DEED Relating to the Provision of THE

ECITB SCHOLARSHIP PROGRAMME

2023

between

ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD

And

[The Training Provider]

**THIS DEED** is dated 2023

Parties

1. **ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD** a body corporate governed by the Industrial Training Act 1982 and having its head office at First Floor, KD tower, Office Suite KD3, Cotterells, Hemel Hempstead HP1 1FW (“**ECITB**”).
2. XXXXXXXXXXX whose registered office is atXXXXXXXXXXXXXXXXX (the “**Training Provider**”).

Background

1. The purpose of ECITB is to make better provision for the training of persons over compulsory school age (in Scotland school age) for employment in any activities of the engineering construction industry (the “Industry”) industry, and for this purpose facilitates the training of apprentices.
2. The Training Provider has agreed to provide skills training and knowledge to Learners for the purpose of encouraging adequate training of persons employed or intending to be employed in the Industry.
3. This Deed records the terms and conditions under which the Training Provider shall provide skills training and knowledge of Learners and ECITB shall pay grant in respect of such training.

Agreed terms

# **Interpretation**

## The following definitions and rules of interpretation in this clause apply in this Deed:

## **Approved Sub-contractor** means any party identified in Schedule 6 and approved by ECITB as a party to which the Training Provider may sub-contract the performance of the services;

## **Apprenticeship** means the arrangements between the Learner and the Employer under which the Learner is employed by the Employer following the completion of the Programme for the purpose of completing an Apprenticeship Framework or Standard.

## **Business Day** means Monday to Friday excluding any public holidays in England and Wales or Scotland, as appropriate;

## **Cohort** means the intake of Learners who are registered by the Training Provider to pursue and complete the Programme.

 **Competence Qualification** means a skills based qualification forming part of the Programme Framework consisting of a series of “Units of Assessment” that can be delivered both in an ECITB approved centre or in the workplace and detail the Learning Outcomes of each element of a qualification.

## **Commencement Date** means the date the Cohort commences the programme;

## **Commencement Year** means the year set out in Schedule 1;

## **Data Protection Legislation** the Data Protection Act 2018, the UK GDPR as defined in and amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (as amended) and The Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended), in each case as amended, re-enacted or replaced from time to time and any other applicable laws in any jurisdiction relating to the processing or security of personal data or the privacy of natural persons;

## **ECITB Contact** means the person identified in Schedule 5 or any replacement person appointed by ECITB as the person responsible for managing the relationship with the Training Provider on behalf of ECITB;

## **ECITB Grant** means the grant payable by ECITB to the Training Provider in relation to the delivery of the Programme to each Learner within the cohort as set out in Schedule 4 (for the avoidance of doubt this is in addition to the funding which the Training Provider receives from the relevant governmental body under the terms of the Funding Contract for the delivery of the Knowledge Qualification);

## **ECITB Privacy Policy** means a notice which states the ECITB’s policy in connection with the retention, use and disclosure of Learners’ personal information and training and qualification details for prescribed purposes as set out in the ECITB’s website ( [www.ecitb.org.uk](http://www.ecitb.org.uk) );

## **Employer** means the person or organisation that employs a Learner following the Learner’s completion of the first year of the Programme

## **Employment** means the contract of employment between the Employer and the Learner;

## **Force Majeure** means any cause preventing either party from performing any or all of its obligations which arises from or is attributable to acts, events, omissions or accidents beyond the reasonable control of the party so prevented including without limitation strikes, lock-outs or other industrial disputes (whether involving the workforce of the party so prevented or of any other party), unavailability of raw materials, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood or storm;

## **Funding Contract** means the contract between the Training Provider and the relevant governmental body for the provision of training and assessment leading towards the Knowledge Qualification;

## **Intellectual Property** means any patent, registered design, copyright, database right, design right, topography right, trade mark, trade name, application to register any of the aforementioned rights, trade secret, inventions, right in unpatented know-how, right of confidence and any other intellectual or industrial property right of any nature whatsoever in any part of the world including without limitation any renewals, revisions and extensions created or provided by the laws of any country; all rights of action and remedies in relation to past infringements; and the right to apply for registration of any such rights in any country of the world;

## **Knowledge Qualification** means the educational qualification certifying a Learner’s knowledge of the fundamental aspects of a relevant discipline;

## **Learner** means any individual who is undertaking the Programme.

## **Plan** means the plan for resolution of the Training Provider’s failure to meet any of the Service Levels;

## **Personnel** means any individual engaged by the Training Provider who is involved in the delivery of the Programme;

## **Programme Framework** means the framework and programme of practical skills training set out in Schedule 2;

## **Programme** means the ECITB Scholarship Programme, which is a programme of training and assessment more particularly described in the Programme Framework and which leads towards the achievement of an Apprenticeship;

## **Service Levels** means the performance standards set out in Schedule 3 in accordance with which the Training Provider is to provide the Training;

## **Transfer Regulations** means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time.

## 1.2 Clause and schedule headings shall not affect the interpretation of this Deed.

## 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors or permitted assigns.

## 1.4 The Schedules form part of this Deed and shall have effect as if set out in full in the body of this Deed. Any reference to this Deed includes the Schedules.

## 1.5 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.

##  Words in the singular shall include the plural and vice versa.

## A reference to one gender shall include a reference to the other genders.

## A reference to any party shall include that party's personal representatives, successors or permitted assigns.

## A reference to a statute, statutory provision or subordinated legislation is a reference to it as it is in force from time to time, taking account of any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

## A reference to a statute or statutory provision shall include any subordinate legislation made from time to time under that statute or statutory provision.

## A reference to **writing** or **written** includes e-mail.

## References to clauses and schedules are to the clauses and schedules of this Deed.

## Any phrase introduced by the terms **including**, **include**, **in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

# **Term**

## This Deed shall commence on the date hereof and shall apply to the Cohort. This Deed shall continue, unless terminated earlier in accordance with the provisions of clause 7.5 or 14, until each Learner in the Cohort has either:

### successfully completed all parts of the Programme; or

### ceased to engage in the Programme for whatever reason;

# **Training Provider’s Obligations**

## The Training Provider shall provide delivery of the Programme from the Commencement Date in accordance with Programme Framework.

