

## Overview of the OCE Program 2021

**The program we offer is on an 'assessment only' basis.**

The aim of the qualification RII40220 - Certificate IV in Surface Coal Mining (Open Cut Examiner) is to develop the knowledge and skills in an applicant that is required by an open cut examiner.

As this program of study meets the Australian Qualification Framework (AQF), a nationally recognised qualification will be issued.

**Vocational outcome:** The qualification RII40220 - Certificate IV in Surface Coal Mining (Open Cut Examiner), together with the appropriate experience, allows a candidate to sit the oral assessment conducted by the Board of Examiners. Once passed by the Board the candidate will be issued with an Open Cut Examiners Certificate of Competency.

**Pre-requisites to apply for enrolment with Lennon Training:**

**(1)** five years work experience at an open cut mine. Three of these years need to be in and about the excavation ('the cut'); **(2)** personal study time 12-18 hours per week; **(3)** access to an open cut coal mine; **(4)** you will need to have 'tickets' for three pieces of equipment preferably assessed to the national RII competencies. If you do not currently hold these tickets, you will need to be in a position to get them by the time you complete the study program.

Contact [admin@lennontraining.com](mailto:admin@lennontraining.com) for the Course Information Guide

Lennon Training is a Registered Training Organisation that has been successfully operating in the Bowen Basin since 1991. Lennon Training's head office remains in Emerald with courses delivered from Emerald, Moranbah and Brisbane.

We offer the undermanagers course.

Programs in Emerald and Brisbane include

- ⇒ QLD Coal Surface induction (including refresher)
- ⇒ QLD Coal Surface & Underground (including refresher)

The above are programs that meet training requirements for Recognised Standard 11

Also regularly scheduled in Emerald and Brisbane, including refreshers:

- ⇒ Supervisor competencies
- ⇒ Cert IV Risk unit RIIRIS402
- ⇒ Working at Heights
- ⇒ Enter & work in confined spaces

Held each month in Emerald and Moranbah

- ⇒ Firearms Safety course (Cat AB or H)

Lennon Training have the only underground galleries in Queensland designed specifically for underground mine safety induction training. We have an underground gallery at all three of our training locations in Queensland.

Lennon Training's facilitators are experienced mining personnel. Our facilitators are selected for their ability to interact with trainees, identify and relate to trainees of different experience levels and learning difficulties.

**For new students  
commencing 2021**

**Lennon Training  
RII40220  
OCE program  
as part of becoming a QLD  
Coal Open Cut Examiner ^**



**Enquiries**

Phone: (07) 4982 0188

[admin@lennontraining.com](mailto:admin@lennontraining.com)

^ Terms & conditions apply

# RII40220

## Pre-enrolment

## Student Information

- external studies to achieve RII40220 Certificate IV in Surface Coal Mining (Open Cut Examiner) as required by the Board of Examiners

Principal: Kerry Lennon  
Training Manager: John Lennon  
Compliance Manager: Donna Lennon

RTO licence #1674 registered with ASQA

11 Kyle Street, EMERALD, Q, 4720  
PO Box 1470, EMERALD, Q, 4720

Phone: (07) 4982 0188

Website: [www.lennontraining.com](http://www.lennontraining.com)

Enquiries: [admin@lennontraining.com](mailto:admin@lennontraining.com)

*This handbook is for customers and clients of Lennon Training Consultants*

**Intentionally blank**

# CONTENTS

Contents	Page
Introduction and FAQs .....	4
Overview: OCE program .....	6
Cost of the Units: .....	7
Enrolment process: .....	8
You are responsible for: .....	8
Couse completion schedule: .....	8
Appeals: .....	8
Qualifications and Statement of Attainments: .....	9
Release of Award Qualifications:.....	9
Mutual Recognition:.....	9
Policies for students: .....	9
Course/Trainer Feedback: .....	10
Legislation .....	10
Unique Student Identifier (USI): .....	10



## Introduction to the OCE's Program

Lennon Training offer the **Certificate IV in Surface Coal Mining (Open Cut Examiner)**, a prerequisite of the Board of Examiners (current as of 22<sup>nd</sup> September 2020) to be able to apply to the Board to sit the examination for an OCE certificate of competency.

We conduct nine (9) competencies.

