



## Delegate Registration Form

### REGISTRATION INFORMATION

### PAYMENT OPTIONS

**Note:** Please use capital letters to fill this form with your personal information as you wish it to appear on your name badge(s) and your certificate of attendance.

**1). Delegate Information**

Prof/Dr/Mr/Mrs/Miss:.....  
 Name & Surname:.....  
 Designation:.....  
 Tel/ Mobile:.....  
 Email:.....

**2). Delegate Information**

Prof/Dr/Mr/Mrs/Miss:.....  
 Name & Surname:.....  
 Designation:.....  
 Tel/ Mobile:.....  
 Email:.....

**3). Delegate Information**

Prof/Dr/Mr/Mrs/Miss:.....  
 Name & Surname:.....  
 Designation:.....  
 Tel/ Mobile:.....  
 Email:.....

**4). Delegate Information**

Prof/Dr/Mr/Mrs/Miss:.....  
 Name & Surname:.....  
 Designation:.....  
 Tel/ Mobile:.....  
 Email:.....

Bank Transfer

**Account Name:** ACT Global (Pty) Ltd  
**Bank Name:** First National Bank Ltd  
**Account Number:** 630 0917 1043  
**Account Type:** Business Cheque Account  
**Branch Name:** Clearwater Mall  
**Branch Code:** 251141  
**Swift Code:** FIRZAJJ

PayPal

**Email:** [accounts@actglobal.co.za](mailto:accounts@actglobal.co.za)

**Note:** If you pay via bank transfer, please fax or email proof of payment to:  
**Fax:** +27 (0) 86 764 8055  
**Email:** [accounts@actglobal.co.za](mailto:accounts@actglobal.co.za)

### Certificate Of Attendance



### Authorisation And Company Details

The signatory must sign on behalf of the stated company to acknowledge that he/she have read and understood all the Payment Methods, Policies and Terms & Conditions.

Full Name:..... Designation:.....  
 Company Name:..... Country:.....  
 Tel/ Mobile:..... Fax:.....  
 Company Reg N°:..... VAT N°:.....  
 Email:.....  
 Postal Address:..... Postal Code:.....  
 City:..... Province:.....  
 Nature of Business:..... Company Size: 0-50☐, 51-100☐, >100☐, >250☐  
 Signature:..... Date:.....



## Delegate Registration Form

Event Date: .....

Program Name: .....

**This booking is invalid without a signature**

**Please tick one of the below option that is suitable for you.**

**Option One (Online)**

**Registration Fees per Delegates:**

- 3 or 5 Days Online Training (Price on brochure)
- Conference Documentation in English (Complete Pamphlet and Slides)
- Certificate of attendance at the end of the training

**Option Two (Workshop)**

**Registration Fees per Delegates:**

- 3 or 5 Days Workshop Training (Price on brochure)
- Breakfast, Lunch & Refreshments
- Round trip to and from the Airport
- Conference Documentation in English (Complete Pamphlet and Slides)
- Certificate of attendance at the end of the training

### Terms And Conditions

**1). Payment Terms:-**

**1.1. Invoice Due Date:**

Payment for services rendered by ACT Global (Pty) Ltd must be completed within 7 days from the date of the invoice. The due date is calculated from the issuance of the invoice, and adherence to this timeline is crucial to maintain a smooth and uninterrupted business relationship.

**1.2. Late Payment:**

In the event of late payment, ACT Global reserves the right to impose late fees and/or suspend services until the outstanding balance is settled. Late fees will be calculated based on the terms outlined in the invoice.

**2). Event Changes Policy:-**

**2.1. Alterations to Event Content:**

In cases beyond our control, such as unforeseen circumstances affecting the main content, interpreters, or speakers of an event, ACT Global (Pty) Ltd reserves the right to make alterations. This includes the right to postpone or cancel an event.

**2.2). Delegate Payments and Credits:**

In the event of a postponement or cancellation, delegate payments made for the affected event will be credited to the delegate's account. Credits are transferable and can be used towards the registration fee for any future ACT Global (Pty) Ltd event within a period of one year from the original event date.

**2.3). Refund Policy:**

No cash refunds will be issued for cancellations or postponements. ACT Global (Pty) Ltd encourages affected delegates to utilize the credited amount towards a future event within the stipulated time frame.

**3). Delegate Cancellations:**

All cancellations must be received by ACT Global (Pty) Ltd in writing to [info@actglobal.co.za](mailto:info@actglobal.co.za).

- For cancellations received more than one week prior to the course; **25%** cancellation fee will apply.
- For cancellations received less than one week prior to the course; **50%** cancellation fee will apply.
- For cancellations received within 24 hours of the course; **100%** cancellation fee will apply.

Substitutes are welcome at no additional charge. Substitute's personal and contact details must be emailed to [info@actglobal.co.za](mailto:info@actglobal.co.za).

Non-payment and non-advance do not constitute cancellation.

**Specials:** Please do enquire for In-House Trainings.

**Group bookings:** If your organization enrolls five or more delegates simultaneously for all the days, you can qualify for special rates.

Please note that this discount may not be used in conjunction with other discount offers.

**(We also offer In-House Trainings at a special discount)**