

Registration Contract 2011



****Please ask us about our specials when you book multiple delegates or multiple events****

Booking Contact Person

Booking Contact Person:
(Who is the booking being made by?)

Contact Telephone Number:

Email Address:

Signature: (terms & conditions have been read & understood; and all approvals have been obtained)

Invoice Details

Once we have received the completed registration form, an invoice will be emailed to you. Please provide the following information indicating who will be responsible for payment for invoicing purposes:

Paying Company/Person:

VAT Number:

Billing Address:

Code

Person Responsible for Payment:

Contact Telephone Number:

Email Address:

Delegate(s) Details: (Who is/are attending the event/s?)

	NAME OF DELEGATE(S)	COMPANY NAME	JOB TITLE	EMAIL ADDRESS	CELL NUMBER
1					
2					
3					

Programme Details: (Which programme/workshop are the above-mentioned delegates attending?)

	PROGRAMME NAME(S)	CITY	PROGRAMME DATE	EVENT COST PER PERSON (Excl VAT)	WHICH OF THE ABOVE DELEGATES? (Mark with X)		
					1	2	3
1							
2							
3							

How Did You Hear About the AOC and This Event? (Email from AOC, From a Friend/Colleague, Google, etc.)

Special Requirements or Requests: (Do you have any special requirements or requests?)

Registration Terms and Conditions

Full payment must be received prior to the event(s) taking place. Confirmation of payment can either be faxed to 086 610 6191 or emailed to bookings@aocsa.co.za. The Academy for Organisational Change reserves the right to change event details or content as a result of unforeseen circumstances. Every effort will be made to prevent this. Should the event details change significantly, delegates will have the option to transfer the booking or receive credit on their account.

OFFICE USE ONLY

date of registration form | invoice no.



+27 (0)861 333 AOC (262)



bookings@aocsa.co.za

Cancellation Policy

- This cancellation policy applies immediately on receipt of the registration form.
- A 25% cancellation fee will be charged for cancellations up to 10 working days before the event(s) takes place. Cancellations inside of 10 working days before the event(s) will be liable for the full fee.
- Substitute delegates will be considered at special request. No refund or credit can be approved for delegates who do not attend the event without giving prior notice.
- Registered delegates who wish to transfer to another course or date, will be liable for a transfer administration fee of R1000.



+27 (0)86 610 6191



www.aocsa.co.za