



## Booking Form

<p><b>COURSE NAME</b> Retrenchments Simplified</p> <p><b>DATE</b> 02 September 2022</p> <p><b>VENUE</b> Interactive Online Course</p> <p><b>TIME</b> 09:00 – 12:00</p> <p>Kindly complete and submit to <a href="mailto:deidre@labourguide.co.za">deidre@labourguide.co.za</a></p>
--

### REGISTRATION INFORMATION

- Seats are limited, early booking is essential.
- Price per delegate – R2150-00.
- The above fee includes course material and if applicable, lunch and refreshments.
- Course material will only be made available to paid participants at commencement of the event.

<b>Full Name (person making the booking):</b>	
<b>Company Name:</b>	
<b>VAT Number:</b>	<b>Order Number:</b>
<b>Billing Address (include code):</b>	<b>Delivery Address (course material and attendance certificates for online presentations):</b>
<b>Landline Number:</b>	
<b>Cellular Number:</b>	
<b>Email:</b>	
<b>Special requests (i.e. dietary requirements, etc.):</b>	

## DELEGATES INFORMATION

Initials	Surname	ID number for Attendance certificate	Email address
1.			
2.			
3.			
4.			
5.			
6.			

## PAYMENT INFORMATION

- An invoice will be issued on receipt of registration. Please do not make payment prior to receiving an invoice.
- Payment is required prior to the event.
- Electronic Transfer or Direct Deposit –

Bank: Standard Bank

Branch: Centurion, Branch: 012645

Account Number: 410393398

## CANCELLATIONS & SUBSTITUTIONS

- A 50% refund will be applicable to cancellations received in writing at least two weeks prior to the event. No refund will be granted for failure to attend the event.
- Substitutions are permitted, if so requested in writing at least 48 hours prior to the event.
- Labour Guide reserves the right to change the date and venue of this event with notice.
- Labour Guide is POPIA compliant. For more information about how we protect personal information, visit [www.labourguide.co.za](http://www.labourguide.co.za) for our Privacy Statement.
- By signing and / or submitting this form, the above terms and conditions are agreed to. It is further agreed that Labour Guide may process the information contained herein and that the signatory hereto has the authority to disclose such information to Labour Guide.

Signed: \_\_\_\_\_

For further assistance, contact Peraldo or Hanlie at (012) 661 3208 or (012) 661 1411. Email [info@labourguide.co.za](mailto:info@labourguide.co.za).

For assistance with Health and Safety related training, contact Deidre at (012) 666 8284. Email [deidre@labourguide.co.za](mailto:deidre@labourguide.co.za).