



## IBF Net (L) Limited

A Labuan International Company

Labuan, Malaysia

IBFNET.MY

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### **External Instructor Agreement - Letter of Intent (LOI)**

This document is to set forth the terms of agreement to be executed in an external Instructor agreement between IBF Net (L) Ltd (**IBFNet**) and \_\_\_\_\_ (**External Instructor - EI**)

**Defined Region:** The current defined region under this Agreement is \_\_\_\_\_

**Defined Course:** The current defined course(s) under this Agreement is/are \_\_\_\_\_

#### **Intellectual Property (IP):**

1. IBF Net is the main owner of the IP under this Agreement
2. EI agrees to deliver the IBF Net agreed upon course modules throughout agreed upon region
3. EI agrees to manage and maintain the integrity of the IP owned by IBF Net
4. IBF Net branded instructor material will be made available to all external instructors (EIs).
5. IBF Net to update instructor material quarterly to keep the integrity of content.
6. EI will be charged for all associated cost and logistics for central printing and dispatch of IBF Net branded materials.
7. EI takes the responsibility to keep themselves prepared and updated as per the requirements of the IBF Net course delivery and certifications.
8. For all IBF Net courses sold in specified regions, the EI will ensure that students enroll at its designated portal and have access to all the e-learning contents.
9. For all IBF Net courses sold in specified regions, the EI will ensure that students are subjected to evaluation tests and examinations as required by IBF Net in order to be eligible for certification.

#### **Accreditation:**

1. All IBF Net courses will be delivered by only IBF Net External Instructors (EIs).
2. EIs are allowed to deliver the IBF Net courses on behalf of other Partner(s) in the region.
3. IBF Net to create and maintain all IBF Net External training requirements and criteria
4. IBF Net will maintain an official page on IBF Net website for Partner and its External Instructors.
5. All instructors seeking accreditation have to be linked to an external partner, if there is an external partner in the region.
6. Instructor accreditation will based on results of an evaluation by IBF Net of the credentials of an applicant. An evaluation and accreditation fee of USD200 is payable by the applicant. IBF Net will



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issue a Certificate of External Trainer and mention him/her as an EI on its website (subject to his/her consent).

7. The above evaluation and accreditation fee is waived in full by alumni certified professionals for a given course offered by IBF Net.
8. EIs get access to the instructor portal where they get access to all the material required to prepare themselves for the delivery of the IBF Net courses.
9. EIs enjoy special discounts on IBF Net printed publications, external student kits.

### Marketing:

EI and IBF Net agree to provide mutual marketing support to strategically launch in specified regions.

- a. IBF Net will provide marketing materials, EI logo on website (in case of a company), training schedules, webinars and additional support on IBF Net website, as agreed from time to time.
- b. All enquiries generated via the website on the EI schedule for the designated region would be passed on to EI and EI, in turn, will maintain a system to keep IBF Net updated on the business status.

### Additional Terms:

1. IBF Net will invoice to EI at the moment of student enrollment/ supply of material.
2. All payments would be made immediately on the receipt of the Invoice. Once credit terms are established then payment terms can be mutually agreed.
3. The Agreement will be for a period of at least 1 year and renewable thereafter every year with mutual options to extend.
4. Agreement to commence on dd/mm/yyyy.
5. EI understands that this agreement provides no exclusivity to EI.
6. Fee for enrollment into a course at IBF Net portal will be fully transparent on the portal and payable by the student through official channels of IBF Net.
7. Additional fee for Instructor support in case of Instructor-led courses is payable to the EI directly by the student. Under no circumstances the EI may charge a fee that is higher than that is charged by IBF Net for Instructor support in case of Instructor-led courses.



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### Execution Page

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**Licensor Signature**

**IBF Net (L) Limited**

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**Licensor**

By : \_\_\_\_\_

Title : Director

Phone:

Email : admin@iibf.com

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**Licensee Signature**

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**Licensee**

By :

Phone:

Email :