

ASD-STAN GENERAL TERMS AND CONDITIONS FOR THE SALE OF STANDARDS

Document Reference: 2.3012 (Version 10 April 2018)

By placing an order with ASD-STAN the Customer accepts the following General Terms and Conditions¹:

1. General

- 1.1. ASD-STAN is a non-profit association (AISBL) registered under Belgian law which is applicable for any issue not addressed in these General Terms and Conditions.
- 1.2. The following General Terms and Conditions shall not bring prejudice to the Belgian law.

2. Liability

- 2.1. Whilst ASD-STAN takes all reasonable care in the preparation of all standards, neither ASD-STAN, nor its officers, collaborators and employees, shall have any responsibility or liability whatsoever with respect to any act or omission (whether negligent or not) of whatsoever nature of, or in connection with, the preparation of the standards or any part thereof.
- 2.2. These responsibilities are those of the user or design authority. Users of ASD-STAN standards agree that any such liability on the part of ASD-STAN is excluded to the maximum extent permitted by law.
- 2.3. ASD-STAN standards may be changed from time to time, and both users and manufacturers of these parts should ensure that they are in possession of the latest issue of the standards and supporting documentation before adoption or the commencement of production.
- 2.4. ASD-STAN does not warrant that the content of the standards is suitable for technical purposes.

3. Restrictions on Use

Under no circumstances shall the customer:

- 3.1. Make any copies of any ASD-STAN standards;
- 3.2. Remove or otherwise modify any proprietary markings or notices contained within or placed upon any ASD-STAN standards electronic files or documentation;

¹ ASD-STAN Rules and Policies can be found at <https://www.asd-stan.org/asd-stan-rules-and-policy-documents/>

- 3.3. License, sublicense, sell, assign, transfer or otherwise convey use of any ASD-STAN standards without the prior written consent of ASD-STAN;
- 3.4. Provide or allow any timesharing arrangements or networking using any ASD-STAN standards electronic files unless written consent of ASD-STAN;
- 3.5. Make any modifications to or derivative works from any ASD-STAN standards electronic files.

4. Orders

- 4.1. Orders can be placed on the web-based ASD-STAN electronic bookstore at <http://www.asd-stan.org/>
- 4.2. Orders by E-mail, telefax, telephone or mail are also accepted, provided that they are complete with the company's name, the customer's name and E-mail address, the billing and shipping address, the VAT number, the item's reference number and quantity.
- 4.3. In case of hard-copy requests additional 20% handling fee plus shipping costs (depending on the destination country) will be added to the invoice.

5. Prices

- 5.1. The prices are referred to the individual description of each standard in the ASD-STAN electronic bookstore. For the documents distributed by ASD-STAN, the original publisher of the standard is responsible for its pricing.
- 5.2. All prices mentioned are exclusive of tax. The rate of VAT in Belgium is 21% and will be charged if the customer fails to provide ASD-STAN with his company's VAT number (applicable to European customers only).
- 5.3. Prices may be subject to change without prior notice.
- 5.4. For the multi-user license pricing and for subscription to ASD-STAN full content pricing the email request should be sent to sales@asd-stan.org

6. Terms of Payment

- 6.1. All payments to ASD-STAN shall be remitted in Euros in the form of credit card (VISA/Eurocard/MasterCard only) or bank transfer. The online credit card payment system uses a secured connection and is certified "Verified by Visa" and "Master Card Secure Code"

ASD-STAN
Domicile: Rue Montoyer 10/5, 1000 Brussels, Belgium
Enterprise number: BE 0866465960
E-mail: sales@asd-stan.org
Web: www.asd-stan.org
IBAN: BE 07 3101 3492 5066
President: Séverin Drogoul
Director: Andreas K. Jain
Register of associations: Rue Montoyer 10/5, 1000 Brussels, Belgium

ASD-STAN bank details are:

ING Business Branch Institutionals, Rue Marnix 24, 1000 Brussels, Belgium

Account number: 310-1349250-66

IBAN: BE 07 3101 3492 5066

Swift code: BBRUBEBB

The customer should ensure that all fees and transaction charges are taken care of by the customer and that ASD-STAN will receive the full amount due. A reference to the invoice number shall be recalled when settling the invoice.

- 6.2. ASD-STAN does not accept payment by cheque.
- 6.3. An additional handling charge of 4,57 Euros is automatically added to the invoiced amount in case of payment by bank transfer.
- 6.4. Payment by bank transfer shall be made within 30 days.
- 6.5. The customer shall pay ASD-STAN for all standards ordered and received by the customer.
- 6.6. Customers paying by credit card will automatically receive a transaction confirmation by E-mail. Customers may ask for a copy of the invoice as a receipt of payment by E-mail by contacting sales@asd-stan.org.
- 6.7. An additional fee of 10,00 Euros will be charged for each late payment reminder.

7. Delivery

- 7.1. The only delivery method for individual standards is in the form of “pdf” files or via ftp link for standards collections and subscription.
- 7.2. When paying by credit card, the customer needs to download the file(s) immediately when prompted (right after the payment transaction). Closing the website window will cause the file(s) not to be accessible anymore. No access for a later download is available. In case of mishandling the customer may contact ASD-STAN within 5 days by e-mail at sales@asd-stan.org requesting a courtesy copy of the purchased file(s) to be sent by e-mail.
- 7.3. When opting for payment by the bank transfer, the items of the order will be sent by E-mail to the customer within 1 working day and, according to clause 6.4., the invoice shall be paid within 30 days.

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- 7.4. If the customer experiences problems downloading files or with files sent by E-mail, he/she may contact ASD-STAN at +32 2 775 8126 on business days between 9:00 and 17:00 or send an E-mail to: sales@asd-stan.org.
- 7.5. For standard collections/subscriptions the individual ftp credentials dedicated to the client will be issued and provided to the client for the first delivery and monthly update of ASD-STAN publications.

8. Other obligations

- 8.1 For the sales of documents, where ASD-STAN acts as a distributor, customer has to accept also the Terms&Conditions of the owner company of the documents;
- 8.2 Customers buying DIN ENs, apart from accepting ASD-STAN Terms&Conditions, have to accept also the following Terms&Conditions, please see [HERE](#);
- 8.3 Customers buying AS, RS or TS, apart from accepting ASD-STAN Terms&Conditions, have to accept also the following Terms&Conditions, please see [HERE](#)
- 8.4 Customers buying ASD-STAN standards, according **to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), give the consent to ASD-STAN to use their personal details to complete the purchase and to keep their data for accounting purposes**, for more information please see [HERE](#)

9. RECORD OF REVISIONS

Issue	Date	Reason for Revision	Issued by	Approved by
1	15Oct2015	Updates	P. Aliyeva	A. Jain
2	20Jan2017	Updates and Modifications	P. Aliyeva	A. Jain
3	10Apr2018	Modifications	P. Aliyeva	A. Jain

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