

02/05/2025

Dear Turinimana Salomon Salomon ,

SUBJECT: INVITATION TO ATTEND AN ONLINE TRAINING COURSE

Soaring Skills Training Institute is happy to invite you to participate in a **5 Day** online training course on **Electronic Document Management System (EDMS) Training** to be held from **05/05/2025 to 09/05/2025**.

Minimum Requirements:

All facilitation and materials will be offered in English. The participants should be sufficiently proficient in English

Participation Fee

USD 800 (Course Fee)

Enquire:

For any enquiry regarding this course contact us on info@soaringskillsinstitute.com

Payment:

Payment should be made to Soaring Skills Training Institute bank account before the course begins.

Yours Sincerely,

Signed

R.N:

Ruth Njuguna

Training Director

Soaring Skills Training Institute

Phone: +254 746 038 012

Email Address: info@soaringskillsinstitute.com

Nairobi, Kenya

Taxpayer PIN: P051741687Z

Organisation. Registration No: CPR/2014/147006

INVOICE No: SSI-147

Personal Data

Name:	Turinimana Salomon Salomon
Invoice No.:	147
Organization:	
Email:	turinimanasalomon5@gmail.com
Date:	05/05/2025 -09/05/2025
Country:	Rwanda
Course Description:	Electronic Document Management System (EDMS) Training

Course Total Cost: (Total Amount in USD)

Course fees:	USD 800
Total Amount	USD 800

Mode of Payment: Bank transfer

Name of Bank::	KCB Bank Kenya Ltd
Branch:	Garden Mortgage Centre
Bank Code:	01290
Account Name:	Soaring Skills Training Institute Ltd
USD Account No:	1319823289

Terms and Conditions:

1. Definitions and Application

If any legislation is compulsorily applicable to any business undertaken, these Terms and Conditions shall, as regards such business, be read as subject to such legislation and nothing in these Terms and Conditions shall be construed as a surrender by **Soaring Skills Training Institute** of any of its rights or immunities or as an increase of any of its responsibilities or liabilities under such legislation and if any part of these Terms and Conditions be repugnant to such legislation to any extent such part shall as regards such business be overridden to that extent and no further.

2. Pricing:

Training Fee shall be charged at individual or group rates which includes facilitation and cost of workshop materials. All prices quoted are exclusive of VAT which will be added to all sums due under invoice.

3. Training confirmation:

Soaring Skills Training Institute Limited shall accept the client registration once the training fee, as invoiced, have been paid in full.

4. Terms of Payment:

Unless otherwise agreed between the two parties, the payment of the fee for the training program, as seen on our website, has to be paid 14 days before the training date to the following account details:

Soaring Skills Training Institute Limited

Account Number:USD: 1319823289

BANK: KCB Bank Kenya Ltd, Garden Mortgage Centre

SWIFT Code:

KCBLKENX

Bank Code:01290

5. Validity of Offer:

Thirty days (30) from date of issue.

6. Force Majeure:

Neither party will be liable for performance delays, nor for non performance due to causes beyond their reasonable control.

7. Confidentiality:

Confidential information includes without limitation, pricing, software and hardware products, product plans, marketing and sales information, business plans, customer and supplier data, financial and technical information, know how, trade secrets, and other information, whether such information is in written, oral, electronic, web based, or other form. These may not be divulged to any third party without prior written consent from **Soaring Skills Training Institute Limited**. The Client shall exercise the same degree of care as that used to protect their own confidential information but no less than reasonable care.

8. Jurisdiction and Law:

These Terms and Conditions and any act or contract to which they apply shall be governed by the Laws of Kenya and any dispute arising out of any act or contract to which these Terms and Conditions apply shall be subject to the exclusive jurisdiction of the Courts of Kenya.

9. Further Information:

Please contact us in case you need clarification or further information.

Tel: +254 746 038 012

Email: training@soaringskillsinstitute.com