## The Training Provider shall use all reasonable endeavours to ensure that the Programme occurs at venues or training centres which meet the standards of and are approved by ECITB.

## The Training Provider shall provide the ECITB with a monthly report detailing the attendance of each Learner.

## The Training Provider shall enter into, and shall maintain and comply with the terms of, a Funding Contract in respect of each Learner throughout the term of this Deed and the Training Provider shall notify ECITB immediately in the event that it is unable for any reason to enter into a Funding Contract or ceases to be party to a Funding Contract in respect of any Learner and ECITB may then exercise its right to terminate in accordance with clause 14.2(3).

## In providing the Programme the Training Provider shall at all times:

## provide the Programme in accordance with best practice prevailing in the training industry from time to time;

## provide the Programme in accordance with all applicable laws, regulations, regulatory policies, guidelines or industry codes which apply to the provision of the Training;

## obtain, maintain and comply with all consents, permissions, approvals, certificates, permits, licences, agreements and authorities (whether statutory, regulatory, contractual or otherwise) necessary for the provision of the Programme;

## allocate sufficient resources to provide the Programme in accordance with the terms of this Deed; and

## ensure that any of the Training Provider’s personnel who are engaged in the provision of any of the Programme shall, if required by ECITB, attend such meetings as may be reasonably requested by ECITB.

## .

## The Training Provider shall deliver the Programme in accordance with the following:

### Selection & Recruitment

#### the Training Provider will be responsible for the recruitment of the Cohort prior to the Cohort commencing.

#### The Training Provider shall ensure that, upon request, Employers operating establishments on ECITB’s register of leviable establishments will be given the opportunity to participate in the recruitment the Learners.

### Registration

#### Within four weeks of each Learner commencing the Programme the Training Provider shall register the Learner in accordance with the Cohort size set out in Schedule.4.

#### The Training Provider shall ensure that each Learner is made aware of the personal data ECITB collects about them and of the ECITB Privacy Policy.

#### The Training Provider shall provide ECITB with details of the registration of Learners as soon as the registrations have occurred and in a manner prescribed by ECITB.

## Subject to clause 3.4, the Training Provider shall ensure that each Learner is registered in accordance with the terms of the Training Provider’s Funding Contract

## The Training Provider shall ensure that each Learner continues to be registered in accordance with the terms of the Training Provider’s Funding Contract for the duration of the programme.

### Induction

#### The Training Provider shall provide each Learner with a thorough induction in accordance with any induction requirements set out by the ECITB and shall permit the ECITB to be involved in carrying out the induction.

#### The Training Provider shall ensure that the Learners will receive a plan detailing:

#### the content of the curriculum, as appropriate;

#### the timeline of each component being delivered;

#### the Programme’s training details;

#### The Programme’s assessment details; and

#### the qualifications to be received subject to successful completion of the Programme

### Programme requirements

#### The Training Provider shall provide each Learner with the skills and knowledge required to:

#### Enable the Learner to achieve all of the components of the Programme.

#### Have a specific understanding of the relevant practical skills.

#### The Training Provider shall keep ECITB informed as to the progress and conduct of each Learner in relation to the Programme Framework and shall submit to ECITB periodic reports and other information as determined from time to time by the ECITB including but not limited to:

##### records of each Learners attendance whilst at the Training Provider’s establishment;

##### details of each Learners progress whilst at the Training Provider’s establishment;

#### For the avoidance of doubt time shall be of the essence in the submission to ECITB of the reports and other information described in this Deed.

#### The Training Provider shall notify ECITB as soon as possible of any actual or possible impediment to each Learner’s successful completion of all elements of the Programme.

### The training provider shall facilitate a Bi-Monthly meeting for employers nominated by the ECITB “the Scholarship SteerCo” to engage with and, support the recruitment, progress and access to work for the Scholars, full terms of reference will be provided by the ECITB.

### The provider will conduct an exemplar initial assessment of the curriculum content against a suitable Apprenticeship programme for the ECITB – an example of the process can be found here: https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning.

### On the successful completion by each Learner of the Programme, the Training Provider shall notify ECITB.

#### If the Training Provider needs access to documents, training courses, safety passports or specifications or any other materials of ECITB in order to perform its obligations under this Deed, the Training Provider must enter into a separate agreement with ECITB for the supply and/or use of those materials. The terms of this Deed will not affect the terms of any such other agreement and in particular will not affect the Training Provider’s obligations to pay any fees or charges to ECITB under those other agreements.

#### The Training Provider shall ensure that any Approved Sub-contractor is made aware of and complies with substantially similar obligations of the Training Provider as set out in this Deed relating to the activities and services which will be performed by the Approved Sub-contractor.

### **ECITB’S Obligations**

## ECITB shall provide the Training Provider with a copy of the Programme Framework and any associated specifications.

## ECITB shall work with the Training Provider in the delivery of the Programme with particular reference to the following:

### Selection & Recruitment

#### ECITB shall work with the Training Providers in the selection of Learners.

### Monitoring Visits

#### ECITB shall convene periodic meetings and attend such meetings with the Training Provider to discuss and review the progress of Learners.

### Third Party Auditing

#### ECITB shall work with the Training Provider to resolve any issues arising in connection with quality and health and safety audits relating to the Programme.

