Overview of the Deputy Program

The Certificate IV in Underground Coal Operations is one of the pre-requisites in applying to the Board of Examiners to sit the Deputy’s Oral. It aims to develop the knowledge and skills of those individuals who intend on becoming an Underground Deputy (ERZ Controller) 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.

Vocational outcome: ERZ Controller, pending Board of Examiner written and oral assessments, site specific inductions and respective authorisations.

Pre-requisites: (1) two years experience in underground coal within the past five years. This is a requirement as the availability of facilitators and content people are limited and as such we are unable to offer basic education in the principles of coal mining; (2) personal study time 12-18 hours per week; (3) access to underground coal mine essential for assignments; (4) access to a copy of your sites’ Safety and Health Management system and Principal Hazard Management Plans; (5) physical ability to complete the practical assignments.

Note:- People with less than two years’ experience underground may present their case for being permitted to enroll in a Unit. The acceptance of such an application will be based on an assessment of the person being able to cope with the level of instruction.

For the Board of Examiner application you will be required to complete the following unit through your own means: RII Ris402D Carry out the risk management processes.

To be eligible for the full certificate qualification, you will be required to complete the following competencies through your own means:

Two electives: typically an equipment unit such as Shuttlecar and typically RIWH5301D or RIICOM301D from your Supervisor course.

Elective units must reflect current occupational and learning outcomes of this AQF qualification.

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 and since 2005, the coal provinces of P.R China.

We offer the undermanagers course.

Programs in Emerald and Brisbane include:
⇒ GI Coal Surface induction (including refresher)
⇒ GI 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 RII Ris402
⇒ 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.

Enquiries
Phone: (07) 4982 0188
admin@lennontraining.com

^ Terms & conditions apply
Pre-enrolment
Student Information

- external studies of RII units required by the Board of Examiners, and
- requirements to achieve RII40415 Certificate IV in Underground Coal Operations

Principal: Kerry Lennon
Business Development Manager: John Lennon
Quality Compliance Manager: Donna Lennon
RTO licence number 1674 registered with ASQA
Address: 11 Kyle Street, EMERALD Q 4720
Postal Address: P.O Box 1470, EMERALD Q 4720
Telephone: (07) 4982 0188
Fax: (07) 4982 4103
Website: www.lennontraining.com
Enquiries: admin@lennontraining.com
Online reservations: www.lennontraining.com

This handbook is for customers and clients of Lennon Training Consultants
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Introduction to the Deputy’s Program

Lennon Training offer the Certificate IV in Underground Coal Operations, a prerequisite of the Board of Examiners (current as of 1st May 2016) to be able to apply to the Board to sit the examination for a Deputy’s certificate of competency.

We conduct nine (9) competencies.

The candidate is required to acquire the following four (4) Units themselves

- RIICOM301D (available through public supervisor course)
- RIIWHS301D (available through public supervisor course)
- RIIRIS402D (available through public supervisor course)
- A piece of production equipment (shuttle car; continuous miner or longwall face equipment)

If you approach the deputy program as an operator you will surely finish as an operator!
You must think like a deputy.
From this point forward attend work (mentally) as a deputy.

Design of the Units
The questions are designed around the assumption that you are an experienced 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 a deputy 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.

- John Lennon, course Coordinator

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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 Is there an order to do the course?
   Yes, the following will be the order of study;
   1) RII.MEX406D Apply and monitor mine transport systems and production equipment
   2) RII.RAI401D Apply and monitor mine services and infrastructure systems
   3) RII.MCU407D Apply and monitor the strata management plan
   4) RII.UND401D Apply and monitor the ventilation management plan
   5) RII.MCU403D Apply and monitor the gas management plan
   6) RII.MCU406D Apply and monitor the inrush management plan
   7) RII.ERR402D Apply and monitor underground coal mine emergency preparedness and response procedure
   8) RII.MCU408D Apply the spontaneous combustion management plan
   9) RII.BLA202E Support underground shotfiring operations (Group A elective)

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Overview: Deputy program
RII40415 Certificate IV in Underground Coal Operations

The Certificate IV in Underground Coal Operations is one of the pre-requisites in applying to the Board of Examiners to sit the Deputy's Oral. It aims to develop the knowledge and skills of those individuals who intend on becoming an Underground Deputy (ERZ Controller) 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 a number of years’ experience in underground coal (outbye, longwall and development) to enroll in Units offered by this program. This to ensure fairness to the applying candidates.
- You are required to have access to a working underground coal mine and access to the documentation that would normally be available to an ERZ controller or supervisor engaged at an underground coal mine.

For the Board of Examiner application you will be required to complete the following competency through your own means:
- The core competency unit: RII.RIS402D Carry out the risk management processes

To be eligible for the full certificate qualification, you will be required to complete the following competencies through your own means:
- Two electives: typically an equipment unit such as Shuttlecar and typically RIIWHS301D or RIICOM301D from your Supervisor course.
- Elective units must reflect current occupational and learning outcomes of this AQF qualification.

Assessment requirements:
- Complete the assessment items to the standard required by the competency unit in order to be deemed competent.
Cost of the Units:
Most Certificate level Units cost one thousand three hundred and twenty dollars ($1,320) each, payable on 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)
The Unit RII.MCU406D Apply and monitor the inrush management plan is $1,128
The Unit RII.BLA202E Support underground shotfiring is $990

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

The fees are paid per Unit as noted in Table A.

