



PRIMESERV

HR SOLUTIONS

Call us on
087 195 0603

or email us on
marketing@primeservhrsolutions.co.za

Public Course Registration Form

Company Details:

Company Name:			
Vat Registration:			
Order Number:			
SD Levy Number:			
Physical Address:			
Postal Address:			
Contact Person:		Contact Person (Accounts):	
Title:		Title:	
Tel Number:		Tel Number:	
Email:		Email:	
Fax Number:		Fax Number:	

Learner Details:

Learner 1			
Course Name:		Course Date & Area:	
Delegate Name:		Surname:	
Designation:		ID Number:	
Tel Number:		Cell Number:	
Email:			
Course Fee:			
Special Requests			
Dietary Requirements			

Learner 2			
Course Name:		Course Date & Area:	
Delegate Name:		Surname:	
Designation:		ID Number:	
Tel Number:		Cell Number:	
Email:			
Course Fee:			
Special Requests			
Dietary Requirements			

Through people, productivity and performance, Primeserv HR Solutions liberates individual and organisational potential

Learner 3			
Course Name:		Course Date & Area:	
Delegate Name:		Surname:	
Designation:		ID Number:	
Tel Number:		Cell Number:	
Email:			
Course Fee:			
Special Requests			
Dietary Requirements			

3 quick easy steps to register...

- **Step 1:** Complete the Registration Form (authorized – signed) and fax directly to the relevant region in order for a provisional registration and pro-forma invoice to be issued to you.
- **Step 2:** Fax a copy of the deposit slip or proof of electronic transfer to the relevant region, **prior to the date of training**, in order to have your booking confirmed.
- **Step 3:** A course confirmation with all relevant information will be sent to you as confirmation of your booking, on receipt of proof of payment.

Primeserv HR Solutions - Banking Details

Account Name:	Primeserv Corporate Solutions (Pty) Ltd		
Bank:	First National Bank – Randburg Corporate	Account Number: 62047722584	Branch Code: 254005

Terms & Conditions

- **Fees:** All fees and dates are current at the time of going to print; however, we reserve the right to change them.
- **Confirming a Booking:** Your reservation will only be confirmed once we receive your booking form and **proof of payment**.
- **Payment:** Payment can be made by cheque or by electronic transfer, and must be received prior to training dates. Please quote the reference number from your invoice so that payments can be tracked.
- **Payment must be received prior to attendance of the programme.**
- **Cancellation and Substitutions:** All cancellations must be done in writing and emailed directly to Primeserv HR Solutions. The following charges apply if you cancel prior to the course: Less than five working days (5) weeks = 100% of the course fee. Substitution can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.
- **Transfers & Postponements:** The transfer option only applies to delegates who are transferring to a different date for the same course. Transfers can only be made up to five (5) working days prior to the course date, after which point the registration is considered to be a cancellation. The option to transfer can only be used once within a period of three (3) months, after which non-attendance will be treated as a cancellation and all outstanding invoices will be due. If a delegate uses the transfer option, the original course invoice and the transfer invoice remain due, even if the transfer reservation is subsequently cancelled.

I have read and understand all the terms & conditions & I am authorised to sign on behalf of the Company

Name:	
Designation:	
Signature:	