

General
Medical
Council

LRMP DOWNLOAD SERVICE

**User Guide, Data Descriptions,
Order Form and
Licence Agreement**

Contents

Introduction	3
Background.....	3
Purpose of this Document	3
Contact Information.....	3
Navigating the Secure File Transfer System	4
Logging in.....	4
SFTS Home Page	5
Downloading LRMP Files from SFTS	6
LRMP Data Files	7
File Formats	8
Other Help and Troubleshooting.....	9
Changing Your Password.....	11
Forgotten Password	11
LRMP Data Descriptions	12
Order Form	15
Agreement to provide subscription services	17

Introduction

Background

The List of Registered Medical Practitioners (LRMP) is accessible on the GMC website, where you can view the registration status of doctors:

http://webcache.gmc-uk.org/gmclrmp_enu/start

The LRMP Download Service allows authorised external organisations to download the entire medical register in a single data file. Data files are generated on a daily basis, and organisations have the option of downloading the entire medical register (full), or a file that contains only records that have been updated in the last 24 hours (delta).

The LRMP Download Service uses the GMC's Secure File Transfer System (SFTS).

Purpose of this Document

This User Guide gives information about how to use SFTS, shows you step by step how to download LRMP files and describes the format and content of the LRMP files.

Contact Information

If you have any questions about our download service, please email: data@gmc-uk.org

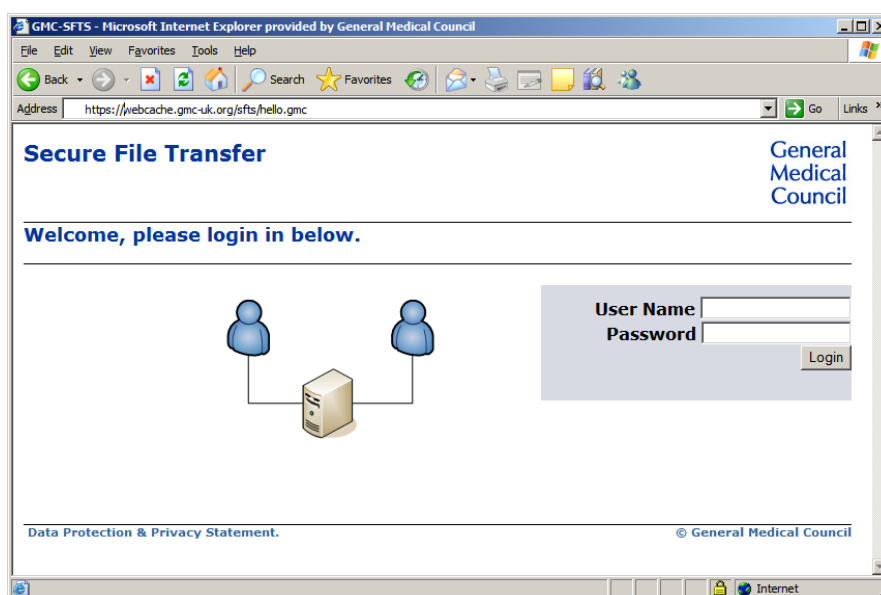
Navigating the Secure File Transfer System

Logging in

Open the login page by entering the following address into your web browser (eg Internet Explorer, Firefox etc):

<https://webcache.gmc-uk.org/sfts/>

The following login page should be displayed:



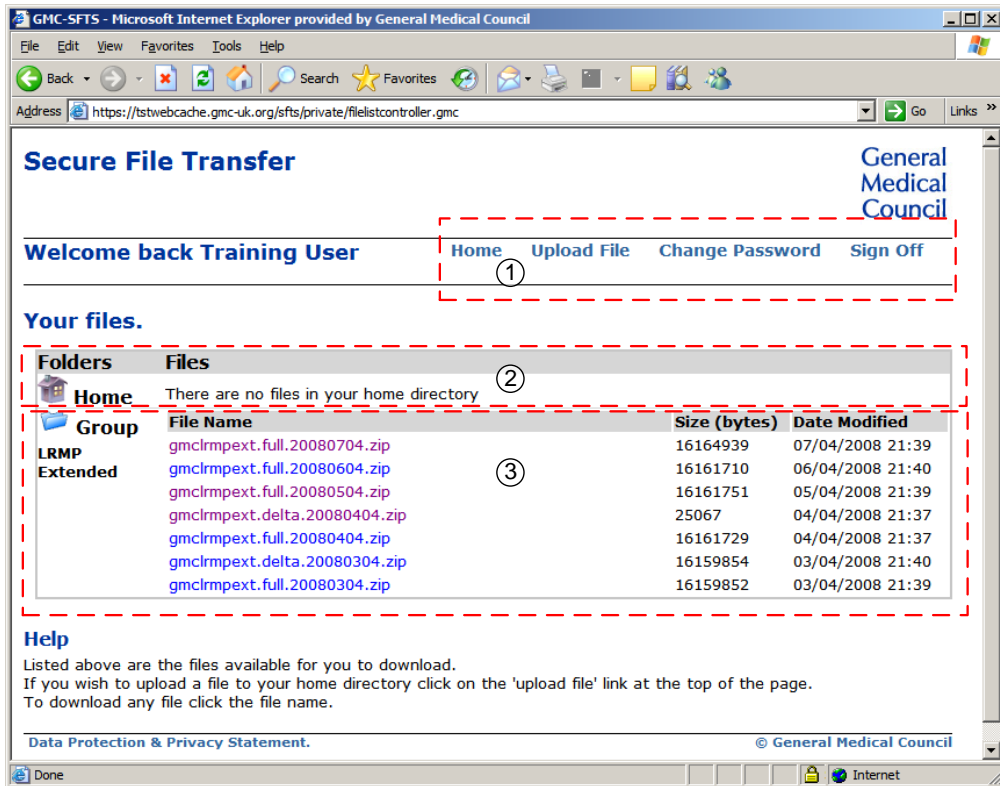
You should already have been given your User Name and called our IS Helpdesk to receive your Password. Enter your username and password and click on the **Login** button.



For security reasons, repeated password errors will result in your account being locked. Should this happen, you will need to contact the GMC IS Helpdesk on 0161 923 6757 to have your account unlocked.

SFTS Home Page

Once successfully logged in, you will see your SFTS Home page.



Navigation links ①

There are 4 navigational links:

- Home** Click here at any time to return to your SFTS homepage
- Upload File** Click here to upload files onto the SFTS system. LRMP Download Subscribers shouldn't need to upload files to the GMC.
- Change Password** Click here to change your SFTS password
- Sign Off** Click here to log out of SFTS

Home Directory Folder ②

LRMP Subscribers should not need to use this folder.

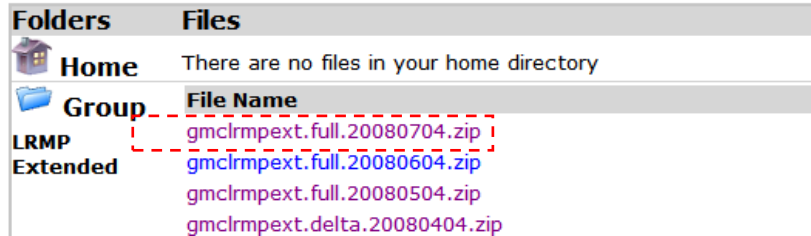
Group Folders ③

In the Group Folder area you will find the LRMP Download folder which contains the LRMP files.

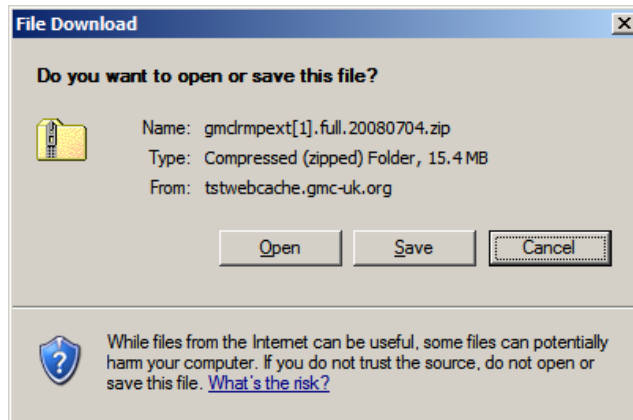
Downloading LRMP Files from SFTS

You can download the LRMP files from the LRMP group folder in SFTS.

