



FLUIDROCK GOVERNANCE ACADEMY (PTY) LTD
BOOKING FORM 2023
(TERMS AND CONDITIONS ATTACHED)

QUOTATION/PROFORMA INVOICE REQUEST: (Please indicate with X)	
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OR

INVOICE REQUEST: (Please indicate with X)	
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COURSE:	
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DATE OF COURSE:	
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ATTEND IN PERSON: (Please indicate with X)		ATTEND ONLINE: (Please indicate with X)	
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- Please note that some of the courses do not have both options available, this due to the nature of the course as specified on the FluidRock Training Academy Course Calendar, i.e Presenting with confidence, only in person
- Physical address for in person training: Unit 5, Berkley Office Park, 8 Bauhinia St, Highveld Techno Park, Centurion, 0169
- Hybrid training sessions are held with the course facilitator in a room with the delegates that choose to join in person together with the delegates that choose to attend via an online platform

PLEASE ADVISE WHERE YOU GOT TO HEAR ABOUT US:

Due to limited space, we advise early registration to avoid disappointment. To secure a place, kindly complete and send this form to trainme@fluidrockgovernance.com.



INDIVIDUAL DELEGATE DETAILS

NAME AND SURNAME:	
OFFICE TEL NO:	
CELL NO:	
EMAIL:	

COMPANY DETAILS (PLEASE INSERT THE INVOICING/QUOTATION DETAILS)

COMPANY NAME:	
VAT NUMBER:	
POSTAL ADDRESS:	
TEL NO:	
CELL NO:	
EMAIL:	
PURCHASE ORDER NO:	
CURRENCY:	

NAME:		SIGNATURE:	
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DULY AUTHORISED BY

NAME:	
DESIGNATION:	
SIGNATURE:	

(Kindly note that this must be signed and completed by a person duly authorised to do so)



TERMS AND CONDITIONS

1. On receipt of this completed booking form, you will receive an email confirming your participation at the training course.
2. Payment must be made as soon as possible after the confirmation email has been sent to you but no later than 10 business days prior to the commencement of the training. If we have not received payment 10 business days prior to the course, we reserve the right to cancel your booking.
3. Cancellations will only be accepted if made in writing to FluidRock Academy and sent to trainme@fluidrockgovernance.com. The receipt of your cancellation will be confirmed in writing by FluidRock Academy.
4. You will be liable for 50% of the training fee should you cancel more than 5 business days prior to the training date.
5. Any refunds to be made by FluidRock Academy will be done within 10 business days after receipt of your confirmed cancellation.
6. No refund will be given should you cancel less than 5 business days prior to the start of the start of the training date.
7. If you have registered for the training course and you fail to cancel the booking within the time as set out herein, you will be liable for the full fee.
8. If you do not attend the training, you will not be entitled to any refund or credit. Please note that the presentation is run based on a minimum number of delegates and “no show” delegates compromise the benefits of running the course.
9. Replacement delegates are accepted at no extra charge provided that you have informed FluidRock Academy of at least 5 working dates prior to the training.
10. FluidRock Governance Academy (Pty) Ltd and FluidRock Governance Group (Pty) Ltd reserves the right to cancel any course due to unforeseen circumstances or if the required minimum number of delegates for the training is not met. FluidRock Academy will inform you of cancellation of the training course at least 7 business days before a course begins or within such a period that is reasonable given the circumstances. Delegates will be offered an alternative date or a full refund of the training fee. We will not be held liable for any other costs that you have incurred such as travel and accommodation and delegates are advised not to make travel and accommodation bookings until the training has been confirmed.
11. You agree that all intellectual property rights held in the material supplied by FluidRock Academy in relation to the training course is and shall remain the property of FluidRock Academy and the copying or distribution of the content is strictly prohibited.
12. You understand and accept that FluidRock Academy consistently develops its training courses in line with evolving best practices and FluidRock Academy reserves the right to make changes to the published and/or advertised training content.



13. FluidRock is committed to protecting your privacy and recognises that it needs to comply with statutory requirements in collecting, processing and distributing personal information. The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPI") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. You (as data subject, in terms of the Protection of Personal Information Act 4 of 2013), hereby consents to the use of your personal information and confirms that:
 - 13.1 the information is supplied voluntarily, without undue influence from any party and not under any duress;
 - 13.2 the information which is supplied herewith is mandatory for the purposes of this agreement and that without such information, FluidRock will not enter into the agreement with you;
 - 13.3 failure to provide the information may result in the academic programme remaining incomplete which will result in FluidRock's inability to award a qualification.
14. COVID-19
 - 14.1 During the COVID-19 pandemic FluidRock will provide the Service(s) to the extent possible remotely through the use of available technological mechanisms. The minimum requirements for such available technological mechanisms from a Client's perspective would be: installed Google Chrome or Microsoft Edge web browser; sufficient data and backup power in the event of power interruptions. Optional requirements: functional webcam and/or noise cancelling earphones.
 - 14.2 No Client will be permitted at FluidRock's premises during the COVID-19 pandemic unless prior written approval has been obtained from FluidRock by the Client.
 - 14.3 Should a FluidRock resource be required to attend the Client's place of business, the Client shall ensure that all possible measures have been taken to ensure the health and safety of the FluidRock resource.
 - 14.4 All relevant and applicable health and safety measures will be adhered to in the event that the Service(s) be hosted at a third party, including, but not limited to social distancing, regular hand washing/sanitising and maintenance of an attendance register.
 - 14.5 FluidRock will not assume any liability pertaining to the risks associated with the COVID-19 pandemic and cannot provide any indemnity relating thereto.
 - 14.6 All FluidRock resources have been instructed to immediately leave a Client's place of business should they feel their health and safety might, will be or have been compromised in any way or form. The Client will remain liable for full payment of the Service(s) in such an event.
15. It is your responsibility to take note of the commencement and completion times of the respective courses.