

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 2023



Mark with an "X" **Non-SAATCA Registered Auditors: Workshop (1 Day) - R 1050** **SAATCA Registered Auditors: Workshop (1 Day) - R 995**

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 THE 24th of FEBRUARY 2023 

Registration and Payment Terms and Conditions

- Closing date for registration and payment for registration is the **10th of February 2023**.
- **To qualify for the early bird discount, full payment of the workshop registration fee is payable into the SAATCA bank account on or before 24 February 2023.**
- Proof of payment is to be emailed to saatca@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 **20th of February 2023** will be deemed payable.
- Any request for cancellation of registration must be submitted in writing by email to SAATCA saatca@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 February 2023** will receive a refund, less 20% liquidated damage and administration fee.
- Cancellation requests received on or before the **20th of February 2023** will receive a refund, less 60% liquidated damages and administration fees.
- No cancellation request for a refund will be processed **after the 20th of February 2023**.
- 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. Click this link if unsure: <https://www.youtube.com/watch?v=FKIAwFcMufY>

(For enquiries regarding the SAATCA VIRTUAL CPD Workshop 2023, please contact the SAATCA Office on 012 349 2763)