

Transition Quality Assurance System (TQAS)

Guide to Completing the LTI Agreement

Use this document as a guide to completing the agreement (set out in detail below). Before completing the agreement, check if the company's status is "normal", you can confirm this by a simple search at www.cro.ie.

Page 1	<p>Insert name of the company or friendly society as registered.</p> <p>This information can be obtained from the Companies' Registration Office or Registrar of Friendly Societies as appropriate.</p>
Page 2	<p>Enter the later date of the signing of the agreement by the two parties. (See last page of the agreement). This can be filled in by hand.</p> <p>Insert name and address of the company or friendly society as registered.</p> <p>This information can be obtained from the Companies' Registration Office or Registrar of Friendly Societies as appropriate. The business address or location of training may be different from the registered office.</p>
Recital A	<p>Delete whichever term is not applicable. [operates / shall operate]</p> <p>Enter the address of the Local Training Initiative.</p>
Clause 1.1.5	<p>Insert the date on which this agreement commenced i.e. 1 February 2013.</p>
Clause 1.1.13	<p>Insert the agreement duration in months.</p>
Clause 5.1	<p>Enter the total amount of funding agreed for the Initial Term.</p>
Appendix 1	<p>Insert completed ETB "Application Form for Local Training Initiatives".</p>
Appendix 2	<p>Insert total funding.</p> <p>Insert total for staff costs.</p> <p>Insert total for running costs.</p>
Signature Page	<p>The Authorised Signatory must be a Director of the Company operating the LTI who is authorised to sign on behalf of that company <u>or</u> a Trustee / Authorised Officer of the Friendly Society operating the LTI <u>or</u> a Chief Executive who is authorised to sign in the case of a national organisation operating the LTI.</p> <p>Director status can be checked on the CRO. Trustee / Authorised Officer can be checked on the Registrar of Friendly Societies.</p> <p>Ensure the agreement is signed and witnessed by both parties.</p> <p>Persons executing the agreement should not witness each other's signature.</p> <p>Enter the date that the agreement is signed. The later date is to be entered on page 2 (as stated above).</p>