

## OMEC Trainings Terms and Conditions

This document has been in effect since January the 1st, 2011.

### Training course registration

1. Participation booking for training courses organised by OMEC Ltd. (hereinafter referred to as „OMEC”) can be made by telephone or e-mail to the Sales Department.
2. In case of booking by e-mail, OMEC Sales Representative will contact the Registrant in the next working day from the booking date, to confirm the participation.
3. To apply for the training course, a Registration Form must be completed.
  - In case the Registrant is an individual, Registration Form must be signed by the person who is going to take part in the training,
  - In the case of other entities, Registration Form must be signed by a person authorized to deal with financial commitments on behalf of the Registrant company,
  - The signature on the Registration Form confirms acceptance of organisational and financial conditions of the service delivery and allows OMEC to issue a VAT invoice.
4. Correctly completed Registration Form must be sent by fax or e-mail (scanned) no later than 7 working days prior to the beginning of the training course (unless OMEC Sales Representative states otherwise).
5. Not later than 2 working days before the scheduled start date of the training course, the Registrant will receive an e-mail or a telephone confirmation of the course.

### Terms of payment

1. The fee for participation in training courses should be paid in accordance to the terms of payment agreed with OMEC Sales Representative.
2. General Terms and Conditions: 100% fee transfer to OMEC Ltd. account (or in cash) no later than 3 working days after registration. Upon request, a proforma invoice may be issued.
3. In case of training courses where the prices are in Euros or USD, payment to the OMEC bank account should be made using the NBP (National Polish Bank) average exchange rate of the contract day. The invoice for the order in currencies other than PLN will be issued for the amount of money equivalent to the NBP average exchange rate of the contract day.
4. Prices presented on website and in the proposals are net prices. In accordance with the Polish law (the date of announcement of these Training Terms and Conditions), the training courses are subject to VAT at 23% level.
5. If the Registrant does not complete obligations under the terms of payment, OMEC reserves the right to remove registered participants from the training list.
6. If the training course organized by OMEC is postponed or if the training course is fully booked for a certain date, payment on account will be returned within 7 days to the Registrant's bank account, unless the Registrant wishes to move the booking to another date.

## Cancellation

1. Information about the cancellation must be delivered by the Registrant in writing to be valid.
2. After sending Registration Form, participation may be cancelled at no charge up to 10 working days prior the scheduled date of the training course.
3. In case of cancellation made 10 (or less) working days before the scheduled date of beginning, the Registrant shall pay a fee equal to 40% of the catalogue price (price from the OMEC's website) + VAT; these are the costs of site preparation and educational materials for training course.
4. In case of cancellation of the training course made one working day prior to the beginning of the course or not showing up for the training course, the Registrant shall be required to pay a fee equal to 100% of the catalogue price (price from the OMEC's website) + VAT.

## Organisational remarks:

1. The fee for the training course guarantees:
  - conducting a training course classes by instructors with the qualifications necessary for the training ordered,
  - appropriate training materials,
  - one hot meal a day (related to full-day classes held in OMEC's center),
  - tea / coffee during breaks,
  - certificate of participation in training.
2. All costs associated with transport and accommodation are covered by the participants of the training course (unless otherwise agreed in writing).
3. Fees for training courses conducted outside the OMEC's center does not include food for participants of the training, unless full organised by OMEC.
4. OMEC has the right to cancel training courses or refuse to carry out training courses, particularly when it is justified by the organisational and technical difficulties, or lack of a sufficient number of applicants. In such case OMEC will inform the Registrants as soon as possible about the fact and the reasons for the cancellation of training course.
5. In case of cancellation of a training course by OMEC, only the amounts paid by Registrants so far shall be returned.
6. OMEC reserves the right to make changes to these Terms and Conditions. Changed document is regularly published on the website of the Company. Terms and Conditions that were valid on the date of registration apply to the training booked.