

In The Name of Allah
Cooperation Protocol

That on _____ / / 2009. The accommodation has been agreed between:

First:

Gentlemen/ EAAC Group for consultancy, feasibility studies and human resources development located on the first floor, behind 146 Omar Lotfy Street, Sporting El-Soghra, Section of the East, Alexandria, Arab Republic of Egypt. Legally represented by Mr. Tarek Hafez Younis Moustafa, Egyptian, Muslim ID Number: 200733. In his capacity as the General Manager of the company.

(First Party)

Second:

Gentlemen / _____ Specialized in the field of _____
Address headquarter _____

_____ And legally represented in this

Contract by Mr. _____

(Second Party)

[Preliminary Item]

As the first party, EAAC Group for consultancy, feasibility studies and human resources development is one of the largest specializing companies in the field of providing consultancy services and training for companies within and outside Arab Republic of Egypt, approved and registered in Arab Republic of Egypt and in many of the centers, institutes, institutions and international universities.

And at the second party's desire, _____ company in the cooperation with the first party to carry out the rehabilitation, training and human resources development for it. The two parties have agreed to boost cooperation between them to continue the rehabilitation of cadres and cooperation from the conditions and requirements:

[First Item]

Pre Previous is an integral part of this contract and essential item of its items and complement to it.

[Second Item]

The duration of this Protocol is _____ from the date of signature and can not be renewed without a written agreement between the two parties.

[Third Item]

By the company's signature to this protocol with EAAC Group, the company will be registered as a member of EAAC Group and then will benefit from the advantages of EAAC Group membership in terms of the discount given to the trainees nominated by the company whether individuals or groups which will be from 20 : 70 % for Computer Courses, 50 % for Accounting Courses, 40 % for Trade and Investment Courses, 25 % for Business administration Courses and 10 % for Engineering Courses.

[Fourth Item]

First Party's Commitment (EAAC Group):

Before Training:

- Coordination of the training process with the training coordinator who represents the company.
- Sending the instructor's C.V and the contents of the training course before starting the training.
- Commitment to the agreed training course date and time.

During Training:

The provision of appropriate training rooms, Materials and the needed training facilities to ensure that the training course will be implemented in the agreed period.

After Training:

- End of training Certificate (*will be awarded to each trainee in terms of Commitment to the conditions of obtaining the certificate*)
- End of training Report (*Handed out to the training coordination of the company*)
- Evaluation of the training Result (*Handed out to the training coordination of the company*)

Second Party's Commitment (.....Company):

- Coordination of the training process with the training coordinator who represents the first party.
- Adopting the materials and the instructor's C.V (*for each course*).
- Sending a list containing numbers and names of the nominated candidates attending the course before the beginning of the training course **no later than 5 days**.
- Commitment to fully pay the cost of the training course before starting the training. (*Check on behalf of EAAC Group for consultancy, feasibility studies and human resources development / or Cash*).

[Fifth Item]

Cancellation System:

The company's request to cancel or modify or postpone booking is to be **at least two weeks** before the starting date of the training course and any requests for cancellation or modification or postponing after this date (**Two Weeks**) will not be accepted.

[Sixth Items]

End of Training Certificate:

To be awarded the end of training certificate, the following must be committed:

1. Attendance rate must be not less than 90 %.
2. Filling the Evaluation Form at the end of the training course.
3. Filling the Extraction Form of the certificate before the last lecture.

[Seventh Item]

Complaints and Suggestions:

In the event of an objection by a party to any of the elements of the training, reference is made to the representatives of the two parties.

[Eighth Item]

The two parties agreed on the coordination and agreement on the contracting and implementation of the training programs through the training coordinators of the two companies:

<i>First Party</i>		<i>Second Party</i>	
Mr.	(training coordinator)	Mr.	(training coordinator)
Tel.	(+)	Tel.	(+)
E-Mail		E-Mail	

[Ninth Item]

This Protocol will be invalid and will stop cooperation between the two parties if not implementing any of its items and conditions.

[Tenth Item]

This Protocol is released in two copies; each party will have a copy to work by.

First Party



Second Party