

مدرس: دکتر احمد متولی
طول دوره: ۲۴ ساعت

تدریس بر اساس کتاب **آیین
تنظیم قراردادهای بین المللی**
تالیف آقای احمد متولی و خانم
سمانه کافتی - انتشارات مجد
خواهد بود

آموزش بر پایه ماهیت قرارداد
خرید و ارائه خدمت می باشد.

مزایا:

اعطای گواهی شرکت در دوره به زبان
انگلیسی
عضویت در گروه اختصاصی
پرسش و پاسخ
اعطای کتاب آیین تنظیم قراردادهای بین
المللی



آموزش جامع قراردادنویسی به زبان انگلیسی

Contract Drafting in English



First Day	Second Day
<p>Contract-Drafting Preamble Writing Style Training Method Standardized Document Title of Cooperation Title of Contract General Rules of Contractual Writing Start Writing Introduction of the Contracting Parties Elements of Introduction in I.R. of Iran Dictionary of Introduction How to write Introduction Elements Intents Intents of Deal How to write Intents Subject (Sale Contract – Service Contract)</p> <p style="text-align: center;">Sale Contract</p> <p>Dictionary of Subject in Sale Contract Heading Review of 3 writing Style of Subject in Sale Contract Writing Style of:</p> <ul style="list-style-type: none"> - Description of Goods/Land - Included Items for movable property - Acknowledgment of Legal Ownership - Acknowledgment of Power - Without Encumbrance - Disclosure <p style="text-align: center;">Service Contract</p> <p>Dictionary of Subject in Service Contract Heading Review of 3 writing Style of Subject in Service contract Writing Style of:</p> <ul style="list-style-type: none"> - Option to increase/decrease - Option to change order <p style="text-align: center;">Term</p> <p>Dictionary of Term Heading</p>	<p style="text-align: center;">Guarantee</p> <p>Dictionary of Guarantee Heading Writing Style of:</p> <ul style="list-style-type: none"> - Bank Guarantee - Cheque <p>Review of writing Style of:</p> <ul style="list-style-type: none"> - Advance payment guarantee - Performance guarantee - Good performance guarantee - Bid Bond <p>Review of the text of bank guarantees</p> <p style="text-align: center;">Damage and Penalty</p> <p>Dictionary of Damage Heading Writing 7 Styles of:</p> <ul style="list-style-type: none"> - Breach - Breach with results <p>Types of Damages Liquidated damages Late performance Limitation of damage Option to set-off Option to cure breach Anticipated breach</p> <p style="text-align: center;">Termination</p> <p>Dictionary of Termination Heading Writing 5 Styles of Termination with cause Writing Style of Termination without cause Termination procedure</p> <ul style="list-style-type: none"> - Duration for termination - Duration for cure and termination - Prompt termination <p>Automatic termination Termination results</p> <ul style="list-style-type: none"> - No further responsibilities



Writing Style of:

- Validity
- Starting
- Effective Date
- Expiration
- Term and Termination
- Extension
- Automatic Extension
- Extension on special circumstances
- Delivery time in Sale Contract

Price

Dictionary of Term

Heading

Review of 4 writing Style of Price

Writing Style of:

- Cost and Expenses
- Terms of Payment
- Time for Payment
- Advance Payment
- Amortization
- Release of APG
- No advance Payment
- Interim payment- Progress Payment
- Interim payment- without deductions
- Final payment- Sale Contract
- Reservation / retention of Title
- Final payment- Service Contract
- Late Payment Penalty in 5 Styles
- Currency
- Exchange Rate
- Method of Payment

Wire Transfer/Cheque/Cash against
Doc/Letter of Credit

- Deductions
- VAT
- Adjustment
- Invoicing Procedure

submission and format and
conditions/Due Date of Payment/
to review- duration of review/ to review- no
acceptance/to review- disputed
invoice/to review- payment of undisputed
portion/ to review- dispute
resolution

- Survival
 - No waiver of prior rights
- Consequence of termination
- Payment
 - Damage
- Mutual termination