The candidate is required to acquire the following six (6) Units themselves

- RIIRIS402E (available through public supervisor course)
- RIIWHS301E (available through public supervisor course)
- RIICOM301E (available through public supervisor course)
- Two-Three pieces of equipment (hydraulic excavator; tracked dozer and haul truck)  
– you could swap some for the grader or loader

If you approach the OCE program as an operator you will surely finish as an operator!  
You must think like an OCE.

From this point forward attend work (mentally) as an OCE.

### Design of the Units

The questions are designed around the assumption that you are an experienced open cut mineworker.

### Resources

There are ample resources available to you to complete each Unit. Consider the web (Mr Google?); your experience; the knowledge of the experienced people at the mine; mine site documents (SHMS etc.); publications/texts

### Completing the assignments

Answer the questions as an OCE would.

Your SHMS will help you in preparing your responses to the assignments. Make reference to it wherever possible.

You may work with others to complete your assignments. Each response however must be a true reflection of your competency. Remember you will be on your own at the oral. Support your answers with diagrams, forms, photos, extracts from the SHMS and your experience.

- Kerry Lennon, course Coordinator



***Return to contents page***

## FAQ's

Q Can I do multiple units at once?

*Once a Unit is completed you can enrol in the next Unit*

Q What assistance will be available?

*For clarification of the assignments you can contact the course coordinator via phone or email for assistance. Answering the assignment questions shall be for you to engage appropriate mentors at your site and to use them to monitor your performance.*

Q Will there be any face to face contact?

*Only upon arrangement with the course coordinator.*

Q Will mock orals be available?

*Yes, upon successful completion of the Certificate, mock Orals can be scheduled. They are optional. The cost for the mock orals will be advised prior to the event.*

Q What units are involved and is there an order to do the course?

*The following describes the groups of units. Group 1 will be the order of study available from Lennon Training;*

*Group 1 &2:- are considered the core Units (in order of completion)*

*Group 3:- requires you to have time on the shot*

*Group 4:- are your existing equipment tickets (you can swap some for the grader or loader)*

*Group 5:- you could already have these supervisor and risk units (they are available from our public courses)*

### *Group 1 competencies*

- 1) RIIMPO403D Monitor **interaction** of heavy and light vehicles and mining equipment*
- 2) RIIWHS402E Examine and maintain **mine safety***
- 3) RIIMEX405E Apply and monitor **systems and methods** of surface coal mining*
- 4) RIIWHS404E Implement and monitor **health and hygiene** management systems*
- 5) RIERR401E Apply and monitor **emergency preparedness** and response systems in surface operations*
- 6) BSBSUS401 Implement and monitor environmentally **sustainable work practices***

### *Group 2 competencies*

- 1) BSBMGT401 Show leadership in the workplace*

### *Group 3 competencies*

- 1) RIIBLA205E Store, handle and transport explosives*
- 2) RIIBLA201E Support shotfiring operations*

### *Group 4 competencies*

- 1) RIIMPO301E Conduct hydraulic excavator operations*
- 2) RIIMPO308F Conduct tracked dozer operations*
- 3) RIIMPO338E Conduct rigid haul truck operations*

### *Group 5 competencies*

- 1) RIIRIS402E Carry out the risk management process (G2 Risk)*
- 2) RIIWHS301E Conduct safety and health investigations (S2 Supervisor)*
- 3) RIICOM301E Communicate information (S3 Supervisor)*

***Return to contents page***

**Overview:** OCE program  
RII40220 Certificate IV in Surface Coal Mining (Open Cut Examiner)

The Certificate IV in Surface Coal Mining (Open Cut Examiner) is one of the pre-requisites in applying to the Board of Examiners to sit the OCE Oral. It aims to develop the knowledge and skills of those individuals who intend on becoming an Open Cut Examiner and ensure Statutory obligations are met in the workplace. This qualification complies with the Australian Qualifications Framework (AQF) and therefore, a nationally recognised statement of attainment will be issued on successful completion of a unit.

**Pre-requisites:**

- Due to the level of mining knowledge assumed when designing this program, you are required to have at least five years work experience at an open cut mine. Three of these years need to be in and about the excavation ('the cut') to enroll in Units offered by this program.
- You are required to have access to a working open cut coal mine and access to the documentation that would normally be available to an OCE or supervisor engaged at an open cut coal mine.

**For the Board of Examiner application you will be required to complete not only the nine units but the following competencies either gained externally or through Lennon's:**

- The core competency unit: RII.RIS402E from your G2 course
- The core competency unit: RII.WHS301E from your Supervisor course
- The elective competency unit: RIICOM301E from your Supervisor course
- Two-Three equipment electives: typically equipment units such as hydraulic excavator, tracked dozer and/or haul truck

**Assessment requirements:**

- Complete the assessment items to the standard required by the competency unit in order to be deemed competent.

