need-to-know" basis solely for the purposes of the OTA Selection Process, provided that the Applicant OTA;
  - a. informs each recipient that the Confidential Information is confidential; and
  - b. ensures that each recipient to whom Confidential Information is disclosed complies with the terms of this letter as if that person was a party to this letter. The Applicant OTA will be responsible for all acts of, omissions of and breaches of the terms of this letter by any recipients as though they were the Applicant OTA's own acts, omissions or breaches.
3. None of the Applicant OTA's representatives or employees shall make any form of public announcement or statement relating directly or indirectly to STH and/or the OTA Selection Process to any media without the prior written approval of STH.



4. The Applicant OTA (or any representatives or employees acting on the Applicant OTA's behalf) shall only make copies of the Confidential Information where strictly necessary in connection with the OTA Selection Process.
5. The Applicant OTA acknowledges that all intellectual property rights in the Confidential Information shall at all times remain owned by STH and the Applicant OTA shall not at any time acquire any rights or licence in the Confidential Information other than as expressly set out in this letter.
6. The Applicant OTA shall ensure that the Confidential Information is kept securely and adequately protected against theft or unauthorised access, use, disclosure or copying, and maintain its security, integrity and confidentiality to at least the same standard and with at least the degree of care as the Applicant OTA applies to its own confidential information.
7. STH may at any time require the Applicant OTA to return or destroy the Confidential Information that it has disclosed pursuant to this letter (together with any copies thereof). In such an event, the Applicant OTA shall promptly fulfil the request whenever it is made.
8. The Applicant OTA's obligation under this letter shall continue in force for six (6) years from the date of this letter regardless of whether the Applicant OTA continues with the OTA Selection Process.
9. This letter shall be governed by and construed in accordance with the laws of England and shall be subject to the exclusive jurisdiction of the English courts.
10. Any reference in this letter to 'STH' shall be to Sports Travel and Hospitality Limited with its registered address at 1 Southampton Row, London, WC1B 5HA.

Please confirm your agreement with the foregoing by signing where indicated below and returning this Letter.

Yours sincerely

Emily Tuffin  
General Manager, STH UK

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Signature, for and on behalf of .....

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Printed name of authorised signatory