



REGISTRATION FORM
FOUNDATIONS OF MEDICO-LEGAL PRACTICE

January to June 2018

Please submit registration form and proof of payment by **Friday, 8 December 2017** to Faldielah Khan:
faldielah.khan@uct.ac.za

Personal details

Surname:	First/preferred name:
Full names (to appear on certificate):	
ID number:	HPCSA number:
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Occupation:	Company:

Contact details

Postal address:	
	Postal code:
Work tel:	Cell:
Home tel:	Fax:
Email:	

Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific.	
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Do you have any other special requirements that we should be made aware of? Please provide details.	
Do you require parking at the venue?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Office use only	
PS no.	
Student	

Location

Please indicate the location at which you will be attending:

- Bloemfontein
 Cape Town
 Durban
 Johannesburg
 Port Elizabeth
 Satellite venue: _____

Please note: Only registrations at satellite venues already confirmed with SAMLA will be accepted. Satellite venues must be applied for by 31 August 2017. Please contact Herman Edeling in this regard: edeling@emlct.com.

Amount to be paid

	Payment by 31 October	✓	Payment by 8 December	✓
Option 1: Attend the full course	R19,950		R22,000	
Option 2: Attend individual sessions:				
Session 1: 27 January	R2,000		R2,500	
Session 2: 10 February	R2,000		R2,500	
Session 3: 24 February	R2,000		R2,500	
Session 4: 10 March	R2,000		R2,500	
Session 5: 17 March	R2,000		R2,500	
Session 6: 14 April	R2,000		R2,500	
Session 7: 21 April	R2,000		R2,500	
Session 8: 5 May	R2,000		R2,500	
Session 9: 19 May	R2,000		R2,500	
Session 10: 2 June	R2,000		R2,500	
Session 11: 9 June	R2,000		R2,500	
Total due:				

Please note: Only registrations received and paid for in full by close of business on 31 October 2017 qualify for the discounted fee. Registrations received after this date will automatically be charged the full fee.

Who is paying for you to attend this course?

- My employer/company is paying → *Please complete the following section ("Invoices")*
 I am paying for myself → *Please skip down to the final section ("Terms and conditions")*

Invoices

Please note: Tax invoices are only issued to companies. Individuals paying privately will be emailed a statement and payment details on registration. **Please do not complete this section if you are paying as an individual.**

Please ensure that you complete this information **as it should appear on the invoice.**

Invoices will be emailed to the contact person indicated below. Please ensure that you give the correct person's details.

Note that the company customer number must be used as a reference for the payment. This customer number will appear on your invoice. **Do not make payment until you have received the invoice.**

Once payment has been made, proof of payment must be sent to the course administrator.

It takes about two weeks for an invoice to be processed. If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.

Name of company:	
Postal address:	
	Postal code:
Street address:	
	Postal code:
VAT registration number:	Purchase order number:
Business sector (e.g. Commercial, Government, NPO):	
Industry type (e.g. Legal, Finance, Electronics, Education):	
Contact person (e.g. Finance officer) to whom the invoice should be emailed	
Name:	Position:
Email:	Tel:

Terms and conditions

We will acknowledge receipt of your registration form. If there are no available spaces you will receive notice of this and your name will go on a waiting list.

The closing date for registrations is 8 December 2017.

Only EFT payments or bank deposits will be accepted.

Certificates will be issued in the name supplied on the application form.

Practitioners registered with HPCSA qualify for CPD points for attending this seminar.

UCT and SAMLA reserve the right to cancel the course if insufficient registrations are received, in which case the course fee will be refunded in full.

Cancellations by delegates will not be refunded.

I have read and accept these terms and conditions.

Signature: _____

Date: _____