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**INFORMATION REGARDING WNF PASSPORTS AND LICENCES**

* **Please read the underneath stated informations carefully.**
* Registration time limit: **March 3, 2019**

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| **N°** | **GENERAL INFORMATIONS** |
| 1 | The cost of a single **licence** sticker is **EUR 15** – the WNF **passport is free** of charge. Replacement of an expired passport is free. |
| 2 | The passport is **valid for 8 years** from the date issued. The dates of issue and expiry are stamped in the passport. |
| 3 | **Passports** that are not used – for example if the member has retired before receiving the passport – **cannot be transferred** to another member. By all circumstances the member is the owner of the licence number (= WNF member number) issued, as long as the period of validity of the passport. |
| 4 | In case a member has **lost the passport**, or in case destroyed by accident, a **new passport** must be issued. The member will get a **new licence number** (= WNF member number). Replacement of lost passport and/or licence sticker is charged EUR 15. |
| 5 | **Enrolment** of registered and existing WNF members – which applies to clubs, federations, associations, unions, and individuals affiliated to the organization - **must be forwarded once every year**. This also applies for independent members.  Licence fee 2018:  Federation, union, association EUR 250  Club/dojo EUR 100  Individual EUR 15  Enfant <= 14 year EUR 5 |
| 6 | Members of a board appointed by the organization must hold a membership of the WNF. To be considered for membership:  **Clubs must have** **at least 3 individual members** (a president, a secretary and a treasurer).  **Federations and associations must have at least 2** clubs affiliated to be considered for membership. |

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| 7 | Only members of the Worldwide Nanbudo Federation presenting a valid WNF-passport **and** a valid licence have access to seminars conducted by Nanbu Doshu Soke.  Participants must verify their membership at registration to the seminar and it is the organizers responsibility to supervise these directions.  People without membership in the WNF can apply for permission to participate, however, the application must be confirmed and approved by Nanbu Doshu Soke.  More information regarding seminars is available at [www.worldnanbudo.com](http://www.worldnanbudo.com) |
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| **N°** | **LICENCING INFORMATIONS** |
| 8 | **Only application forms of 2019** (latest version provided on the website) are accepted. |
| 9 | The application form 2019 is expected **to be sent to the WNF general secretary office** (**info@worldnanbudo.com**) **latest on March 3, 2019**  The same time limit also applies for the payment of the licence fee, which must be transferred to the WNF account:   |  |  | | --- | --- | | **Account** | Worldwide Nanbudo Federation  0272-581923-71 | | **Bank address** | CREDIT SUISSE  CH-1211 Genève 70 | | **IBAN** | CH21 0483 5058 1923 7100 0 | | **BIC/SWIFT** | CRESCHZZ80A |   **NB:** Please make a note of the number of individual licences and club/fed/ass/union licences, as well as the name of the club/fed/ass/union on the note to the account owner.  The payment must be verified by a copy of the receipt/transfer document sent to the WNF general secretary office by e-mail. |
| 10 | All renewals received **after the time limit**, i.e. between February 18th and December 31st: Please understand, that the processing of new licences **will take** place as soon as possible but not immediately (**up to three weeks**). |
| 11 | **Enrolment of new members after the registration period** is expected to be handled by the application form 2019 (available at www.worldnanbudo.com) – even if there is only one member to enter on the list. **Other forms** or ways to make the enrolment **will not be accepted**. (Please refer to point 7) |

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| 12 | Please **enter required details** on the application form. The required details are marked with a star (\*) – **mandatory fields**.  The mandatory fields are:   1. Full postal adress 2. Licence number (empty field results in new number) 3. First name 4. FAMILY NAME (IN CAPITAL LETTERS) 5. Birth date 6. Issue date of passport 7. Expiry date of passport 8. Dan grade (only DAN-grades – not Kyu. And only numbers: 4, 3, 2, ...) 9. Date of latest Dan graduation |
| 13 | Passports and licences will be shipped when the verification of licence fee transfer is received by e-mail to info@worldnanbudo.com.  The **package** with licences/passports will be **sent** to the address noted at the application form (**full postal address**). |
| 14 | Time of delivery will be **2-6 weeks after reception of the application AND the payment verification**. Please note different shipping times of the postal services for different countries.  (Verification of payment **must** be attached to the application form and sent at the same time. Make sure that the correct amount is transferred.) |
| 15 | **When you receive** the package, **please verify** that the number of items match the number of passports and licences ordered. In case you have any remarks or there are passports/licences missing according your list, please report to the WNF office by e-mail immediately. |
| 16 | It is the receiver of the package who is responsible to hand over the correct passport/licence to each club member. |
| 17 | Please refer to the **registration example** and the **checklist** sent and provided on the website on how the registration form must be filled out. |
|  | **Please note**: We preserve the right to **refuse** **and send back** applications and application emails which **do not meet the above mentioned requirements**. |