REGISTRATION FORM

In-House Registration Form

To secure your booking, please complete, sign and email a scanned copy of this form to registrations@acaeglobal.com

Approving Manager Details:

Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Name & Surname ……

Telephone……..…… Position ……

Organization …… Email ……..

Physical Address…….. Signature…….

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Participant Names:

Prof	Dr.	Mr.	Mrs.	Ms.	Full Name	Prof	Dr.	Mr.	Mrs.	Ms.	Full Name

KINDLY CHOOSE YOUR CONVENIENT DATE AND FEE OPTION

Chosen Date:_____ Total Number of Participants_____

Main Contact: Email: _____Number: _____

In-House and Group Participant Rates

Kindly contact us for Special Rates for Group Participants and for In-house Rates to the following email **registrations@acaeglobal.com**

Would you like us to organize your hotel booking? Yes		No ☐	
Payment Details			
Payment Method (*Please choose one) Cash ☐		Direct Deposit Bank Transfer (EFT) ☐	
Our Banking Details			
Bank:	STANDARD BANK	**Account Name:**	AFRICAN CENTRE FOR ADMINISTRATIVE EXCELLENCE
Account Number:	303049537	**Branch Code:**	001255
Branch Name:	Rivonia	**Swift Code:**	SBZAZAJJ

IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.

CANCELLATION AND POSTPONEMENT POLICY

All cancellations or postponements must be confirmed in writing and e-mailed to info@acaeglobal.com. Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

GENERAL NOTES

In the event of unforeseen circumstances, ACAE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.