



# Training Pre-registration Form

- ☞ Before you fill in the form, please read instructions and notifications given page 2 of the form.
- ☞ Please use CAPITAL LETTERS.
- ☞ If you want to subscribe to more than one course, please fill in the form for each course separately.

## Section A - TRAINING

Option -1

Option -2

Training Date

Training Name

Experiences in this area

Previous training in this area

## Section B - DELEGATE's PERSONAL INFORMATION

Mr

Mrs/Ms Name

Surname

Birthday (DD/MM/YYYY)

Nation

Title

Company

Phone

E-mail

Address

Postal code

Invoice Delivery Address

## Section C - INVOICING INFORMATION

Company/Individual Name

Address

Tax Office

Tax/National ID

Order No

Invoice Delivery Address

I accept that my photographic images in the group photos taken during the class trainings can be used by NTSS for advertising purpose on their web page or brochures. Yes No

I would like to receive your e-newsletter with training calendar updates, new trainings and services, news from the industry and news from your events. Yes No

I declare that the above information are correct and my personal data provided with my explicit consent and I have read and acknowledged the information on the back page regarding Personal Data Protection.

Signature

Stamp (For companies)

Date

## Section D - ONLY USE FOR NTSS

Registry/AcceptanceDate

Registry Approval No

Approver

Signature

- Pre-registration is taken by this form. The information that the training will definitely take place will be given to the participant who completes this form and the necessary information will be provided for the final registration.
- %18 KDV will be added to course prices.
- All course materials, certificate fees and catering fee (out of lunch) including in course price.
- Discount rates are:
  - %10 for at least 3 participants from same company,
  - %10 for martyr's relatives,
  - %10 for disables,
  - %5 for payments before course starting date at least 2 months ago for classroom courses.
  - %10 for payments before course starting date at least 4 months ago for classroom courses.
  - %10 for IIRSM members for IIRSM approved classroom trainings.
- In cases of multiple discount conditions are met, the single, but the highest discount rate will be applied. In order to apply the discount, the related documents must be sent to NTSS with the pre-registration form.
- For certain registration, it is necessary to fill out the PRE-REGISTRATION FORM completely and payed course fee then send it and payment receipt to [kayit@ntss.com.tr](mailto:kayit@ntss.com.tr) until the latest registration date.
- **Postponing:** If sufficient number of participant can't be reached, 'NTSS' has right to postpone or cancel the trainings. In the case of a postponement or cancellation, 100% refund will be applied for all pre-paid fees.
- **Cancellation of registration:** payments will be refunded for cancellations made up to 4 weeks before the start of the course.

Bank, Branch : Yapı ve Kredi Bankası, Kuğulu Şubesi (666)  
 Account no : 46111777  
 Currency : TL  
 Account owner : NTSS Eğt. Dan.Ltd.Şti  
 IBAN No : TR37 0006 7010 0000 0046 1117 77

### **Personal Data Protection Notice**

1. Personal Data requested by using this form is required to provide "Service" to the delegate and these personal data are protected by NTSS Ltd.Şti.
2. Personal data belong to the delegate can be processed by NTSS Ltd.Şti. as explained in the [Data Protection Policy](#) in accordance to Law no. 6698 on Protection of Personal Data. Delegate has right to revoke his/her permission for processing his/her personal data anytime.
3. The Delegate has the right to receive information about the following matters related to his/her personal data that he / she has entered at his / her own expedition. This application can be made by an e-mail to [dpo@ntss.com.tr](mailto:dpo@ntss.com.tr).
  - a) To know whether personal data is processed or not,
  - b) Requesting information about personal data if it has been processed,
  - c) To know the purpose of their personal data being processed and whether they are used appropriately for their purpose,
  - ç) Knowing the third parties to which personal data are transferred in Turkey or abroad,
  - d) In the event that personal data is missing or incorrectly processed, making a request for their correction,
  - e) Requesting deletion or destruction of personal data in accordance with the conditions set out below,
    - e.1) Personal data shall be deleted, destroyed or anonymized by the Data Officer on the request of the person concerned or the reasons to process the data is lifted, even though it has been processed in accordance with Law No. 6698 and other related laws.
    - e.2) The provisions of other laws related to the deletion, destruction or the anonymization of personal data are reserved.
    - e.3) The procedures and principles regarding the deletion, destruction or anonymization of personal data shall be regulated with regulations.
  - f) For the processes that are done in accordance with (d) and (e), requesting third persons to be notified who receive the transfer of personal data,
  - g) Objection to the occurrence of a consequence against the person himself by analyzing the processed data exclusively through automated systems,
  - ğ) Demanding that damages be eliminated in the event of a corruption due to the processing of personal data against the law,
4. The Delegate's personal data is not given to third parties in any way other than appropriate court / public prosecutor's decisions given in accordance with the law, legal exceptions and the Delegate giving a written consent to give person's personal information to third parties.
5. In the direction of technological developments, while NTSS Ltd. Şti, using cloud services to enable information systems activities to provide uninterrupted service at a higher level, personal information of the island can be processed on third party information systems, which are served domestically or internationally, in order to provide adequate security levels.
6. Legislative and executive bodies, the authorities or companies established abroad which provided accreditation to NTSS for providing specific training programs, may request disclosing of the the delegates personal data from time to time. In such a case, the delegate personal data may only be disclosed to the competent authorities in accordance with the law, within the framework of the necessary authorities.
7. NTSS Ltd.Şti. implements a strict security policy on information systems to prevent unauthorized access to USER information, including its own personnel.

Please read full Data Protection Policy of NTSS from [Data Protection Policy](#) link. If you want to receive more detailed information regarding the protection of personal data and the privacy policy principles and legal conditions in NTSS Ltd. Şti, you can contact us via the following communication channels.

Address: Koru Mah. Ihlamur Cd. Tuğberk Sitesi No: 15 / 47 Çayyolu Çankaya / ANKARA - TÜRKİYE

Tel: +90.312.911 0860, Fax: +90.312. 911 0450,  
 E-mail: [dpo@ntss.com.tr](mailto:dpo@ntss.com.tr), Web page: [www.ntss.com.tr](http://www.ntss.com.tr)