

## SAIMechE: WORKSHOP REGISTRATION TERMS AND CONDITIONS - 2018 EVENTS

### DELEGATES: BOOKINGS, REQUIREMENTS, CANCELLATIONS, SUBSTITUTIONS, NON-ARRIVALS, TRANSFERS.

#### REGISTRATION:

To register one or more delegates on an event, **please complete page three (3) and sign each page of this three (3) page event registration form and send all three (3) pages** at your earliest opportunity to 086 671 6855 (fax) or [carey@saimeche.org.za](mailto:carey@saimeche.org.za). Please note that all events are identified by a unique event code, listed on (a) our flyers, and (b) our website, and the event code must appear on page three (3) of the event registration form. Kindly use a separate form for each event. Telephonic and e-mail registrations must be verified by the submission of a **completed and signed** event registration form. The completion and submission of a signed registration form is proof of acceptance of these terms. Registrations will be binding once they are confirmed in writing by SAIMechE. A Tax Invoice will be issued on confirmation of registration (**kindly provide a VAT registration number on the registration form if required on the Tax Invoice**). In addition, the physical attendance of your delegates at our events will be considered acceptance by you of our terms regarding the issue of tax clearance certificates and other SAIMechE certified documentation.

**CERTIFIED DOCUMENTS: SAIMechE does not supply original tax clearance certificates or originals of other SAIMechE certified documentation.** Therefore, customers who require a tax clearance certificate or SAIMechE certifications may download these by [clicking here](#), or on our website Home Page, select *Training Events* and scroll down to *Vendor Documentation*. Alternatively, originals of SAIMechE's certified documents are kept at our National Office and are available for viewing during normal office hours, preferably by appointment. **Physical copies of the originals will be available from the National Office at R25.00 per copy and customers must undertake their own collection arrangements and costs when collecting copies of original certificates.**

**BOOKING CLOSURE DATE: The booking closing date is 10 calendar days prior to the event date, or the last working day beforehand.**

**EVENT TIMES:** Registration – 08h00, Start – 08h30, Close – 16h30

#### DELEGATE CANCELLATIONS:

**Telephonic cancellations of booked delegates will not be accepted.** Delegate cancellations for any event received by fax or email, before the event booking closing date will ensure a full refund. **No refunds will be given for delegate cancellations received after the event booking closing date. If a delegate fails to attend the event and no cancellation of his/her/their booking was lodged in writing, the full fee is due.**

#### EVENT CANCELLATIONS:

**SAIMechE reserves the right to cancel any event no later than 10 calendar days prior to event date, and will notify all parties accordingly also no later than 10 calendar days prior to event date.** If SAIMechE cancels any event, a full refund of the fee will be made in respect of all confirmed bookings for that event. SAIMechE recommends that corporations refrain from incurring delegates' travel expenses prior to the booking closure date.

#### DELEGATE SUBSTITUTIONS:

Registered delegates may be substituted no less than 3 working days prior to the event date without incurring an additional fee. Please notify such changes in writing to [carey@saimeche.org.za](mailto:carey@saimeche.org.za)

#### NON ARRIVALS:

Confirmation of booking, as well as one reminder, will be sent. However, it is not the responsibility of SAIMechE to ascertain the whereabouts of delegates who do not arrive at events.

#### EVENT TRANSFERS:

Delegates who wish to transfer from one event to another event may do so no less than 10 days before the date of the first workshop.

## FEES: DISCOUNTS, PAYMENT TERMS & METHODS, BANKING DETAILS

#### WORKSHOP FEES:

R3 972.00 per person per day (excluding VAT).

#### DISCOUNTS:

A **discount of 20% is offered to SAIMechE members** in good standing. If this discount is claimed, the SAIMechE membership number must be indicated on the registration form. If this discount is not deducted by the customer when making payment, SAIMechE will not credit it and the discount will be null and void.

**An early payment discount of 5%** of the invoice value may be claimed on payments received no less than 10 calendar days prior to the event date. If this discount is not deducted by the customer when making payment, SAIMechE will not credit it and the discount will be null and void.

