

## REGISTRATION FORM

All fields must be filled in. IF HANDWRITING, FILL OUT IN UPPERCASE

### Identification of training action

Name: \_\_\_\_\_

Action code: \_\_\_\_\_

Training venue: ☐ Lisbon Assay Office ☐ Porto Assay Office

### Trainee Data

☐ Registered SIGO (optional)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality: \_\_\_\_\_

Born in: \_\_\_\_\_ District: \_\_\_\_\_ Taxpayer# \_\_\_\_\_

ID Document #: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type: ☐ CC ☐ BI ☐ Passport ☐ Other \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal code: \_\_\_\_ – \_\_\_\_

Telephone: \_\_\_\_\_ Or mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Academic qualifications: \_\_\_\_\_

Profession: \_\_\_\_\_

### Company data (to be completed if you wish to be invoiced on behalf of the company)

Title: \_\_\_\_\_

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

Town/City: \_\_\_\_\_ Postal code: \_\_\_\_ – \_\_\_\_

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

NIPC: \_\_\_\_\_ CAE: \_\_\_\_\_ Activity: \_\_\_\_\_

### Payment

Invoicing: ☐ Individual name ☐ Company

Payment Method: ☐ Cash ☐ ATM ☐ Other \_\_\_\_\_

☐ Check No. \_\_\_\_\_ Bank: \_\_\_\_\_

(Payable to *Agência de Gestão da Tesouraria e da Dívida Pública - IGCP, E.P.E.*)

### Data Protection

Under the legal right to data protection, we inform that your personal data will be entered into a database for the sole purpose of managing training.

☐ I have been informed and accept the General Requirements for Training given by *Imprensa Nacional - Casa da Moeda, S.A.* that appear on the back of this sheet and on the Training Action Sheet to which I enrol, delivered as attachment.

Trainee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Personal data collected through this form will be processed in accordance with the conditions and purposes documented in the Privacy Policy. For more information see [https://www.incm.pt/portal/politica\\_privacidade.jsp](https://www.incm.pt/portal/politica_privacidade.jsp)

## GENERAL REQUIREMENTS FOR TRAINING

### I – IDENTIFICATION OF ENTITY

**IMPRENSA NACIONAL-CASA DA MOEDA, S.A.,** with head office at Av. António José de Almeida, Edifício Casa da Moeda, 1000-042 Lisboa and single number 500792887, legal person registered at the Commercial Registry of Lisbon, with share capital of EUR 30.000.000, hereinafter referred to as INCM

### II – FORMS AND METHODS FOR REGISTRATION AND SELECTION

#### 1. Registration

Registrations of all interested parties are always formalised in a form provided by INCM.

A duly completed registration form is sent by email as indicated in the Training Action Form.

The trainee, after completing and signing the Registration Form and setting the respective date, assumes his/her express will to attend the relevant training action, which will happen after verification of compliance with prerequisites determined for the same and payment of the corresponding amount.

The trainee takes express knowledge of, and accepts, the dates for the specific action.

The trainee becomes aware and accepts that the issue of his/her Certificate depends upon his/her presence/attendance and good results, as described in the “Duties of the Trainee”.

#### 2. Selection

The selection of trainees shall be carried out on the basis of the analysis of registrations of the interested parties according to the following criteria:

- Date of entry of the application;
- Completion of all fields requested in the registration form;
- Verification of the specific selection criteria contained in the Training Action Sheet, minimum access requirements and eligibility criteria;
- Verification of the consistency of the application with the target audience and action goals.

### III – ATTENDANCE CONDITIONS

#### 1. Rights of the Trainee

The trainee is entitled to:

- a) Benefit from training in accordance with the defined programmes, methodologies and procedures;
- b) Receive copies of the pedagogical support documentation recommended or selected by the trainer;
- c) Benefit from an accident insurance for hazards occurred during and because of training (Insurance Policy No 14/72618);
- d) Access the facilities, equipment and materials compatible with the type of training given;
- e) Have priority in access to new training where the training action (s)he was attending has been interrupted or by impediment, where (s)he has not completed training for reasons not attributable to him/her;
- f) Evaluate training activities;
- g) Receive a Declaration of Participation in Training or a Qualification Certificate.

