

# Booking form 2017

(Corporate)

Please note all fields must be completed.

If you wish to book for more than one delegate please photocopy this form.

VAT registration number  
GB 233 3332 02

## INVOICE DETAILS

Is this a home or business address? ☐ Home ☐ Business

For the attention of Mr/Mrs/Miss/Other (please specify)

First Name Surname

Organisation (if applicable)

Address

Post Code

Tel

Fax

E-mail

VAT reg. no.

## DELEGATE DETAILS

If you are an ACCA/AAPA member, please give your registration number

Are you an ☐ ACCA? ☐ FCCA?

(Please note these letters will appear on joining instructions and the signing-in sheet)

Mr/Mrs/Miss/Other (please specify)

First Name Surname

Job title

Delegate correspondence address

Post Code

Is this a home or business address? ☐ Home ☐ Business

Delegate email address

Tel Mobile

Preferred method of communication ☐ Email ☐ Post

continued

## SPECIAL REQUIREMENTS

Dietary: ☐ Vegetarian ☐ Other (please specify)

Other: (eg Wheelchair access required, please specify)

EVENT	LOCATION	DATE	FEE*

\* enter discounted rate if applicable

### Payment Method (tick as appropriate)

Please note, ACCA courses are VAT exempt. All other courses listed in this directory are subject to VAT at 20%. Cheques for ACCA courses should be made payable to CAET. Cheques for all other providers' courses should be made payable to CAEP. When making a booking involving ACCA courses and another provider's course(s), please remit separate cheques made payable to CAET and CAEP.

☐ I enclose a cheque (made payable to CAET) for £

☐ I enclose a cheque (made payable to CAEP) for £

Please charge to my

☐ Mastercard ☐ Visa ☐ Visa Debit ☐ Amex

Account no.

Expiry date

Issue no.

Start date

Cardholder's name (as it appears on card)

☐ Please invoice

The purchase order number/reference is:

☐ I confirm that I have the authority of my company to incur this expenditure. I understand that invoices must be settled within 14 days or in advance of attendance at the event, whichever is the sooner. I further understand that delegates will be held responsible for payment of invoices.

I have read and accept the terms and conditions.

Signature

Date

ACCA and our approved training partners deliver CPD courses for both members and non-members. ACCA will maintain records including contact details and attendance records and these details will be disclosed to our approved training providers.

Please return this form via post to:

CAET, Professional Courses, ACCA UK, The Adelphi,  
1-11 John Adam Street, London, WC2N 6AU

or via email to: [professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)