



Name of workshop: \_\_\_\_\_

Date of workshop: \_\_\_\_\_

Fees per delegate: \_\_\_\_\_

**Invitation received from:**

<b>EES-SIYAKHA</b>	<b>HRworks</b>	<b>EES Call Centre</b>	<b>Other (specify):</b>
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**Delegates' details:**

No	First name	Surname	Designation	Cell phone number	Email Address
1.					
2.					
3.					
4.					

Organisation: \_\_\_\_\_

Vat registration: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Contact person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

Disabilities: \_\_\_\_\_

Date: \_\_\_\_\_

**I have accepted the conditions printed below (please tick):** 

<p><b>E-mail the completed registration form to Mathe at <a href="mailto:mathe@eess.co.za">mathe@eess.co.za</a></b>  <b>Enquiries: phone Mathe on (011) 726 3040. If you wish to register online, <a href="#">please click here</a></b></p>
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**Terms and Conditions**

- Cancellations:** Should you be unable to attend, we will accept your written cancellation by no later than 7 working days prior to the start of the workshop, in which event a cancellation fee of 25% will be charged. Thereafter, we regret we are unable to refund any fees, although in such cases we would be happy to welcome a colleague who would substitute your attendance or keep the credit for a following workshop with the same monetary value. Please note that the cancellation fee of 25% will still apply in such event. All cancellations must be confirmed in writing. 'No shows' on the dates of the workshop are still liable for the full payment. This clause also applies where we have received your registration form, invoiced you and awaiting your payment.
- EES-SIYAKHA** is not liable for any transportation or accommodation costs incurred related to the prospective attendance of an event that does not go ahead on the advertised date, in the absence of written confirmation from **EES-SIYAKHA** of the course proceeding on the relevant date (which will be furnished upon request in such event).