



## CIDESCO BEAUTY CENTRE RULES

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## SECTION 1 STANDARDS FOR CIDESCO ACCREDITED BEAUTY CENTRES

### 1.1 General Rules

- 1.1.1 By accrediting beauty centres, CIDESCO, Comité International d'Esthétique et de Cosmétologie, having its registered domicile in Zurich Switzerland (hereinafter called **CIDESCO**) aims to provide a uniform high standard of services in Aesthetics and Beauty Therapy at an international level.
- 1.1.2 A beauty centre may apply for and benefit from the official accreditation by CIDESCO, if, and for as long as, it fulfils all the standards mentioned in the present Beauty Centre Rules (such accreditation is hereinafter called **CIDESCO Beauty Centre Accreditation**). The Beauty Centre which has gained the CIDESCO Beauty Centre Accreditation is called **Accredited CIDESCO Beauty Centre**.
- 1.1.3 The applying beauty centre must be established as an independent legal entity and be actively offering services in beauty, skin and body therapy.
- 1.1.4 The present CIDESCO Beauty Centre Rules are not intended to interfere with any restriction imposed on the Accredited CIDESCO Beauty Centre by any other authority e.g. the CIDESCO Section of their country (hereafter called **National CIDESCO Section**) or Government Body. Should the Accredited CIDESCO Beauty Centre be confronted with any such restriction not fully compatible with the present CIDESCO Beauty Centre Rules, the Board of CIDESCO may take the appropriate decision after receiving duly specified documentation of such restrictions.
- 1.1.5 CIDESCO Beauty Centre Accreditation cannot be sold or transferred. Upon change of ownership of the Accredited CIDESCO Beauty Centre Section 4 applies.
- 1.1.6 Upon the change of premises of the Accredited CIDESCO Beauty Centre, Section 4 applies.
- 1.1.7 The Accredited CIDESCO Beauty Centre must fully comply with the laws of its country and be duly registered / accredited if such a registration is required by such law.
- 1.1.8 Communication between the Accredited CIDESCO Beauty Centre and CIDESCO, its Board or its Secretariat shall be in English. Notices and communication to the Board of CIDESCO shall be addressed in writing to the Secretariat of CIDESCO with specific reference "to the attention of the Board of CIDESCO".
- 1.1.9 The Board of CIDESCO through its appointed representative is entitled – at any time - to carry out an unannounced inspection in an Accredited CIDESCO Beauty Centre to ensure that the CIDESCO standards of the present CIDESCO Beauty Centre Rules are upheld at all times.

## **1.2 Pursuit of the Interests of CIDESCO, Participation in National CIDESCO Sections and Ethical Conduct**

- 1.2.1 The Accredited CIDESCO Beauty Centre shall actively support and promote the interests of CIDESCO.
- 1.2.2 The Accredited CIDESCO Beauty Centre shall be and shall remain a member of the National CIDESCO Section, if such a Section exists. If such a National CIDESCO Section is established at a later date, the Accredited CIDESCO Beauty Centre shall become a member thereof within 6 months following the National CIDESCO Section's formation. Accredited CIDESCO Beauty Centres are obliged to abide by the rules and Regulations of such National CIDESCO Section.
- 1.2.3 The Accredited CIDESCO Beauty Centre shall strictly abide by the applicable version of the CIDESCO Trademark Rules (see attached **Annex 3**).
- 1.2.4 Professional ethics and conduct should be maintained in accordance to the latest applicable version of the CIDESCO Code of Ethics (see **Annex 2**).

## **1.3 Management of the Accredited CIDESCO Beauty Centre**

- 1.3.1 The person responsible for the management of the Accredited CIDESCO Beauty Centre, actively supported also by its staff, must ensure that the current CIDESCO Beauty Centre Rules are strictly followed.
- 1.3.2 The staff employed must be adequately trained and qualified in the services offered; all therapists must have relevant qualifications. At least one of the staff members must be a CIDESCO Diploma Holder and should be member of the National CIDESCO Section. They are required to submit their CIDESCO Diploma or proof of qualification.
- 1.3.3 The staff must participate in continuous professional development.
- 1.3.4 Dress code for all staff must be appropriate to the beauty therapy profession.

