



## GENERAL TERMS AND CONDITIONS

### BIMODAL CERTIFICATION TRAINING SESSIONS

### DEMOCRATIC REPUBLIC OF THE CONGO

**ONLINE REGISTRATION IS REQUIRED FOR ALL COURSES.**

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**THE FILLING OF THE ONLINE REGISTRATION FORM IS EQUIVALENT TO PROVISIONAL REGISTRATION**  
**THE PAYMENT OF THE TRAINING FEES IS TANTAMOUNT TO FINAL REGISTRATION.**

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**THE AUDITORS ARE KINDLY REQUESTED TO SUPPLEMENT THEIR REGISTRATION WITH PAYMENT.**

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➤ **Discounts:**

- 10% for groups of three (3) persons or more from the same company/organization
- 40% for students/doctoral candidates; upon submission of a proof of student status with a request to be sent to the General Director of ERSUMA and sent to [ersuma@ohada.org](mailto:ersuma@ohada.org)

➤ **Registrations:**

- *Online registration for all auditors is required by **Monday, May 29, 2023**.*
- *The auditors who register for participation by videoconference will receive an automatic email notification at each stage of their online registration process. The login/participation code is also sent to the auditors upon validation of their payment.*
- *The auditors who register for face-to-face participation will receive notification that their payment has been validated and will be invited to join the course.*

➤ **Payments:**

- ✚ Please download the means of payment sheet (**fiche des moyens de paiement**) or copy and paste the following link into your browser : [https://www.ohada.org/wp-content/uploads/2023/01/ERSUMA Moyens-de paiement 2023.pdf](https://www.ohada.org/wp-content/uploads/2023/01/ERSUMA_Moyens-de_paiement_2023.pdf)
- ✚ Pay online through the payment platform (**plateforme de paiement**) or copy and paste the following link into your browser for access: <https://sigweb.ersuma.org/paiement>
- ✚ Pay in cash at ONEC headquarters in Kinshasa (with notification of registration) to **Mrs Esther KHANDOLO, Tel : +243 850 083 993**
- ✚ Send the payment receipt to [ersuma@ohada.org](mailto:ersuma@ohada.org) et [gaffan.ersuma@ohada.org](mailto:gaffan.ersuma@ohada.org)

➤ **Others: Auditors who have actively and fully participated in the training sessions will receive a training certificate and all course materials.**

- **Informations** : For all additional practical inquiries, please contact :
- the CNO DRC: **Mr. Christian MUSANGU, Tel :+243 819 918 186 / 978 189 376**
- the ERSUMA and its partners.

#### ❖ PARTICIPATION IN ACTIVITIES

- ✓ To participate via video conference from a PC, Mac, iPad, iPhone or Android device:
  - You need to have a computer/tablet/smartphone with speaker and microphone;
  - You need to have a good Internet connection of at least 4G reliable for a good listening quality;
- ✓ Please refer to the login technical manual(**guide technique de connexion**) in case of difficulties, or copy and paste the link below into your browser:  
[https://www.ohada.org/wp-content/uploads/2020/10/Guide connexion Matinee ERSUMA Ver002.pdf](https://www.ohada.org/wp-content/uploads/2020/10/Guide_connexion_Matinee_ERSUMA_Ver002.pdf)
- ✓ To contact technical support by email/phone or whatsapp: **Mr. Kodjo Patrice TOSSAVI** :  
[tossavi.ersuma@ohada.org](mailto:tossavi.ersuma@ohada.org) / +229 97445355

- ✓ For all other information, please contact ERSUMA by email : [ersuma@ohada.org](mailto:ersuma@ohada.org) or call the +229 97970537.

The ERSUMA is looking forward to your effective participation and thanks you for your trust and collaboration.

**« ERSUMA, for an actual, effective and efficient rule of law »**