

# Registration Form 2010

FOR ALL COURSES LISTED IN THE 2010 TRAINING COURSE DIRECTORY



For course codes beginning with 'U'  
Please register through the **Southampton Office**.

**Complete this form and fax to:** +44 (0)23 8033 1972  
**OR email a scanned copy to:** training\_uk@oilspillresponse.com  
**Provisional booking by phone:** +44 (0)23 8033 1551  
**Online registration:** www.oilspillresponse.com  
**Mail to:** Oil Spill Response, Lower William Street  
Southampton SO14 5QE, United Kingdom

For course codes beginning with 'S'  
Please register through the **Singapore Office**.

**Complete this form and fax to:** +65 6266 2312  
**OR email a scanned copy to:** training\_sg@oilspillresponse.com  
**Provisional booking by phone:** +65 6266 1566  
**Online registration:** www.oilspillresponse.com  
**Mail to:** Oil Spill Response, 2 Jalan Samulun  
Singapore 629120

## Course Details (PLEASE FILL IN THIS FORM IN CAPITALS)

Course Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ Listed Course Fee: \_\_\_\_\_  
discount applicable at point of booking

The **Course Workbook** for all training courses are available in USB Flash Drive format **OR** in printed copy. *Please indicate your preference.*

USB Flash Drive  Printed copy

I would like to take up the **Assessment Option** conducted under **Oil Spill Response's** OPITO Approved Competence Management System.

Yes.  No.

## Delegate Details

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal / Zip Code: \_\_\_\_\_

Designation: \_\_\_\_\_

Dietary Requirement: \_\_\_\_\_ Medical Condition to Declare: \_\_\_\_\_

## Payment Options\* (Please choose one)

### Credit Card



Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Cheque

Cheque can be made in UKE Sterling, Euros, US Dollars or Singapore Dollars and mail together with this form to the respective address above. Please make payable to:

**OIL SPILL RESPONSE LIMITED**

### Bank Transfer

## Payment Details

Attention to: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

Sponsoring Company Name & Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_  Please send the invoice via postal mail, instead of email.

## Hotel Reservation

**Oil Spill Response** has secured competitive rates for hotels in Southampton and Singapore. Hotel reservations must be made via **Oil Spill Response** in order to enjoy these rates.

Please arrange hotel accommodation for me.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

I do not require hotel accommodation.

## Authorisation of Sponsoring Organisation

I authorise this booking and agree to abide by the Terms & Conditions as set out overleaf.

Name \_\_\_\_\_

Signature / Date \_\_\_\_\_

**This form must be signed for acceptance.**

Each training course has limited capacity so delegates are strongly encouraged to register in advance to avoid disappointment. \*Please see Terms and Conditions overleaf for more details.

# Terms and Conditions



FOR REGISTRATION FORM 2010

OSRL 198 ISSUE No.5 REV 14/10/09

## DEFINITIONS

- Oil Spill Response Limited, a company registered under the law of England, with registration number 1808594, hereinafter referred to as The Company.
- Sponsoring Organisation, a company or individual who has duly completed the authorisation overleaf by signing and dating the reservation form, hereinafter referred to as The Client.

## RESERVATIONS

- Bookings may be made online via The Company's website [www.oilspillresponse.com](http://www.oilspillresponse.com). Details of payment method will be required at the time of making the online booking. On receipt of internet bookings, notification will be sent by The Company confirming the booking. A receipt of payment or invoice will also be sent to the parties identified on the online booking form. Joining instructions will accompany this notification or follow afterwards, depending on the timing of the booking and the scheduled course delivery.
- Reservations made formally using the Reservation Form duly completed and sent to The Company by scanned copy, fax or post will only be accepted if The Client has accepted the terms and conditions herein by signing the authorisation overleaf. Any reservations made by telephone will only be provisional until a formal booking has been made and The Company being in receipt of a signed booking form or duly completed online booking.
- On receipt of formal bookings, notification will be sent by The Company confirming the booking and a receipt of payment or invoice will also be sent to the parties identified on the Reservation Form.