## **1.4 Premises and Facilities of the Accredited CIDESCO Beauty Centre**

- 1.4.1 The premises of an Accredited CIDESCO Beauty Centre must consist of a minimum of a reception area, treatment rooms and client facilities. These premises must represent and reflect a high professional standard at all times. The premises of the Accredited CIDESCO Beauty Centre must be non-smoking areas.
- 1.4.2 The Accredited CIDESCO Beauty Centre shall maintain appropriate insurance of its premises and facilities and clients.
- 1.4.3 There must be running cold and hot water. A shower is recommended for body treatments. Sanitary toilet facilities appropriate to the number of clients and staff must be available.

1.4.4 The treatment rooms must be clean, well lit, well ventilated and of an appropriate temperature.

1.4.5 In the treatment areas utmost hygiene must be observed. National/local Occupational Health and Safety Regulations must be adhered to in all treatment rooms.

1.4.6 Signs

The Following signs shall be displayed in each treatment room of the Accredited CIDESCO Beauty Centres:

- non-smoking sign
- notice to turn mobile phones off

1.4.7 Equipment

The Accredited CIDESCO Beauty Centre shall have the following electrical equipment for various skin and body treatments whereby a selection of a minimum of 3, from the following list is required:

- High Frequency units
- Facial and body galvanic
- Stimulating/relaxing current for face and body
- Vacuum suction units (for face and body)
- Mechanical massagers (G5 or other similar equipment)
- Electrical Epilation units
- Interferential current unit
- Micro-current
- IPL, laser
- Ultrasound
- Micro-dermabrasion
- Endermology

The following is compulsory:

- Autoclave or equivalent heat method of sterilization
- Vaporizer (steam) with or without ozone
- Magnifying lamp
- Wax heaters
- Items for pedicure and manicure

Sufficient equipment must be in the ratio to the number of treatment rooms and must be used regularly and kept in good working order and regularly serviced.

Such equipment will be checked at examinations by the CIDESCO Assessor nominated. A written list of all equipment must be supplied to the CIDESCO Assessor.

Local or national laws regarding the equipment must be strictly observed.

#### 1.4.8 Products

Professional skincare/cosmetic products suitable for different skin types and treatments as well as appropriate information on such products shall be available. A full range of these products shall also be on display and available for retail.

#### 1.4.9 Diary/Clients Records

Professional system of client's records shall be maintained.  
The Accredited CIDESCO Beauty Centre shall in particular keep a diary of appointments. Such diary shall record daily the dates and times of all appointments of clients.

#### 1.4.10 Minimum Treatments Offered

The following treatments constitute a minimum service:

- Cleansing of the face, neck and chest (décolleté)
- Detailed Skin analysis – including client consultation form
- Tinting of eyebrows and eyelashes
- Eyebrow shaping
- Deep cleansing (including the use of steam and ozone or heat and extraction of comedones or milia)
- Facial treatment using electrical equipment
- Manual massage of the face, neck, décolleté, shoulders and upper back
- Masks, treatments of the face, neck and décolleté
- Make-up
- Manicure including hand and forearm massage
- Pedicure including foot and lower leg massage
- Depilation of full legs, under-arm, arms, face and bikini line
- Detailed Body analysis including client consultation form
- Body massage and body treatment (manual and electrical appliances)
- Body exfoliation and wraps

### 1.5 Premises and Facilities - Spa (if applicable)

1.5.1 Each of the spa client facilities – i.e. locker rooms and treatment rooms – have to be in separate rooms. The premises must represent and reflect a high professional standard at all times.