***Return to contents page***



### Cost of the Units:

Units listed below are payable on each Unit enrollment or \$325 payable upon enrollment and the balance prior to your material for that Unit being assessed. (Note: - for the two-part payment method, the ten-day turnaround of assessment outcome by Lennon Training applies once the balance payment has been received)

Refer to our public course schedule for fees to complete Supervisor and Cert IV Risk.

Payment for a Unit can be made via direct debit or credit card.

Further information about our Fees and Charges Policy and Refund Policy can be located at <http://www.lennontraining.com/policies>

**Table A – in order of available units:**

<b>Group 1</b>	<b>Unit Title</b>	<b>Course fees</b>
<b>Unit Code</b>		
RIIMPO403D	Monitor <b>interaction</b> of heavy and light <b>vehicles</b> and mining <b>equipment</b>	\$1,320
RIIWHS402E	Examine and maintain <b>mine safety</b>	\$1,320
RIIMEX405E	Apply and monitor <b>systems and methods</b> of surface coal mining	\$1,320
RIIWHS404E	Implement and monitor <b>health and hygiene</b> management systems	\$1,320
RIIERR401E	Apply and monitor <b>emergency preparedness</b> and response systems in surface operations	\$1,320
BSBSUS401	Implement and monitor <b>environmentally sustainable</b> work practices	\$1,320
<b>Group 2</b>	<b>Unit Title</b>	<b>Course fees</b>
<b>Unit Code</b>		
BSBMGT401	Show leadership in the workplace	\$1,128
<b>Group 3</b>	<b>Unit Title</b>	<b>Course fees</b>
<b>Unit Code</b>		
RIIBLA205E	Store, handle and transport explosives	\$1,320
RIIBLA201E	Support shotfiring operations	\$1,320
<b>Group 4</b>	<b>Unit Title</b>	<b>Course fees</b>
<b>Unit Code</b>		
RIIMPO301E	Conduct hydraulic excavator operations	\$1,320
RIIMPO308F	Conduct tracked dozer operations	\$1,320
RIIMPO338E	Conduct rigid haul truck operations	\$1,320
Optional; Mock oral by arrangement PoA		

***Return to contents page***



### **Enrolment process:**

Registering your intent to enrol into an available Unit can be reserved either direct with Lennon Training staff by calling (07) 4982 0188, downloading the enrolment/payment form from our website and emailing [admin@lennontraining.com](mailto:admin@lennontraining.com). Further contact will be made by an authorised person from Lennon Training regarding the completion of enrolment.

### **Deferment**

Deferment is permissible once one or more Units have been completed and a Statement of Attainment for that Unit issued. Qualifications gained prior to deferment will be recognised by Lennon training for five (5) years from the date of issue of the Statement of Attainment.

### **You are responsible for:**

- managing holidays, business and other commitments with respect to your studies
- submitting compulsory assessment items by the prescribed date.
- notifying the Lennon Training office of change of personal details if it is to reflect on any documentation relevant to the Unit being undertaken
- notifying the Lennon Training office in writing if deferring or withdrawing from study

### **Couse completion schedule:**

There is no minimum timeframe for completing a Unit. The assessment result will be advised by Lennon Training within ten (10) days from the receipt of your work. If there is a shortfall in the information you submitted the assessment result notification will take the form of advising you of the additional information required to meet the standard. Assignments for reworked material will be assessed when a marker is available.

### **Appeals:**

An appeal against a marking decision must be lodged in writing. All appeals will be addressed by two or more holders of statutory qualifications within ten (10) days of receipt. The Lennon Training decision will be final.



***Return to contents page***

### **Qualifications and Statement of Attainments:**

Upon successful completion, students will be issued an electronic Statement of Attainment for their achieved unit of competency.

The Certificate IV Surface Coal Mining (Open Cut Examiner) qualification may be awarded pending the meeting of requirements of RII40220.

### **Release of Award Qualifications:**

Our standard business practice will be to issue within 5 working days of the unit being deemed competent an electronic qualification pending payment and supply of the Unique Student Identifier. The invoice shall be electronic. If requested, a hard copy of the invoice can be posted via Australia Post to your nominated address that is recorded at the time of booking. A valid address is still required to generate an invoice.

