

# AFROTEQ ACADEMY REGISTRATION FORM



Please register the following delegate for the Afroteq Academy  
Complete the form and e-mail/fax as indicated below. Use your "tab" key to navigate the form in Word

## PERSONAL INFORMATION

*Require a copy of your ID document please*

First name	<input type="text"/>		
Surname	<input type="text"/>		
Company Name	<input type="text"/>		
Company VAT Reg No	<input type="text"/>		
Position	<input type="text"/>		
Postal Address	<input type="text"/>	ID No	<input type="text"/>
		Code	<input type="text"/>
Telephone No.	( ) <input type="text"/>	Fax Number	( ) <input type="text"/>
Mobile	<input type="text"/>	E-mail Address	<input type="text"/>
Name to be printed on Attendance Certificate	<input type="text"/>		
Special Dietary Requirements	<input type="text"/>		

## RATES 2009

Delegate Rates

Course 3, 4 , 6 & 7	= R 4850.00 excl VAT (2 day Course)
Course 1, 2, 5	= R 6300.00 excl VAT (3 day Course)
Course 5	= R 7000.00 excl VAT (5 day Course) <b>CT only</b>

## CONFIRMATION OF ATTENDANCE

Tick appropriate box and enter details where required, Refer course schedule overleaf for more detail

Course	Venue (CT, JHB)	Course Duration (days)	Course Start Date (enter date dd/mm/yyyy)
<input type="checkbox"/> 1. Intro to Facilities Management		3 Day Course	/ /
<input type="checkbox"/> 2. Project Management for FM		3 Day Course	/ /
<input type="checkbox"/> 3. Procurement of Facility Services		2 Day Course	/ /
<input type="checkbox"/> 4. Contract Management		2 Day Course	/ /
<input type="checkbox"/> 5. Practical Facilities Management <i>CT only- 5 days, incl 3 days Fire &amp; OHS training, JHB &amp; other 3 Days)</i>		3 / 5 Day Course	/ /
<input type="checkbox"/> 6. Events Management		2 Day Course	/ /
<input type="checkbox"/> 7. Service Delivery for FM Contractors		2 Day Course	/ /

## METHOD OF PAYMENT

- Crossed cheques made payable to Afroteq Facilities Management
- Direct deposit (cash or cheque) into our bank account and deposit slip faxed to our offices.

**(PAYMENT REQUIRED BEFORE COURSE DATE TO CONFIRM YOUR BOOKING)**

### Banking Details

Account Afroteq Facilities Management  
Bank Nedbank Milnerton  
Account No 1093047534  
Branch Code 109309

Please return by e-mail to [snel@afroteq.co.za](mailto:snel@afroteq.co.za) or [lou.ann@afroteq.co.za](mailto:lou.ann@afroteq.co.za) or Fax to (021) 551-7229

**Payment Policy**

- Payment* - In order to secure your registration, payment is due in full before commencement and upon receipt of invoice.
- Confirmation* - Your registration will not be confirmed until such time as payment is received and may be subject to cancellation.
- Right of admission* - Afroteq reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.
- Please note* - The fee for attending this course includes tea time snacks, lunch, refreshments and detailed training course material.

**No certificates will be awarded after completion of course if payment has not been confirmed.**

**Terms and conditions**

By signing and returning the registration form, the authorising signatory on behalf of the stated company is subject to the following terms and conditions:

- A delegate may be sent in your place should you not be able to attend (Please inform us of who the replacement is so that we can organise accordingly)
- Transfer of a registered delegate to an alternative course or course date:
  - No penalties incurred if notified more than 7 days prior to the registered course date
  - **20% transfer fee payable if notified less than 7 days prior to the registered course date**
- Cancellation of a registered delegate:
  - No penalties incurred if notified more than 7 days prior to the registered course date
  - **20% cancellation fee payable if notified less than 7 days prior to the registered course date**

All delegate cancellations must be received in writing and are subject to the above conditions

**Afroteq Cancellation and/or Postponement**

In the event that Afroteq cancels a training course, delegate payments at the date of cancellation will be credited to a future Afroteq training course. This credit will be available for up to one year from the date of issue. In the event that Afroteq postpones a course, delegate payments at the postponement dates will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled training course, the delegate will receive a 100% credit representing payments made towards future Afroteq training. This credit will be available for up to one year from the date of issue.

Afroteq is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. Afroteq shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

**Signed:**.....**at**.....**date:**.....

**Name:**..... **Designation:**.....