



PLEASE WRITE IN BLOCK LETTERS

Authorising Person:

REGISTRATION FORM

First Name			Surname		
Designation					
Company Name			Company Vat Number		
Telephone Number			Fax Number		
Postal Address			Postal Code		
e-mail Address			Purchase Order Number		
Person Dealing with Accounts			Account Contact		

Signature: _____

By completing & signing this form, the authorising signatory accepts the terms and conditions as stated on the registration form.

Note: Please provide information as you wish it to appear on the name tag and certificate

Delegate Attendance Information: CANCELLATION NOTICE

TITLE	First Name	Surname	Designation	ID/Passport #	e-mail	Mobile

	First Name	Surname	Designation	ID/Passport #	e-mail	Mobile

Please tick the box for your preferred summit attendance

CONTACT /IN-PERSON ATTENDANCE
R 5 999.00 per participant

VIRTUAL ATTENDANCE
R 4 999.00 per participant

Cancellation Policy

All cancellations must be in writing. Cancellations received 7 days before course date are subject to a charge of 25% of the registration fees for administrative costs. Replacements by colleagues, i.e. transfer of the registration at no extra cost, are much welcome. Leadership Institute for Administrators (LiA) has a strict NO REFUND POLICY. Should LiA postpone an event, the registrant agrees to attend the postponed event. LiA shall issue a credit note valid for up to one year from date of postponement.

The credit note shall be issued as a contractual right to attend any of LiA's courses that may be of interest to the registrant. In an event that LiA completely cancel an event for whatever reason, LiA shall issue a letter of event cancellation effect a full refund. Please take a note between CANCELLATION and POSTPONEMENT.