Request for a black & white copy of the qualification that is certified by our JP is complimentary.

### **Mutual Recognition:**

Mutual Recognition is the acceptance from one RTO of an AQF qualification and/or Statement of Attainment issued by another RTO. This ensures the mutual acceptance throughout Australia of AQF qualifications and Statements of Attainment.

Putting it another way. Partial engagement of Lennon Training means if you wish to complete any of the Units with another provider, Lennon Training will recognise authentic Statements of Attainment when compiling the actual Certificate award.

### **Policies for students:**

Lennon Training has developed a number of policies to support the implementation of the Quality Management System. A summary of these policies are provided to each student on the back of the Enrolment Application. A full version can be found at [www.lennontraining.com](http://www.lennontraining.com)



***Return to contents page***

**Course/Trainer Feedback:**

Throughout the years, we've received feedback of both a positive and a constructive nature. Improvements are always sought and we are expecting to attain further areas of improvement that result from the students and/or their employers reflecting on the benefits the programs have brought to themselves and their work place. The two types of evaluations have been sourced from the National Centre for Vocational Education Research which we use to report to our governing body (Australian Quality Skills Authority) and are available on our website. For feedback reflecting on unsatisfactory areas, your comments are required in writing so that we may address them.

**Legislation**

Visit the government web site (see below) and study the full requirements of the Board to sit the OCE examination. There you will find a sample legislation exam for OCE's Note also on the web site the additional requirements you will need to put together before sitting.

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

If you are not at least 80% knowledgeable on your sites SHMS, the Act and the Regulations by the time you have completed four Units of the course, then you will probably struggle with the Board's oral and written exam. Read and live the legislation. Your SSE, mine manager and superintendent will make good sounding boards for you.

Your SHMS is aligned to the legislation. You will need to cross reference the legislation you are learning with the pertinent sections of your SHMS. They complement each other.

**Unique Student Identifier (USI):**

Effective 1 January 2015 a USI is needed before a training organisation can issue any student their Statement of Attainment, Certificate or Diploma. This is an Australian government initiative designed to make recording of your courses that you have completed more secure, correctly recorded and under your control. The Unique Student Identifier will be your exclusive identity and will be how you access your personal training database online from the following calendar year of the training. Nationally recognised courses being completed anywhere in Australia after 01/01/2015 will be linked to your Unique Student Identity. Creating your personal USI can be made via [www.usi.gov.au](http://www.usi.gov.au) and assistance can be provided by Lennon Training staff by calling (07) 4982 0188.

***Return to contents page***

## Enrolment Application

### COURSE DETAILS

**Upon successful completion, you may be issued the following:**

Occasionally for the purposes of training, monitoring compliance or to enhance safety and educational messages, the digital recording may be undertaken during class. Such data will be used by Lennon Training exclusively. If you do not give approval to be recorded, please indicate here ☐

**Unit code:** .....

**Unit title:** .....

**Qual:** in partial completion of **RII40220 Certificate IV in Surface Coal Mining (Open Cut Examiner)**

### Section 1 – PAYMENT DETAILS

**Check these details & update as required**

Address for tax invoice: Private

### Section 2 – YOUR DETAILS

**Name to match ID.**

**Check your details & update as required**

Gender (circle): [M] Male [F] Female [X] Other [ @ ] Leaving blank

First name: .....

Middle name (optional): .....

Surname/Family name: .....

Unique Student Identifier (USI)? «LIST\_YOUR\_UNIQUE\_STUDENT\_IDENTIFIER\_USI»

*This will be 10 characters long & you would have created it at [www.usi.gov.au](http://www.usi.gov.au)*

--	--	--	--	--	--	--	--	--	--

Date of birth (dd/mm/yy): .....

Your contact phone: .....

Your usual residential address (use your Street address, Suburb/Town, State, Postcode. This is not your PO Box):

***Certs are issued electronically upon supply of valid USI & payment terms being met.***

Primary email address/es: .....

Is there anyone else to be included? .....

Enrolment continues over page

## Enrolment Application

**For each question below circle or tick response that best describes you. Provide additional information as required**

What is your highest completed school level? Circle response

Still at school    Year 12    Year 11    Year 10    Year 9 or equivalent    Year 8 or equivalent    Did not go to School

Are you of Aboriginal or Torres Strait Islander origin?

No    Yes (Both)    Yes (Aboriginal)    Yes (Torres Strait Islander)

Were you born in Australia?

