



The Centre for Training and Projects Development (Pty) Ltd

events@ctpd-namibia.com

Conference Title:

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E-Mail: conferences@ctpd-namibia.com or events@ctpd-namibia.com Website: www.ctpd-namibia.com

CONFERENCE REGISTRATION AGREEMENT FORM

Organization Name: _____	Postal Address: _____
Stamp: _____	E-Mail Address: _____
Cell phone Number: _____	Telephone Number: _____
Approved by: _____	Fax Number: _____
Signature: _____	Position: _____
	Date: _____

Please reserve places for the following delegate(s) to attend the above mentioned Conference

<u>DELEGATES' NAMES</u>	<u>POSITION</u>	<u>DELEGATES' NAMES</u>	<u>POSITION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INVESTMENT INFORMATION

Course Fees per delegate: \$ _____ Total Number of Delegates: _____

Total payable amount: \$ _____ (VAT Excluded)

Bank Details: Bank: Standard Bank Account Name: The Centre for Training and Projects Development (Pty) Ltd
Account No: 401423239 Branch Code: 084-873 Branch: Oshakati

I HEREBY CONFIRM THAT I HAVE READ AND ACCEPTED THE FOLLOWING TERMS AND CONDITIONS OF REGISTRATION/BOOKING:

- 👍 This registration form, once completed, signed and received by CTPD, shall be considered as a contractual document that obliges The Centre for Training & Project Development (Pty) Ltd (CTPD) to render the required services and you or your organization to promptly fulfil payment responsibility. Unless where client has a credit facility with Centre for Training & Project Development (Pty) Ltd, full payments shall be required to accompany this registration form.
- 👍 You may substitute delegates at any time. CTPD does not provide refunds for cancellations. For cancellations received in writing **more than** seven (7) days working prior to the workshop you will receive a 100% credit to be used at another CTPD workshop for up to one year from the date of issuance.
- 👍 For cancellations received seven (7) working days or less prior to an event (including day 7), no credit will be issued. In the event that CTPD cancels an event, delegate payments at the date of cancellation will be credited to a future CTPD event. This credit will be available for up to one year from the date of issuance.
- 👍 CTPD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. CTPD shall assume no liability whatsoever in the event this workshop is cancelled, rescheduled or postponed due to a fortuitous event, Act unforeseen occurrence or any other event that renders performance of this workshop 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.
- 👍 In the event of unforeseen circumstances, we reserve the right to change the program, dates or venue