



PRIME QUALITY TRAINING PTE LTD.

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TRAINER AGREEMENT

This contract is a legal mutual agreement between Prime Quality Training Pte Ltd Singapore (The Company) and Mr **Abdou Ramadane** (The Trainer).

Topic of Training:

Centrifugal Pumps: Troubleshooting, Reliability & Efficiencies

Ouagadougou, Burkina Faso

02nd, 03rd, 04th May 2018

Trainer's name : **Abdou Ramadane**

Expected Number of Delegate: 25

1. Checklist

TRAINER/ SPEAKER HEREBY AGREE THAT:

- a) To provide Pre – Course Questionnaire to the Company
- b) To follow agenda, learning outcome as stated in the official brochure during training dates.
- c) To only use company name card provided during event.
- d) To provide a copy of Trainer's passport (2 pages)
- e) To provide complete bank details (Account Name, Account Number, Bank Name, Bank Number, Bank Address, SWIFT Code, and Residential Address).
- f) To be in connection with the company during 3 days of training (Emails, Viber, Line, Whatapps, etc...)
- g) Refer all client's training inquiries in Africa to the Company after training session
- h) Refer all competitor's training inquiries in Africa to the Company after training session
- i) To agree and follow below conditions.

PRIME QUALITY TRAINING PTE LTD (THE COMPANY) HEREBY AGREES THAT:

- a) To provide course material (soft copies – concepts and case study) on time to the Trainer
- b) To reimburse for visa processing fee to location of training.
- c) To confirm training course at least 03 weeks prior to date of departure. Trainer reserves the right to cancel this training agreement, if the final confirmation from the Company is less 03 weeks, without any penalties.
- d) Upon event confirmation date, the Company shall propose trainer suitable return-tickets then obtain final approval from trainer for final purchase done by the Company. In the event trainer prefers the return- ticket at higher price, the Company shall only reimburse its proposed return-ticket airfare, Trainer shall cover the extra.
- e) To provide necessary documents for trainer visa processing upon final event confirmation.
- f) During dates of training in Africa, to book and pay for hotel accommodation for the Trainer. Hotel is agreed as 4-5 stars hotel (Internet, conference room, flip chart, projector, speaker, and microphone is provided and paid by the company).
- g) There will be only one breakfast, one standard luncheon, and one standard dinner provided for each day of hotel stay.
- h) The company will provide Pick up – Drop off transportation, and a country representative in training location to assist the Trainer.
- i) Trainer needs to be at the training location one night and one full day before the training occurs.
- j) The Company covers all printing for training materials.
- k) The company will provide business cards to trainer to be used during the company's current events and future events.

Sample



Confidentiality Terms

To promote a transparent and long term relationship, The Trainer hereby agrees with The Company that, he will not interfere with any business relationship between The Company and its clients before, during and after the training. Any connection has to be reverted back to the company. The trainer only use the company provided business card to communicate with the Company's delegates.

Indemnify Terms

It is said that if any events due to external condition (Storms, war, etc) would be postponed or cancelled, The Company will be indemnified from paying the Trainer for that event. If partial payment is made for purpose of depositing, The Company reserves the right to claim full amount of partial payment back to its account due to service rendered by Trainer is not yet provided.

2. Payment of Fees and Cancellation Policies

Compensation:

Delegate	
Fee (USD)	1500

a. Payment schedule of public training:

100% of above 3 days is to be paid directly to Trainer within 30 working days after completion of the training.

b. Commission for in house training

Trainer is entitled to commission of USD 500 for successfully creating in-house training interests for Prime Quality Training. Once in-house training is confirmed by contract with Prime Quality Training, trainer shall receive notification in written and payment by bank transfer/ or cash whichever payment is specified by the Company's Finance team.

