

# ALVARO TRAINING & PROJECTS

## REGISTRATION FORM

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### COURSE TITLE:

\_\_\_\_\_

### AUTHORIZING PERSON

Name of Authorizing Manager: \_\_\_\_\_

Company: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ VAT: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

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

By completing & signing this form, the authorizing signatory accepts the terms and conditions stated on the registration form

### DELEGATE INFORMATION

Please provide information as you wish it to appear on your name badge(s) and on your certificate of attendance.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

3. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

4. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Payment Date: \_\_\_\_\_ Your Order Number \_\_\_\_\_

### TERMS AND CONDITIONS

Please note: If you have not received confirmation the event, please contact us to confirm that we have received your registration.

### DELEGATE SUBSTITUTION

Delegates can be substituted at any time at no extra cost. Please inform us of the new name(s) for registration purposes. You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 10%

### CANCELLATIONS

14 days prior to the course, 75% of the registration fee is refundable, 13 to 6 days prior to the course, 50% is refundable. Within 5 days of the course, 25% is refundable. NO REFUNDS FOR NO SHOWS. In the event of unforeseen circumstances Alvaro training & Projects Changes the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts should they opt out to attend the next available date of the relevant event or in the case where an event is cancelled.

### PAYMENT

Electronic Transfer or Direct Deposit into our bank account, validated by faxed or emailed copy of transaction slip.

Make payment to: Alvaro Training N Projects

Account Name: Alvaro Training N Projects

Bank: FNB  
Acc No: 62414548331  
Branch: Braamfontein  
Branch Code: 251905

\*PLEASE NOTE: Payment is required

In full 5 days from date of invoice.

