

## omination Confirmed

Company Code :	CT113A
Company Name :	PREMIER LOGISTICS- MUSCAT
Client Register No :	68223
Client Name :	ALI HASSAN FARRAKH SAYYER
Employee ID :	SLB/CO 6900
Ref.Ind No. :	
Course Code :	DD06H
Course Title :	Defensive Driving Recertification Hindi
Location :	Coast: MCT
Batch :	7 AM
From Date :	24/12/2019
To Date :	24/12/2019
Nomination ID :	157971
Nomination Date :	12/12/2019

"Sheida International reserve the right to deny the attendance of the candidate if found that the PDO permit has expired prior to the Date of nomination "

THANK YOU FOR YOUR BOOKING.

- Coast Morning courses will start at 0700 and if you report after 0715 YOU WILL BE CONSIDERED A 'NO SHOW' and the full training fee will be forfeited.
- Nimr and Fahud Morning courses will start at 0800 and if you report after 0815 YOU WILL BE CONSIDERED A 'NO SHOW' and the full training fee will be forfeited
- Nimr and Fahud Afternoon courses will start at 1300 and if you report after 1315 YOU WILL BE CONSIDERED A 'NO SHOW' and the full training fee will be forfeited

You MUST bring the following with you to the course (NOT PHOTOCOPIES):

- An appropriate ROP Driving Licence for the vehicle to be driven
- PDO approved HSE passport with the stamp of previous PDO approved Defensive Driving training
- Enclosed Footwear must be worn for all driving assessments and Coverall or Working Clothing.
- If you hold only Heavy Vehicle license - You MUST bring Heavy Vehicle with valid RAS sticker for assessment.
- For obvious safety reasons, the eye test is an important prerequisite for attending defensive driving training, If you fail the eye test on the day of the course you will be charged for the full course but you will not be permitted to continue. You are therefore STRONGLY RECOMMENDED to have an eye test at least 72 hours before your course. The results remain valid for three weeks. An eye test can be taken between the hours of 8am and 11am with no appointment - simply call into the training premises. THIS SERVICE IS FREE OF CHARGE.
- Please see detailed information on our website (<http://sheidainternational.com/Download.aspx>) regarding the pre-course eyesight testing facility, which takes away the risk of being removed from a course on the day due to a failed eyesight test.

NO SHOW:

- All NO SHOWS are charged in full.
- You will be considered a 'NO SHOW', if:
- You do not attend the course
- You arrive late
- You do not comply with one or more of the course prerequisites
- You fail the eye test on the day of course

PAYMENT:

- Payment is required WITHIN 30 DAYS of the date of invoice unless otherwise agreed IN WRITING. THIS ONLY APPLIES TO CREDIT CUSTOMERS: CASH CUSTOMERS MUST PAY IN ADVANCE.

COURSE CANCELLATION:

- ALL cancellations MUST be sent to SHEIDA IN WRITING, together with a copy of this Confirmation Letter, AT LEAST 72 HOURS before the start of the course, otherwise you will be considered a 'NO SHOW'.
- Cancellations can also be sent by FAX to: 95660077 or by email. This will require you to scan this letter.
- Ensure your cancellation is ACKNOWLEDGED by SHEIDA or you will be considered a 'NO SHOW'.

PLEASE FOLLOW THE FOLLOWING AGAINST REFUND OF COLLECTION FULL OR PARTIAL:

**1. Refund to a company:** If fee was paid by company either by cash or by cheque the refund has to be made only after receiving a letter from the company stating the same. In case where a payment has to be made to a third party, this request has to be mentioned in the letter.

**2. Refund to an individual:** If fee was paid by a person either by cash or cheque the refund has to be made only to the same person after verifying the Civil ID card.

**3. In all the above cases it is mandatory to collect the following:**

- Original P.A for full refund.
- Copy of course cancellation or the reason for refund.
- ID card copy (signature in the identity card should match with the payment slip)
- Contact telephone no of the person collecting money.
- Original letter/email from company cancelling the training & requesting for refund.

Behind TSC (The Sultan Center Qurm) Sheida Building, Qurm, Sultanate of Oman. Tel: 9730 6011 | 9730 6014 | Fax: 9566 0077