



The 6th Premier Corporate Governance Conference

REGISTRATION FORM

17&18
SEPT 2014

The Wanderers Club, JHB

For online registration please visit www.chartsec.co.za and go to CONFERENCE 2014

Please complete the two page form and return to Colette Diamond on colette@chartsec.co.za or fax to 086 503 6657

2014 Conference costs (excludes vat)	Members and CSSA Students	Public
Early bird rate if payment is made before 31 July 2014	R3 800 pp	R4 800 pp
Normal fee	R4 800 pp	R5 800 pp
Group bookings	A group discount of 10% will be offered for groups of 5 or more delegates from the same company	

Delegate information

Name	
Surname	
Company name	
Designation	
Email address	
Landline	
Cell number	
Postal address	
Please specify any special dietary requirements?	
Will you attend the cocktails on Wednesday, 17 September?	

Membership information

CSSA membership number	(insert if applicable)
CSSA student number	(insert if applicable)

Please note that if this information is not filled in you will not qualify for the special member/student rate.

Invoice details

Company name	
Vat number	
Postal address (if different to page 1)	
Name of person responsible for payment	
Email address of person responsible for payment	

Our bank details

Account name	The Southern African Institute of Chartered Secretaries and Administrators
Bank	Standard Bank
Branch code	Braamfontein
Account number	00 289 8608
Reference number	Please quote the reference number on the invoice which will be emailed to you after completion of the registration process.
Proof of payment	Please send your proof of payment to colette@chartsec.co.za

CONFERENCE POLICIES

Payment

All registration fees must be paid in South African rands (ZAR). Full payment must be made prior to the event to ensure access is granted.

Confirmation

Registrations will be confirmed via email.

Special needs

If you require special assistance please email us.

Cancellation policy

- Any cancellations must be emailed in writing.
- Substitutions may be made at any time.
- Cancellations received 30 days or more before the event will be subject to a 25% cancellation fee.
- Cancellations received less than 30 days before the conference will be subject to a 50% cancellation fee.
- Cancellations received less than 14 days before the conference will not be entitled to a refund.
- Confirmed registrants who do not attend the conference are liable for the full registration fee.
- Non-payment does not constitute cancellation.

Programme

The program as advertised is subject to change without notice.

Name

Date

Signature

For more information visit
www.chartsec.co.za

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Contact: colette@chartsec.co.za to make your booking.

Cell: 083 788 0010 Fax: 086 503 6657