

Terms of reference for Green Banking DELEGATION TOUR IN GERMANY

(attachment to application form)

Please check the box "I agree" under the online application form to consent to these terms of reference.

Green Banking is a scholarship programme with limited places to assist its online trainings. The Green Banking programme was commissioned by the German Federal Ministry for Economic Affairs and Energy (BMWE) within the German International Climate Initiative (IKI). Therefore, RENAC ought to ensure the attendance of participants and accordingly, it requires all candidates to confirm the following statements.

I herewith agree that

Selection of participants:

- RENAC undertakes to provide the highest amount of places as possible in the programme. However, RENAC is endowed with the power to define the applicable eligibility criteria for participation in its seminars and there upon, there is no legal entitlement to participation.
- Provided that the amount of eligible candidates is superior to that of the available places to attend the seminar, RENAC will create a waiting list incorporating those candidates who were eligible but yet not admitted. In the event of any place becoming available in the days following the decision on admissibility, RENAC shall inform participants in said list of such a circumstance and offer them the possibility to attend the course.
- The waiting list shall reflect the order of merit in which RENAC will contact participants to offer them the places that become available according to the previous paragraph. Such order of merit shall be tailored according to RENAC's discretion.

Seminar fees and confirmation:

- The fees for the participation in the five days seminar in Berlin and Frankfurt (exercises, laboratories, fieldtrips, lunch and tea/ coffee during the event) shall be financed by the Green Banking programme.
- RENAC will inform me via email as soon as possible before the start of the seminar whether I have been selected for a scholarship for the seminar. Within 2 weeks as of the day I receive such email, I will confirm my attendance by submitting an online confirmation. Should I fail to inform thusly, I understand that RENAC has the right to offer and grant the scholarship to attend the seminar to another candidate.
- Provided that I am offered a scholarship for the Green Banking seminar and in accordance, I confirm my participation in it; I agree to attend all lectures taking place in the named seminar.
- Provided that I have confirmed my participation to the seminar and later on I do not attend completely or I only attend partially, I agree to pay 500 € per full seminar day which I have not attended and 250 € per half seminar day which I have not attended.

- Provided that I have confirmed my participation to the seminar and an upcoming and sudden illness requires me to cancel my scholarship, I will inform RENAC immediately via mail (greenbanking@renac.de) and enclose a medical certificate or any other valid written confirmation stating the reasons for my failed attempt to participate in the seminar. In this case, I will not be required to pay the seminar costs. Otherwise, I agree to pay the costs for the seminar as above explained (500 € per full seminar day).

Health insurance:

- RENAC will provide me with a health insurance for the duration of the seminar (5 days) in Germany. RENAC will send a confirmation of the insurance prior to my arrival in Germany.
- I acknowledge that the health insurance provided by RENAC does not cover pre-existing medical conditions.
- I acknowledge that all other necessary insurances must be arranged personally and agree to comply with such requirements in a timely manner in order to assist to the seminar.

Visa:

- After I confirm my participation for the scholarship and in due time before the start of the seminar, RENAC will send an invitation letter in pdf format via email to my business address.
- I shall apply for a VISA to enter Germany personally.

Travel costs:

- I agree to organize and book my travel to and from the seminar's location, my accommodation and any other travel arrangements emerging from my attendance to the seminar myself. Any other costs exceeding the bellowed described, are not included in the Green Banking scholarship programme and hence, will not be refunded by RENAC.
- Participants will cover at least 50 % of flight ticket costs. RENAC will allocate the remaining 50 % of the cost of a return economy-class flight between Kenya and South Africa and Berlin or Frankfurt up to a maximum amount of 900 € per participant.
- Participants will also cover at least 50 % of their accommodation costs. RENAC will provide the other 50 % of such costs in Berlin and Frankfurt up to a maximum amount of 50 € per night and up to the extent of 6 nights per participant.
- RENAC will provide information about hotels situated near the Renewables Academy AG facilities in Berlin. In Frankfurt RENAC will choose a hotel for the group. If individual participants wish to choose another option, they should inform us immediately.
- Participants are requested to provide the original receipts for a return economy-class flight and for hotel accommodation in Berlin and Frankfurt to RENAC not later than 3 weeks after the end of the seminar.
- RENAC will refund said costs upon reception of the correspondent receipts, which shall be not later than 3 weeks after attaining the receipts.

Liability and Force Majeure:

- RENAC shall only be liable to pay compensation -regardless of the legal grounds and irrespective of whether the damage is direct or indirect- if the damage was caused by wilful

intent or gross negligence on RENAC's part, or on the part of a vicarious agent, or in the case of culpable damages to life, body or health, or if RENAC has maliciously concealed a defect.

- RENAC will, nevertheless, not be liable for any of the aforementioned damages so long as they resulted from an upcoming, unforeseeable and unavoidable event which is not attributable to RENAC.
- Likewise, RENAC shall not be liable for any damages arising from a substantial change in the prevailing circumstances at the time of acceptance of these terms of reference that may affect the completion of the seminars.

Cancellation policy:

- If, for any reason, RENAC has to cancel a seminar 14 days or prior to the start of the seminar, RENAC will not be responsible for any costs participants have incurred into, in order to attend the seminar (acc. to above mentioned travel costs: flight costs, hotel fees, money transfer costs, etc.). RENAC shall promptly inform participants of such a circumstance via email.

Intellectual Property and RENAC Material:

- All intellectual property used and distributed in the programme belongs exclusively to RENAC. The programme's participants are not entitled to reproduce, copy, alter, distribute or sell any of said materials and any other intellectual property that they have obtained as a result of their participation on the seminar which belongs to RENAC.

Forum and Governing Law:

- The programme is governed by the German Law. The applicable forum shall be the Institution of Arbitration (DIS) in Berlin, Germany

Correctness of information:

- I am aware of the fact that by sending my application to RENAC I confirm the correctness of all information provided in the application form.