#### Scholarship SteerCo

#### ECITB shall support the provider with the establishment of and running the employer Scholarship SteerCo.

### **WARRANTIES**

### Each party warrants, represents and undertakes that:

### it has full capacity and authority to enter into and to perform this Deed;

### this Deed is executed by a duly authorised representative of that party;

### there are no actions, suits or proceedings or regulatory investigations pending or, to that party's knowledge, threatened against or affecting that party before any court or administrative body or arbitration tribunal that might affect the ability of that party to meet and carry out its obligations under this Deed; and

### once duly executed, this Deed will constitute its legal, valid and binding obligations;

### The Training Provider undertakes warrants and represents on an on-going basis that:

### it is able to and will carry out the delivery of the Programme in accordance with the standards set out in this Deed;

### the Training Provider will perform and procure the performance of its obligations under this Deed in compliance with all applicable laws;

### it has, and will continue to hold, all consents and regulatory approvals necessary to provide and deliver the Programme;

### it shall discharge its obligations under this Deed using personnel of required skill, experience and qualifications and with all due skill, care and diligence including in accordance with best industry practice;

### Both parties agree that the warranties set out in this clause 5 are in lieu of and exclude all other terms, conditions or warranties implied by statute, law or otherwise as to the merchantability, satisfactory quality of fitness for any particular purpose of the Programme to the fullest extent permitted by law.

### **Service levels**

## The Training Provider shall ensure that the provision of the Programme meets or exceeds the Service Levels at all times from the date of signature of this Deed.

## The Training Provider shall provide ECITB with a monthly report detailing its performance in respect of each of the Service Levels in a format specified by ECITB.

## If there is a failure by the Training Provider to meet any of the Service Levels, the Training Provider shall:

## notify ECITB immediately of the failure to meet the Service Level;

## provide ECITB with a Plan;

## deploy all additional resources and take all remedial action that is necessary to rectify or to prevent the failure to meet the Service Level from recurring; and

## carry out all actions outlined in the Plan.

## Where the Training Provider fails to meet any of the Service Levels ECITB shall be entitled to withhold payment of the whole of, or any instalment of, the ECITB Contribution until such failure is fully rectified.

## The parties shall have periodic meetings to monitor and review the performance of this Deed, the achievement of the Service Levels and the provision of the Programme.

## Prior to each periodic meeting referred to in clause 6.5 above, each party shall notify the other party of any problems relating to the provision of the Programme for discussion at the meeting and the parties shall agree a plan to address such problems.

## ECITB shall review the Service Levels from time to time and reserves the right to vary the Service Levels by notice in writing to the Training Provider during the course of this Deed if this is necessary to fulfil its statutory and other obligations or at any other time using the change procedure at clause 18 of this Deed.

# **PAYMENT OF GRANT**

## ECITB shall, subject to the terms and conditions of this Deed, pay ECITB Grant to the Training Provider in respect of each Learner pursuing the Programme in the instalments described in Schedule 2.

## Payment of the ECITB Grant is subject to the requirement that at the time each payment is due the following conditions are met:

## The Learners remain registered with, and is actively continuing the Programme with the Training Provider;

## The Learners continue to be registered under the Funding Contract for the completion of the relevant Qualification(s) that are publicly funded;

## .

## Subject to clause 7.4 above, ECITB shall pay the instalments of the ECITB Grant to the Training Provider in respect of each Learner at the times and at the rates set out in Schedule 4. If the number of Learners in Schedule 4 decreases from the original Cohort Size, the Training Provider and ECITB will agree the minimum number of learners for which an ECITB Grant will be paid to ensure that the Programme remains financially viable for the Training Provider and that the Training Provider is not disadvantaged, should Learners leave the Programme before its completion.

## **PAYMENT**

## The Training Provider shall submit separate claims or invoices for the payment of each ECITB Grant instalment due under this Deed.

## The Training Provider shall submit such claims or invoices in accordance with the following requirements and any claim or invoice submitted shall not be paid if the following requirements are not met. Claims and invoices must be submitted:

### in a format and with supporting documentation or reports specified by ECITB; and

### by e-mail to the ECITB Named Contact.

## Payment shall be made to the Training Provider after the value of the claim or invoice has been approved by ECITB. Every effort is made to pay within 30 days of the receipt of a correct invoice with supporting documentation. If an invoice is not correct ECITB will make every effort to contact the Training Provider within 14 days from receipt of the invoice to request a correct invoice.

## For the avoidance of doubt any sums or payments expressed in this Deed are deemed to include any Value Added Tax (VAT) which may be attracted to such sums.

## To the extent that payments to be made under the Deed may attract Value Added Tax (VAT), the proper amount of such tax shall be shown as a separate item on the prescribed form of tax invoice.

## For the avoidance of doubt in the event that the Training Provider should fail to submit reports and other information to ECITB in accordance with the terms of this Deed, ECITB shall be entitled to withhold any payments to the Training Provider until such time as the reports and information have been correctly submitted.

# **THE Training PROVIDER’S STAFF**

## The Training Provider will employ suitably qualified individuals with proven industrial backgrounds and training experience to deliver the Programme in accordance with any requirements of ECITB notified to the Training Provider. The Training Provider shall provide training for the Personnel so as to ensure that the Training is provided at all times and in all respects in accordance with this Deed.

## The Training Provider warrants that all Personnel and other persons who will deliver the Programme on behalf of the Training Provider are not legally precluded from working with children and that it has carried out all appropriate checks, including but not limited to CRB checks, on its Personnel and other persons who will provide the Programme to satisfy itself and, where requested by ECITB, ECITB that this warranty statement is true.

## If ECITB is of the reasonable opinion that any of the Personnel is acting or has acted in a manner which is in breach of this Deed or is unable to deliver the Programme to ECITB’s required standards, ECITB shall identify such person to the Training Provider and provide to it all relevant information in its possession about such person. The Training Provider shall promptly investigate the matter and take any appropriate disciplinary action. The Parties will discuss and agree whether it is possible and necessary to remove any such person from carrying out any part of the Programme whilst the disciplinary investigation is taking place. In the case of gross misconduct and if, as a result of the disciplinary action misconduct is proven against such person then, where ECITB has reasonable grounds to request their removal (and confirms such request in writing), the Training Provider shall immediately remove such person from providing the Programme and shall as soon as is reasonably practicable, provide a substitute for such person. Such requests will not be made unreasonably and will be submitted in writing with reasons. If applicable, ECITBmay terminate the Deed on 30 days’ notice in writing in the event that any such person is not removed accordingly.