Table A – in order of available units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Course fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>RII.MEX406D</td>
<td>Apply and monitor <strong>mine transport</strong> systems and production equipment</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.RAI401D</td>
<td>Apply and monitor <strong>mine services</strong> and infrastructure systems</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.MCU407D</td>
<td>Apply and monitor the <strong>strata management</strong> plan</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.UND401D</td>
<td>Apply and monitor the <strong>ventilation management</strong> plan</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.MCU403D</td>
<td>Apply and monitor the <strong>gas management</strong> plan</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.MCU406D</td>
<td>Apply and monitor the <strong>inrush management</strong> plan</td>
<td>$1,128</td>
</tr>
<tr>
<td>RII.ERR402D</td>
<td>Apply and monitor underground coal mine <strong>emergency preparedness</strong> and response procedure</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.MCU408D</td>
<td>Apply the <strong>spontaneous combustion</strong> management plan</td>
<td>$1,320</td>
</tr>
<tr>
<td>RII.BLA202E</td>
<td><strong>Support underground shotfiring</strong> operations</td>
<td>$ 990</td>
</tr>
</tbody>
</table>

Optional; Mock oral by arrangement PoA
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 or through our booking system (creating your own account online). 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

Course 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.

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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 Underground Coal Operations qualification may be awarded pending the meeting of requirements of RII40415.

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
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 ERZ Controller examination. There you will find a sample legislation exam for deputy Note also on the web site the additional requirements you will need to put together before sitting.

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 undermanager 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 and assistance can be provided by Lennon Training staff by calling (07) 4982 0188. Should you request Lennon’s to apply on your behalf, a signed privacy notice (see following 2 pages) must be provided.
Privacy Notice – Students requesting Lennon Training to apply on their behalf

If you do not already have a Unique Student Identifier (USI) and you want Lennon Training to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Lennon Training will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General’s Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Lennon Training to make an application for a student identifier on your behalf, Lennon Training will have to declare that Lennon Training has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Lennon Training has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
Privacy Notice – Students requesting Lennon Training to apply on their behalf

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints
You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.
You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Lennon Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Lennon Training’s privacy policy which can be found at http://www.lennontraining.com/forms-and-policies

(signature of acceptance by student) .................................................................

Name of student .......................................................... Date: ........................

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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 RI40415 Certificate IV in Underground Coal Operations

Section 1 – PAYMENT DETAILS

Check these details & update as required

Name of Employer or list Private  
(list mine site if applicable): .................................................................
Address for tax invoice: ........................................................................

Section 2 – YOUR DETAILS

Name to match ID.  
Check your details & update as required

Gender (circle): Male  Female  Other
First name: .............................................................................................
Middle name (optional): .........................................................................
Surname/Family name: ...........................................................................
Unique Student Identifier (USI)?
This will be 10 characters long & you would have created it at 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?  
For each question below circle or tick response that best describes you. Provide additional information as required

Were you born in Australia?
Yes  No  If no; which country? ______________________________________________

Are you of Aboriginal or Torres Strait Islander origin?
No  Yes (Both)  Yes (Aboriginal)  Yes (Torres Strait Islander)

Do you speak a language other than English at home?
No  Yes  If yes; specify main language __________________________________________

Do you consider yourself to have a disability, impairment or long term condition? Refer disability supplement if explanation required
No  If yes, tick ANY applicable =>  
[ ] hearing/deaf  [ ] vision  [ ] intellectual  [ ] other
[ ] learning  [ ] mental  [ ] acquired brain impairment  
[ ] physical  [ ] medical condition

LTCF14/(8/020718)
Enrolment Application

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

Have you successfully completed any of the listed qualifications?
No If yes, tick ANY applicable => [ ] Bachelor or higher degree [ ] Certificate II
Yes [ ] Advanced diploma or associate degree certificate/technician) [ ] Certificate I
[ ] Diploma (or associate diploma) [ ] Cert III (or trade cert) [ ] Other, inc International

Of the following categories, which best describes your current employment status?
[ ] Full-time employee [ ] Employed – unpaid worker in a family business
[ ] Part-time employee [ ] Not employed – not seeking employment
[ ] Self employed – not employing others [ ] Unemployed – seeking full-time work
[ ] Self employed – employing others [ ] Unemployed – seeking part-time work

Of the following categories, which best describes the main reason you are undertaking this course (Tick ONE box only)
[ ] To get a job [ ] It was a requirement of my job
[ ] To develop my existing business [ ] I wanted extra skills for my job
[ ] To try for a different career [ ] To get into another course of student
[ ] To get a better job or promotion [ ] For personal interest or self-development
[ ] Other reasons

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 2012, 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).
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. Lennon Training may disclose your personal information for these purposes to third parties, including:
• School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
• Employer – if you are enrolled in training paid by your employer;
• Commonwealth and State or Territory government departments and authorised agencies;
• NCVER;
• Organisations conducting student surveys; and
• Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:
• issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
• facilitating statistics and research relating to education, including surveys;
• understanding how the VET market operates, for policy, workforce planning and consumer information, and
• administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.
NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au)
## Payment form

### COURSE DETAILS

| Deputy 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. Cash or cheque are accepted on day of enrolment. Certificates issued upon cheque being cleared.

2. Credit cards that are not accepted: Amex, Diners, JCB

### 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: _______________________________