



## Open Course Bookings are accepted subject to the following Terms and Conditions:

### 1. Order Confirmation:

Course places will only be provided on receipt of a completed booking form and, online booking, purchase order or authorised company letter accompanied by payment.

### 2. Remittance:

Payment should be made by cheque and must be made payable to Siemens Ltd or electronically to

Standard Bank of South Africa

Account Number - 202481050

Branch – Midrand

Branch Code 1155

SWIFT Code SBZA ZA JJ

- Payment must be cleared into our bank account at least 4 weeks prior to the confirmed course start date.

### 3. Telephone Reservations

These are accepted provisionally subject to payment being received within 10 working days, but in any case not later than 4 weeks prior to the course start date. Provisional course places will be held for ten working days from the date of reservation pending confirmation of order. If this period is exceeded without confirmation being received then these places may be released to other applicants. Any reservations made within 4 weeks of the course start date cannot be guaranteed until the booking form and payment have been received and course place(s) acknowledged.

### 4. Confirmation and Acknowledgement:

Your payment and reservation will be acknowledged in writing and sent to Siemens Ltd, A&D Training Centre ,300 Janadel Avenue, Halfway House, 1685. For the purpose of VAT a receipted invoice for the fees will be issued when the course takes place. Joining instructions will be forwarded giving details of time, location and travel information approximately three weeks before the training start date.

### 5. Customer Cancellation of Course Places:

Cancellation requests must be made in writing.

The following charges will apply:

NOTICE IN WORKING DAYS	% OF COURSE FEE PAYABLE
0-5	100%
6-10	50%

Cancellation of a course must be made to the Training Administrator in writing 10 (ten) days before the course start date. If no written cancellation or late cancellation is received 100% of the course fee shall be due and payable. Siemens shall consider the merits of any reasons submitted by the customer (you) for late/no cancellation.

### 6. Cancellation of a Course by Siemens Ltd:

Siemens Ltd reserves the right to cancel a course, subject to written notice to confirmed participants not later than 10 working days prior to the course start date. Siemens Ltd further reserves the right to cancel a course at any time

**Siemens Proprietary Limited** (Incorporated in South Africa)  
Digital Factory Division; Management: D Moodley

Company Registration Number: 1923/007514/07  
Registered Address: 300 Janadel Avenue, Halfway House 1685  
VAT Registration Number: 4790104428  
Chairman: KJ Helmrich\*  
Chief Executive Officer: SU Dall'Omo\*  
Chief Financial Officer: SJ Mueller\*  
Executive Director: R Nkuhlu, C Klaas  
Non-Executive Directors: TK Rathmann\*; Dr MI Survé  
Alternate Directors: I Amod; MK Becker\*  
Company Secretary: U Akwivu

\* German

Private Bag X71  
Halfway House  
1685  
South Africa

Tel.: +27 11 652-2000  
Fax: +27 11 652-2711  
www.siemens.co.za

where circumstances beyond its reasonable control make this necessary. When a course cannot be held or completed due to reasons beyond Siemens reasonable control, Siemens Ltd will endeavour to reschedule or complete the course within a reasonable period. In the event of this not being possible a full refund of fees already paid will be made. Siemens Ltd shall not be liable for any loss of any nature suffered or incurred by the customer or its trainees as a result of course cancellation.

#### 7. Liability:

Siemens Ltd shall have no liability for any use of, or inability to use, any material supplied or knowledge gained from participation in a Siemens Ltd, SITRAIN training course.

#### 8. Prices:

Siemens Ltd reserves the right to amend prices at any time up to confirmation of courses. Prices include documentation, lunch and refreshments, but do not include evening meals and accommodation or any travel costs.

#### 9. Health & Safety:

The customer must ensure that all participants are aware of their responsibilities under Health and Safety Legislation.

#### 10. Copyright and Confidentiality:

The copyright in all course material supplied or made available by Siemens in connection with any course vests in Siemens Ltd or its licensor. Course material whether in documentary or other material form or in electronic form or otherwise may not be reproduced in whole or in part without the prior written consent of Siemens Ltd or furnished or disclosed to any third party. Any software programs furnished by Siemens to course participants are ancillary to and may be used only in connection with software products previously supplied by Siemens to the customer and shall be subject to the terms of the licence applicable to such software products. The customer is responsible for the observance of these provisions by his participants and shall be liable for any breach of these obligations.

#### 11. Export Regulations:

Course bookings are subject to all necessary Export Licences and other permissions being obtained by the recipient, from the relevant authorities, for the destination and intended use of the goods and/or services.

#### 12. Legal Construction:

This Agreement shall be deemed to have been made under the laws of the Republic of South Africa and shall be read, construed and given effect in accordance with the laws of the Republic of South Africa.

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