* 1. The Training Provider shall provide such information concerning the Personnel which the Training Provider proposes to make redundant as ECITB shall reasonably require. The Training Provider shall comply with any obligations to consult with such employees (whether collectively, individually or both).
	2. The Training Provider shall ensure that any Personnel issues that could affect the delivery of the Programme are brought to the attention of the ECITB Contact at the earliest opportunity.
	3. The parties agree that nothing contained in this Deed shall constitute any employee of the Training Provider being an employee of ECITB and the Training Provider shall be responsible for the employment and cost of employment of all the Personnel including without limitation, the payment of all wages, bonuses, commission, PAYE, employer’s NI contributions, holiday pay, sick pay, pension contributions and expenses.
	4. The Training Provider shall assume full responsibility for the actions and omissions of any of the Personnel in the performance of the Programme and shall, save as expressly provided in this Deed, be solely responsible for their supervision, daily direction and control.
	5. The Training Provider acknowledges that ECITB may wish, prior to or after the termination or expiry of this Deed, to invite persons who may include the Training Provider to tender for the right to provide some or all of the Programme.

# **Confidentiality**

## Neither of the parties shall use or disclose any information, (whether verbal or in writing or in any other media) which it obtains in the course of this Deed which relates to the Programme or any other information the parties, acting reasonably, identify as being confidential or any information relating to the other party’s marketing or business development, business operations, associations, transactions, financial arrangements or in relation to any of its other activities (“**Confidential** **Information**”) and each party shall treat the other party’s Confidential Information as confidential.

## Such Confidential Information or any part thereof may only be disclosed to, reproduced or used by persons (such as employees, advisers, sub-contractors or agents) authorised to receive such Confidential Information who need to know the same for the purposes of performing obligations under this Deed. Each party shall procure that such persons are made aware of and comply with substantially similar obligations of confidentiality and non-disclosure as set out in this Deed. The disclosing party shall be responsible for any breach of such obligations.

## Clause 10.1 shall not apply to the disclosure of Confidential Information to the extent that it is:

### required by law or by any governmental or other regulatory authority acting within the scope of its powers to be disclosed;

### becomes part of the public domain through no fault of the receiving party;

### known to the receiving party prior to the disclosure by the disclosing party without an obligation to keep such Confidential Information confidential;

### subsequently obtained by the receiving party from a third party without breach of any obligation of confidentiality owed to any third party or the disclosing party;

### independently developed by the receiving party or a company within the receiving party’s group without any breach of this Deed; or

### approved for public release by the disclosing party and the disclosing party shall give prior written notification of such disclosure to the other party where practicable.

## Both parties agree that monetary damages would be an insufficient remedy in the event that either party is in breach of this Clause 10 and so the disclosing party will be entitled to seek any legal remedy or relief to prevent any breach, or anticipated breach, by the receiving party. This right shall be in addition to the disclosing party’s other rights in law or in equity.

## Each party shall indemnify the other party against any loss, damages, costs, expenses or other claims arising from its breach of clauses 10.1 and/or 10.2.

# **Intellectual property**

# Subject to the rights of the Training Provider and/or any third party licensor in respect of any pre-existing materials which are used by the Training Provider in order to provide the Programme and any other materials arising out of the provision of the Programme and which were not developed solely for ECITB (“**Existing Materials**”), ECITB shall be entitled to all property, copyright and other Intellectual Property in any item or materials arising out of the provision of the Programme (“**ECITB Materials**”), which property, copyright and other Intellectual Property the Training Provider hereby, as beneficial owner, assigns with full title guarantee (and by way of present assignment of future copyright) absolutely to the fullest extent possible to ECITB who shall have the right to use such ECITB Materials for any purpose without further payment.

# The Training Provider shall procure that, where relevant, all moral rights in respect of the ECITB Materials are waived by the relevant third parties and at the request and reasonable expense of ECITB, the Training Provider shall do and/or shall procure that its consultants, employees, agents, contractors and sub-contractors shall do all such things and sign all such documents or instruments necessary in the opinion of ECITB to enable ECITB to obtain, defend and enforce its rights in the ECITB Materials.

# The Training Provider hereby grants to ECITB a perpetual, irrevocable, non-exclusive, world-wide and royalty free licence to use any Existing Materials incorporated in any ECITB Materials to such extent as is necessary to enable ECITB to make use of the ECITB Materials.

## ECITB hereby grants to the Training Provider a non-exclusive, revocable, non-transferable licence to use the ECITB Materials for the purpose of providing the Programme in accordance with the terms of this Deed.

## ECITB agrees that the Training Provider shall be entitled to use any know-how, ideas, methods, processes or techniques which relate to any developments arising out of the provision of the Programme for the purposes of the Training Provider’s business from time to time provided that the Training Provider does not use any Confidential Information belonging to ECITB for that purpose.

## The provisions of this clause 11 shall survive the expiry or termination of this Deed.

# **Liability**

## This clause 12 sets out the entire financial liability of ECITB to the Training Provider in respect of any breach of this Deed by ECITB.

## Neither party’s liability for any of the following is excluded or limited by this Deed (even if any other term of the Deed would suggest otherwise):

## death or personal injury caused by that party’s negligence or the negligence of its employees, agents or sub-contractors;

## fraud or fraudulent misrepresentation; or

## any liability which cannot be legally excluded or limited.

### Subject to clause 12.2, ECITB shall not be liable under or in relation to this Deed (whether such liability arises due to negligence, breach of contract, misrepresentation or otherwise) for any indirect, consequential or pure economic loss or damage including any loss of income or profits, costs damages, charges or expenses.

## Subject to clause 12.2 and without prejudice to the provisions of clause 12.3, ECITB’s total liability in contract, misrepresentation, tort, restitution or otherwise arising in connection with the performance of this Deed shall be limited to one hundred thousand pounds (£100,000) being the estimated value of the ECITB Grant payable in respect of an average Cohort.

