

COURSE DETAILS			
Course Name			
Date		Venue	

YOUR DETAILS							
Surname							
First Name/s							
Preferred Name					ID Number		
Title		Initials		D.O.B.		Gender	
Physical Address				Postal Address (If different to Physical Address)			
Code				Code			
Work Phone				Home Phone			
Cell Phone				Alt. Contact No.			
Email Address						Tick this box if you would like to be added to our mailing list	
Dietary Requirements if any?				Any special needs/learning barriers?			

OCCUPATIONAL DETAILS			
Employer Name			
Job Title			
Physical Address			Postal Address (If different to Physical Address)
Code			Code

Responsible for Payment:  Self  Employer

**UNDERTAKING**

I, \_\_\_\_\_ (Name & Surname), hereby confirm that all information supplied is correct and take personal responsibility to ensure payment is made at least 14 working days prior the commencement of the training. I have read and understood and agree with the terms and conditions below.

Signature	Name	Date

**TERMS AND CONDITIONS**

- 1. A minimum of 6 delegates is required for a public course to proceed. Cancellations will be sent 2 weeks prior if the minimum is not booked. Full refunds will be applicable in this instance.
- 2. Should a delegate no longer be able to attend, notification should be done in writing via [info@ngagetraining.co.za](mailto:info@ngagetraining.co.za), 14 working days prior to commencement of the course to qualify for a full refund. A 50% cancellation fee will be applicable for all cancellations made within 14 working days prior to the commencement of the course. Non-attendance without prior notification will not be refunded.
- 3. Ngage Training will not be held liable for any personal losses or injuries or damage to personal property of delegates whilst on a training, this includes travel to and from the training.
- 4. The course will be presented in English.
- 5. Ngage Training will not share/sell any personal information provided by delegates.
- 6. For any other concern not listed, please send a query in writing to [info@ngagetraining.co.za](mailto:info@ngagetraining.co.za).
- 7. To secure a booking for any course, payment is to be made at least 14 working days before the start date of the course.

**BANK DETAILS**

Account Name Ngage Training (Pty) Ltd  
Bank First National Bank  
Account Number 62758973327  
Account Type Cheque  
Branch Code 250655  
Reference Name & Surname

Once payment has been made, scan and email to: [info@ngagetraining.co.za](mailto:info@ngagetraining.co.za) with subject line: Proof of Payment

Ngage Training looks forward to welcoming you on this session, where there will be lots of engagement to enhance performance.

Thank you for your business, we look forward to a long-lasting partnership.

