

### 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 3 NOVEMBER 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 13<sup>th</sup> OF OCTOBER 2023**



### Registration and Payment Terms and Conditions

- **Closing date for registration and payment for registration is the 27<sup>th</sup> of October 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 13 October 2023.**
- Proof of payment is to be emailed to [saatca@saatca.co.za](mailto:saatca@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 **9<sup>th</sup> of October 2023** will be deemed payable.
- Any request for cancellation of registration must be submitted in writing by email to SAATCA [saatca@saatca.co.za](mailto: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 **13 October 2023** will receive a refund, less 20% liquidated damage and administration fee.
- Cancellation requests received on or before the **9<sup>th</sup> of October 2023** will receive a refund, less 60% liquidated damages and administration fees.
- No cancellation request for a refund will be processed **after the 9<sup>th</sup> of October 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)**