

TRAINING BOOKING FORM

PLEASE COMPLETE THIS FORM AND RETURN TO:

Southern African Development Community Accreditation Service (SADCAS)
Attention: Mr. Mogae Molaoa – Training Administrator

Postal Address

Private Bag 00320
Gaborone
Botswana
Tel: +267 313 2909/ 313 2910
Fax: +267 313 2922
Email: mmolaoa@sadcas.org

Physical Address

Plot 50369
Unit 3A Second Floor
Tholo Office Park, Fairgrounds
Gaborone
Botswana

COURSE DETAILS:

Course Title: _____

Course Dates: _____

COMPANY DETAILS:

Company Name: _____

Nature of Business: _____

VAT Registration No: _____

Postal Address: _____

Physical Address: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

DELEGATE(S) DETAILS

<p>1. Name: _____ Position: _____ Email: _____</p>	<p>4. Name: _____ Position: _____ Email: _____</p>
<p>2. Name: _____ Position: _____ Email: _____</p>	<p>5. Name: _____ Position: _____ Email: _____</p>
<p>3. Name: _____ Position: _____ Email: _____</p>	<p>6. Name: _____ Position: _____ Email: _____</p>

PAYMENT DETAILS:

Please tick (✓) as appropriate

Cheque Please make cheques payable to: Southern African Development Community Accreditation Service Ltd.

Bank Transfer **For clients outside Botswana please transfer to:**

Account Name: Southern African Development Community Accreditation Service Ltd
Account Number: 62758673498 (USD Account)
Name of Bank & Address: FNB Botswana
 Ground Floor, Capitol Building, Plot 1108 Main Mall, Gaborone Botswana
Branch No: 282867 (Mall Branch)
SWIFT CODE: FIRNBWGX

Bank Transfer **For clients in Botswana please transfer to:**

Account Name: Southern African Development Community Accreditation Service Ltd
Account Number: 62161657724 (BWP Account)
Name of Bank & Address: FNB Botswana
 Ground Floor, Capitol Building, Plot 1108 Main Mall, Gaborone Botswana
Branch No: 282867 (Mall Branch)

TERMS AND CONDITIONS:

Fees

- Fees include training package, refreshments and lunch.
- Full payment is required **15 days** prior to the course date unless prior arrangements have been made and agreed upon by SADCAS.

Cancellations

- A refund of 50% will be provided for cancellations received **five (5) or more days** before the date of the course.
- No refunds will be provided for cancellation made **less than five (5) days** prior to the date of the course.

Substitutions

- Substitutions will be accepted up to **three (3) days** prior to the course date. Details of substitutions must be given to and acknowledged by SADCAS.

Confirmation of the course is subject to the registration of a **minimum of 15 delegates** per course.

SADCAS reserves the right to cancel a training course. In case of such cancellation, registered delegates will be informed accordingly and course fee refunded as appropriate.

How to Book

Complete registration form and scan and email/fax/post to SADCAS

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