



## SAIEE CPD COURSE REGISTRATION FORM

Please book the following person on the FUNDAMENTALS OF MEDIUM VOLTAGE PROTECTION course being held in partnership with the **Engineering Professions Association of Namibia** on **Tuesday – Thursday 3-5 April 2018** at the Safari Court Hotel, Windhoek, Namibia.

**Fee per delegate:** EPA Member @N\$7800 Non EPA Member @N\$9000 **Registrations Due Date:** 13<sup>th</sup> March 2018.

FIRST NAME: ..... SURNAME: .....

FULL COMPANY NAME: ..... VAT No : .....

COMPANY POSTAL ADDRESS: .....

.....CODE: .....

DESIGNATION: ..... Email Address : .....

TEL No. (office) ..... CELL No. ....

I.D. No : .....

PAYMENT AUTHORISATION	DIETARY REQ.	<input checked="" type="checkbox"/>
1. Name & contact no. of person responsible for authorisation Name: ..... Contact No: ..... Email: ..... Signature: .....	HALAAL	<input type="checkbox"/>
2. Name & contact no. of person responsible for payment Name: ..... Contact No: ..... Email: .....	KOSHER	<input type="checkbox"/>
3. Name & contact no. of HR/ Training Officer Name: ..... Contact No: ..... Email: .....	VEGETARIAN	<input type="checkbox"/>
	VEGAN	<input type="checkbox"/>
	GLUTEN-FREE	<input type="checkbox"/>

**\*NOTE: For religious/medical reasons – (Kosher, Halaal, Gluten-Free, Vegan), a surcharge of N\$150 – N\$600 per day is applicable.**

PAYMENT TERMS & CONDITIONS :	*NOTE - COST (Incl. of VAT), Non-Member: N\$9,000 ; EPA Member: N\$7,800 - a special documentation fee will be charged where applicable.
<ul style="list-style-type: none"> <li>Participants must register by email with payment by EFT and or direct bank deposit.</li> <li>Full payment is to be received by <b>13 March 2018</b> * All registrations received after this date is to be accompanied with full proof of payment.</li> <li><u>Payment details:</u> Engineering Professions Association of Namibia, NEDBANK Namibia, Acc 11010004723 Branch code: 461696</li> <li>Registration forms and proof of payment to be submitted to <a href="mailto:epa@africaonline.com.na">epa@africaonline.com.na</a></li> <li>EPA and SAIEE hold the right to cancel the course if it is under subscribed or for any other reason. Such cancellation notice will be issued to delegates two weeks prior of the event date and payments received will be refunded in full.</li> <li>EPA nor SAIEE cannot be held liable for, any pre-booked travel or accommodation arrangements or cost nor application or approval of required entry/exit visas required for delegates outside of Namibia.</li> </ul>	

<b>IMPORTANT : CANCELLATION POLICY</b>
<ol style="list-style-type: none"> <li>1. By completing the booking form you are acknowledging personal responsibility obtaining relevant authorisation and approval from your employer for enrolment of this course and for payment in private capacity.</li> <li>2. Cancellations must be received via email a minimum of 5 working days before the course date. EPA and SAIEE hold the right to charge a levy to cover the administration cost for cancellation of submitted registrations.</li> <li>3. It is regretted that no refunds will be made or invoices cancelled after the 1 week period. Substitutions may be made at any time.</li> <li>4. Only cancellations made in writing will be accepted.</li> <li>5. If no cancellation has been received and the delegate does not attend the course, he/she will be liable for the full course fee and no further bookings will be accepted until this amount has been settled.</li> <li>6. Attendance certificates will only be distributed once the registration fees have been paid.</li> </ol>

Date: ..... Signature : .....