#### 2. Duties of the Trainee

The trainee has the duty to:

- a) Attend training activities with assiduousness and punctuality, with a view to acquiring the skills targeted, not being allowed to attend less than 90 % of the total workload, without prejudice to the fulfilment of the action goals, under penalty of not completing the training action with success and not receiving the subsequent certification;
- b) Bring the necessary material stipulated in the Training Action Sheet for the relevant registration, under penalty of not completing the training with success and not receiving the subsequent certification, in which case INCM may not be held responsible for that fact;
- c) Mark his/her presence by means of the appropriate sheet;
- d) Be intervening and contribute to a good group dynamics;
- e) Not disturb the normal course of training sessions;
- f) Treat with urbanity the trainers, colleagues, INCM employees and other persons to whom (s)he relates during and because of the training action;
- g) Ensure the conservation and proper use of the goods and installations used;
- h) Submit to evaluation tests necessary for assessment of acquired knowledge;
- i) Bear the costs of replacing or repairing equipment and materials during training, whenever damages made derive from malicious or negligent behaviour;
- j) Truthfully inform the INCM on any anomalous occurrences in the course of training, either with respect to colleagues, trainers or other collaborators of INCM;

- k) Truthfully provide any information requested by the INCM;
- l) Refrain from any act that may contribute to the injury or discredit of the INCM;
- m) Not disclose or transmit to third parties any information about equipment or procedures, or any other information acquired during training, and observe confidentiality on all contents of the training course.

### IV – PAYMENT AND REFUND POLICY

#### 1. Payments

The amount to be charged for the training actions is as defined in the Training Action Sheet.

After verifying the compliance with certain prerequisites and validating the registration form, INCM invites the trainee to pay the fees.

Payment may be made in cash, ATM or cheque payable to **Agência de Gestão da Tesouraria e da Dívida Pública – IGCP, E.P.E.,** or by other means defined and authorised by INCM.

Registration in the training action will only be confirmed after payment and good collection.

The invoice will be issued after acceptance of registration and confirmation of payment.

#### 2. Refunds

In the event of withdrawal, the participant shall report this fact to the INCM in writing, within 5 days before the beginning of the action. The notification made without observing this minimum period exempts the INCM from refunding the value of the registration.

INCM reserves the right to cancel or postpone the completion of training if the number of participants is insufficient. In the event of cancellation, all payments made in the meantime will be returned.

The analysis of a refund is always carried out on a case-by-case basis.

### V – CONDITIONS FOR TRAINING OPERATION

The training will be carried out in accordance with the plan set out in the Training Action Sheet.

These conditions may be amended at the suggestion of the technical team or of any intervener, with the agreement of the technical team, provided that there is no prejudice to the results of the training or to any of the actors involved.

### VI – INTERRUPTIONS AND POSSIBILITY OF REPETITION

Any interruption of training activities suggested by the INCM presupposes their continuity on a first opportunity, the absence of damage to the training results, as well as the agreement of all actors in the on-going training process.

Whenever and where a trainee has not completed the training course for which (s)he was enrolled (which was given and confirmed upon payment) for reasons not attributable to him/her, (s) he may have priority in access to a new training action as soon as there is an available vacancy.

### VII – PROCEDURES CONCERNING COMPLAINTS AND CLAIMS

Any complaint or claim related to the formative process and/or its actors shall be formalised in writing to INCM in a complaints book.

The technical team will examine, on a case-by-case basis, each of the issues formalised and will act in accordance with the guidelines of the Training Regulation.

Imprensa Nacional – Casa da Moeda, S.A  
(Portuguese Mint and Official Printing Office)