



# SAATCA

Southern African Auditor & Training Certification Authority

**"AUDITING FOR EFFECTIVE RISK MANAGEMENT MINIMISATION"**

## SAATCA VIRTUAL CPD WORKSHOP 2020

**DATE: 06 November 2020 • CPD: 16**

### DELEGATE INFORMATION

Title: ..... First Name: ..... Surname: .....

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 2020



Mark with an "X" **Non-SAATCA Registered Auditors: Workshop (1 Day) - R 1300**  **SAATCA Registered Auditors: Workshop (1 Day) - R 1170**

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**

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

<b>GROUP DISCOUNTS</b>	<b>EARLY BIRD SPECIAL</b>
2-5 delegates – 2%    6-9 delegates – 3%    10 and more delegates – 5%	 <b>-5% DISCOUNT FOR ALL CPD WORKSHOP FEES PAID BEFORE 21 October 2020</b> 
<i>The group discount will only apply to an organization submitting registration applications simultaneously and paying for the group in one transaction.</i>	

### Registration and Payment Terms and Conditions

- Closing date for registration and payment for registration is the **30<sup>th</sup> of October 2020**.
- To qualify for the **early bird** discount, full payment of the workshop registration fee is payable into the SAATCA bank account on or before **21 October 2020**.
- 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 **23<sup>rd</sup> of October 2020** 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 **22 October 2020** will receive a refund, less 20% liquidated damage and administration fee.
- Cancellation requests received on or before **30 October 2020** will receive a refund, less 60% liquidated damages and administration fees.
- No cancellation request for a refund will be processed **after the 30<sup>th</sup> of October 2020**.
- 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) <input type="checkbox"/> 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) <input type="checkbox"/> 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 VIRTUAL CPD Workshop 2020, please contact the SAATCA Office on 012 349 2763)**