# **Indemnity**

## The Training Provider undertakes to defend ECITB and shall indemnify and hold ECITB harmless from and against any claim or action and all direct, indirect or consequential liabilities (including loss of profits, loss of business, depletion of goodwill and similar losses), costs proceedings, damages and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by ECITB as a result of or in connection with:

### any alleged or actual infringement, whether or not under English law, of any third party’s Intellectual Property rights or other rights arising out of the whole or any part of the Programme, Existing Materials or ECITB Materials;

### any claim made against ECITB in respect of any liability, loss, damage, death, injury, cost or expense sustained by ECITB’s employees or agents or by any third party to the extent that such liability, loss, damage, injury, cost or expense was caused by, relates to or arises from the provision of the Programme as a consequence of a direct or indirect breach or negligent performance or failure or delay in performance of this Deed by the Training Provider or any act or omission by the Training Provider in relation to the Programme.

## For the purposes of this clause 13 “third party” shall mean any person who is not an employee of either ECITB or the Training Provider, and includes but is not limited to any Learner.

* 1. The Training Provider will fully indemnify ECITB and/or any successor training provider against all Employment Costs which ECITB and/or any successor training provider incurs or suffers arising directly or indirectly out of or in connection with:
		1. the employment or termination of employment by the Training Provider of any of the Terminating Employees (whether or not terminated by notice and, if so terminated, whenever that notice expires) on or before the Termination Date; and
		2. any act or omission by or on behalf of the Training Provider or any other event or circumstance in respect of the Terminating Employees which occurred on or before the Termination Date or was incurred at any time by, on behalf or at the instruction of, the Training Provider.

## During the term of this Deed and for a period of one year thereafter, the Training Provider shall maintain in force with reputable insurance company insurance for the sum of £5,000,000 per event, including the following risks:

### employers’ liability insurance in respect of all persons involved in delivery of the Training and performance of this Deed;

### public liability insurance to cover against any suit or action, claims or demands brought or made by any person injured or suffering loss or damage in connection with the carrying out of the Training and performance of this Deed; and

### business interruption in the event that the Training Provider is unable to perform the Training.

## The Training Provider shall on ECITB’s request, produce a copy of the insurance certificate giving details of cover and the receipt for the current year’s premium or alternative confirmation as agreed by ECITB.

## The provisions of this clause 13 shall survive termination of this Deed, however arising.

# **Termination**

## Without prejudice to any rights that have accrued under this Deed or any of its rights or remedies, either party may terminate this Deed without having any liability to the other immediately, by giving written notice to the other party:

### if the other party commits a material breach of this Deed and (if such breach is remediable) fails to remedy that breach within a period of 14 days after being notified in writing to do so; or

### if the other party repeatedly breaches any of the terms of this Deed in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Deed; or

### if the other party is the subject of winding up, insolvency, administration or liquidation proceedings or is unable to pay its debts as they fall due; or

### in accordance with clause 19.

## Without prejudice to any rights that have accrued under this Deed or any of its rights or remedies, ECITB may terminate this Deed without liability to the Training Provider, immediately by giving written notice to the Training Provider if:

### the Training Provider fails to rectify any Service Level failure within a period of 14 days; or

### there is a change of control of the Training Provider; or

### the Training Provider fails to enter into a Funding Contract or the Training Provider’s Funding Contract ceases for any reason.

### Without prejudice to any rights that have accrued under this Deed or any of its rights or remedies, ECITB may terminate this Deed without notice and without having any liability to the Training Provider prior to the commencement of the Programme of any forthcoming Cohort if ECITB becomes unable or does not have the authority, at any time or for any reason, to raise a levy under the Industrial Training Act 1982 in the succeeding calendar year.

### **CONSEQUENCES OF EXPIRY AND TERMINATION**

### Following the service of a notice of termination of this Deed for any reason, the Training Provider shall for the duration of the notice period and up until the date of termination:

### continue to provide the Programme to the required Service Levels for any Learner who has not successfully completed all parts of the Programme and,