Force Majeure

Dictionary of Force Majeure

Heading

Definition of Force Majeure

No responsibility after force majeure

Realization of event

Procedure of force majeure

Course of Actions within Force Majeure

Course of Actions after Cessation of
Force Majeure

Cost Impact due to Force Majeure

Time Impact due to Force Majeure

Exceptional Events

Termination or Negotiation in Force
Majeure

Dispute Resolution and arbitration

Dictionary of Dispute Resolution

Heading

Amicable Resolution

Reference to the Arbitration

Arbitral Disputes

Performance during the Arbitration

Independence of Arbitration Clause

Procedure of Arbitration

- Procedural Rules
- Restrictions on arbitrator
- Notice of Arbitration
- Nomination of Arbitrator
- Dispute in Nomination of
Arbitrator

- Language of Arbitration

- Seat of Arbitration

- Authority and Power

- Costs and Fees of Arbitration

- Enforceability of Arbitration

Waiver of right of litigation

Confirmation of award by the court

Governing Law



www.contractbar.ir www.contractbar.com [@contractsbar](https://www.instagram.com/contractsbar)



info@contractbar.com icontractclub@gmail.com

خیابان وصال شیرازی-کوچه ناییبی-پلاک ۲۳-باشگاه اندیشه-طبقه همکف-واحد ۱۰۱

Tell: (۰۲۱-۸۶۰۸۶۴۲۱) (۰۲۱-۶۶۴۱۵۸۹۵) mob: (۰۹۲۰-۳۵۲۹۴۲۳)



Third Day

Suspension

Dictionary of Suspension
Heading
Suspension by the Employer
- Suspension of the Work
- Causes of Suspension
Employer's Discretion / Contractor's Fault
- Suspension of Payment
Suspension by the Contractor
No Breach and responsibility due to Suspension
Suspension Limitation
- Times
- Duration
Procedure of Suspension
Obligation within Suspension
Termination due to Suspension
Expenses recovery due to Suspension
Adjustment of price
Extension
Resumption

Confidentiality

Dictionary of Confidentiality
Heading
Definition of Confidential Items
Main Obligation of Confidentiality
Place of Use of Confidential Items
Measures for Keeping Confidential
Consequence of non-performance of Confidential Clause
Exceptions
Measures after Termination and Expiration
Survival of Confidentiality Clause
Transparency against Confidentiality

Assignment

Dictionary of Assignment
Heading
Types of transfer
No Assignment
Exceptions

Intellectual Property

Dictionary of IP
Heading
Main Obligation
No permission for use by third parties
Activities against IP
No permission of use authentically
Permission to use for performance of the contract
Obligation of personnel
Waiver of claims against IP
IP Warranty
Notice of infringement
Termination for infringement
Ownership of IP rights
Limitation of IP rights

Guarantee and Warranty

Dictionary of Guarantee and Warranty
Heading
Guarantee
General Warranty
Special Warranty-Goods
Special Warranty-Services
Warranty Coverage
Disclaimer of Warranty
Warranty Period
Warranty Claim
Notice accompanied by the supporting docs
Right of Review and Inspection
Repair or Replace - Goods
Reimbursement in case of no Repair or Replace - Goods
Repair or Rework or Remedy - Service
Consequence of no Repair or Rework or Remedy - Service

Governing Law

Dictionary of Governing Law
Heading
Main Clause



Consequence of Unauthorized Assignment
Keeping responsibility

Severability

Dictionary of Severability
Heading
Main Obligation
Determining Invalid terms

Survival

Dictionary of Survival
Heading
Main Obligation

Waiver

Dictionary of Waiver
Heading
Main Obligation

Entirement

Dictionary of Entirement
Heading
Main Obligation
Possibility of Amendment

Order of Precedence

Dictionary of Order of Precedence
Heading
Main Clause
Order of Precedence between two Documents

Insurance

(If time permits)

Dictionary of Insurance
Heading
Provision of Insurance
Presentation of Insurance Policy
Types of Insurance
Insurance Coverage
Provision of specific Insurance
Changes in Insurance
Special Terms in Insurance
- Deductible
- Excess
- Franchise
- Special Terms in Insurance
- Waiver of Subrogation
- Valid Insurer
- Co-insured- additional insured -Joint Insured-composite insured
- Cross-liability coverage
Insurance and Contractual Responsibility

Writing Obligations and responsibility

(If time permits)

Responsible / Liable / Undertake / Covenant / Commit / Account / Bear / Require / Bind / Mandatory / Obligate / Oblige / Shall / Pledge / Adhere / Enforceable

