



REGISTRATION FORM

EXECUTIVE SECRETARY'S SUMMIT

5th – 6th September 2019

HILTON HOTEL SANDTON

Email it to: info@vuthlarimarketing.com

To Register Call +27 10 443 6847, or +2711 051 5155

Dr. /Mr. /Mrs. /Miss:		Email:	
Department:		Mobile:	
Position:			
Dr. /Mr. /Mrs. /Miss:		Email:	
Department:		Mobile:	
Position:			
Dr. /Mr. /Mrs. /Miss:		Email:	
Department:		Mobile:	
Position:			
Dr. /Mr. /Mrs. /Miss:		Email:	
Department:		Mobile:	
Position:			

Authorization

Signatory [authorized to sign on behalf of contracting organization]

Name:	Position:
Organization:	Email:
VAT No.	Mobile:
Telephone:	Facsimile:
Physical Address:	Code:
Postal Address:	Code:
Signature:	

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Method of Payment

BANK NAME: FIRST NATIONAL BANK (FNB)

Bank Transfer or cheque payments to be made payable to:

Account Name: **Vuthlari Marketing Consulting (PTY) Ltd.**

Bank: First National Bank SA | **Account No:** 62187787745

Branch Name: Braamfontein | **Bank Code:** 251905

SWIFT Code: FIRNZAJJ950

Terms & Conditions: Fees are inclusive of programme materials and refreshments. **Payment Terms:** Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice and prior to the workshop date. A receipt will be issued on payment. Cancellations must be received in writing three weeks prior to the event and a 50% cancellation fee will be charged. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in SA Rands or USD. **Cancellation/Substitution:** cash alternatives will not be offered although delegate substitutions are welcome any time provided the fee has been paid in full and made 14 days before the event. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. Thereafter, the full conference fee is payable and is non refundable. The service charge is completely non-refundable and non-creditable. Non-payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract VMC Training will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, VMC Training decides to cancel or postpone this event, VMC Training is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The workshop fee will not be refunded, but can be credited to a future workshop. Event programme content is subject to change without notice. All Copyrights are reserved by VMC Training and any unauthorized duplication, publication or distribution of any material is prohibited. Client information may be used on group companies database by group companies, and passed to selected third parties, to assist in communicating products and services which may be of interest to the Client by letter, phone, fax, (inc. automatic dealing) email or other electronic means. If Client wishes to stop receiving such information please inform above office. For training and security purposes telephone calls maybe recorded. **Important note:** should for any reason outside the control of VMC Training, the venue or speaker change, the event be cancelled due to act of any terrorism, extreme weather conditions, industrial action, VMC Training shall Endeavour to reschedule but the client hereby indemnifies and holds VMC Training harmless for any costs, damages, and expenses including attorneys fees, which may be incurred by the client. The construction validity and performance of this agreement shall be governed in all respects in accordance with the law of South Africa and the parties submit to the exclusive jurisdiction of the South African Courts in Johannesburg. However only VMC Training is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.

