



Open Hosted Workshop Registration Form

Thank you for your business, we look forward to meeting your delegates! Please note:

Company Name	
Physical or Postal Address (Including Province)	
Telephone Number	
Email Address	
Contact Person	
Company VAT Registration Number	
Purchase Order Number or Name of Person Responsible for Ordering	
Where did you hear about us?	

Workshop Specific Information

Workshop Name	
Workshop City	
Workshop Date	

1. Please notify us timeously if we need to submit vendor registration forms for your vendor database. Simunye Assessor Training is a level 1 BEE contributor and we are listed on the Central Supplier Database for government procurement. We are also a SETA registered company.
2. Should you wish for your delegates to complete the SETA assessments, please fill in the required details on the additional attachment. These assessments carry an additional charge over and above the workshop price.

Banking Details:

Simunye Assessor Training (Pty) Ltd
ABSA Bank - Kenilworth Branch Code: 632 005
Account Number: 4098322810

Delegate's Name and Surname		
ID Number		Cell:

Delegate's Name and Surname		
ID Number		Cell:

Delegate's Name and Surname		
ID Number		Cell:

Delegate's Name and Surname		
ID Number		Cell:

Delegate's Name and Surname		
ID Number		Cell:

Delegate's Name and Surname		
ID Number		Cell:

Terms and Conditions

Terms of Payment

In full a minimum of 21 (twenty-one) days prior to workshop or 7 days from date of order, whichever comes first. Cancellations or postponements within 48 hours prior to the workshop (excluding weekends) will carry a 100% penalty fee, within 72 hours (excluding weekends) a 50% cancellation fee.

100% penalty fee will be charged for delegates who do not show on the day of training without giving prior notice. Please note that any exception to these terms of payment, need to be made in writing and agreed to by Simunye Assessor Training management.

Course Content

By signing this document you are agreeing that you have read and accept the course content document, outlining what will be covered in the workshop.

I herewith declare that I, (name in print) _____ in my capacity
as (designation) _____ am duly authorised to enter
into this agreement on behalf of (company name) _____
and herewith give Simunye Assessor Training permission to invoice the company according to their
proposal.

Please note:

Our company issues order numbers YES NO

WE HAVE HAVE NOT agreed on different payment terms with the Simunye Assessor Training
management.

Signature _____

Date _____