1.5.2 All therapists working at the spa must have relevant spa qualifications.

1.5.3 The Accredited CIDESCO Beauty Centre shall maintain appropriate insurance of the Spa area and clients.

#### 1.5.4 Minimum Spa Facilities

The Spa shall at least have the following facilities:

- Toilet facilities
- Changing area
- Showers
- Lockers
- Relaxation area

#### 1.5.5 Minimum Spa Equipment

The Spa shall at least be equipped as follows:

- Hydro baths / hydro tubs/ hydro pools / Jacuzzi
- Vichy showers or similar
- Steam baths / sauna

1.5.6 All precautions must be taken to ensure that the highest standards of hygiene are maintained, especially when dealing with water management issues and particularly with regard to the maintenance and cleaning of the spa equipment in line with industry requirements. Electrical compliance certification is essential.

#### 1.5.7 Minimum Spa Treatments

The Spa shall at least offer the following services:

- Advanced facials
- Spa manicures
- Spa pedicures
- Body massages (various massage techniques)
- Scrubs and exfoliations
- Body wraps (mud or algae)
- Hydro treatments (Hydro bath, Vichy shower, Swiss shower, Scotch hose treatments, Underwater massage, etc)
- Eastern therapies / Stone therapies / Cultural therapies
- Steam baths / Saunas
- Various specialised treatments

## SECTION 2 CIDESCO BEAUTY CENTRE ACCREDITATION PROCEDURE

### 2.1 Documents

2.1.1 Applications for CIDESCO Beauty Centre Accreditation will only be processed on the official **CIDESCO Beauty Centre Application Form** prepared by CIDESCO and issued by the CIDESCO Secretariat Zurich, Switzerland upon request by the applying beauty centre.

2.1.2 A beauty centre applying to become an Accredited CIDESCO Beauty Centre must submit an application which includes the following information:

- a) Fully completed formal CIDESCO Beauty Centre Application Form
- b) Name, address and date of establishment of the applying beauty centre
- c) Name and qualification and experience of the owners of the applying beauty centre
- d) Name and qualification of the person responsible for the management of the applying beauty centre (if different from c)
- e) Names, qualifications and experience of all full-time and part-time staff (photocopies of the relevant qualification papers must be available at the applying beauty centre when it is inspected by the CIDESCO Assessor)
- f) Plan of the beauty centre premises showing where running water (hot and cold) is available, treatment areas, reception area, toilets and windows etc. (photographs must be included with the plans.)
- g) List of equipment and furniture

The applying beauty centre must also prepare an original and 2 copies of the following documents together with an English translation thereof if the original is not in English:

- h) Written proof certifying that the applying beauty centre is a member, or will become a member of its National CIDESCO Section, if such Section exists
- i) Copy of existing promotional material, treatment menu, list of services and prospectus / leaflet (if available) of the applying beauty centre
- j) A copy of the beauty centre registration with local and national authorities as well as documents evidencing its legal existence

2.1.3 The original of the documents listed in Section 2.1.1 and 2.1.2 must be sent to the CIDESCO Secretariat, Zurich, Switzerland to the attention of the Board of CIDESCO.

2.1.4 One copy of these documents must be sent to the National CIDESCO Section, if such a Section exists.

2.1.5 The second copy of these documents shall be kept by the applying beauty centre.

## **2.2 Application**

2.2.1 The application of a beauty centre will only be considered if the applying beauty centre has paid the Application Fee, which is defined in **Annex 1** of the present Beauty Centre Rules, to the account indicated by the CIDESCO Secretariat.

2.2.2 The CIDESCO Application Fee paid under Section 2.2.1 is not transferable. Should the application not be approved by the Board of CIDESCO the application fee will not be refunded.



