



Training and Consulting Services

Public Course Registration Form

Step 1

Complete the Registration Form (authorized – signed) and e-mail directly to tcsmarketing@primeserv.co.za in order for a provisional registration and pro-forma invoice to be issued to you.

Step 2

Email a copy of the deposit slip or proof of electronic transfer to tcsmarketing@primeserv.co.za 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.

Three Quick and Easy Steps to Register

Company Details

Company Name
Vat Registration
Order Number
SD Levy Number
Physical Address
Postal Address
Contact Person
Designation
Cell Number
Office Number
Email
Contact Person (accounts)
Designation
Office Number
Email

PRIMESERV TRAINING AND CONSULTING SERVICES BANKING DETAILS

ACCOUNT NAME	Primeserv Corporate Solutions (Pty) Ltd
ACCOUNT NUMBER	62047722584
BRANCH CODE	254005
BANK	First National Bank – Randburg Corporate

NATIONAL CONTACT CENTRE 087 195 0603

tcsmarketing@primeserv.co.za
www.primeserv.co.za

Learner 1

Course Name
Delegate Name
Delegate Surname
ID Number
Designation
Office Number
Email
Course Fee
Special Requirements
Dietary Requirements
Course Date and City
Cell Number

Learner 2

Course Name
Delegate Name
Surname
ID Number
Designation
Tel Number
Email
Course Fee
Special Requests
Dietary Requirements
Course Date and Area
Cell Number

Learner 3

Course Name
Delegate Name
Surname
ID Number
Designation
Tel Number
Email
Course Fee
Special Requests
Dietary Requirements
Course Date and Area
Cell Number

TERMS AND 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 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 Training and Consulting Services. The following charges apply if you cancel prior to the course: *Less than five working days (5) = 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.

Primeserv Representative
Email

I have read and understand all the terms and conditions and I am authorised to sign on behalf of the Company.
Name and Surname
Signature
Cell Number

