

*"Auditing for Sustainable Growth"*

# SAATCA CPD WORKSHOP 2019

DATE: 8 November 2019 • VENUE: CAPE TOWN • CPD: 16

## DELEGATE INFORMATION

Title:..... First Name:..... Surname:..... Preferred Name Tag:.....  
 Job Designation:..... Organization:..... VAT Number:.....  
 Tel (Work):..... Cell:..... Fax:.....  
 SAATCA Registration Number:..... Email Address:.....  
 Postal Address:..... Postal Code:.....  
 Dietary Requirements:..... Disability: Yes:  No:

## COMPANY PAYMENT DETAILS/INSTRUCTIONS *If different to the information above, please provide billing details of company to whom the invoice should be sent:*

Name & Surname:..... Company Name:.....  
 Postal Address:..... Postal Code:.....  
 Email Address:..... VAT Number:.....

## PLEASE REGISTER ME AS A DELEGATE FOR THE SAATCA CPD WORKSHOP 2019 - WESTERN CAPE, CAPE TOWN

**Mark with an "X"** Non-SAATCA Registered Auditors: Workshop (1 Day) - R 3800  SAATCA Registered Auditors: Workshop (1 Day) - R 3420

**Please note the above prices exclude VAT** Total amount due for this CPD Workshop (Excluding VAT): -> R.....  
 Payment Method (Mark with an "X") -> Cash  Bank Deposit  EFT  Cheque



### BANK DETAILS

First National Bank Lynnwood Ridge Branch Code: 252045 Account Number: 558 5001 1731 Swift Code: FIRN ZA JJ XXX

### GROUP DISCOUNTS

2-5 delegates – 2%    6-9 delegates – 3%    10 and more delegates – 5%

*The group discount will only apply to an organization submitting registration applications simultaneously and paying for the group in one transaction.*



### EARLY BIRD SPECIAL

**-5% DISCOUNT FOR ALL CPD WORKSHOP FEES PAID BEFORE 22 OCTOBER 2019**



## Registration and Payment Terms and Conditions

- Closing date for registration and payment for registration is the **1<sup>st</sup> of November 2019**.
- To qualify for the **early bird** discount, full payment of the conference registration fee is payable into the SAATCA bank account on or before **22 October 2019**.
- Proof of payment is to be emailed to [admin@saatca.co.za](mailto:admin@saatca.co.za) **AS WELL AS** [finance@saatca.co.za](mailto:finance@saatca.co.za)
- The Workshop is a pre-paid event and it is the delegate's responsibility to ensure payment is made before attending the workshop. Once this registration form is signed and submitted, the delegate and his/her company accepts responsibility for full payment of the registration fee, without prejudice.
- Invoices issued for all bookings not cancelled prior to the **25<sup>th</sup> of October 2019** will be deemed payable.
- Any request for cancellation of registration must be submitted in writing by email to the SAATCA [admin@saatca.co.za](mailto:admin@saatca.co.za)
- A cancellation by the delegate of his/her registration for the event will not be effective until an acknowledgment of cancellation is issued by SAATCA.
- Cancellation requests received by SAATCA admin on or before 17h00 on **24 October 2019** will receive a refund, less 20% liquidated damage and administration fee.
- Cancellation requests received on or before **31 October 2019** will receive a refund, less 60% liquidated damages and administration fees.
- No cancellation request for a refund will be processed **after the 31<sup>st</sup> of October 2019**.
- Any qualifying refunds will only be paid after the conference.
- A substitute delegate is welcome; it is your responsibility to notify SAATCA thereof, 3 days before the workshop.

## DELEGATE DECLARATION

(Please Tick)  I have read and understand the above registration and payment terms and conditions as set out and do hereby accept these terms and conditions.

Name & Surname:.....  
 Date:       Signature:.....

## EMPLOYER DECLARATION: MANAGER

(Please Tick)  I have read and understand the above registration and payment terms and conditions as set out and do hereby accept these terms and conditions.

Name & Surname:.....  
 Date:       Signature:.....

**(For enquiries regarding the SAATCA CPD Workshop 2019 WESTERN CAPE, please contact the SAATCA Office on 012 349 2763)**