## PAYMENT

- Invoices will be sent immediately on The Company's confirmed receipt of the booking form.
- Payment must be received no later than 30 days before the start of the course. If a booking is made later than that time, payment must be made immediately.
- Should a delegate encounter difficulty in meeting the payment date, contact should be made with the relevant Training Department as soon as possible.
- The Company reserves the right to refuse delegate attendance on a course if payment is not settled before the start of the course.
- Payment must be made in the currency defined in the Course Listing 2010.
- Credit card payments for courses can be made in UK£ Sterling, Euros, US Dollars and Singapore Dollars only and will be charged in the same currency that the course is priced in at the prevailing rate. The security code for VISA and MasterCard is the last 3 digits at the back of the credit card. The security code for AMEX is the 4 digits on the front, above the main credit card number.
- Certificates will be withheld from delegates if payment is overdue.
- The Company shall not be deemed to have received payment until the sums are credited for value to the said account.
- All courses delivered in the UK will be subject to VAT at the applicable rate. For courses delivered in the UK the course fee excludes VAT. For courses delivered in Singapore, the fees will be subject to GST if applicable.
- All taxes will be applied to the course fee after any applicable discounts.
- Published course fees for all courses delivered outside of the UK are exclusive of all taxes and bank charges. The Client will be responsible for payment of any taxes or charges which are due.
- The Client shall not withhold or set off any amount from any payment due to the Company.
- The Client shall indemnify and keep indemnified The Company against all forms of taxation or fiscal imposts of whatsoever nature levied upon The Company or its employees in any jurisdiction other than the United Kingdom and Singapore arising out of The Company's performance or of the Services, including, without limitation, withholding tax and local added value taxes in any such jurisdiction and any customs or import or export duties. For the avoidance of doubt, in the event of any withholding of tax, the Client shall pay to The Company such further amount, in addition to the sum payable under this Agreement, so that The Company shall receive such sum as it would have received had no such withholding taken place.
- The Company may demand security for payment before continuing with or delivering any of the Services.
- Interest on any sums due to The Company and not paid by the course date will accrue at the rate of 3 percent per annum above the base rate of HSBC Bank plc, London, as established from time to time. Such interest will run from day to day and accrue until payment is actually made whether before or after any judgment or other resolution of any dispute.
- The Client is responsible for payment of course fees.
- Refer to the following for bank transfer payment:

### Bank transfer for course codes beginning with 'U'

#### Payment in UK£ Sterling

Account Name: Oil Spill Response Limited  
Account Number: 72296853  
Sort code: 40-01-06 IBAN: GB16MIDL40010672296853  
Address: HSBC Bank Plc, West End Commercial Centre  
90 Baker Street, London, W1U 6AX

#### Payment in US\$

Account Name: Oil Spill Response Limited  
Account Number: 67112999  
Sort code: 40-05-15 IBAN: GB12MIDL40051567112999  
Address: HSBC Bank Plc, West End Commercial Centre  
90 Baker Street, London, W1U 6AX

### Bank transfer for course codes beginning with 'S'

#### Bank Transfer for payment in SGD (S\$)

Account Name: Oil Spill Response Limited  
Account Number: 147-188072-001  
Swift code: HSBCSGSG  
Address: The Hong Kong and Shanghai Banking Corporation Limited  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320

#### Bank Transfer for payment in US\$

Name: Oil Spill Response Limited  
Account Number: 260-532304-178  
Bank: HSBC Singapore  
Bank Swift Code: HSBCSGSG  
Address: The Hong Kong and Shanghai Banking Corporation Limited  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320

## COURSE FEES

- All fees include tuition, lunch, morning and afternoon refreshments and course materials. Some evening meals and entertainment are included in a selection of courses.
- Two-way transport is included for all courses conducted in Southampton and Singapore between The Company's designated hotel and The Company's base. All transport will also be provided for exercises applicable to the programme.
- Course fees do not include accommodation.
- The fees for a particular year are determined in advance. Any unavoidable change in fees will be advised at the time of booking.

## DELEGATE CANCELLATIONS

- We appreciate that occasionally difficulties will arise and result in nominated staff being unable to attend a training course, therefore cancellations will only be accepted without charge, if notice of cancellation is received in writing (fax acceptable) at least 20 working days (4 weeks) prior to the course commencement date. Any cancellations received after this date will be subjected to the following penalties:

Cancellation Notice Given	% of Course Fee Charged
Less than 5 working days	100%
6 - 10 working days	75%
11 - 15 working days	50%
16 - 20 working days	25%

- In place of a cancellation, The Company will accept nomination of an alternate person to attend the course. Where an alternate delegate has been nominated, no refund or credit note will be issued.