### ensure that there is no degradation in the standards of the Training.

## **DATA PROTECTION AND FREEDOM OF INFORMATION**

* 1. In this clause 16 and Schedule 7, the following expressions shall have the following meanings:
		1. “**Controller**”, "**Processing**", "**Processor**", "**Data Subject**", "**Personal Data**" and “**Personal Data Breach**” shall have the meaning given to them (and terms used for similar concepts) in Data Protection Legislation;
		2. “**FOIA**” means the Freedom of Information Act 2000;
		3. “**Shared Data**” means the Personal Data described in the Sharing Particulars;
		4. “**Sharing Particulars**” means the information set out in Schedule 7; and
		5. “**Supervisory Authority**” means any supervisory authority or regulator that is responsible for enforcing compliance with the Data Protection Legislation from time to time.
	2. The parties shall disclose to each other the Shared Data in accordance with the Sharing Particulars.
	3. The parties acknowledge and agree that for the purposes of Data Protection Legislation, each party is a separate and independent controller (as defined in Data Protection Legislation). Each party agrees to comply with its obligations under the Data Protection Legislation.
	4. Notwithstanding the roles set out in clause 16.2, if any court, Supervisory Authority or other competent body declares that any Processing by the Training Provider is Processing for which the Training Provider has a different role under Data Protection Legislation, the Training Provider shall ensure that it complies with its obligations as a Controller, Processor or joint Controller (as applicable) and that it takes all such steps as reasonably required by ECITB in writing, in each case, in respect of such Processing.
	5. The parties acknowledge and agree that:
		1. the Training Provider determines, in its sole discretion the purposes for which it Processes the Shared Data, the means of that Processing and the lawful basis for that Processing as described in the Training Provider’s privacy policy, statement or other notice containing the mandatory provisions required under Data Protection Laws (“**Training Provider Notice**”);
		2. ECITB determines, in its sole discretion the purposes for which it Processes the Personal Data it receives from the Training Provider under this DPA, the means of that Processing and the lawful basis for that Processing, as described in the ECITB’s Privacy Policy;
		3. the Training Provider has no control over the contents of the ECITB’s Privacy Policy nor does it have any control over the ECITB’s continuing use of the Shared Data after the ECITB receives that data; and
		4. ECITB has no control over the contents of the Training Provider Notice nor the Training Provider’s continuing use of the Shared Data (except insofar as certain parts of that data are ECITB’s Confidential Information).
	6. The Training Provider shall (and shall procure its personnel shall):
		1. within two (2) calendar days of the ECITB’s written request, provide a then-current copy of the Training Provider Notice to the ECITB;
		2. notify ECITB in writing fourteen (14) calendar days prior to its publication or disclosure of any changes to the Training Provider Notice where that change relates to the lawful basis on which the Training Provider relies to receive, collect or share with ECITB any Shared Data, together with a written explanation for all such changes;
		3. ensure that it has valid consent to collect, receive and disclose to ECITB the Shared Data (and maintains a written record of evidence for all such consent in accordance with Data Protection Laws (“**Consent Record**”)) or another appropriate and valid lawful basis for that Processing that complies with Data Protection Legislation and that, without prejudice to the foregoing, the Training Provider does not supply any Shared Data to ECITB in relation to any Learner to whom the Training Provider Notice has not been provided at the time the Shared Data was collected from that Data Subject;
		4. provide to ECITB within seven (7) calendar days of its written request: (a) a copy of any consent statement(s) on which the Training Provider relies to obtain consent to Process the Shared Data; (b) a copy of the Training Provider’s Consent Record; and (c) any assessment or professional opinion or advice obtained or produced relating to the validity of any lawful basis relied on by the Training Provider for the Processing of the Shared Data;
		5. ensure that a copy of the Training Provider Notice is provided to all applicable Data Subjects at the point of collection of the Shared Data;
		6. ensure that a hyperlink to the ECITB’s Privacy Policy or that policy itself (as specified by ECITB in writing to the Training Provider) provided to Learners when collecting any Shared Data;
		7. promptly (at the Training Provider’s sole cost) provide co-operation and assistance to the ECITB, any Supervisory Authority and/or any Data Subject, as requested by the ECITB in writing in connection with the ECITB’s obligations, or such authority or Data Subject’s rights, under Data Protection Legislation (including in relation to any data protection impact, data transfer or other assessment and/or by entering into such additional contractual terms as ECITB may require from time to time);
		8. not cause, by act or omission, the ECITB to breach any Data Protection Legislation;
		9. ensure that the Shared Data disclosed to the ECITB is accurate and complete and shall correct and resupply any inaccurate or otherwise defective Shared Data promptly following the ECITB’s written request;
		10. shall promptly after becoming aware, notify the ECITB if any Shared Data in its possession or control is affected by a Personal Data Breach and take all reasonable steps to remedy such breach;
		11. not cause the ECITB or Training Provider to transfer Personal Data to a location where such transfer causes either party to breach Data Protection Legislation and shall enter into all any standard contractual or other clauses issued by a competent body pursuant to Data Protection Legislation, provide all relevant notices and conduct all assessments, in each case, as required by ECITB in writing, to ensure that such transfers comply with all such laws.
	7. The Training Provider shall take all necessary steps to ensure that data or information belonging to the ECITB which comes into its possession or control in the course of providing the Programme is protected in accordance with ECITB’s information security and other policies as notified by the ECITB to the Training Provider in writing from time to time..Each party acknowledges that the other party is subject to the requirements of the Data Protection Legislation, the FOIA and the Environmental Information Regulations 2004, all as amended or replaced from time to time.
	8. If a party is required to disclose information received from the other party pursuant to a FOIA request, it shall:
		1. give prompt written notice to the other party where such notice shall give details of the information, and in particular Confidential Information, received hereunder that may be disclosed. The other party shall endeavour to respond with comments within ten (10) working days of receiving such notice and shall provide assistance in determining whether or not an exemption the FOIA applies to the FOIA request;
		2. give to other party a copy of its response to such request where such response contains any Confidential Information; and
		3. not incur a breach of the non-disclosure and confidentiality obligations of this Deed by the disclosure of Confidential Information provided that such disclosure is only to the extent necessary to comply with the requirements of the FOIA.
	9. The Training Provider will indemnify ECITB against any breach of the provisions of this clause 16 by the Training Provider.