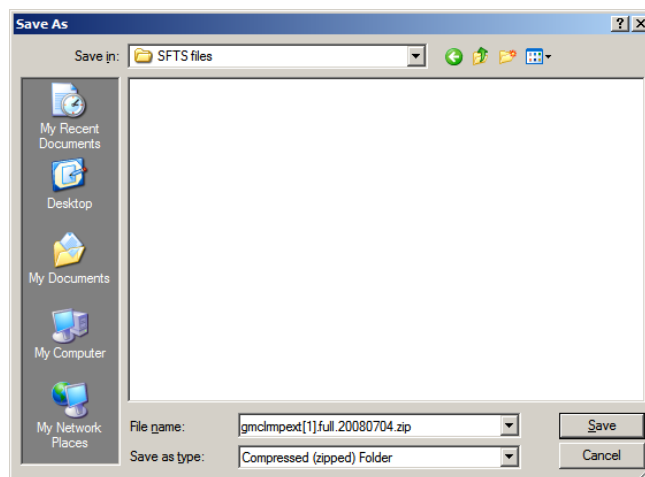
Click on a file name:



A prompt will appear asking you to download the file.



Click the Save button, and select the local folder you wish to save the file in.



LRMP data files are transferred as compressed .zip files with the data in a .csv file within that .zip file.

LRMP Data Files

There are 2 types of LRMP data file, 'Full' and 'Delta' files.

File Format

The LRMP files are encoded using the UTF-8 format.

Full files

The 'Full' file contains every record that is displayed in LRMP. This is an extremely large file, and will take longer to download and process in an external application.

There are over a quarter of million records and it is too large to be opened in older versions of Microsoft Excel (pre-2007). Typically a full file is approximately 12MB in size.

Some special or international characters may not be displayed correctly in Excel, but should display correctly if you import the CSV file into your systems or use other database applications or programs. Please note that your systems need to be configured to handle [UTF-8 characters](#).

Delta files

The 'Delta' file contains all LRMP records that have been updated in the last 24 hours.

Storage

LRMP data files will be stored on the Group folder for 7 days, after this point they will be automatically removed and deleted (we don't retain these files).

File Names

LRMP Download files are named in a way that helps users identify the file they are looking for. The filenames are defined as follows:

	<i>Part 1</i>	<i>Part 2</i>	<i>Part 3</i>	<i>Part 4</i>
<i>String</i>	gmclrmp	full OR delta	Date	zip
<i>description</i>	Identifies the file format. See below for details of this. gmclrmp is used for standard file format.	Signifies if the extract is the entire LRMP, or simply updates since the last update file.	The date the file was created in format YYYYDDMM. Note that files are scheduled to be generated at 2:00 am on a daily basis.	.zip file extension identifying this as a compressed file. Once uncompressed, the .zip is replaced with .csv, identifying this as a comma-separated file.

The example filename here would be: **gmclrmp.full.20080704.zip**

File Formats

Standard LRMP File

The standard LRMP file (gmclrmp) contains the following fields:

Column	Type	Max Size	Comments
GMC Ref No	VARCHAR2	7	
Surname	VARCHAR2	50	
Given Name	VARCHAR2	50	
Gender	VARCHAR2	1	'M'an or 'W'oman
Qualification	VARCHAR2	30	
Year of Qualification	VARCHAR2	4	
Place of Qualification	VARCHAR2	100	
PR Date	DATE	8	ddmmyyyy format
FR Date	DATE	8	ddmmyyyy format
Specialist Register Date	DATE	8	ddmmyyyy format
GP Register Date	DATE	8	ddmmyyyy format
Registration Status	VARCHAR2	100	
ARF Due Date	DATE	8	ddmmyyyy format
Specialty1	VARCHAR2	100	
Sub_Specialty1	VARCHAR2	100	
Specialty2	VARCHAR2	100	
Sub_Specialty2	VARCHAR2	100	
Specialty3	VARCHAR2	100	
Sub_Specialty3	VARCHAR2	100	
Specialty4	VARCHAR2	100	
Sub_Specialty4	VARCHAR2	100	
Specialty5	VARCHAR2	100	
Sub_Specialty5	VARCHAR2	100	
Specialty6	VARCHAR2	100	
Sub_Specialty6	VARCHAR2	100	
Specialty7	VARCHAR2	100	
Sub_Specialty7	VARCHAR2	100	
FtP Conditions Exist	VARCHAR2	1	'Y'es or 'N'o
FtP Undertakings Exist	VARCHAR2	1	'Y'es or 'N'o
Other Names	VARCHAR2	150	
FtP Warnings Exist	VARCHAR2	1	'Y'es or 'N'o