Yes    No    If no; which country? \_\_\_\_\_

At home, do you speak a language other than English?

No    Yes    If yes; specify main language \_\_\_\_\_

Of the following categories, which best describes your current employment status?

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed – seeking full-time work           |
| <input type="checkbox"/> Self employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work           |
| <input type="checkbox"/> Employer                             | <input type="checkbox"/> Not employed – not seeking employment         |

Do you consider yourself to have a disability, impairment or long term condition? Refer disability supplement if explanation required

No	If yes, tick ANY	<input type="checkbox"/> hearing/deaf	<input type="checkbox"/> vision	<input type="checkbox"/> intellectual	<input type="checkbox"/> other
	applicable =>	<input type="checkbox"/> learning	<input type="checkbox"/> mental	<input type="checkbox"/> acquired brain impairment	
		<input type="checkbox"/> physical	<input type="checkbox"/> medical condition		

Have you successfully completed any of the listed qualifications?

No	If yes, tick ANY	<input type="checkbox"/> Bachelor or higher degree	<input type="checkbox"/> Cert IV (or advanced certificate/technician)	<input type="checkbox"/> Certificate II
	applicable =>	<input type="checkbox"/> Advanced diploma or associate degree	<input type="checkbox"/> Cert III (or trade cert)	<input type="checkbox"/> Certificate I
Yes		<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Other, inc International	

Of the following categories, which best describes the main reason you are undertaking this course (Tick ONE box only)

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job               |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job             |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of student        |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development    |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community / voluntary work |

### Section 3 – STUDENT DECLARATION

I recognise that it is my responsibility to provide all necessary documentary evidence relevant to the above-mentioned training. I authorise the issuing organisation to verify with Lennon Training the authenticity of any qualification I have submitted to Lennon Training as part of my application.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice (see below)

.....  
Applicant's signature

...../...../.....  
Today's Date

.....  
Parent/Guardian signature (for applicants under 18 years)

...../...../.....  
Today's Date

### Section 4 – PRIVACY NOTICE

Under the *Data Provision Requirements 2020*, Lennon Training is required to collect personal information about and to disclose that personal information to the National Centre for Vocation Education Research Ltd (NCVER).

The Data Provision Requirements 2020 clarify what information must be provided to the Australian Skills Quality Authority (ASQA) and reduce duplication to help registered training organisations (RTOs) meet their existing obligations.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Lennon Training for statistical, regulatory and research purposes.

Please refer to Schedule 1 v3 of the National VET Data Policy that is available in your training course today.

## Schedule 1 v3 eff 01 January 2021

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

Should you not provide the requested details you will not be able to enrol.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.



The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

## Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## Contact information

At any time, you may contact **LENNON TRAINING (RTO#1674)** to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Lennon Training

RTO#1674

Email: [admin@lennontraining.com](mailto:admin@lennontraining.com)

Phone: 07 4982 0188

Web: [www.lennontraining.com](http://www.lennontraining.com)

PO Box 1470, Emerald, QLD, 4720

Compliance Manager: Donna Lennon





# Payment form

## COURSE DETAILS

### OCE unit

Enrolment for attached [ ]

Unique Student Identifier listed [ ]

Payment amount noted [ ]

## APPLICANT DETAILS

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Note that the enrolment form enclosed with this information kit must be completed by the applicant, signed and accompany this form.

## PAYMENT DETAILS

Course fees/person to release materials: \$325

Balance fees/person: \$ balance varies - ref list

Colour hard cert (optional): \$27.50 each \_\_\_\_\_

*Remember, colour certificates are now emailed*

Total authorised to deduct today: \$ \_\_\_\_\_

Method of payment:

On day of application —see Notes #1

or

Credit card — complete below and refer Notes #2

Card Number:

\_\_\_\_\_

Expiry (mm/yy): \_\_\_\_\_ CCV: \_\_\_\_\_

Name on card: \_\_\_\_\_

### Notes on payment method:

1. Credit cards that are not accepted: Amex, Diners, JCB
2. EFT payment available. Materials released / certification issued upon receipt of applicable funds.

## INVOICE DETAILS

Paying privately [ ]

You still must supply details for the Tax Invoice:

Private address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Private email address:

\_\_\_\_\_

Company—complete all details below [ ]

Company name: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address for invoice: \_\_\_\_\_

\_\_\_\_\_

CC: \_\_\_\_\_

Invoice address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address for general correspondence:

\_\_\_\_\_

CC: \_\_\_\_\_