

# Registration Form

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Please register each delegate by completing the detail below and return by e-mail to [training@vims.de](mailto:training@vims.de). The company details are intended for accounting purposes and must reflect the details required for the completion and delivery of tax invoice.

## Invoice Details

**Company** \_\_\_\_\_

VAT Number \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Responsible for Payment \_\_\_\_\_

Contact Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Delegate Details

Delegate Name \_\_\_\_\_

Contact Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Course Details

**Course** \_\_\_\_\_

**Dates** \_\_\_\_\_

I hereby consent to the processing of the personal data that I have provided and declare my agreement with the General Data Protection Regulation (GDPR). The data will be collected, stored and processed for the purpose of course execution, service provision and quality assurance.

The participant's data will be forwarded to the Mobius Institute for certification by the Mobius Institute.

### Terms and Conditions

1. All course fees are payable upon confirmation of booking and an invoice will be sent as per details indicated above. Bookings cannot be secured until payment of invoice or valid purchase order is received.
2. Only cancellations received in writing 10 days before the start of the course will be refunded in full.
3. There will be no charge if a substitute person wishes to replace the original delegate.
4. VIMS reserves the right to cancel any course at any time without liability. In these circumstances, delegates will be offered an alternative date, or a full refund.
5. Delegate no shows, partial attendance or late cancellations will be liable for full cost.

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Signature