

Registration Form

Via fax to +43 (0)1 532 98 90 109

or by post to:

CIS – Certification & Information
Security Services GmbH
Salztorgasse 2/6/14
A-1010 Vienna

Phone: +43 (0)1 532 98 90
 Fax: +43 (0)1 532 98 90 109
 E-Mail: office@cis-cert.com
 Internet: www.cis-cert.com

Please complete the form legibly. Please check off what is applicable. Thank you!

Personal data

Family name	Date of birth *
First name	Place of birth *
Title	Private phone
Private address	
Company name and address	
Phone	Fax
E-Mail	

* necessary for the Certificate / Acknowledgement of Participation

Room reservations:

Please make your reservation directly in the hotel where the conference takes place while making reference to the CIS event.

Invoice:

to the participant to the company

I agree to obtain information sent by CIS Ltd. via e-mail

This course is accredited by itSMF.

Prerequisites:

- ITIL Foundation Certificate in IT Service Management (ITSM)
- good communication skills
- at least 3 years' job experience in IT
- at least 3 years' job experience relating to implementation/operation of Service Management Processes or Projects

(Please absolutely enclose a copy of qualification and job experience at registration !!!)

Registration: Please fill in the training date

ISO 20000 Consultant:

<input type="checkbox"/>	Date	ISO 20000 Consultant

Participation fee for the overall course ISO 20000 Consultant (incl. examination and Certificate, excl. of VAT) € 2,460.-

Venue for the course:
 (completed by CIS)

By giving a signature, the registration and payment modalities "General Conditions for Owners of Certificates", periods of validity for Certificates as well as examination conditions are accepted. Furthermore, consent is given to personal data being processed and saved by means of IT while considering data protection. (The name, company name and location will be taken over to the list of participants, which will be handed out to all the participants). Besides, the signature stands for correctness of information given on the Registration Form.

Place and date

Signature/company seal

General Hints:

Registration:

Registrations will be made in writing by using the Registration Form (on the first page) or informally to the following address:

CIS – Certification & Information Security Services GmbH

Salztorgasse 2/6/14, A-1010 Vienna

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The number of those participating in courses is limited. The **deadline for registration** is two weeks before the start of the courses.

Upon receipt of the registration, you will get an Acknowledgement of Registration. The registrations will be considered in the order of their arrival. You are requested to name substitute participants for courses (e.g. for reasons of illness) to CIS Ltd. immediately, if possible.

Registration means the registration and payment conditions, the examination conditions and periods of validity for Certificates as well as the "General Conditions for Holders of Certificates" are accepted.

Fees

Payment of the participation and examination fees is requested upon receipt of the invoice within 14 days without deduction. You will receive the invoice before the start of the course.

The fees include all the course and examination documentation as well as beverages during the breaks and lunch, exclusive of VAT.

Cancellation and change of registration

Cancellations and changes of registration will have to be addressed to CIS Ltd. **in writing**. Up to 2 weeks before the event, cancellations or changes of registration are free of charge. Then we will charge a fee to the amount of € 40.- for each person and event. If a person fails to appear, we will charge the full participation fee. CIS reserves changes of dates, venues as well as series of courses.

Data protection

Personal data that we need for conducting events will be processed and saved by means of IT while considering the Act regulating Data Protection.

Accommodation

The rooms will **not** be booked by CIS Ltd. However, you will be granted better tariffs for overnight stay in almost all hotels while hinting at the relevant CIS event.

Standards

Information on all the Standards can be obtained at

Österreichisches Normungsinstitut

(Austrian Standards Institute) (ON)

Heinestraße 38

A-1021 Vienna

Phone: +43 (0)1 213 00

Internet: www.on-norm.at

In-House Training

Upon request, we will also carry out all the events within your organization while specially tailoring them to your needs. Profit from our competence and request an offer, if necessary.

Additional information can be downloaded by you at

www.cis-cert.com

- General Conditions for Holders of Certificates (Allgemeine Bedingungen für Inhaber von Zertifikaten) (d001)

The above documents form part of the contract.

Educational expenditure is subject to tax benefits:

20% educational tax exemption or alternatively 6% educational premium.

Please obtain information from your tax consultant.