- c. Consulting assignments as result of training sessions organized by Prime Quality Training Pte. Ltd or its affiliate(s)

All consulting assignment(s) which occur after training sessions organized by Prime Quality Training Pte Ltd or it affiliate(s);

All consulting assignment(s) which go directly or indirectly to trainer, whom signs this training contract;

All consulting assignment(s) which are associated with parties so called Prime Quality Training clients have to be referred back to Prime Quality Training Pte Ltd. Prime Quality Training shall undertake following actions:

- Take trainer's recommendation for pricing consulting contract.
- Be entitled to 20% of consulting contract value excluding any local taxes.
- Be responsible for commercial/sales and payment activities of the consulting contract.

Event Time Amendment

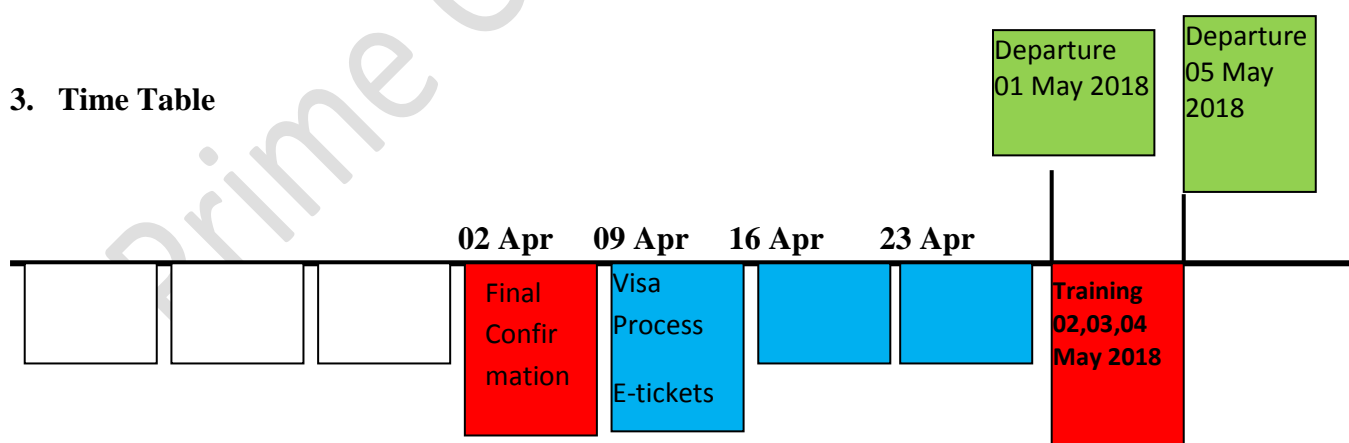
If due to certain, reasonable factors, either party decide to shift the time of agreed event to later dates, there has to be a written notice and acceptance from the remaining party.

Cancellation Policies;

To promote a transparent and long term relationship, The Trainer and The Company hereby agrees that if any party decides to cancel, there has to be a written notice and to be accepted at least 4 weeks before the event. Both parties will pursuit for nearest future training.

The company will refund the Visa Processing fee if the trainer already spent and received visa, in the event of cancellation.

3. Time Table



“The time table is only for illustration. Actual dates of arrival and departure may vary according to air ticket availability, consent of the company and trainer prior to booking air ticket, other external conditions and mutual understanding of the Company and the Trainer.”

It is trust that this contract is sufficient to certain extend, the trainer and the company, at any time, at most willingness, will pursue the relationship not to one only event but to many other events.

Please acknowledge and sign this contract and return

Yours Sincerely

(The Trainer)

Tommy Nguyen
Project Manager
PQ VietNam, Division of
Prime Quality Training Pty Ltd, Singapore
tommy@pri-qua.com

Please fill in the bank account details for us to register you inside our system. Do send us an invoice with your bank details upon completion of the service.

Bank Name	
Bank Account Holder Name	
Bank Account Holder Address	
Bank Account Number/ or IBAN for payment to Europe or UAE	
Branch	
SWIFT CODE	
Invoice Currency	
Total Amount	