# **ANTI-BRIBERY**

* 1. The Training Provider (which for the purposes of this clause 18 shall include all of the Training Provider’s employees, agents, representatives, affiliates and any person employed by or acting on behalf of the Training Provider) agrees with ECITB that it will not, in connection with the goods or services to be supplied under this Deed, bribe or attempt to bribe (which shall include without limitation, any offer of any form of payment, gift or other form of inducement, reward or advantage (whether of money or anything of value)) ECITB or any of ECITB’s employees, agents, representatives, affiliates or persons employed by or acting on behalf of ECITB, any public or government officials or employees, public international organisations, political parties, or private individuals or other entities (“**Relevant Party**”).
	2. The Training Provider represents and warrants to ECITB that it has not, prior to the date of this Deed, bribed or attempted to bribe any Relevant Party in order to secure and/or retain any business with ECITB whether in connection with this Deed or otherwise.
	3. The Training Provider acknowledges and agrees that it is familiar with and will abide by the anti-bribery and anti-money laundering laws in all the countries in which it is incorporated or established and in which it does business.
	4. The Training Provider agrees that it will not take or knowingly permit any action to be taken that would cause ECITB to be in violation of any applicable anti-bribery or anti-money laundering laws.
	5. The Training Provider agrees that its books, records and all accounts shall accurately reflect any and all payments in respect of transactions of the Training Provider whether under this Deed or otherwise, and ECITB (and ECITB’s authorised representatives) shall have the right to inspect, audit and to take copies of the Training Provider’s books, records and accounts at any time on prior written notice.
	6. If the Training Provider discovers that it has or may have violated any of the provisions in this clause 17, the Training Provider shall immediately notify ECITB and cooperate with any investigations by ECITB into such matters.
	7. Without prejudice to the generality of clauses 17.1 to 17.6 inclusive, the Training Provider covenants with ECITB to establish and at all times maintain and implement adequate procedures designed to prevent its associated persons (namely any party who performs services for or on behalf of the Training Provider) from bribing or attempting to bribe another person for the benefit of the Training Provider and to ensure compliance with all applicable anti-bribery or anti-money laundering laws.
	8. The Training Provider agrees that in addition to ECITB’s termination rights set out elsewhere in this Deed, ECITB may immediately terminate this Deed in the event of a breach of this clause 17 by the Training Provider.
	9. ECITB shall not be required to make any payments to the Training Provider that might otherwise be due from ECITB if such payments are related to a transaction in connection with which the Training Provider has breached this clause 17.
1. **CHANGES**
	1. ECITB may request changes and/or additions to the Programme and/or the Service Levels in accordance with clause 6.7 by informing the Training Provider, in writing, of the desired change (“**Change Request**”). Within 5 Business Days or such additional time as may be agreed between the parties, following receipt of the Change Request, the Training Provider shall provide ECITB with a written response to the request (“**Change Request Response**”).
	2. If the work required to review a Change Request will result in material additional cost for the Training Provider the parties shall agree in writing to the Training Provider’s reimbursement for the additional cost before additional work on the Change Request is performed.
	3. The Change Request Response shall specify the cost to effect the change. Any change, which will result in increased costs or timescales, will require ECITB’s acceptance in writing. The Training Provider shall not initiate any such change until it receives ECITB’s written acceptance.
	4. So far as is possible, the Training Provider shall implement approved changes so as to ensure that there are no interruptions or delays to the Programme or breaches of the terms of this Deed.
	5. The Training Provider shall not vary the Programme without the prior written agreement of ECITB.
2. **FORCE MAJEURE**.
	1. If either party is prevented or delayed in the performance of any of its obligations under this Deed by Force Majeure, that party shall forthwith serve notice in writing on the other party specifying the nature and extent of the circumstances giving rise to Force Majeure, and shall, subject to service of such notice and to clause 20.3, have no liability in respect of the performance of such of its obligations as are prevented by the Force Majeure events during the continuation of such events, and for such time after they cease as is necessary for that party, taking all steps as are necessary, to recommence its affected operations in order for it to perform its obligations.
	2. If either party is prevented by Force Majeure from performance of its obligations for a continuous period in excess of six months, the other party may terminate this Deed forthwith on service of written notice upon the party so prevented, in which case neither party shall have any liability to the other except that rights and liabilities which accrued prior to such termination shall continue to subsist.
	3. The party claiming to be prevented or delayed in the performance of any of its obligations under this Deed by reason of the Force Majeure shall take all steps as are necessary to bring the Force Majeure to a close or to find a solution by which the Deed may be performed despite the continuance of the Force Majeure.

# **No partnership or agency**

* 1. Nothing in this Deed is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, nor authorise any party to make or enter into any commitments for or on behalf of any other party.

# **Further assurance**

* 1. At its own expense, each party shall and shall use all reasonable endeavours to procure that any necessary third party shall promptly execute such documents and perform such acts as may be required for the purpose of giving full effect to this Deed.

# **Assignment and other dealings prohibited**

## The Training Provider shall not assign, novate, sub-contract or otherwise dispose of any or all of its rights and obligations under this Deed without the prior written consent of ECITB except to the extent that the Training Provider is sub-contracting to an Approved Sub-contractor.

## Each party that has rights under this Deed is acting on its own behalf and not for the benefit of another person.

# **Entire agreement**

## This Deed constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

## Each party acknowledges that, in entering into this Deed, it has not relied on, and shall have no right or remedy (other than for breach of contract) in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Deed.

## Nothing in this clause shall limit or exclude any liability for fraud.

# **Variation**

* 1. No variation of this Deed shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

# **Severance**

## If any provision of this Deed (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this Deed, and the validity and enforceability of the other provisions of this Deed shall not be affected.

## If a provision of this Deed (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

# **Notice**

# Any notice or other communication required to be given under this Deed, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by commercial courier, to each party required to receive the notice at its address as set out at the head of this Deed or as otherwise agreed between the parties in writing.

## Any notice or other communication shall be deemed to have been duly received:

### if delivered personally, when left at the address and for the contact referred to in this clause; or

### if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second Business Day after posting; or

### if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.

## A notice or other communication required to be given under this Deed shall not be validly given if sent by e-mail or by another electronic medium.

## The provisions of this Clause 27 shall not apply to the service of any proceedings or other documents in any legal action.

# **WAIVER**

# The failure to exercise wholly or partially or delay in exercising a right or remedy provided by this Deed or by law does not constitute a waiver of the right or remedy or a waiver of other rights or remedies. A waiver of a breach of any of the terms of this Deed or of a default under this Deed does not constitute a waiver of any continuing breach or of any other breach or default and shall not affect the other terms of this Deed. A waiver of a breach of any of the terms of this Deed or of a default under this Deed will not prevent a party from subsequently requiring compliance with the waived obligation. The rights and remedies provided by this Deed are cumulative and (subject as otherwise provided in this Deed) are not exclusive of any rights or remedies provided by law. Any waiver, to be effective, must be in writing.

# **Counterparts**

* 1. This Deed may be executed in any number of counterparts, each of which when executed and delivered shall constitute an original of this Deed, but all the counterparts shall together constitute the same agreement. No counterpart shall be effective until each party has executed at least one counterpart.

# **Third party rights**

* 1. A person who is not a party to this Deed shall not have any rights under or in connection with it.

# **Governing law and jurisdiction**

## This Deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

## The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Deed or its subject matter.

This document is executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

**Schedule 1**

# **THE COMMENCEMENT YEAR**

# The Commencement Year is 2023

**schedule 2**

# **PROGRAMME FRAMEWORK**

# **for the ecitb SCHOLARSHIP**

**Table 1 - Programme Outcomes (Craft)**

|  |
| --- |
| **Table 1 – Scholarship Programme Outcomes****The order of curriculum delivery is subject to discussion and to be confirmed with the provider at pre contract stage.** |
| **Year 1** |
| **Employer Engagement**  | The provider will arrange and facilitate engagement with employers to:* Enable employers to put forward potential learners for selection,
* Assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto an Apprenticeship.

