

Complete this registration form and send to 1 of the following contacts, to reserve your booking:

- bookings@biztraining.co.za

or

Fax: 0862 40 40 82

COURSE TO ATTEND: _____

NUMBER OF DELEGATES: _____

(20% discount: 2+ delegates)

COMPANY: Complete Section A, B, C, D, E
INDIVIDUAL: Complete Section C, D, E

SECTION A: COMPANY DETAILS

Full Company Name: _____

Department/Division: _____

Postal Address: _____

VAT Number: _____

Telephone Number: _____

Fax Number: _____

SECTION B: FINANCE

Finance contact person: _____

Telephone Number: _____

E-mail: _____

Purchase order number: _____

NB: Please use your company name as reference when payment is made.

SECTION C: REGISTRATION

Training date: _____

Number of Halaal meals: _____

** Please note that there is an additional charge of R29 per delegate for Halaal meals.*

SECTION D: AUTHORISATION

Name & Surname: _____

Signed: _____ Designation: _____ Date: _____

SECTION E: DELEGATE DETAILS

1	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
2	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
3	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
4	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
5	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
6	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
7	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
8	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
9	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____
10	First Name & Surname:	_____
	Position:	_____
	E-mail:	_____
	Cell Number:	_____

BANKING DETAILS & PAYMENT TERMS

Banking details

- Account Name: **BTI Training**
- Account Nr: **623 21 255 194**
- Branch code: **250655**
- Ref nr: **Your name**

Invoice terms:

- All invoices are payable on presentation and non-payment will be considered as a non-acceptance of the terms and conditions.
- If the invoice is not paid as stipulated above, no reservation exists and the delegate(s) will not be allowed to attend the course.

TERMS & CONDITIONS

Cancellations:

A cancellation can be accepted if we are advised in writing at bookings@biztraining.co.za.

- | | |
|-------------|--|
| 100% Refund | - Cancellation received more than 1 week before course |
| 50% Refund | - Cancellation between 3 and 5 business days before course |
| 0% Refund | - Cancellation 2 days or closer to the course |

Substitutes are always welcome, at no extra charge, if one of the pre-booked delegates cannot attend.

Absent & Late Delegates:

If a delegate fails to attend course or is late for the course, no refund will be given. Full course fees are payable. The facilitator will not wait for late delegate(s) before commencing with the course presentation.

Postponements

Requests to postpone the course must be sent to bookings@biztraining.co.za at least 3 business days before the scheduled course date.

Should this written notification not be received within the above timeline, an additional charge of R450 (VAT Inc) per delegate will be charged to accommodate the postponement.

All postponed course credits needs to be utilised within 6 months or the course fee is considered forfeit.

Training facilitators:

Biz Training Institute reserves the right to replace the facilitator at any stage.

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