

# Registration Form

Via fax to +43 (0)1 532 98 90 109

or by post to:  
**CIS – Certification & Information**  
**Security Services GmbH**  
**Salztorgasse 2/6/14**  
**1010 Vienna**

Phone: +43 (0)1 532 98 90  
 Fax: +43 (0)1 532 98 90 109  
 E-Mail: [office@cis-cert.com](mailto:office@cis-cert.com)  
 Internet: [www.cis-cert.com](http://www.cis-cert.com)

Please complete the form legibly. Please check off what is applicable. Thank you!

## Personal data

Family name	Date of birth *
First name	Place of birth *
Title	Private phone
Private address	
Company name and address	
Phone	Fax
E-Mail	

\* necessary for the Acknowledgement of Participation / Certificate

### Room reservations:

Please make your reservation directly in the hotel where the conference takes place while making reference to the CIS event.

### Evidence of practice:

Necessary for the IS Auditor Course (as for further details, please refer to the examination requirements in the programme booklet).

- Evidence of job experience enclosed  
 Evidence of audit experience enclosed

### Invoice:

- to the participant     to the company

I agree to obtain information sent by CIS Ltd. via e-mail

## Registration: Please check off the desired training parts

### IS Manager Date:

<input type="checkbox"/>	Date	ISMS Standard ISO 27001 / ISO 27002
<input type="checkbox"/>	Date	Legal bases for IS Managers
<input type="checkbox"/>	Date	Psychological bases for IS Managers
<input type="checkbox"/>	Date	Examination IS Manager

### IS Manager Date:

<input type="checkbox"/>	Date	Psychological bases for IS Managers
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<input type="checkbox"/>	Date	Examination IS Manager

### IS Auditor Date:

<input type="checkbox"/>	Date	*) Technical introductory examination for the series of courses IS Auditor
*) after the examinations IS Manager		
<input type="checkbox"/>	Date	Psychological bases for IS Managers
<input type="checkbox"/>	Date	Audit techniques
<input type="checkbox"/>	Date	Examination IS Auditor

**Participation fee for the overall course IS Manager (incl. examination and Certificate, excl. of VAT) € 3,060.-**

**Venue:**  
(completed by CIS)

**Participation fee for the overall course IS Manager (incl. examination and Certificate, excl. of VAT) € 3,060.-**  
**Participation fees for individual course modules upon request**

By giving a signature, the registration and payment modalities "General Conditions for Owners of Certificates (d001)", periods of validity for Certificates as well as examination conditions are accepted. Furthermore, consent is given to personal data being processed and saved by means of IT while considering data protection. (The name, company name and location will be taken over to the list of participants, which will be handed out to all the participants). Besides, the signature stands for correctness of information given on the Registration Form.

Place and date

Signature/company seal

# Terms of Participation:

## Terms of Registration for Events offered by CIS Ltd.:

Registrations will be made in writing by using the Registration Form (on the first page) or informally to the following address:

### CIS – Certification & Information Security Services GmbH

Salztorgasse 2/6/14, A-1010 Vienna

Phone: + 43 (0)1 532 98 90

Fax: +43 (0)1 532 98 90 109

E-Mail: [office@cis-cert.com](mailto:office@cis-cert.com)

The number of those participating in courses is limited. The deadline for registration is **two weeks** before the start of the courses. Upon receipt of the registration, the participant will get an Acknowledgement of Registration. The registrations will be considered in the order of their arrival. Substitute participants for courses (e.g. for reasons of illness) should be named to CIS Ltd. as soon as possible. Registration means these Terms of Participation as well as other terms and conditions applicable at CIS Ltd., such as the examination conditions and periods of validity for Certificates and the “General Conditions for Owners of Certificates”, are accepted.

## Terms of Payment

Payment of the participation and examination fees is requested upon receipt of the invoice within 14 days without deduction. The participants will receive the invoice before the start of the course. The fees include all the course and examination documentation as well as beverages during the breaks and lunch, exclusive of VAT.

## Cancellation and change of registration

Cancellations and changes of registration will have to be addressed to CIS Ltd. in writing. In case of cancellations or changes of registration occurring later than 2 weeks before the start of the course (date of the postal seal), a fee to the amount of € 50.- will be charged for each person and event. If a person fails to appear to the course or examination, the full participation fee will be charged. Changes of dates, venues as well as contents of the courses are reserved.

## Data protection

The participants agree personal data will be processed and saved for purposes of conducting events and keeping a record of the customer data. They further agree to be informed about services and products provided by CIS Ltd. even via fax or e-mail. This consent can be revoked, at any time. The data of owners of valid CIS Certificates can be published in the internet.

## Accommodation

The rooms won't be booked by CIS Ltd. However, the participants will be granted better tariffs for overnight stay in almost all hotels while hinting at the relevant CIS event.

## Standards

Information on all the Standards can be obtained at **Österreichisches Normungsinstitut** (Austrian Standards Institute) (ON)  
Heinestraße 38  
1021 Vienna  
Phone: +43 (0)1 213 00  
Internet: [www.on-norm.at](http://www.on-norm.at)

## In-House Training

Upon request, we will also carry out all the events within your organization while specially tailoring them to your needs. Profit from our competence and request an offer, if necessary.

Additional information on the examination rules and implementation rules can be downloaded by you at

### [www.cis-cert.com](http://www.cis-cert.com)

- General Conditions for Owners of Certificates (Allgemeine Bedingungen für Inhaber von Zertifikaten) (d001)
- General Conditions for Services provided by CIS – Certification & Information Security Services GmbH (Allgemeine Bedingungen für Dienstleistungen der CIS – Certification & Information Security Services GmbH) (d007)
- Implementation Rules for Examination/Certification of IS Managers and IS Auditors (Durchführungsbestimmungen für die Prüfung/Zertifizierung von IS-Managern und IS-Auditoren) (d023)
- Examination and Certification Rules of the CIS Body for Certifying Personnel (Prüfungs- und Zertifizierungsordnung der CIS-Personenzertifizierungsstelle) (d024)

The above documents form part of the contract.

## Educational expenditure is subject to tax benefits:

20% educational tax exemption or alternatively 6% educational premium.

Please obtain information from your tax consultant.