Additionally, the employer will host an employer/ECITB meeting to review the learners progress, help facilitate work placement and employment opportunities and the curriculum content relevancy. The meetings will run for the duration of the programme. It is anticipated the meetings will be held bi-monthly, but this will be discussed and agreed at the pre contract meeting. |
| **Supporting the Net Zero Agenda** | Net Zero (Min of 35 Hours)ECITB will provide access to the digital platform required for delivery of this component.This will require no development or delivery by the provider. |
| **Behavioural Based Safety** | ECITB will provide access to the digital platform required for delivery of this component. This will require no development or delivery by the provider. |
| **ECITB Digital Passport**  | The ECITB will provide access to an online platform to enable the learners to undertake and be assessed against an ECITB Digital Passport. |
| **ECITB Pre Employment Programme (PEP)**  | The training provider will deliver the following ECITB approved courses as part of the ECITB PEP:* CCNSG.
* Working safely with hand tools, power tools and equipment.
* Manual Handling.
* Low risk Confined Space.
* Working at Height.
* Abrasive Wheels (Handheld and Bench Mounted).

The ECITB will provide all the materials required to deliver the PEP which can be delivered a one intervention or by topic during either phase of the programme. |
| **Skills Training & Competency Qualifications** | A period of engineering practical skills training which will prepare the Learner for progression onto the level 2 Competency Qualification pathways below:1. Northeast England and Humber Bank - ECITB RQF Level 2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems (RQF), Plating pathway.
2. Northwest England and Humber Bank - ECITB RQF Level 2 Diploma in Supporting the Installation of Engineering Construction Plant and Systems (RQF), Pipefitting pathway.
3. Humber Bank - Performing Engineering Operations RQF level 2 from a suitable awarding Organisation – Electrical pathway.

**Note:** **Unless the provider can fund this delivery of the VQ it will be funded by the ECITB.** |

**SCHEDULE 3**

**SERVICE LEVELS**

* 1. The Training Provider will take all reasonable steps to ensure that the timekeeping and attendance of Learners in the Cohort are consistently maintained at a minimum of 80%.
	2. The Training Provider will take all reasonable steps to ensure that a minimum of 85% of Learners in the Cohort successfully complete the programme framework.
	3. The Training Provider will submit monthly progress reports in respect of each Learner in the format requested by the ECITB.
	4. The training provider will take all reasonable steps to ensure that agreed actions and plans relating to ECITB Scholarship monitoring visits are managed and completed within the agreed timescales.

**SCHEDULE 4**

**ECITB CONTRIBUTION**

The ECITB Grant payable to the Training Provider in respect of each Cohort of Learners and the timing and amount of the instalments of the ECITB Grant are set out in the table below.

Example payment Schedule for 1-year Programme with 3 milestones.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cohort Size | 1st instalment payable following the submission of the (YR1) Register. | 2nd instalment payable following the submission of all monthly reports up to and including February (Yr 2). | Final instalment payable following the successful completion of the Programme | Total ECITB Grant |
| 6 | £ | £ | £ | £ |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 to 18 |  |  |  |  |
| 18 to 24 |  |  |  |  |

**SCHEDULE 5**

**CONTACT DETAILS**

The ECITB Contact is:

Adrian Wookey – Head of New Entrants

Adrian.wookey@ecitb.org.uk

07971 860102

**SCHEDULE 6**

**APPROVED SUB-CONTRACTORS**

Xxxxxxxxxxxxxx

**SCHEDULE 7**

**DATA SHARING PARTICULARS**

|  |  |  |
| --- | --- | --- |
| **Personal Data shared and types of Data Subject to whom it relates** | **Personal Data shared by ECITB with the Training Provider**[insert] | **Personal Data shared by the Training Provider with ECITB**Name, contact details, date of birth, gender, job title, photograph and training and attendance records including details of training allowance, skills, experience, achievements, status, qualifications and comments. The Personal Data above relates to Learners. |
| **Method of sharing** | **Personal Data shared by ECITB with the Training Provider**[insert] | **Personal Data shared by the Training Provider with ECITB**Spreadsheet file sent securely via email or via the ECITB’s portal |
| **Third parties involved in the data sharing and reasons for sharing with them** | **Personal Data shared by ECITB with the Training Provider**[insert] | **Personal Data shared by the Training Provider with ECITB**[insert] |
| **The lawful bases for the sharing the Personal Data between the Parties** | Each party shall disclose and Process the Shared Data on the basis that it is required to perform the applicable contract for training services to the Learner or, where such Processing is not necessary to fulfil any contractual obligations to Learners, on the basis that the Processing is necessary to pursue the party’s legitimate interests, namely to fulfil the objectives of the Programme and the party’s related mandate as a training provider or qualifications body (as applicable). |
| **Procedures for complying with Data Subject rights** | Each party shall fulfil any Data Subject rights requests it receives expect where it reasonably believes that the relevant Controller in relation to the request is the other party (in which case it shall notify the relevant Data Subject in writing accordingly). |
| **Governance arrangements** | Each party shall retain the Shared Data it receives in accordance with its own data retention policy.[insert any other governance arrangements] |
| **The necessity and aims of the sharing of the Personal Data** | The sharing of the Shared Data is necessary as it is required by the ECITB to facilitate and administer the Programme. |
| **Benefits of the data sharing to the Data Subjects** | The data sharing permits allows Learners to receive training as envisaged by the Programme to support their professional development. |
| **Data protection officer (or equivalent)**  | **For ECITB**Maria Papadopouloudpo@ecitb.org.uk  | **For the Training Provider**[insert name and contact details of the DPO or equivalent e.g. data protection manager or head of compliance] |

|  |  |
| --- | --- |
| Executed as a deed by ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD acting by Name:and Name:Date: | .......................................Authorised Signatory.......................................Authorised Signatory//Secretary |
| Executed as a deed by xxxxxxxxxxxx acting by Name:and Name:Date: | .......................................Director/Authorised Signatory.......................................Director/Secretary/ Authorised Signatory |