GMC LRMP Download Service User Guide (Version 2.6)

Place of Qualification Country	VARCHAR2	100	
Revalidation Status	String	100	The doctor's current Revalidation Status
Designated Body	String	150	The name of the doctor's current Designated Body
Responsible Officer	String	50	The name of the doctor's current Responsible Officer
Doctor in Training	String	1	Indicates if the doctor was known to be on a postgraduate training programme in the most recent National Training Survey. 'Y'es or 'N'o
Training Deanery/LETB	String	100	The Deanery/LETB responsible for the doctor's training, as declared in the most recent National Training Survey.
Training Programme Speciality	String	100	The doctor's Training Programme Speciality, as declared in the most recent National Training Survey
GMC Approved Trainer	String	1	Indicates if the doctor is an approved trainer. 'Y'es or 'N'o
Trainer Deanery/LETB 1	String	100	The Deanery/LETB where the doctor is known to be a trainer
Trainer Programmes Speciality 1	String	100	The training programme speciality that the doctor is known to train in
Trainer Deanery/LETB 2	String	100	The 2nd Deanery/LETB where the doctor is known to be a trainer, where

GMC LRMP Download Service User Guide (Version 2.6)

			more than one exists
Trainer Programmes Speciality 2	String	100	The 2nd training programme specialty that the doctor is known to train in, where more than one exists
Trainer Deanery/LETB 3	String	100	The 3rd Deanery/LETB where the doctor is known to be a trainer, where 3 exist
Trainer Programmes Speciality 3	String	100	The 3rd training programme specialty that the doctor is known to train in, where 3 exist

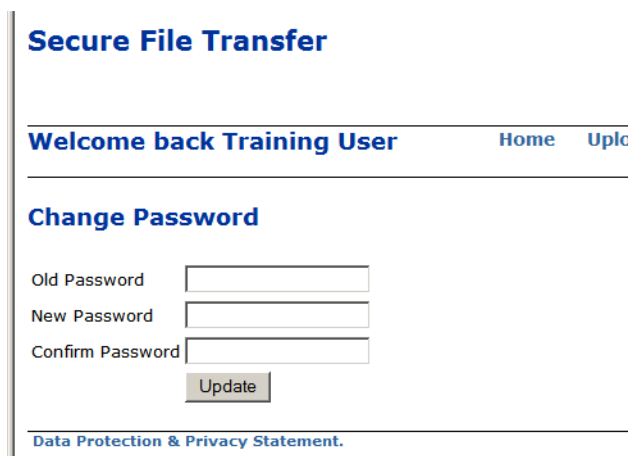
Other Help and Troubleshooting

Changing Your Password

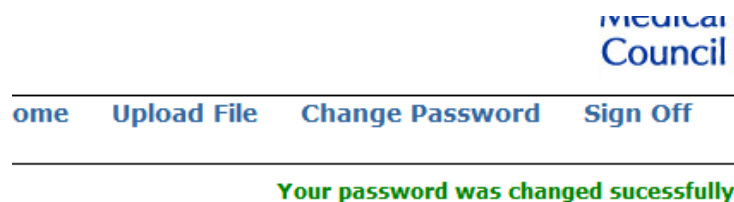
You can change your password by clicking on Change Password on the main menu.



You will then be asked to enter your old password, as well as your new password (twice). Once all 3 boxes are complete, click **Update**.

A screenshot of a web page titled 'Secure File Transfer'. At the top, it says 'Welcome back Training User' with 'Home' and 'Uplc' links. Below this is a section titled 'Change Password' with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. An 'Update' button is located below the fields. At the bottom, there is a link for 'Data Protection & Privacy Statement'.

Once your password has been successfully changed, the following text will appear at the top of your Home page.



! The Secure File Transfer Service requires you choose a complex password that can't be easily guessed. Your password should be at least 7 characters long, and should contain a mix of upper case, lower case, and numeric characters.

Forgotten Password

If you forget your password, or get locked out of your account, please request an SFTS password reset by calling the GMC IS Helpdesk on 0161 923 6757.