## 2.3 Assessment of Application by CIDESCO and Accreditation

- 2.3.1 After receipt by the Board of CIDESCO of the application form in line with all requirements described in Section 2.1 and the full payment of the Application Fee due under Section 2.2, the application is checked by the CIDESCO Secretariat and receives an initial evaluation by the Board of CIDESCO.
- 2.3.2 The Board of CIDESCO will then request from the National CIDESCO Section, if such Section exists, its comments on the application, to be submitted within a given time, specified by the Board of CIDESCO. Once these comments have been received, the application is re-assessed by the Board of CIDESCO who decides whether the application is to be accepted for further processing or if it is to be rejected.
- 2.3.3 If the application is accepted for further processing by the Board of CIDESCO, then an Assessor will be appointed by the Board of CIDESCO (hereinafter called **CIDESCO Assessor**) to visit the applying beauty centre by arrangement to inspect it.
- 2.3.4 The CIDESCO Assessor shall then inspect the applying beauty centre and summarize the results of the inspection in a written report to the Board of CIDESCO, who will then make a decision. The Board of CIDESCO will consult the National CIDESCO Section, if such Section exists, before making a decision.
- 2.3.5 If the results of the inspection are satisfying the Board of CIDESCO will accredit the applying beauty centre and inform the applying beauty centre as well as the National CIDESCO Section, if such Section exists, of their decision.
- 2.3.6 Following the decision rendered and communicated under Section 2.3.5 granting the CIDESCO Beauty Centre Accreditation, the beauty centre concerned shall enjoy all rights and assume all obligations of an Accredited CIDESCO Beauty Centre as defined in the present CIDESCO Beauty Centre Rules.
- 2.3.7 Should the Board of CIDESCO come to the conclusion that the results of the inspection are not satisfactory or that certain of the standards listed in Section 1 of the present CIDESCO Beauty Centre Rules are not met, the Board of CIDESCO may, in its reasonable discretion, grant the applying beauty centre a certain period of time to rectify the inadequacies. On the expiry of the allocated time, the applying beauty centre may re-apply by submitting documented proof that such inadequacies have been fully rectified. Thereafter a re-inspection will be arranged. The beauty centre shall pay the reasonable costs connected with such re-inspection.
- 2.3.8 Should the application of the beauty centre not be successful even after a re-inspection as stated under Section 2.3.6 the beauty centre will be informed of the shortcomings and shall be granted a period of 6 months before a reapplication can be made.

- 2.3.9 The decisions of the Board of CIDESCO on the application will be final. There shall be no right of appeal against the decisions of the Board of CIDESCO on the application and no further correspondence will be entered into.

## SECTION 3 RIGHTS AND OBLIGATIONS OF ACCREDITED CIDESCO BEAUTY CENTRES

### 3.1 Use of CIDESCO Reputation

- 3.1.1 The Accredited CIDESCO Beauty Centre has the right to refer to its CIDESCO Beauty Centre Accreditation in its communication with its clients and with other third parties.
- 3.1.2 The Accredited CIDESCO Beauty Centre may use the CIDESCO Trademarks, but only in strict compliance with the applicable version of the CIDESCO Trademark Rules (see excerpt thereof in **Annex 2**).
- 3.1.3 The Accredited CIDESCO Beauty Centre shall receive a plaque certifying its CIDESCO Beauty Centre Accreditation (hereafter called **CIDESCO Plaque**). Such CIDESCO Plaque shall remain the property of CIDESCO.

### 3.2 Exchange of Information and Knowledge

- 3.2.1 CIDESCO will organize a “Beauty Centre Workshop”, if possible annually, in which all Accredited CIDESCO Beauty Centres are invited to participate.
- 3.2.2 The Accredited CIDESCO Beauty Centre shall receive copies of the **CIDESCO INTERNATIONAL LINK** which reports on important developments of CIDESCO in general and also on the Accredited CIDESCO Beauty Centres in particular and provides articles of importance for the Accredited CIDESCO Beauty Centres.

### 3.3 Observance of CIDESCO Standards and CIDESCO Rules and Regulations

- 3.3.1 The Accredited CIDESCO Beauty Centre shall at all times strictly observe, maintain and support all the standards defined in Section 1 of the present CIDESCO Beauty Centre Rules as well as any further applicable rules in the latest applicable version, in particular the CIDESCO Code of Ethics (see **Annex 2**) and the CIDESCO Trademark Rules (see excerpt thereof in **Annex 3**).
- 3.3.2 The Accredited CIDESCO Beauty Centre shall strictly observe additional ethical Rules which may be issued by the National CIDESCO Section if such a Section exists.

