**Course Bookings are accepted subject to the following Terms and Conditions**

These terms and conditions apply to Siemens plc, Registered Office: Faraday House, Sir William Siemens Square, Frimley, Surrey GU16 8QD | Registered No. 727817, England, with VAT number 479985260.

1. ORDER CONFIRMATION:

Training will only be provided on the receipt of written confirmation of order either in the form of an official purchase order or a signed company letter including a valid purchase order number.

2. REMITTANCE:

Full payment should be made by PO to Siemens plc and cleared into our UK bank account at least 4 weeks prior to the confirmed start date of the training. Invoice will only be issued, against a confirmed order, for customers holding approved credit facilities with Siemens plc. Please note if you don't currently have Siemens credit account, new application will be required, please note time consideration for this.

Invoiced payment is due on the 28th day of the month following the month of invoice unless otherwise stated thereon. We reserve the right to charge interest on overdue payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 or any statutory modification or re-enactment thereof at the rate provided therein, current at the date any payment becomes overdue from the date payment is due until the date payment is received by us.

3. EMAIL 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 10 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 order confirmation been received and course place(s) acknowledged.

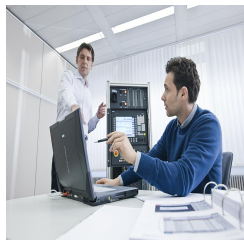
4. WEBSITE RESERVATIONS/ PURCHASES:

In order to purchase any of the services on-line you must register for an account with us via the website. If you already have an account with us you can log into your account using your user name and password, and PO to be provided within 10 working days from date of reservation or places may be released to other applicant.

5. CONFIRMATION AND ACKNOWLEDGEMENT:

Your payment and reservation will be acknowledged in writing and sent to Siemens plc, Industry Training Administration, Siemens Industry Training Centre, Sir William Siemens House, Princess Road, Manchester, M20 2UR.

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.(don't make any travel plans)

**6. 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
0-15	100%
16-25	50%

No fees will be charged where more than 25 working days written notice is received.

Notice period commences from the time Siemens plc, Industry Training Administration receives written confirmation. Substitutions will be accepted at any time for confirmed course places at no additional charge.

7. CANCELLATION OF A COURSE BY SIEMENS PLC:

Siemens plc 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. In such event a full refund of fees already paid will be made. Siemens plc further reserves the right to cancel a course at any time 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 plc 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 plc 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.

8. LIABILITY:

It is acknowledged and agreed that the contract provides for the carrying out of training services. Accordingly specific results cannot be guaranteed and any results, materials supplied, or information provided under the contract are provided 'as is' and without any express or implied warranties, representations or undertakings. To the maximum extent permitted by law, Siemens plc shall have no liability for any use of, or inability to use, any material supplied or knowledge gained from participation in a Siemens plc, Industry Training course.

9. PRICES:

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

10. HEALTH & SAFETY:

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

11. COPYRIGHT & CONFIDENTIALITY:

The copyright in all course material supplied or made available by Siemens in connection with any course vests in Siemens plc 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 plc 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.

12. **Compliance with Export Control Regulations**

12.1 If Customer transfers goods (hardware and/ or software and/ or technology as well as corresponding documentation, regardless of the mode of provision) delivered by Siemens or works and services (including all kinds of technical support) performed by Siemens to a third party Recipient shall comply with all applicable national and international (re-) export control regulations. In any event of such transfer of goods, works and services customer shall comply with the (re-) export control regulations of the Federal Republic of Germany, of the European Union and of the United States of America.

12. 2 Prior to any transfer of goods, works and services provided by Siemens to a third party customer shall in particular check and guarantee by appropriate measures that

- There will be no infringement of an embargo imposed by the European Union, by the United States of America and/ or by the United Nations by such transfer, by brokering of contracts concerning those goods, works and services or by provision of other economic resources in connection with those goods, works and services, also considering the limitations of domestic business and prohibitions of by-passing those embargos;
- Such goods, works and services are not intended for use in connection with armaments, nuclear technology or weapons, if and to the extent such use is subject to prohibition or authorization, unless required authorization is provided;
- The regulations of all applicable Sanctioned Party Lists of the European Union and the United States of America concerning the trading with entities, persons and organizations listed therein are considered.

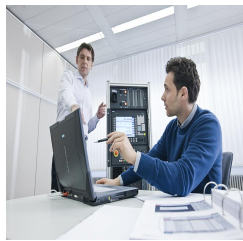
12.3 If required to enable authorities or Siemens to conduct export control checks, customer, upon request by Siemens, shall promptly provide Siemens with all information pertaining to the particular end customer, the particular destination and the particular intended use of goods, works and services provided by Siemens, as well as any export control restrictions existing.

12. 4 Customer shall indemnify and hold harmless Siemens from and against any claim, proceeding, action, fine, loss, cost and damages arising out of or relating to any noncompliance with export control regulations by customer, and customer shall compensate Siemens for all losses and expenses resulting thereof.

13. **DESTINATION CONTROL STATEMENT (DCS)**

If items are controlled by the U.S. Government (when labeled with "ECCN" unequal "N") they are authorized for export only to country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the

U.S. Government or as otherwise authorized by U.S. law and regulations. Items labeled with "AL" unequal "N" are subject to European / national export authorization. Items without label, with label "AL:N" / "ECCN:N" or label "AL:9X9999" / "ECCN: 9X9999" may require authorization from responsible authorities depending on the final end-use, or the destination.



14. LEGAL CONSTRUCTION:

Unless otherwise agreed in writing the contract shall in all respects be construed and operate as an English contract and in Conformity with English Law, and the English Courts shall have exclusive jurisdiction over any matter arising out of the contract.

15. PRIVACY POLICY:

Protecting the security and privacy of your personal data is important to us. Therefore, Siemens processes personal data in compliance with applicable laws on data protection and data security. Full details of our privacy policy can be found on our company website via the following link <https://www.siemens.com/uk/en/home/general/legal>