LRMP Data Descriptions

Item	Description
GMC Ref No	This is the unique seven digit reference number allocated by the GMC to each registered doctor.
Surname	The surname, last name or family name in mixed case.
Given name	The given / first names in mixed case.
Gender	Man (M) or Woman (W)
Qualification	This is the name of the doctor's Primary Medical Qualification
Year of Qualification	The year when Primary Medical Qualification exams were passed.
Place of Qualification	The name of the Place of Study for Primary Medical Qualification
PR Date	This is the date that the doctor was first granted Provisional Registration.
FR Date	This is the date that the doctor was first granted Full Registration.
Specialist Register Date	This is the date that the doctor was entered into the Specialist Register.
GP Register Date	This is the date that the doctor was entered into the GP Register.
Registration Status¹	The current status of a doctor's entry in the Register, including the doctor's Licence status.
ARF Due Date	This is the date that the doctor's Annual Retention Fee (ARF) is due.
Specialty1-7	This is the specialty identified in the specialist register. Up to 7 specialties can be provided for a given doctor.

¹ See the following page for the list of possible Registration Statuses.

Sub-Specialty1-7	This is the sub-specialty identified in the specialist register. Up to 7 sub-specialties can be provided for a given doctor.
FtP Conditions Exist	This indicates whether the doctor has active Fitness to Practise Conditions applied to their Registration.
FtP Undertakings Exist	This indicates whether the doctor has active Fitness to Practise Undertakings applied to their Registration.
Other Names	The doctor's other or "middle" names in mixed case. This field will contain all of the other names that the doctor has registered with the GMC.
FtP Warnings Exist	This indicates whether the doctor has an active Fitness to Practise Warning.
Place of Qualification Country	The name of the country where a doctor undertook their Primary Medical Qualification.
Revalidation Status	The doctor's current Revalidation Status
Designated Body	The name of the doctor's current Designated Body
Responsible Officer	The name of the doctor's current Responsible Officer
Doctor in Training	Indicates if the doctor was known to be on a postgraduate training programme in the most recent National Training Survey.
Training Deanery/LETB	The Deanery/LETB responsible for the doctor's training, as declared in the most recent National Training Survey.
Training Programme Speciality	The doctor's Training Programme Speciality, as declared in the most recent National Training Survey
GMC Approved Trainer	Indicates if the doctor is an approved trainer
Trainer Deanery/LETB 1	The Deanery/LETB where the doctor is known to be a trainer

Trainer Programmes Speciality 1	The training programme speciality that the doctor is known to train in
Trainer Deanery/LETB 2	The 2nd Deanery/LETB where the doctor is known to be a trainer, where more than one exists
Trainer Programmes Speciality 2	The 2nd training programme specialty that the doctor is known to train in, where more than one exists
Trainer Deanery/LETB 3	The 3rd Deanery/LETB where the doctor is known to be a trainer, where 3 exist
Trainer Programmes Speciality 3	The 3rd training programme specialty that the doctor is known to train in, where 3 exist

The list of **Registration Statuses** is as follows:

- Provisionally registered with Licence
- Provisionally registered without a Licence
- Temporary registration with Licence
- Temporary registration without a Licence
- Registered with Licence
- Registered without a Licence
- Suspended
- Not Registered
- Not Registered - Administrative Reason
- Not Registered - Deceased
- Not Registered - Erased after Fitness to Practise panel hearing
- Not Registered - Having relinquished registration
- Not Registered – Erased for false declaration
- Not Registered – Erased for fraudulent application
- Not Registered – Provisional registration expired
- Not registered – temporary registration expired

Further information about these Registration Statuses is available on the GMC Website:

http://webcache.gmc-uk.org/GMCLRMP_enu/help/help.html#registration_status

Order Form

	Number of Licences	Net	VAT	Total per Item	Total Cost of Order
Annual subscription		£600.00	£120.00	£720.00	

Method of payment (please tick)

Cheque Bank Draft Eurocheque Foreign Bank
 Postal Order BACS Invoice Transfer

Designated User Information

Invoice to (if different)

Company Name	Company Name
User's Name	F.A.O.
Address	Address
Tel	Tel
Email	Fax
Memorable date *	Email

* Memorable date will be used by us to identify a user if they contact our helpdesk.

