



GENERAL TERMS AND CONDITIONS FOR PROCUREMENT LEADERSHIP PROGRAMME

Applicability All agreements entered into with SILF are subject to the following general terms and conditions, unless expressly agreed otherwise in writing. In the following text, references to SILF are to be taken as references to SILF and third parties brought in by SILF for the execution of the agreement. The SILF General Terms and Conditions apply exclusively to the Procurement Leadership Programme organised by SILF together with its partners.

PARTICIPANT

Person taking part in a SILF activity.

TRAINING ACTIVITIES

These activities are: training, courses and personal development programmes. This does explicitly not include examination activities, which are subject to separate terms and conditions.

REGISTRATION

Registration for SILF activities happens by completing the appropriate documents in full and sending them to SILF online, by email or by post. After receipt of the registration documents, SILF shall send confirmation of registration to the participant or member.

PLACEMENT/ADMISSION TO ACTIVITIES

Activities offered by SILF shall go ahead only with a minimum number of entrants, as determined at SILF's discretion. In case of more entrants than places, entrants shall be admitted in order of registration. Admission to an activity may be subject to selection by SILF.

FORMATION OF THE AGREEMENT

The agreement between SILF and the client is formalised upon (written) confirmation of the client's specific registration or order by SILF to the client.

FEES

Fees are as listed in information material (brochures, leaflets, PDFs) and on SILF's website, under observance of the stipulated term of validity. Fees are exclusive of VAT.

SCOPE OF OBLIGATIONS

Agreements entered into with SILF will make SILF subject to a best efforts obligation, not a result obligation, whereby SILF agrees to meet its obligations in a way that can be expected of SILF based on standards of due care and quality as they are at the moment of compliance.

Insofar as SILF relies on information from, or collaboration by, the client or a participant for proper compliance with its obligations, SILF shall be relieved of its obligations in the event of late provision of that information or collaboration.

PAYMENT

All fees listed by SILF are exclusive of VAT, unless explicitly stated otherwise. After confirmation of registration, an invoice will be sent to the relevant participant or debtor. All amounts are payable in advance. Payment must be made before or on the due date specified on the invoice. In the event of late payment, SILF is entitled to raise the amount by adding statutory commercial interest and collection charges.

CANCELLATION OF TRAINING ACTIVITY

Cancellation of enrolment in a training activity is possible, provided notice of cancellation is sent in writing or by email (silfonline@silf.se). The date on which this notice is received by post/email shall determine the date of cancellation.

Depending on the date of cancellation, fees may or may not be charged.

- From four weeks ahead of the activity, no fees will be charged.
- Between four and two weeks ahead of the training activity, a fee of €250 will be charged.
- Within two weeks ahead of the training activity, the full fee for participation in the activity will be charged.
- Cancellation fees are payable with immediate effect.

In case of cancellation before the scheduled start date, the participant/client is entitled to have another person take part in his/her place free of charge, provided this person complies with the profile specified by SILF. SILF must be notified of this along with the cancellation. Such a substitution will not be permitted after the activity has started.

RESCHEDULING OF TRAINING ACTIVITY

The cancellation provision does not apply when, upon written/email request by the participant/the client, registration for the training activity has been rescheduled to a later date than the original activity. Such rescheduling is free of charge, provided the

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Silf Competence AB	Besöksadress	Kistagången 2, 4tr 164 40 Kista	Tel 08-752 16 70 Fax 08-750 64 10	Säte: Stockholm Vi innehar F-skattebevis	1 av 2
	Postadress	Box 1278 164 29 Kista	E-post silfonline@silf.se www.silf.se	Vat SE 556515368001	

request is received at least four weeks before the start of the activity. The full amount for participation shall remain payable. Any amounts that were already paid will not be refunded. Rescheduling within four weeks prior to the start of the activity will incur an administration fee of €250.

CANCELLATION OF ACTIVITY BY SILF

SILF reserves the right to cancel an activity in the event of insufficient enrolment. Anyone who has registered for such an activity will be notified of cancellation by email or phone, following which their obligations shall lapse and SILF will look for an alternative solution.

INTELLECTUAL PROPERTY

Insofar as products and services provided by SILF as part of the execution of the agreement are subject to copyrights, trademark rights, design rights, trade name rights or other rights on intellectual property, SILF shall be and continue to be the holder (under third-party licences) or owner of these rights. The client and/or participants shall only be awarded a non-transferable user right, insofar as this is required for the execution of the agreement. The client is only allowed to use the material carriers of these rights for the purpose for which they were provided to the client, and is not permitted to reproduce them or alter or remove copyright, trademark right, design right, trade name right and other marks.

LIABILITY

SILF rejects any liability for indirect losses that can be attributed to SILF, including if these losses were caused by the actions of third parties brought in by SILF for the execution of the agreement. In case of losses that are the direct result of a fault that can be attributed to SILF, SILF can only be held liable if that fault is the result of intentional acts or gross negligence on the part of SILF. If SILF is held to indemnification of losses, this indemnification shall be limited to the fee agreed in the agreement (and in case of a continuing performance agreement, for the duration of one year).

The participant or client shall be liable for any damage to SILF or third-party properties caused by the participant.

Insofar as the agreement entered into with SILF includes sports and comparable activities, it is up to the participants in such activities to assess for themselves whether they are physically able and in good condition to responsibly take part in such activities.

REGISTRATION OF PERSONAL DATA

Entering into an agreement with SILF also constitutes consenting to SILF proceeding to the automated processing of all personal data obtained from the agreement. SILF shall exclusively use this personal data for its own activities. SILF shall manage the personal data it has acquired in the way that is stipulated by privacy legislation.

* whenever the participant is referred to as 'his' or 'he', this is to be read as 'his/her' and 'he/she'.