## COURSE CANCELLATIONS AND CHANGES TO COURSE PROGRAMMES

- Courses are constantly updated and improved in keeping with The Company's policy for continual improvement, therefore the course description is intended as a guide only. The Company reserves the right to alter any of the courses' content without prior notice. The Company reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

## JOINING INSTRUCTIONS

- Upon receipt of a completed reservation form, notification will be sent confirming the booking. A full set of joining instructions will be sent to the delegate nearer the time of the course. This includes:

- Confirmation of course details and dates
- Venue and contact details
- Confirmation of accommodation reservations
- Copy of the course programme
- Maps of the designated hotel and venue
- Advice on travel to Southampton or Singapore (if applicable)
- Details on what to bring
- Dress code

## ACCOMMODATION

- Delegates will be responsible for payment of their own hotel bill. Hotel accommodation for course delegates is only made for courses held in Southampton and Singapore. Delegates should indicate on the booking form whether they require The Company to make a hotel reservation. Respective dates of arrival and departure should be clearly stated on the form. The Company cannot guarantee that the designated hotel will have available rooms on the selected dates. Should the designated hotel not be available, The Company will assist the delegate in finding an equivalent hotel. Hotel bookings are made on a bed and breakfast basis and include complimentary transport to and from The Company's base. Details of the hotel booking and reference number will be sent to the delegate's email address in the joining instructions. The Company's Training Department requires a minimum of 4 days' notice for hotel room cancellations. If the Client wishes to cancel the room with less than 4 days' notice then contact must be made directly with the hotel. Late cancellations are subject to "no-show" fees.

## DATA PROTECTION

- Personal information, as defined in the Data Protection Act 1998, will be used for administrative purposes including analysis for management information purposes. This information may also be passed to third parties.

## HEALTH & SAFETY

- Notwithstanding any other terms herein the Client or any of its directors, officers or employees will ensure compliance with all of The Company's instructions, directions, policies and procedures while at any site of The Company. Failure of the Client or any of its directors, officers or employees to comply with any of The Company's instructions, directions, policies and procedures could result in removal from the site and termination of services. If such termination occurs, the Client will be responsible for full payment in respect of the services and amounts due to The Company.

## CONTROL OF OPERATIONS AND EQUIPMENT

- Where The Company's equipment is employed at one of The Company's locations or some other location chosen by The Company, the responsibility for the control of all matters at the location at which the Equipment is deployed shall be that of The Company provided that the Client or any of its employees working on or with the Equipment may decline to carry out any instruction and take any action it or they see fit in any situation where the safety of personnel or property may be at risk, and the decision as to whether any such situation exists shall be at the sole discretion of the Client or any of its employees who are present at the location of the Equipment.

## LAW

- The construction, validity and performance of this Agreement shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

## LIABILITY AND INDEMNITIES

- The Client shall indemnify and hold harmless The Company and its directors, officers, employees, subcontractors and agents against all claims, costs, expenses losses, liabilities and damages for or arising out of the personal injury, illness or death of any director, officer, employee or agent of the Client, or for loss of or damage to any property of the Client or its directors, officers, employees or agents howsoever caused and regardless of any negligence or breach of duty of other fault on the part of The Company or its directors, officers, employees, subcontractors or agents whether or not arising out of or in connection with the Services.
- The Company shall indemnify and hold harmless The Client and its directors, officers, employees, subcontractors and agents against all claims, costs, expenses losses, liabilities and damages for or arising out of the personal injury, illness or death of any director, officer, employee or agent of The Company, or for loss of or damage to any property of The Company or its directors, officers, employees or agents howsoever caused and regardless of any negligence or breach of duty of other fault on the part of the Client or its directors, officers, employees or agents whether or not arising out of or in connection with the Services.
- Without prejudice to clauses 36 and 37 above, the Client shall indemnify and hold harmless The Company and its directors, officers, employees, agents and subcontractors against any claims, costs, expenses, losses, liabilities and damages of or to any third party howsoever caused and regardless of any negligence or breach of duty of other fault on the part of The Company or its directors, officers, employees, subcontractors or agents whether or not arising out of or in connection with the Services.
- Notwithstanding any other term herein, neither party shall be liable to the other under, arising out of or in connection with this Agreement.