



# 株式会社 The English Company

Nakajuku 2-8 Itabashi-Ku Tokyo 〒173-0005

〒173-0005 東京都板橋区仲宿 2 - 8

Telephone: (03)-3579-7507 or (0473)-335696

Fax: (03)-6231-0373 or (0473)-335696

[www.theenglishcompany.jp](http://www.theenglishcompany.jp)

(Page 1)

## Terms and Conditions of the Favoured Teacher Programme

### Privacy policy

All of the data you supply us with will remain confidential except for that which we are obliged to disclose to our accountants and the tax authorities as part of our legal duties. Your data will not be sold or lent to any third party.

### Qualifying products

All products sold by our company are eligible for inclusion in the Favoured Teacher Programme.

### Frequency of ordering

In order to qualify for continued membership of the Favoured Teacher Programme you must place an order or an order must be placed on your behalf at least once every two years.

### Value ordered

To qualify for inclusion in the Favoured Teacher Programme the collective value of the order(s) you make or any order(s) placed on your behalf, must be at least twenty thousand yen excluding shipping charges and sales tax in one calendar year.

### Price of products

The invoiced price of our products varies according to the product, the quantities sold and whether or not the product is sold directly or through a third party (such as a university or a bookstore). We may also offer a product at special discount rates from time to time. We will notify you of the price of products for orders that relate to you in the Favoured Teacher Programme.

### Invoice status

An order is considered complete when any unsold product has been returned and the invoice or adjusted invoice has been paid in full. Only when an order has been completed, can it be added to your account in the Favoured Teacher Programme.

### Invoiced items excluded from the calculation

The following items are excluded from the calculation used to determine the reward payment: shipping charges (if any), sales tax, electronic bank transfer charges, income tax (see below).

(20091103a)

# 株式会社The English Company

Nakajuku 2-8 Itabashi-Ku Tokyo 〒173-0005

〒173-0005 東京都板橋区仲宿2-8

Telephone: (03)-3579-7507 or (0473)-335696

Fax: (03)-6231-0373 or (0473)-335696

[www.theenglishcompany.jp](http://www.theenglishcompany.jp)

(Page 2)

## **Tax status**

The payment we make to you is taxable income and this will be deducted by us (at a rate of 10%) from the reward payment and paid to the Japanese tax authorities. We will issue you with a withholding tax certificate, which you can present to the tax authorities.

## **Previous orders exclusion**

Orders placed by you or on your behalf prior to your entry into the Favoured Teacher Programme will not be eligible for a reward payment if they are already completed.

## **Future orders inclusion**

Future orders (i.e. orders you have already made or that have been made on your behalf, but which have not yet been completed) will be eligible, providing you can supply us with the correct order information with which we can identify the order(s).

## **Bank details**

For the purposes of paying you, you must give us the following bank information: the name of your bank; the name of the bank branch; your bank branch's code number; the number of your bank account; the name of your account (in katakana and romaji and indicate which is used for your account); the type of account.

## **Address and other contact information**

For the purpose of sending you paperwork related to your Favoured Teacher Programme membership (e.g. account statements, notifications of payment, etc., withholding tax certificates, etc.), you must supply us with your residential address, your telephone number and an email address. If any of your information changes, you must notify us to avoid problems in contacting or paying you.

## **Incorrect information**

If any of the information you supply us with is incorrect it may delay or prevent payment of money owed to you. Mistakes with the bank information you send us will incur additional bank transfer charges for repeat attempts to send money to your account. These charges will be deducted from the money you are owed.

(20091103a)

# 株式会社The English Company

Nakajuku 2-8 Itabashi-Ku Tokyo 〒173-0005

〒173-0005 東京都板橋区仲宿2-8

Telephone: (03)-3579-7507 or (0473)-335696

Fax: (03)-6231-0373 or (0473)-335696

[www.theenglishcompany.jp](http://www.theenglishcompany.jp)

(Page 3)

## **Payment dates, method**

We will make payments to you on a periodic basis. Payment will be made only when an order is deemed by us to have been completed. An order is considered complete when any unsold product has been returned and the invoice or adjusted invoice has been paid in full. Typically payments are made once a year in December, but payments may be made more frequently if you place numerous orders and if those orders are completed. We will make payments to your bank account, which must be in Japan and be linked to the electronic bank transfer network.

## **Receipt of payments received**

For each payment received as part of the Favoured Teacher Programme, you must sign a receipt (which we will send you) and return this to us promptly.

## **Favoured Teacher Programme ID number**

Each member of the Favoured Teacher Programme will be issued with an ID number. This will be used during the ordering and reward payment process.

## **The Study Centre requirement**

In order for us to be able to verify that each book dispatched has been sold and cannot be returned, its accompanying online Study Centre username and password must be activated and an enrolment key associated with the group of learners that you teach must also be used in order to record that the book is being used by one of your students. This is to ensure that in cases where there is more than one Favoured Teacher Programme member using our products at one institution and where the institution or its bookstore is placing orders for multiple teachers, that the correct number of products are credited to your membership account.

## **Product ordering method**

You may order books through your institution (or the book store at your institution) or you may order directly from us directly, using the forms on our web site (which can be sent via the Internet, by fax or by post). On all order documents please be sure to include your Favoured Teacher Programme ID number.

(20091103a)