



Alerts Professional Services Ltd

# APS Registration Form

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Course Title: \_\_\_\_\_

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

Dates & Venue: \_\_\_\_\_

## Authorisation and Company Details:

On behalf of the below-mentioned Company, I acknowledge that I have read and understood all the terms and conditions regarding registration and payment for training programmes offered by Alerts Professional Services Ltd

Full Name: \_\_\_\_\_ (First name first)

Designation \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Post Box: \_\_\_\_\_ Code \_\_\_\_\_

Signature: \_\_\_\_\_

## Delegate Details:

Full Names	
Gender	
Designation	
Academic Qualifications	
Professional Qualifications (If applicable)	
Summary of current duties	
Email Address	
Mobile Phone No.	

## BANKING DETAILS:

**Bank Name:** Nedbank  
**Account Name:** Alerts Professional Services (Pty Ltd)  
**Branch Name:** Cresta-Randburg  
**Account Number:** 1162804491  
**Branch Code:** 19130500  
**Swift Code:** NEDSZAJJ  
**Account Type:** Business Account-cheque

## **TERMS AND CONDITIONS:**

Accepted applications to attend the APS conference or training course ("Event") are in every case subject to these terms and conditions:

**Payment Terms** – To secure your registration, payment must be made in full upon receipt of invoice.

**Confirmation of Registration** – Application for registration will not be accepted/confirmed before payment is received (and applications may be treated by APS as having lapsed if payment is not received within 10 (ten) days of invoice).

**Right of Admission** – APS reserves the right to refuse admission to the Event where evidence of full payment cannot be produced.

Included in Conference/Course Fee – are lunch, refreshments provided by APS and such detailed conference/course material as APS deems appropriate.

Views of Speakers at any Conference or Training Course – are their own and do not necessarily reflect the views of APS, its employees, agents or contractors.

**Delegate Substitutions** – may be made at any time without incurring additional charges (APS to be notified in writing of any such changes).

Delegate Cancellations – must be received by APS in writing and Cancellations received 15 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts paid to date of cancellation which may only be redeemed against the cost of any future APS Event, within one year from date of such cancellation; any cancellations received less than 15 working days before the Event start date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid; Non attendance without written cancellation is treated as a cancellation with no entitlement to any refund or credit APS.

**Substitutions and Cancellations** Speakers and topics are confirmed at the time of publishing of the programme, but reserves the right to substitute, alter or cancel advertised speakers and/or topics in appropriate circumstances (and will give notice of such substitutions or alterations on its web-site and or in writing as soon as possible, having regard to the circumstances). If APS cancels an Event, delegate payments at the date of cancellation will be credited to APS future Event for up to one year from the date of cancellation). If APS postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the scheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future APS Event. No cash refunds whatsoever are available for cancellations or postponements.

**Indemnity** – APS is absolved from and indemnified against any loss or damage as a result of substitution, alteration or cancellation/postponement of an Event arising from any cause whatsoever, including, without limitation, any fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the Event impracticable or impossible. **Warranty of Authority** – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to APS for payments