

Participant Registration 2017

Seminar Name	
Seminar Date	
Seminar Location	
Early Bird Registration & Payment (Yes/No)	
Seminar Fee	

Company Details

Company Name			
Company Size			
Industry			
Mailing Address	Street Address		
	PO Box		
	City	Postcode	
	Country		

Participant Details

Title		Surname	
First Name			
Position in Company			
Department			
Office Phone			
Mobile Phone			
E-mail Address			
Signature			
Date Signed			

Supervisor Details - Authorisation

Title		Surname	
First Name			
Position in Company			
Department			
Office Phone			
Mobile Phone			
E-mail Address			
Signature			
Date Signed			

How to Lodge this Form

This participant registration form needs to be completed, signed and sent by email to

info@a-consultancy.org

TERMS AND CONDITIONS

Seminar Payment Terms:

Following completion and return of this registration form, A Consultancy CC will send a proforma invoice with bank details to the participant.

Invoiced amount needs to be paid before the early bird date to receive the rate. After receiving the full payment, A Consultancy CC will send an invoice to the participant that will serve as official receipt. A Consultancy CC reserves the right to refuse admission and withhold attendance certificate if payment is not received prior to the seminar.

Seminar Cancellation Policy:

Written cancellations made within 24 hours of the receipt of the signed registration form will receive a full refund in the case that full payment has been made.

No-shows for valid reasons:

Participants who do not attend the seminar, but have paid prior will be offered an alternative date in the case that they have informed A Consultancy CC in a written email before 8:00 am on the seminar date.

Indemnity:

Should for any unexpected reasons outside the control of A Consultancy CC the service provider cancel the venue, A Consultancy CC reserves the right to allocate another training venue. Should a trainer be sick, the seminar will be rescheduled.

Contract:

The participant registration form constitutes as a legal binding contract. This agreement shall be governed by and construed in accordance with the laws of the Republic of Namibia.