

**REGISTRATION FORM**

**TO BE COMPLETED AND SENT BY EMAIL TO: TRAINING.CT@CEDRAT-TEC.COM OR BY POST TO: CEDRAT TECHNOLOGIES - TRAINING DEPARTMENT - 59, CHEMIN DU VIEUX CHÊNE, INOVALLÉE - 38246 MEYLAN CEDEX FRANCE**

**TRAINING**

Course reference: ..... Date: ..... Price € Excl VAT \*\*: .....

Title: .....

\*\* 20 % discount granted for universities (students and professors)

**PARTICIPANT(S)**

Mr  Mrs  Miss ..... Name: ..... First name: .....

Function: ..... Company: ..... Department: .....

Address: .....

Phone: ..... Fax: ..... Email: .....

Mr  Mrs  Miss ..... Name: ..... First name: .....

Function: ..... Company: ..... Department: .....

Address: .....

Phone: ..... Fax: ..... Email: .....

Easy access to people with restricted mobility :

**COMPANY**

Company name .....

Address: .....

Post code: ..... City: ..... Country: .....

Phone: ..... Fax: ..... Email: .....

**TRAINING MANAGER**

Mr  Mrs  Miss ..... Name: ..... First name: .....

Phone: ..... Fax: ..... Email: .....

**PERSON COMPLETING THE FORM (IF DIFFERENT FROM ABOVE)**

Mr  Mrs  Miss ..... Name: ..... First name: .....

Phone: ..... Fax: ..... Email: .....

**INVOICING**

Company: .....

For the attention of: .....

Address: .....

Post code: ..... City: ..... Country: .....

Phone: ..... Fax: .....

VAT No: .....

Please indicate which order number must appear on your invoice: .....

**SIGNING THIS FORM INDICATES ACCEPTANCE OF THE GENERAL TERMS OF SALE OF THESE TRAINING COURSES, AS APPEAR OVERLEAF.**

Signed in: ..... (place)

On: ..... (date)

Company stamp and signature:

Name of signatory:

**DATA PROTECTION**

The information collected on this form are registered in the data base of **CEDRAT TECHNOLOGIES** to handle its Training Activity.

The information collected will be stored during **5 years** and is intended to the **Training Department of CEDRAT TECHNOLOGIES**.

Your personal data will be held securely and you can access, rectify or erase them at any time by request at [ctec\\_data\\_protection@cedrat-tec.com](mailto:ctec_data_protection@cedrat-tec.com) or by phone 04 56 58 04 00 asking for Mrs HUGI Sandrine, in charge of the training department.

## GENERAL TERMS OF SALE FOR TRAINING COURSES

These General Terms of Sale apply to all intercompany and intra-company training courses performed by CEDRAT TECHNOLOGIES S.A.

**CEDRAT TECHNOLOGIES S.A. IS REGISTERED AS A TRAINING ORGANISATION WITH THE REGIONAL PREFECTURE OF RHÔNE-ALPES UNDER THE NUMBER 82.38.006.63.38 AND ORGANISES TECHNOLOGY TRAINING COURSES.**

### DEFINITIONS

- Intercompany courses: off-the-peg courses delivered on our premises
- Intra-company courses: made-to-measure courses organised on our premises or on the customer's premises

### REGISTRATION

For all intercompany and intra-company training courses, registrations are considered firm by the training organisation once the registration form has been received by fax, post or e-mail, at least two weeks before the course begins.

Confirmation of the training event taking place:

The training organisation guarantees that the course will take place upon receipt of a total of 3 registrations, at least two weeks before the course is due to take place.

### CONTRACTUAL DOCUMENTS

The training organisation will send two copies of a professional training contract (for French companies) to the Customer, as required by law. The Customer will then return a signed copy of the contract as soon as possible to the training Organisation, bearing the company's stamp. An attendance certificate is sent to the training department at the end of the course.

### CANCELLATION CONDITIONS

Due to the customer:

Cancellation notification must be sent by the Customer to the training organisation by post to the following address :

Cedrat Technologies – 59 chemin du Vieux Chêne, Inovalée – 38246 MEYLAN Cedex France, or by email, to [training.ct@cedrat-tec.com](mailto:training.ct@cedrat-tec.com) or by phone, to +33 (0)4 56 58 04 00 at the latest two weeks before the course is due to begin.

Any cancellation within 2 weeks of the start of the course will result in the Customer being invoiced for 20% of the cost of the course.

For any absence not notified or justified, 100% of the cost of the course is payable. In the event of an employee not being able to attend the training, the Customer has the right to replace that employee by another, of a similar profile and with similar needs.

Due to the training organisation:

If there are not sufficient participants to make the course viable from a teaching standpoint, the training organisation reserves the right to cancel the event, at least two weeks before the course is due to begin.

### PRICES

For intercompany courses, prices appear in the catalogue excl VAT, and are valid until December 31st, 2018. University participants (students and teachers) qualify for a 20% discount.

For intra-company courses, prices and validity dates are indicated in the quote sent to the Customer.

Prices include teaching costs, documents and course materials, and, for courses taking place on the training organisation's premises, lunch and coffee breaks.

Any course begun is due in full.

### TERMS OF PAYMENT

The invoice is sent to the Customer, at the invoicing address indicated on the registration form at the end of the course.

Payment is due 30 days after receipt of the invoice, and must be made by cheque or by bank transfer to CEDRAT TECHNOLOGIES's account.

### COMPETENT COURTS

In the case of dispute, and in the absence of an out-of-court settlement, the sole competent jurisdiction will be the Court of Grenoble.