### 3.4 Financial Obligations (see Annex 1)

- 3.4.1 The Accredited CIDESCO Beauty Centre shall pay to CIDESCO the **Annual Beauty Centre Accreditation Fee** specified in **Annex 1**. Such Fee shall be payable by the end of February of each calendar year at the latest to the account indicated by the CIDESCO Secretariat. If an applying beauty centre is accredited later then the 1<sup>st</sup> of March the full Beauty Centre Accreditation Fee for the entire

- calendar year shall be payable within 30 days following the communication of the CIDESCO Accreditation.
- 3.4.2 The Accredited CIDESCO Beauty Centre shall fully observe all financial and other obligations towards the National CIDESCO Section of which the Accredited CIDESCO Beauty Centre shall be a member under Section 1.2.2, above.
- 3.4.3 **An Application/Inspection Fee** defined in **Annex 1** to the present CIDESCO Beauty Centre Rules (see also Section 2.2.1) is payable by the applying beauty centre together with the application for CIDESCO Beauty Centre Accreditation. Should the application not be approved under Sections 2.3.7 and 2.3.8 by CIDESCO, this fee will not be refunded.
- 3.4.4 If the owner of the Accredited CIDESCO Beauty Centre changes or if the Accredited CIDESCO Beauty Centre has moved to different premises, then the costs mentioned under Sections 4.2 and 4.4 are due.
- 3.4.5 All the above-mentioned Fees are subject to annual changes. They are not refundable or transferable.

## SECTION 4 CHANGE OF OWNERSHIP OR LOCATION OF PREMISES OF AN ACCREDITED CIDESCO BEAUTY CENTRE

### 4.1 Notification to CIDESCO

If the ownership of the Accredited CIDESCO Beauty Centre changes (e.g. as a consequence of the death of the owner or because of a partial or full transfer of its ownership) or if the Accredited CIDESCO Beauty Centre has moved to new premises, then the Accredited CIDESCO Beauty Centre shall notify in writing the CIDESCO Secretariat, as well as the National CIDESCO Section, if such Section exists, as soon as possible but in any case within one month of the occurrence of such change. The beauty centre shall add to such notification a duly documented explanation of the legal and practical consequences of the notified change.

### 4.2 Assessment

Following the receipt of the notification defined in Section 4.1 the Accredited CIDESCO Beauty Centre will be inspected by a CIDESCO Assessor nominated by the Board of CIDESCO who will send a written report to the CIDESCO Board member responsible, for consideration. The beauty centre shall pay the reasonable costs connected with the said inspection. The Board of CIDESCO in its full discretion may decide to accept the notified changes without such inspection, if it is clear that the notified changes do not affect the fulfillments of CIDESCO's standards and requirements as described in the present CIDESCO Beauty Centre Rules and that therefore the CIDESCO Beauty Centre Accreditation shall be confirmed. The Board of CIDESCO will inform the Accredited CIDESCO Beauty Centre and the National CIDESCO Section, if such Section exists whether such inspection will take place.

### 4.3 Definitive new Accreditation

Considering the results of the re-inspection mentioned in Section 4.2 as well as any other pertinent information received, the Board of CIDESCO will decide on the definitive new CIDESCO Beauty Centre Accreditation.

### 4.4 Financial Obligations

All financial obligations of the seller towards CIDESCO must be settled in full before any assessment under section 4.2 takes place or the transfer of the CIDESCO Beauty Centre Accreditation to a purchaser is conceded.

## SECTION 5 WITHDRAWAL OF CIDESCO BEAUTY CENTRE ACCREDITATION

### 5.1 Reasons for Withdrawal

5.1.1 The Board of CIDESCO shall consider the withdrawal of the CIDESCO Beauty Centre Accreditation if it receives knowledge, through credible and verifiable sources with substantiated information (in writing) that the Accredited CIDESCO Beauty Centre has violated any of its obligations mentioned in Section 3 or no longer fulfils all the standards mentioned in Section 1 of the present Beauty Centre Rules and in particular if any of the following cases has occurred:

- a) the Accredited CIDESCO Beauty Centre and/or its owner and/or its staff are guilty of serious offences or unethical behavior; in particular if any of the rules of the CIDESCO Code of Ethics (see **Annex 2**) is violated.
- b) the Accredited CIDESCO Beauty Centre has not fully observed the financial obligations specified in the present Beauty Centre Rules as well as in **Annex 1**.