We will provide a user name and password to a single designated user. Please provide their details above.

Invoices

If you would like us to send you an invoice prior to payment, please tick the box above. If you would like us to include a purchase order number on the invoice, please enter in the box overleaf:

Purchase Order Number:	
-------------------------------	--

Payment Details

Payments from within the United	Payments from outside the United
--	---

GMC LRMP Download Service User Guide (Version 2.6)

<p>Kingdom</p> <ol style="list-style-type: none">1. All orders must be paid in full2. Orders will not be processed until payment has been made. <p>Payment can be made by</p> <ol style="list-style-type: none">a. Chequeb. Bank draftc. Postal Orderd. Cheques and Postal Orders should be crossed and made payable to 'General Medical Council'.e. BACS (See below for details) <p>Banking Details for BACS Payments : National Westminster Bank PLC PO Box 4RY 250 Regent Street London W1A 4RY A/C No 00413720 Sort Code 56 00 27</p> <p>Please quote MR2010</p>	<p>Kingdom</p> <ol style="list-style-type: none">1. All orders must be paid in full.2. Orders will not be processed until payment has been made.3. All bank charges, including UK bank charges, should be covered in your payment.4. Payments must be received in Sterling. <p>Payment can be made by:</p> <ol style="list-style-type: none">a. Crossed sterling cheque payable in the UKb. Sterling Bank Draft drawn on a UK bank.c. Crossed British Postal Order.d. Sterling Eurocheque, with Eurocard number printed on the reverse, up to a maximum of £690.00 per Eurocheque.e. Cheques and Postal Orders should be crossed and made payable to 'General Medical Council'.e. Foreign Bank Transfer (See below for details) <p>Banking Details for Foreign Bank Transfers: National Westminster Bank PLC PO Box 4RY 250 Regent Street London W1A 4RY IBAN: GB87 NWBK 5600 2700 4137 20 SWIFT BIC: NWBK GB 2L</p> <p>Please quote MR2010</p>
<p>VAT</p> <p>If your organisation is exempt from VAT please provide the GMC with the relevant VAT exemption certificate with your order form.</p> <p>Please return your signed and completed order form and cheque or BACS remittance details to the Information Access Team, GMC, 3 Hardman Street, Manchester M3 3AW.</p>	

Licence Agreement

Please read and sign the following Licence Agreement. A signed copy of the Licence Agreement must be returned with this order form and payment.

**The List of Registered Medical Practitioners
Agreement to provide subscription services**

User's Name	
Organisation	
Address	
Telephone	
Email	
Fax	

The List of Registered Medical Practitioners – Licence and Terms of Use

1. The following terms and conditions ('Terms') apply to your use of
 - a. the List of Registered Medical Practitioners ('LRMP');
 - b. the daily updates to the LRMP ('Updates'); and
 - c. the accompanying documentation setting out the file structure of the LRMP ('Documentation'), provided by GMC in accordance with clause 4, which together comprise 'the Product'.
2. If you do not agree to be bound by the Terms, you may not access or use the Product. You will be deemed to have accepted the Terms each time you access the Product.
3. References to the GMC in these Terms shall mean the General Medical Council, a registered charity in England and Wales (1089278) and Scotland (SC037750). References to 'you' and 'your' in these Terms shall mean the user of the Product. If you have any questions or queries relating to the Product, please contact the GMC whose registered office address is 350 Euston Road, London NW1 3JN or by email to data@gmc-uk.org.

The Product

4. Subject to clause 16 and receipt of payment in accordance with clause 7 within ten (10) working days of your agreement to these Terms ('Commencement Date'), the GMC will provide you with a user name and password to allow you to access a website in order to allow you to:
 - a. download an electronic copy of the LRMP;
 - b. download an electronic copy of the then-current Documentation; and

- c. access Updates and allow you to download an electronic copy of such Updates.

Payment

5. You shall pay a fee of £600.00 (Plus VAT if applicable) to the GMC to access the Product for a period of one year from the Commencement Date.
6. You shall pay the fee to the GMC as outlined in the Order Form.

