

# REGISTRATION FORM

To register: fill in this form and fax to the course administrator on 086 685 0161 or e-mail seminars@iiasa.org.za

**Please note that once the IIA SA has received this registration form, your place on the course is confirmed. Ensure that you are duly authorised to attend this course and that you have read, understood and accept the terms and conditions.**

Course:
Course Date:

Person making booking:	
First Name:	Surname:
Company:	
Address:	
Postal Code:	
Tel No.:	Fax No.:
E-mail:	
Head of internal audit:	

**Please reserve places for the following delegate(s)**

<b>1. Name:</b>	<b>2. Name:</b>	<b>3. Name:</b>
Surname:	Surname:	Surname:
Job title:	Job title:	Job title:
Member No.:	Member No.:	Member No.:
Dietary Req.:	Dietary Req.:	Dietary Req.:
E-mail:	E-mail:	E-mail:

<b>4. Name:</b>	<b>5. Name:</b>	<b>6. Name:</b>
Surname:	Surname:	Surname:
Job title:	Job title:	Job title:
Member No.:	Member No.:	Member No.:
Dietary Req.:	Dietary Req.:	Dietary Req.:
E-mail:	E-mail:	E-mail:

*Dietary Requirements - eg. Halaal, Kosher, Vegetarian*

	No. of delegates	Cost per delegate	Total amount
Members		R	R
Non members		R	R
		<b>Total</b>	<b>R</b>

Payment will be made by:	Cheque <input type="checkbox"/>	Credit Card <input type="checkbox"/>	EFT <input type="checkbox"/>	Please bill my organisation <input type="checkbox"/>
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Credit card payment	
Card Type:	Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express <input type="checkbox"/>
Card Holder Name:	
Card No.:	
CVC No.:	
Expiry date:	

Please bill my organisation	
Accounts Contact Person:	
Email Address:	
Telephone Number:	
Billing Address:	
Code:	
Company VAT No.:	Purchase Order No.:

**Please ensure you have read this payment / cancellation policy before signing this document.**

The Institute of Internal Auditors South Africa will issue an invoice for payment with bank details after the registration application has been processed. IF YOU CANNOT ATTEND THE COURSE - Refunds of 90% can be made if written notice is received TWO weeks prior to the course presentation date. Beyond this time no refunds are allowed, although a substitution of an alternative participant may be made at any time provided the IIA SA is advised in writing. Where registrations are received a few days before the course, no cancellations will be accepted but a replacement may be substituted. It is essential to inform the Course Administrator of such a replacement in order to ensure the attendee name for the Course Certificate is correct.

**REGRETABLELY NO REFUND OR CREDIT CAN BE GIVEN TO PARTICIPANTS WHO DO NOT ATTEND WITHOUT GIVING PRIOR WRITTEN NOTICE.**

*Having signed this application, I acknowledge that I accept the terms and conditions of registration.*

Authorisation:      Name

Signature