

BOOKING FORM

ADMINISTRATIVE PROFESSIONALS DAY BREAKFAST AND AWARDS

COST: 180.00 PP (R150.00 PP FOR 2 OR MORE FROM SAME COMPANY) (

Fill in and email to events@opsa.org.za / dawn@opsa.org.za

For more information please email events@opsa.org.za
or call the OPSA Offices on 012 430 2479

Please complete the details below and email through to events@opsa.org.za to secure your booking.

Job title:

Full Name:

ID Number:

Work Contact Number:

Email Address:

Dietary Requirements:

Cell Number:

Company:

VAT Registration number:

Company Address:

Are you an OPSA member? Yes: No: OPSA membership is free. Contact info@opsa.org.za for more information

Terms and Conditions

- Full payment must be received before the conference.
- You may cancel your registration, before 7 working days before the course takes place, by sending an email to info@opsa.org.za
- Cancellations made less than 7 days before the course will be liable for the full course fee.
- Once your completed registration form is received; you will be issued with a tax invoice
- Please email the proof of payment through before the course commences.
- Substitutes are welcome at no additional cost provided name(s) are provided prior to the course by email to events@opsa.org.za
- No show / absent delegates will not receive any refunds of course fees.
- The delegate's signature with his/her Manager's signature on this registration form is assumed to mean a confirmed registration and payment is due on presentation of invoice.
- OPSA reserves the right to cancel or postpone a course due to unforeseen circumstances.

I hereby acknowledge that I have read and agree to these terms and conditions.

Signature of Delegate: _____ Date: _____

Signature of Manager _____ Date: _____