5.1.2 The Board of CIDESCO may at any time in particular if any of the specific cases mentioned under section 5.1.1 has occurred investigate the case or arrange for an investigation by appropriate third parties. It might consult the National CIDESCO Section, if such Section exists.

5.1.3 Based on the information received and eventually an investigation executed under Section 5.1.2, the Board may in its full discretion decide to withdraw the CIDESCO Beauty Centre Accreditation of the beauty centre concerned and inform such beauty centre as well as the National CIDESCO Section, if such Section exists, about such decision.

5.1.4 There shall not be any right to appeal against the decision of the Board of CIDESCO on such withdrawal and no further correspondence will be entered into.

- 5.1.5 Upon receipt of the decision of withdrawal, mentioned in Section 5.1.3 the beauty centre concerned shall:
- a) immediately return to CIDESCO Secretariat at its own costs the CIDESCO Plaque delivered to the beauty centre under Section 3.1.3;
  - b) immediately withdraw and destroy any literature, advertisements, brochures, letterheads etc. and delete any reference on the website of the beauty centre which contains the CIDESCO logo, the words "**ACCREDITED CIDESCO Beauty Centre**" or any other words or references implying directly or indirectly its Accreditation by CIDESCO.
- 5.1.6 In the case of a withdrawal the beauty centre concerned is not entitled to any compensation or refund of any paid fee. All fees due and any other outstanding financial obligation of the Beauty Centre must be paid in full.
- 5.1.7 The Board of CIDESCO has the right to take any measures it deems appropriate if the beauty centre which has lost the CIDESCO Beauty Centre Accreditation does not fully comply with the obligations mentioned in Section 5.1.5. In particular the Board of CIDESCO reserves the right to inform the public about the withdrawal of the CIDESCO Beauty Centre Accreditation. For such measures the Board of CIDESCO, may also use the help of the National CIDESCO Section, if such Section exists.

## SECTION 6 RESIGNATION OF AN ACCREDITED CIDESCO BEAUTY CENTRE

### 6.1 Notice of Resignation

The Accredited CIDESCO Beauty Centre may at any time decide to resign from its CIDESCO Accreditation. This can only be accepted to be effective at the end of the calendar year. The resigning Accredited CIDESCO Beauty Centre must give 6 months notice in writing by registered mail before the end of the calendar year. A copy of the resignation notice shall be forwarded to the National Section, if such Section exists.

### 6.2 Financial Consequences of Resignation

All fees due and any other financial obligations including those of the calendar year in which the notice of resignation is given, must be paid in full. The resigning beauty centre is not entitled to any compensation or to a refund of any paid fee.

### 6.3 Further Consequences of Resignation

At the end of the notice period mentioned in Section 6.1 at the latest, the resigning Accredited Beauty Centre shall comply with all obligations mentioned in Section 5.1.5.

## SECTION 7 TRANSITIONAL RULES

- 7.1. The present CIDESCO Beauty Centre Rules as well as any later amendments thereof duly ratified by the General Assembly of CIDESCO shall, subject to Section 7.2, apply with immediate effect as of the date of the ratification by the General Assembly of CIDESCO.
- 7.2 Accredited CIDESCO Beauty Centres which already existed before the ratification by the General Assembly, shall abide by the Beauty Centre Rules and any amendments as soon as possible, in any case within 12 months following the date of ratification of such amendment by the General Assembly of CIDESCO.

**Annex 1**      Applicable Fees

**Annex 2**      CIDESCO Code of Ethics

**Annex 3**      Excerpts from the CIDESCO Trademark Rules

(All Annexes are available upon request)