

TRAINEE CONTRACT

For the performance of an operational internship in the field

between the organization

**A.G.S.E.P.
Asian German Sports Exchange Programme
Beach Road
Marawila
Sri Lanka**

(hereafter referred to as the **organization**)

and

Name:
Address:
Phone:
Mobile number:
E-mail-address:

(hereafter referred to as the **intern**)

the following contract is concluded.

This contract does not constitute an employment contract.

TRAINEE CONTRACT

Sri Lanka

Duration

The placement begins on _____
and ends on _____

The total duration of the internships is _____ weeks.

Obligations of the intern

The intern is obliged to perform the tasks assigned to him or her within the scope of his or her training with due care and to observe the work regulations of the organization.

The business-related knowledge and experience acquired regarding the activity, as well as all other internal and business operations which are confidential in nature, shall be treated according to their character, utilized only in the sense of the organization and not communicated to others without authority.

All business-related records, copies and prints of documents and transactions handed or transferred to the trainee remain the property of the organization and must be returned at the end of the internship at the latest – on request also before.

Illness

In case of illness, the medicating doctor's medical certification shall be submitted at the latest on the third day after the begin of the illness.

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Cancellation of the contract

The contract may be terminated prematurely with an 8-week notice period on the 30th of a month. The cancellation shall be effected by unilateral written declaration against the other contracting party, in the event of dismissal by the organization, if possible after prior information to the responsible university / college of higher education.

In the case of dismissal by the organization, the intern will be completely reimbursed possibly remitted prepayments for board and lodging

In the case of termination by the intern after the signing of the trainee contract, the organization will charge the remitted monthly rate for the last month as a cancellation fee.

Insurance

Before the start of the internship, the intern must insure himself at the company in Sri Lanka at his own expense as part of a private travel health insurance against possible illness costs.

Expenses

The trainee receives accommodation in the "AGSEP COMPOUND". The occupancy in the double room includes meals (breakfast and dinner) for Sri Lanka. The costs for food and accommodation in the double room (single room supplement per person / month 130.00 EURO) are

490, - EURO / month

which shall be paid monthly in advance. For an internship of less than 3 months, the total amount is to be paid in one payment. There is no remuneration for internship activities.

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Legal validity

This contract is legally valid after payment of a monthly rate of EUR 490,00 for accommodation / meals, which is credited against the last month of the internship. Please transfer to:

SAMPATH Bank*

Wennappuwa Branch, City of Wennappuwa, Sri Lanka

Account-Nr.: 503029000028

SWIFT code: BSAMLKLX

Account holder K.P.D. de Silva – Accountant -

Reason for payment: Internship last month board and lodging

Please keep the transfer voucher and send a copy of it by airmail to AGSEP, Beach Road, Marawila, Sri Lanka. Please write the sender clearly on the transfer document.

Other stipulations

On behalf of the organization:

Intern:



Date, Signature

Date, Signature