Please complete this form and send to:

**cert.training@niab.com [October 2022]**

The closing date for applications is: **18/01/2023**.

The Seed Certification training team will be offering a one-day online training course on certification procedures including OECD seed movement on 08/02/2023. The training aims to increase understanding of certification and to introduce the procedures and documents involved in certification, and seed movement. The training will benefit the main administrator for Seed Certification, and anyone involved in completing certification documents.

The training will explain the 2011 Seeds Marketing Regulations, focusing on documentation and certification of seed lots, including making crop entries, requesting samples, and registering seed lots. It will also cover breeders, pre-basic and basic seed, and international seed movement. Delegates will gain experience of completing documents and identifying problems.

# DATE: 08/02/2023

**COST: £362.40 (£302.00 + VAT @ 20%)**

Please return the completed application form to [cert.training@niab.com](mailto:cert.training@niab.com) and make all payments by BACS. **Applications will not be accepted after 18/01/2023. Payment must be received prior to the course closing date otherwise bookings will be deleted. Please use the correct payment reference as shown on the application form and at least 1 surname when making a payment.**

Cancellations received before the course closing date are refundable, less an £80 administration charge. After that, cancellations are subject to the entire course fee. **Fees will not be carried over to the following year. PLEASE NOTE – Booking alterations/amendments will not be permitted after the course closing date, except under exceptional circumstances.**

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To apply for this course please complete this form and email to [cert.training@niab.com](mailto:cert.training@niab.com)

For any enquires, email [cert.training@niab.com](mailto:cert.training@niab.com)

**08/02/2023 Seed Certification Administration course**

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| --- | --- | --- | --- |
| **Applicants Name** | | **Company** | **Email address** |
|  |  |
| **FORENAME** | **SURNAME** |  |  |  |
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I wish to book …........... for the training course

**Fees are payable on registration PAYMENT REFERENCE: ADMIN**

***Please Note – Bookings are not confirmed until payment has been received and an acknowledgement e-mail has been sent out by NIAB. Bookings are at risk if payment is received later than 28 days after initial application has been sent to NIAB. Payment must be received before the course closing date, otherwise bookings will be deleted.***

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|  | *I would like to pay by BACS [Acc: NIAB - Acc no: 80403105 - Sort code: 20-65-68]* |

Company: Applicant Number:

Address:

Tel No:

Date: …………………

Signature\*: …………………

Email: …………………

\*Electronic signatures are acceptable.