



Vienna Music Examination Board

VMEB Certified Music Learning Centre Registration/Renewal Form

(This form NOT for Austria and Hong Kong region)

New Registration Read the "Certified Music Learning Centre & Exam Supervisor Guideline" before applying (available at www.vmeb.org)

Renewal (CMLC#.....)

Please fill in the form use CAPITAL letters.

PART 1: APPLICANT'S INFORMATION

Upon successful registration or renewal, the Board will issue a certificate which will be sent by post to the address in Part 1. Please ensure that you have filled in the address correctly.

Organization Name:	
Year of Incorporation:	
Address:	
City:	Country:
Telephone no.:	
Email Address:	
Contact Person Name:	
Website (if any)	

PART 2: BACKGROUND (Part 2 is NOT required for renewal)

How many years has your organization been providing musical instrument lessons?	
List all types of musical instrument lessons available at your organization?	
Does your organization provide private or group musical instrument lessons?	<input type="checkbox"/> Private one-to-one only <input type="checkbox"/> Group classes only <input type="checkbox"/> Both
How many teachers does your organization has for teaching musical instrument lessons (including both full-time and part-time teachers)?	
How many students currently learning musical instrument in your organization?	
What is the age range of your students?	
Which music exam boards or exam bodies are your students taking at the moment?	
Is your organization an accredited learning centre or exam centre of any local or international music exam boards or other exam authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have any branches?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many classrooms does your organization has for conducting musical instrument lessons (including classrooms in headquarters & all branches)?	

PART 3: REGISTRATION / RENEWAL FEE

New Registration / Renewal (3 years licence fee)	EUR 36
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PART 4: TERMS AND CONDITIONS

1. The "Board" means Vienna Music Examination Board.
2. The processing time for new registration/renewal normally takes about two weeks upon received all the required documents and applicable fees. The Board has the sole discretion right to approve or reject any registration/renewal without giving any reasons. To cover the Board's administration cost, any payment made are non-refundable and non-transferable in any cases including but not limited to the event that your registration or renewal is not approved.
3. VMEB Certified Music Learning Centre must strictly follow all relevant rules and regulations set by the Board, which may be amended by the Board from time to time at the Board's sole discretion. Any rights granted by the Board are non-exclusive.
4. It is the responsibility of VMEB Certified Music Learning Centre to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which it operates, and to ensure that its operation conforms with all legislation, rules, regulations and statutory requirements in the territory from time to time.
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified Music Learning Centre. VMEB Certified Music Learning Centre agreed to fully indemnify, defend and hold the Board (including the Board's associates and affiliates) harmless from and against any and all claims, lawsuits, actions, proceedings, demands, damages, costs and expenses whatsoever arising out of or relating to any activities conducted, whether directly or indirectly, by VMEB Certified Music Learning Centre, and agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified Music Learning Centre and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from any activities conducted by VMEB Certified Music Learning Centre.
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified Music Learning Centre's license and rights at any time without any compensation to VMEB Certified Music Learning Centre and without holding any liabilities to VMEB Certified Music Learning Centre if the Board has received reasonable complaints against VMEB Certified Music Learning Centre, or that VMEB Certified Music Learning Centre acts in ways or engages in activities which the Board believes that such actions or activities may damage the reputation of the Board, jeopardize the general interest of the Board, or bring the Board into disrepute, damages or losses.
7. VMEB Certified Music Learning Centre is required to inform the Board within 14 days should there be any changes of contact information or particulars.
8. VMEB Certified Music Learning Centre agreed that the Board has the right to include the name, contact and general information of VMEB Certified Music Learning Centre in the Board's website and publications.

PART 5: DECLARATION

I/we understand and accept all the terms and conditions stated above, and confirm that all information provided by me/us are accurate and correct. I/we agreed that the Board may perform a background and information check on me/us including but not limited to contacting the law enforcement department or relevant authorities. I/we further acknowledge that I/we shall be facing and responsible for all legal consequences for providing any fake information or documents.

.....
Authorized Signature *Name of Signatory* *Position of Signatory* *Date*

After completing this form, please send the (1) **required documents** and (2) **payment receipt** by email to international.admin@vmeb.org or by post to the address below.

Registration Division
International Exam Administration Office
Vienna Music Examination Board
Room 403, 4/F, Valley Centre,
80-82 Morrison Hill Road, Wan Chai,
Hong Kong

Required Documents

1. This VMEB Certified Music Learning Centre Registration/Renewal Form
2. Copy of business registration certificate or document
3. Brochure, leaflet or a summary of your organization (for new registration only)
4. Digital photos of the room(s) to be used for music exam. A piano must be shown in at least one of the photos

*The Board may request the applicant to provide additional information or documents

Payment Method

All payments made are non-refundable and non-transferrable. Payment shall be made by:

- [Credit card](#) or [PayPal](#) online in the Board's official website www.vmeb.org
- [Bank demand draft](#) in EUR currency payable to 'Vienna Music Examination Board Limited'
- [Telegraphic Transfer](#) (TT) in EUR currency. Contact the Board for TT/wire instruction

Corresponding Address

(This should be the same as the address in PART 1 of this form)

To:	
Address:	
Country:	