

ADIT Enrolment Form

September - November 2022

Please return this enrolment form with payment details to Pantelis Stylianides Institute of Accountancy by email: info@pst.ac.cy or fax: 22315516



TAXAND
CYPRUS

Course Selection

- Module 2.03 - Cyprus Option
 Module 3.03 - Transfer Pricing Option

Student Details

Full Name: _____
National ID: _____
Telephone: _____ Mobile: _____
Email: _____
Address: _____
Town: _____ Postcode: _____

Are you applying for HRDA Subsidy? Yes No

Employer Details

Company Name: _____
Contact Person: _____
Job Title: _____
Telephone: _____ Fax: _____
Email: _____
Address: _____
Town: _____ Postcode: _____

Payment Details

	Module 2.03	Module 3.03
Deposit (not refundable)	€800	€800
2 nd Payment (Before 15/10)	€650	€650
HRDA Subsidy (For those eligible for HRDA subsidy)	€510	€510
Total Cost	€1960	€1960

Payment Method

Important Note: Subsidized seminars should be paid by the company

- Please invoice my company
 I enclose a cheque payable to 'Pantelis Stylianides Institute of Accountancy Ltd'
 Bank Transfer
 VISA
 Cash

Bank Details

BANK OF CYPRUS

ACCOUNT: 0106-11-005623
IBAN: CY6100200106000001100562300
SWIFT BIC BCYPCY 2 N

TERMS & CONDITIONS

- Confirmation of participation will be sent upon receipt of your duly completed registration form and initial payment in full.
- Places are limited to 28 persons and will be allocated on a first come - first served basis.
- If you are eligible for HRDA subsidy* you will be required to complete the relevant HRDA forms which we will be sending to you once we receive the registration form. Once completed please send by email or fax before the seminar's delivery date. All information required by HRDA should be correct and valid.
- Pantelis Stylianides Institute of Accountancy reserves the right to change the date, cancel or postpone a seminar 2 days prior to the set date due to low participation or for any other unforeseen reason.
- Deposit for the course is non-refundable.** If you are unable to attend the course and you need to cancel your booking, let us know in advance and in writing by email to info@pst.ac.cy at least 10 working days prior to the seminar date. If you fail to meet the above term you and/or company will forfeit the entire tuition. The client may replace the participant (s) provided that they meet the criteria for participation on this program.

* The Human Resource Development Authority (HRDA) provides a subsidy to organizations participating with their employees in the Authority's programmes, only if they meet HRDA's criteria. You may find the official HRDA directive, at <http://www.hrda.org.cy>. If for whatever reason, HRDA does not subsidize your company or your attendance to the program then you and your company will be liable to immediately reimburse Pantelis Stylianides Institute of Accountancy Ltd with this amount of the subsidy. If you fail to meet your legal costs we reserve the right to proceed with such action as we deem appropriate, including legal proceedings against you for reimbursement of all costs.

GUARANTEED PASS SCHEME

All eligible students enrolled on this programme will be given one free revision course if, in the unlikely event, they fail their examinations. Under the Guaranteed Pass Scheme students must: (i) Submit their practice exams in accordance with their agreed study plan and attain a mark of at least 35% in each paper. Students will be able to modify their study plan to meet their own work and holiday commitments. (ii) Submit their pre-revision mock examinations in accordance with their agreed study plan and attain a mark of at least 40% (iii) Submit revision course mock examinations and attain a mark of at least 40% (iv) Attend all taught classroom and revision courses.

STATEMENT OF CONSENT

PERSONAL DATA NOTICE

Your personal data collected through this form will be held and processed by Pantelis Stylianides Institute of Accountancy Ltd and Taxatelier Ltd in accordance with the provisions of the General Data Protection Regulation ("GDPR") and any other applicable law.

The said personal data will be used by the Controllers for the purposes of (i) managing your registration and participation in the Advanced Diploma in International Taxation (the "Program"); (ii) communicating with you in relation to the Program; (iii) communicating with you in relation to other programs of study or activities of the Controllers or any one of them which may be of interest to you; (iv) facilitating the subsidisation of your participation in the Program through the HRDA; (v) complying with any obligations imposed on the Controllers by law or regulation; (vi) accounting, audit, tax and record keeping in relation to the Program; and (vii) establishing, defending or exercising legal rights and/or claims.

Your personal data may be disclosed to third parties (such as Program lecturers, auditors and professional advisors, other service providers, your employer and governmental, regulatory and law enforcement authorities), but only to the extent that this will be necessary for any of the above-mentioned purposes.

The legal grounds for use by the Controllers of your personal data are (i) performance of the contract for your participation in the Program or taking related pre-contractual steps; (ii) compliance with applicable legal obligations; (iii) safeguarding the legitimate interests of the Controllers in the proper and efficient running of the Program, in promoting their other programs of study or activities and in protecting and exercising their rights and fulfilling their obligations; and/or (iv) serving your employer's legitimate interest to receive an HRDA subsidy in relation to your participation in the Program.

Under the GDPR, you have the right to access your personal data held by the Controllers and, in appropriate cases, to request their rectification or erasure, to exercise the right of data portability or to object to further use of your data by the Controllers. If you would like to exercise any of your rights or have an inquiry or complaint regarding a personal data matter in the context of the Program, please contact any of the below Data Protection Officers: **Pantelis Stylianides Institute of Accountancy Ltd**, Panayiotis Ellinas at ellinas1email@gmail.com, 99495990, 20 Piraeus Str., 2023 Strovolos, Nicosia. **Taxatelier Ltd**, Christos Theophilou at ctheophilou@taxatelier.com, 22875720, 10 Delfon street, 1101, Nicosia, Cyprus. The DPO will inform the Controllers of all such communications and provide a response as soon as possible.

MARKETING COMMUNICATIONS

The Controllers may use your personal data for the purpose of communicating with you in relation to other programs of study or activities of the Controllers that may be of interest to you. The Controllers may do so independently of each other and, for this purpose, each Controller will keep a copy of your personal data in its student records and may share such data with its advisors or services providers. The processing of your personal data for marketing purposes is based on the legitimate interest of the Controllers and each one of them to promote their programs of study and activities to current or former students that may be interested to participate in them.

- If you do not wish to receive marketing communications from Pantelis Stylianides Institute of Accountancy Ltd in relation to other programs of study or activities, please indicate this here.
 If you do not wish to receive marketing communications from Taxatelier Limited in relation to other programs of study or activities, please indicate this here.

If you later decide to exercise your right to object to the receipt of further marketing communications from any of the Controllers, you may contact their respective Data Protection Officers using their contact information as listed above. More information on the processing of your personal data by each Controller is available in their privacy policies which can be found at:

Pantelis Stylianides Institute of Accountancy Ltd: www.pst.ac.cy, **Taxatelier Ltd:** www.taxatelier.com

- I declare that I have read, understood and accept the declaration about the Processing of Personal Data.

CONTACT DETAILS

T: 22 871287 | E: info@pst.ac.cy
F: 22 315516 | W: www.pst.ac.cy

20 Piraeus Str, Strovolos, 2023 Nicosia

STUDENT'S SIGNATURE

EMPLOYER'S SIGNATURE & COMPANY STAMP

DATE (DD/MM/YYYY)