

RULES OF GROUP REGISTRATION FOR GENERAL-LEVEL DIMAQ PROFESSIONAL EXAMINATION

I. GENERAL PROVISIONS

1. These rules define the principles of taking general-level DIMAQ Professional examinations (group registrations made by entrepreneurs, institutions, or universities).
2. The principles of conducting a DIMAQ Professional examination, the principles of obtaining a DIMAQ Professional certificate, and the principles of DIMAQ Professional recertification are identical for both group and individual exam-takers.
3. DIMAQ (Digital Marketing Qualification) Professional is an industry-specific certificate awarded by Związek Pracodawców Branży Internetowej Interactive Advertising Bureau Poland (henceforth referred to as "IAB Poland").
4. DIMAQ is an official EU figurative trademark registered for IAB Poland (trademark no. 014538623).
5. The principles:
 - a) of individual registration for DIMAQ Professional examination,
 - b) of conducting DIMAQ Professional examinations,
 - c) of DIMAQ Professional recertification,
 - d) of awarding accreditations to facilities, events, studies, etc. that offer points required for DIMAQ Professional recertification,are defined in separate rules.
6. IAB Poland offers paid preparatory training sessions addressed to DIMAQ Professional examination candidates. The training offer is available at IAB Poland's seat.
7. Payments related to conducting DIMAQ Professional examinations are managed by Interactive Advertising Institute sp. z o.o.

II. GROUP REGISTRATION FOR GENERAL-LEVEL DIMAQ PROFESSIONAL EXAMINATION

1. DIMAQ Professional examination may be taken by any natural person who has been registered for DIMAQ Professional examination by an entrepreneur, institution, or a university, according to these rules. In the case of minors, such persons have to be registered for DIMAQ Professional examination with the consent of their legal custodian(s).
2. A registration for DIMAQ Professional examination should include:
 - a) indication of the registering party (name and surname and the name of the operated business, or the business name, registered office address, and the KRS (EN: NCR) number in the case of entities registered with KRS (EN: NCR),
 - b) indication of names and surnames of persons registered for DIMAQ Professional examination, their PESEL (Polish Resident Identification) numbers,
 - c) valid e-mail address of the registering party,
 - d) indication of the preferred date of DIMAQ Professional examination - selected from among the dates offered by IAB Poland; IAB Poland needs to receive the notice of the preferred date no later than 30 days before the said preferred date,
 - e) declaration of the person registered for DIMAQ Professional examination containing their agreement to have their personal data processed for purposes related to conducting DIMAQ Professional examination and related to DIMAQ Professional recertification,
 - f) approval of the provisions of these Rules,
 - g) signature of the person authorized to represent the registering party.

The registration form (Excel file) constitutes Appendix no. 1 to these rules.

3. A correctly filled and complete registration form needs to be sent by e-mail to IAB Poland to dimaq@iab.org.pl.
4. If the registration form is filled incorrectly or incomplete, IAB Poland will notify the registering party of such fact within 7 days of receipt of the form. The registering party will be able to complete the registration form within 7 days of the day of receipt of information of omissions from IAB Poland. In such circumstances, DIMAQ Professional examination may take place not sooner than 30 days of the day IAB Poland receives a completed/corrected registration form.
5. After IAB Poland receives a completed/corrected registration form, IAB Poland sends a confirmation of receipt of the registration form by e-mail, providing information if the examination may take place on the date preferred by the registering party. If it is possible to have the examination take place on the date preferred by the registering party because of prior arrangements made with other DIMAQ Professional examination candidates, IAB Poland and the registering party will choose another convenient date and book it for the registering party until they pay the DIMAQ Professional examination fee according to the principles listed below.
6. Group candidates registered for DIMAQ Professional examination may take the examination for a fee; the pricelist constitutes Appendix no. 2 to these rules.

7. Paying the examination fee is necessary to make the booking of the preferred date of DIMAQ Professional examination effective.
8. After the payment has been credited to the bank account of Interactive Advertising Institute sp. z o.o., the company issues a VAT invoice and confirms the booking of the date of DIMAQ Professional examination selected for the registering party's exam-takers.
9. The person registering for DIMAQ examination may request the booked date of examination to be rescheduled. IAB Polska will then offer a different date on an as available basis. The new date will be booked after a processing fee in the amount of PLN 100.00 nett has been paid. After the payment has been credited to the bank account of Interactive Advertising Institute sp. z o.o., the company will issue a VAT invoice and confirm the booking of the new date of DIMAQ Professional examination selected by the person registering for the examination. If the examination date is changed, there is no need to pay the examination fee again.
10. If a candidate registered for a given date of DIMAQ Professional examination does not turn up at IAB Poland's seat to take the examination on the date confirmed by IAB Poland, such candidate loses the opportunity to take the examination on that day and the fee paid for their participation in DIMAQ Professional examination shall not be returned.

III. FINAL PROVISIONS

1. The Organizer reserves the right to amend these Rules. The new version of the Rules will be published at www.dimaq.pl and will be available at the Organizer's seat.
2. The Rules are effective as of the date they are adopted in the form of a resolution by IAB Poland's Management Board.

**APPENDIX NO. 1
TO THE RULES OF GROUP REGISTRATION FOR GENERAL-LEVEL DIMAQ
PROFESSIONAL EXAMINATION
REGISTRATION FORM**

**REGISTRATION FORM FOR GENERAL-LEVEL DIMAQ PROFESSIONAL
EXAMINATION
GROUP REGISTRATION**

The form needs to be filled in block letters.

I. REGISTERING PARTY'S DETAILS:

Name and surname and the name of the operated business / business name:

Registered office address:

KRS (EN: NCR) number: _____

E-mail address: _____

II. DETAILS OF PERSONS REGISTERED FOR EXAMINATION

Number of registered persons: _____

e-mail	name	surname	city	street	street address	postal code	province (PL: województwo)	phone number	mobile phone number	PESEL (Polish Resident Identification Number)

III. PREFERRED DATE OF EXAMINATION

I hereby accept the provisions of the Rules of group registration for DIMAQ examination.

(date and signature of the person authorized to represent the registering party).

**APPENDIX NO. 2
TO THE RULES OF GROUP REGISTRATION FOR GENERAL-LEVEL DIMAQ
PROFESSIONAL EXAMINATION
PRICELIST**

	Number of exam-takers	Target group	Discount rate	Nett price
Group offer for members of IAB Polska	0-10	Purchase by members of IAB Poland	15%	PLN 425.00
	11-20	Purchase by members of IAB Poland	20%	PLN 400.00
	21-50	Purchase by members of IAB Poland	25%	PLN 375.00
	51-100	Purchase by members of IAB Poland	30%	PLN 350.00
	101-150	Purchase by members of IAB Poland	40%	PLN 300.00
	More than 150	Purchase by members of IAB Poland	50%	PLN 250.00
Group offer for companies that are not IAB members	0-10	Purchase by external companies	0%	PLN 500.00
	11-20	Purchase by external companies	5%	PLN 475.00
	21-50	Purchase by external companies	10%	PLN 450.00
	51-100	Purchase by external companies	15%	PLN 425.00
	101-150	Purchase by external companies	25%	PLN 375.00
	More than 150	Purchase by external companies	35%	PLN 325.00
Offer for universities	0-50	Graduates	20%	PLN 400.00
	51-100	Graduates	30%	PLN 350.00
	More than 100	Graduates	40%	PLN 300.00

The cost of rescheduling of the booked examination date is PLN 100.00 (PLN 123.00 gross)