



Association for  
Office Professionals  
of South Africa

# REGISTRATION FORM

## PROFESSIONAL DESIGNATION MASTERCLASS 2023

**INVESTMENT: R11 750.00**

(Includes Professional Membership Fee)

I would like to attend:

20-25 February 2023 (Cape Town)

13-17 March 2023 (Johannesburg)

15-19 May 2023 (Cape Town)

19-23 June 2023 (Johannesburg)

For more information visit [www.opsa.org.za](http://www.opsa.org.za) | Email: [admin@opsa.org.za](mailto:admin@opsa.org.za) | Call: 064 518 7993

*Please complete the details below and email through to [admin@opsa.org.za](mailto:admin@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:

## Terms and Conditions

- Full payment must be received 7 working days before the Masterclass.
- Cancellations made in email to [admin@opsa.org.za](mailto:admin@opsa.org.za) before 7 working days of the Masterclass will be accepted.
- Cancellations made less than 7 working days before the Masterclass will be liable for the full fee.
- A tax invoice will be issued on successful registration and proof of payment must be emailed to [admin@opsa.org.za](mailto:admin@opsa.org.za) before the Masterclass commences.
- Substitutes are welcome at no additional cost provided name(s) are provided prior to the course by email to [admin@opsa.org.za](mailto:admin@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: \_\_\_\_\_