

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:.....

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 VIRTUAL CPD WORKSHOP 17 MARCH 2021

Mark with an “X” Non-SAATCA Registered Auditors: *Workshop (1 Day) - R 1365* SAATCA Registered Auditors: *Workshop (1 Day) - R 1305*

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



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 MUST BE PAID BEFORE 27 February 2021



Registration and Payment Terms and Conditions

- Closing date for registration and payment for registration is the **10th of March 2021**.
- **To qualify for the early bird discount, full payment of the workshop registration fee is payable into the SAATCA bank account on or before 27 February 2021.**
- Proof of payment is to be emailed to admin@saatca.co.za **AS WELL AS** 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 **1st of March 2021** will be deemed payable.
- Any request for cancellation of registration must be submitted in writing by email to the SAATCA 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 **28 February 2021** will receive a refund, less 20% liquidated damage and administration fee.
- Cancellation requests received on or before **10 March 2021** will receive a refund, less 60% liquidated damages and administration fees.
- No cancellation request for a refund will be processed **after the 10th of March 2021**.
- Any qualifying refunds will only be paid after the workshop.
- 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:.....

PLEASE NOTE: NO REGISTRATION WILL BE ACCEPTED WITHOUT A SIGNATURE, THIS FORM CAN BE SIGNED DIGITALLY DIRECTLY IN ADOBE ACROBAT READER. ON THE TOOLBAR > SIGN > FILL & SIGN (CREATE YOUR SIGNATURE IF YOU HAVE NOT DONE SO YET), FILL IN THE FORM AND ADD YOUR SIGNATURE.

(For enquiries regarding the SAATCA VIRTUAL CPD Workshop 2021, please contact the SAATCA Office on 012 349 2763)