



REGISTRATION FORM  
**OPSA CAPE TOWN CONFERENCE**  
**FOR ADMINISTRATIVE PROFESSIONALS 2026**  
INVESTMENT: Members: R6250.00 | Non-members: R6750.00

---

**Please complete the details below and email 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: .....

Date I would like to attend: 25-27 November 2026 (Cape Town)

---

**TERMS AND CONDITIONS**

- **Full payment must be received 7 working days before the Conference. If payment has not been received by this date and an arrangement has not been made, a 20% late payment administrative charge will become applicable, and the delegate will be moved to the next available Conference.**
- Cancellations made in email to [admin@opsa.org.za](mailto:admin@opsa.org.za) before 7 working days of the Conference will be accepted.
- Cancellations made less than 7 working days before the Conference 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 Conference commences.
- Substitutes are welcome at no additional costs provided name(s) are provided prior to the Conference by email to [admin@opsa.org.za](mailto:admin@opsa.org.za)
- No show/absent delegates will not receive refunds of Conference fees.
- The delegate's signature with the Manager's signature on the registration form is assumed to mean a confirmed registration and payment is due on presentation of invoice.
- OPSA reserves the right to cancel or reschedule the Conference due to unforeseen circumstances.

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

Signature of delegate: ..... Date: .....

Signature of Manager: ..... Date: .....