

# REGISTRATION FORM



## PROCUREMENT SYMPOSIUM 2019

TO SECURE YOUR PLACE AT THIS COURSE – PLEASE COMPLETE THE FOLLOWING:

Company Name:

VAT NO:

Postal Address:

Telephone:

FAX

E-mail Address

Purchase Order No:

Company Physical Address:

### DELEGATE INFORMATION

No	*	Delegate Name	Designation	E-mail	Cell
1					
2					

\* Yes, Please update me with relevant Information

Do you have any special Needs:      Disabled      Other: Please Specify

Do you have any Special Dietary Requirements:      Vegetarian      Halaal      Other:

I am allergic to the following food / Don't eat:

### EASY PAYMENT METHODS: DIRECT DEPOSIT, CREDIT CARD OR CHEQUE:

CorporateLink Business Solutions (PTY) Ltd, FNB Olympus Plaza, Branch Code: 258155, ACC No: 62532659193

IN ORDER TO SECURE YOUR REGISTRATION, PAYMENT IS DUE IN FULL UPON RECEIPT OF INVOICE.

**Confirmation** - Your registration will only be confirmed until such time as payment is received

**Right of Admission** – CorporateLink Events and Conferencing (Pty) Ltd reserves the right to refuse admission to the event where evidence of full payment cannot be shown.

**Delegate Substitutions** – Delegate substitutions are welcomed at any time and do not incur any additional charges. Please notify us in writing of any such changes.



### PRICING

R 1300 per delegate  
Group Bookings: R 1100 per delegate

### WAYS TO REGISTER

Fax: 086 4029722

E-mail:  
events@corporate-link.co.za

Please contact us for more information

Tel: +27 (0)78 7064 722

Fax: 086 416 3252  
events@corporate-link.co.za

### Authorization

The signatory must be authorized to sign on behalf of the company & have read the Terms & Conditions

Registration No: 2014/132699/07 VAT: 4230286009

### Application for Registration and Acceptance of Terms and Conditions

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of the abovementioned company which I am duly authorised to represent

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Job Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### DELEGATE CANCELLATIONS

All cancellations must be received in writing and are subject to the following conditions:

- For any cancellations received 15 working days before the start of an Event / Course, CorporateLink Events and Conferencing will issue a 100% credit for the value paid to be used for up to one year from the date of issue for any future CorporateLink event and/or training course
- For any cancellations received less than 14 working days before the date of the event / training course, the full fee will be payable and no refunds or credit notes will be given
- If a registered delegate does not cancel and fails to attend the event / training course, this will be treated as cancellation and no refund will be issued
- Delegate Substitutions are welcome – Please notify us 5 days before the event / training

### CORPORATELINK EVENTS AND CONFERENCING - Cancellation & Postponement Policy

In the event that CorporateLink Events and Conferencing, cancels an event, delegate payments will be refunded. In the event that CorporateLink Events and Conferencing postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future event This credit will be available for up to one year from the date of issuance. No refunds will be available for postponements. CorporateLink Events and Conferencing is not responsible for any loss or damage as a result of a substitution, alteration or postponement of an event. CorporateLink Events and Conferencing shall assume no liability whatsoever in the event this Event / training course is rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this event / training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.