Intellectual Property

7. All Intellectual Property Rights (IPR) vested in the GMC (or any of the GMC's third party licensors or sub-contractors) prior to the Commencement Date, including all Intellectual Property Rights in the Product ('Existing IPR'), will continue to remain vested in the GMC or its third party licensors or sub-contractors (as applicable).
8. Ownership of all Intellectual Property Rights in changes, enhancements, improvements and/or modifications made to the Existing IPR during the Term, whether or not provided to you by way of Updates or otherwise shall, upon creation, automatically vest in the GMC.
9. You expressly acknowledge that, except for the grant of the licence in accordance with clause 11, you shall not acquire any right to use the Intellectual Property Rights in the Product.
10. References to 'Intellectual Property Rights' shall mean all patents, inventions, know-how, trade secrets and other confidential information, registered designs, copyrights, database rights and design rights, trade marks, service marks, logos, domain names, business names, trade names, moral rights, and all registrations or applications to register any of the aforesaid items, rights in the nature of any of the aforesaid items in any country or jurisdiction, rights in the nature of unfair competition rights and rights to sue for passing-off.

Licence

11. Subject to your continuing compliance with these Terms, the GMC grants you a non-transferable, non-assignable, non-exclusive licence to possess, install, store and use the Product for the duration of the Term for the purposes of validating the registration status of medical practitioners and undertaking research. Such licence shall not include the right to grant sublicenses. Any further use is prohibited. You shall not make, or permit any third party to make any copies of the Product in whole or in part, whether in eye-readable or machine-readable form, other than to produce hard copy print-outs from the Product for your own research purposes only. Save as expressly authorised by these Terms, you undertake not to use the data supplied in the Product or any part of the Product:
 - a. to merge, alter, adapt, rearrange, extract, utilise or create derivative works from all or any part of the LRMP, the Updates or the Documentation such that the data ceases to be readily identifiable as that provided by the GMC;

- b. for sale, rental, or distribution; and
- c. in any manner which may harm the interests or reputation of the GMC.

12. You are only permitted to use the LRMP to validate the registration status of medical practitioners and to undertake research, and for the avoidance of doubt you may not republish or redistribute the LRMP, electronically or in print form, either wholly or in part, without the express permission of the GMC.

13. You acknowledge that the LRMP and the Updates contain Personal Data (as defined in the Data Protection Act 1998 ("the Act")) and you undertake and agree that you will deal with such Personal Data strictly in accordance with these Terms and the Act.

Confidentiality

14. All confidential information given by the GMC to you, which shall include the Product and all information which is disclosed after the Commencement Date by the GMC to you which would appear to a reasonable person to be confidential or is marked confidential or is accompanied by a written statement saying that it is confidential or proprietary and which relates to the business, developments, trade secrets, know-how, personnel and suppliers of the GMC, and all information derived from the above, shall be kept secret and confidential by you throughout the Term and shall not be used or disclosed other than for the purposes of the proper performance of these Terms or with the prior written consent of the GMC.

15. The obligations of confidentiality in clause 14 shall not extend to any information which you can show:

- a. is in, or has become part of, the public domain other than as a result of a breach of the obligations of confidentiality under Terms;
- b. was independently disclosed to you by a third party entitled to disclose the same; or
- c. is required to be disclosed under any applicable law, or by order of a court or governmental body or authority of competent jurisdiction.

Liability of the GMC

16. You acknowledge and agree that the GMC is reliant upon information received from medical practitioners in the compilation of the LRMP and the Updates and the GMC is under no obligation to review or certify the accuracy of any such information. Any information or data contained in the LRMP and/or the Updates may become incorrect as a result of changing details of medical practitioners.

17. The GMC shall use its reasonable endeavours to ensure that any necessary changes to the Product are made by the GMC within a reasonable time after the GMC has been notified of such changes.

18. While the GMC will use reasonable endeavours to ensure that the Product is normally available 24 hours a day, the GMC shall not be liable if for any reason the Product is unavailable at any time or for any period. Access to the Product may be suspended temporarily and without notice in the case of system failure, maintenance or repair or for reasons beyond the GMC's control.

