

LEMPO RECRUITMENT AGENCY

TRAINING REGISTRATION FORM

Please ensure all areas are filled in to process your request. Write in block letters.

Company Name:		
Postal/Physical Address:	This is also the address where your certificate will be sent to.	
Postal Code:		
Telephone Number:		
Delegate/s Name:		
Email:		
Course Title:		
Course Code:		
Course Date:		
PAYMENT DETAILS		
Full payment is required after course has been confirmed		
Contact Person		
Payment Method	EFT	DIRECT DEPOSIT

Registration Terms and Conditions:

1. Postponement: In the event of insufficient registrations, Lempo reserves the right to postpone and re-schedule for an alternative course date.
2. Strict cancellation policy: Cancellation should be made 14 days prior to course date and a service fee of 10% will be charged. Cancellation made after the course is confirmed will be subject to full course fee. In the event of no show you are obliged to pay the full course fee. Substitute delegates allowed by prior arrangement.
3. Payment: full payment required before attending the course, invoice with banking details will follow once booking confirmed.

I confirm that I have read and agree to the terms and conditions of this registration

Authorised Person

Designation

Date