



**SECTION 2**  
**DECLARATION FOR AND ON BEHALF OF THE ORGANISATION**

- I confirm that the information about the Applicant Organisation contained in this form is correct
- The Directors/Senior Managers of the Applicant Organisation support this application.
- I confirm that the Applicant Organisation is not a management consultancy or training provider.
- I confirm that I have read and understood the Terms and Conditions set out on page 3.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Please fax or email to:**

Business Link, Merck House, Seldown Lane, Poole, Dorset BH15 1TD.

Fax No: (01202) 785401

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**SECTION 3**  
**BUSINESS LINK USE ONLY**

Approved on behalf of Business Link \_\_\_\_\_ Date \_\_\_\_\_

Date Materials sent to Organisation \_\_\_\_\_ To be returned by \_\_\_\_\_

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## Terms and Conditions

1. We, WSX Enterprise Ltd T/A Business Link, will endeavor to make the learning materials you have requested above (the **Learning Materials**) available to you on the date you have requested. If this is not possible then we will make them available as soon as possible thereafter.
2. You must return the Learning Materials to our offices at Merck House, Seldown Lane, Poole, Dorset, BH15 1TD at your cost, by hand or registered mail/special delivery, before the return date set out in section 3 above. If you do not return the Learning Materials by the return date we may charge you a fine for late return of £20. If you fail to return the late item within 5 working days of our issuing the fine we may charge you:
  - (a) the actual cost of replacement of the item; and
  - (b) any reasonable administration or other costs incurred by us in relation to the replacement of the item.We would not expect these costs to be more than £50 per item of Learning Material.
3. The Learning Materials may only to be used for education and training purposes. You must not, nor allow any third party to:
  - (a) give, sell, lend, rent or hire any of the Learning Materials;
  - (b) copy, the whole or any part any of the Learning Materials; and/or
  - (c) edit, amend or add to the Learning Materials or incorporate them with other material.
4. The Learning Materials are only for use when training your employees. You may not make any charge for use of the Learning Materials and you may not allow your employees to borrow any of these materials.
5. We reserve the right not to provide any item of Learning Material to you if it becomes unavailable for any reason or if the licence under which such material is provided to us is terminated.
6. This Agreement is personal to you. You must not assign, transfer or sub-license this Agreement.