19. Subject always to clause 25, the GMC will not be liable in contract, tort (including negligence or breach of statutory duty) or otherwise for any losses or damages, whether direct or indirect, arising out of, or in connection with:

a. the supply, non supply or delay in supplying the Product (subject to clause 20);

b. any failure or malfunction of the Product resulting wholly or to any material extent from your negligence, operator error, use other than in accordance with the Documentation, or any other misuse or abuse or alteration or repair of the Product;

c. the decompilation or modification of the data comprised within the LRMP and/or the Updates or its merger with any other data or maintenance, repair, adjustment, alteration or enhancement of the data by any person other than the GMC or its authorised agent; or

d. the failure by you to implement recommendations previously communicated to you by the GMC in respect of, or solutions for faults in, the Product.

20. Where the Product is found to be defective, GMC shall at its option either:

a. use reasonable endeavours to repair or replace the Product or that part of the Product which is found to be defective; or

b. refund the amounts paid by you under clause 5.

21. The warranty given in clause 20 shall be your sole remedy with respect to defects in or failure or malfunction of the Product and in the event of any claim by you under the warranty you shall notify the GMC in writing of the alleged defect, failure or malfunction.

22. Except as expressly provided by these Terms and subject always to clause 25, the GMC expressly excludes all conditions, warranties, terms, representations and undertakings express or implied, statutory or otherwise in respect of the Product.

23. Subject always to clause 25, the GMC shall have no liability to you for loss of profits, revenue or goodwill or any type of special, indirect or consequential loss (including loss or damages suffered by you as a result of an action brought by a third party) whether such loss is caused by the GMC's breach of its contractual obligations or any tortious act or omission, including negligence.

24. Subject always to clause 25, the GMC's aggregate liability to you under these Terms shall be limited the sum of £600 (Plus VAT if applicable).

25. Nothing in these Terms shall limit or exclude the GMC's liability to you for fraudulent misrepresentation, or for death or personal injury resulting from the GMC's own negligence or that of its employees, agents or sub-contractors, or any other liability not capable of exclusion or limitation by reason of statute.

Your liability

26. You shall be liable for and shall indemnify the GMC against any expense, liability, loss, claim or proceedings directly or indirectly arising as a result of or in connection with any breach of clause 11 and/or clause 13 of these Terms.

Term

27. These Terms shall commence on the Commencement Date and shall continue until terminated in accordance with clause 29.

28. Termination or expiry of these Terms, however caused, shall be without prejudice to any obligations or rights of the GMC or you which may have accrued before termination or expiry and shall not affect any provision of these Terms which is expressly or by implication intended to come into effect on, or to continue in effect after, such termination or expiry.

Termination

29. These Terms may be terminated:

- a. by the GMC in the event of a material breach by you of these Terms; or
- b. by either party on three (3) months' written notice expiring at any time;

30. On termination, you shall delete the Product from your computer and destroy any back-up or other copies of the Product or part thereof.

31. In the event of termination arising pursuant to clause 29(b), GMC shall refund to you £50.00 (Plus VAT if applicable) for each whole month with respect to which you cease to have access to the Product as a result of such termination.

General

32. No failure to exercise and no delay in exercising on the part of the GMC of any right, power or privilege arising under these Terms shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege. The rights and remedies of the GMC under these Terms do not exclude any other rights or remedies provided by law. These Terms shall be governed by English law and you and the GMC submit to the non-exclusive jurisdiction of the English courts.

33. Subject always to clause 25, these Terms set out the entire agreement and understanding between the parties in respect of its subject matter and supersedes all former warranties, statements, representations, understanding, undertakings and agreements (in each case whether written or oral) made by or between the parties

GMC LRMP Download Service User Guide (Version 2.6)

relating to such subject matter. Subject always to clause 25, the parties have not relied upon, and will have no remedy in respect of, any warranty, statement, representation or understanding made by any party (whether or not that party is a party to these Terms) unless it is expressly set out in these Terms.

34. If any of these Terms is or becomes illegal, invalid or unenforceable in any respect, that shall not affect or impair the legality, validity or enforceability of any other provision of these Terms. If any illegal, invalid or unenforceable provision would be legal, valid or enforceable if some part of it were deleted, such provision shall apply with the minimum modification(s) necessary to make it legal, valid or enforceable.

35. In these Terms (unless the context otherwise requires) references to the singular shall include the plural and vice versa; the words "including", "include", "for example", "in particular" and words of similar effect shall not limit the general effect of the words which precede them and the headings are for reference only and shall be ignored when construing these Terms.

Please sign below to confirm you have read and accept these Terms.

Print name _____ **Signed** _____

Date _____