**Discounts will be withdrawn if below payment methods are not followed.**

#### PAYMENT TERMS:

Payment is due on receipt of a Tax Invoice, and is required before the event date. Proof of payment reflecting both the invoice number and payment date should be sent to 086 671 6855 (fax) or [carey@saimeche.org.za](mailto:carey@saimeche.org.za). Invoiced items reflect the information supplied on the signed registration form. Additional delegates booked after the issue of the invoice will be invoiced separately. Should you wish us to cancel this invoice and ask us to issue a new one, this will be done. SAIMechE reserves the right to charge interest of 1,5% per month on overdue accounts from date of invoice.

#### PAYMENT METHODS:

Foreign currency will not be accepted, therefore, payment must be made in ZAR. Payments may be made by direct deposits or electronic fund transfers to our bank account, detailed below. **All bank deposits and electronic payments are to reflect SAIMechE's invoice number as the reference. Any payments on which the invoice number has not been quoted will be put into a suspense account and any early payment and membership discounts will be waived.** This is to defray administrative expenses incurred from matching such payments with events. **Proof of payment reflecting both the invoice number and payment date should be sent to 086 671 6855 (fax) or [carey@saimeche.org.za](mailto:carey@saimeche.org.za).** We regret that cash, cheque and credit card payments are not accepted at events.

#### SAIMechE BANKING DETAILS:

**Bank:** First National Bank **Branch:** Davenport **Branch code:** 22 02 26

**Account holder:** The SA Institution of Mechanical Eng-Events **Account number:** 5888 150 1036

**SAIMechE VAT number:** 435 012 1911

Signature of Authorised Person: .....

## 2018 WORKSHOP FEE STRUCTURE

STANDARD FEE: R3 972.00 PER DELEGATE PER DAY  
EXCLUDING VAT

### PROGRESSIVE DISCOUNTS

	1 DAY EVENT	2 DAY EVENT	3 DAY EVENT
STANDARD FEE (2017 R3 678.00, R7 357.00 R11 035.00)	3 972.00	7 946.00	11 918.00
VAT 14%	<u>556.08</u>	<u>1 112.44</u>	<u>1 668.52</u>
<b>TOTAL</b>	<b>4 528.08</b>	<b>9 058.44</b>	<b>13 586.52</b>
STANDARD FEE	3 972.00	7 946.00	11 918.00
MEMBER DISCOUNT 20%	<u>794.40</u>	<u>1 589.20</u>	<u>2 383.60</u>
	3 177.60	6 356.80	9 534.40
EARLY PAYMENT 5%	<u>158.88</u>	<u>317.84</u>	<u>476.72</u>
	<b>3 018.72</b>	<b>6 038.96</b>	<b>9 057.68</b>
VAT 14%	<u>422.62</u>	<u>845.45</u>	<u>1 268.07</u>
<b>TOTAL</b>	<b>3 441.34</b>	<b>6 884.41</b>	<b>10 325.75</b>
STANDARD FEE	3 972.00	7 946.00	11 918.00
MEMBER DISCOUNT 20%	<u>794.40</u>	<u>1 589.20</u>	<u>2 383.60</u>
	<b>3 177.60</b>	<b>6 356.80</b>	<b>9 534.40</b>
VAT 14%	<u>444.86</u>	<u>889.95</u>	<u>1 334.81</u>
<b>TOTAL</b>	<b>3 622.46</b>	<b>7 246.75</b>	<b>10 869.21</b>
STANDARD FEE	3 972.00	7 946.00	11 918.00
EARLY DISCOUNT 5%	<u>198.60</u>	<u>397.30</u>	<u>595.90</u>
	<b>3 773.40</b>	<b>7 548.70</b>	<b>11 322.10</b>
VAT 14%	<u>528.28</u>	<u>1 056.81</u>	<u>1 585.09</u>
<b>TOTAL</b>	<b>4 301.68</b>	<b>8 605.51</b>	<b>12 907.19</b>
+50+ km from airport@ R4.25 /km	<b>Minimum 10 Delegates</b>	<b>Minimum 8 Delegates</b>	<b>Minimum 6 Delegates</b>
IN-HOUSE FEE (2017 R3 305.00, R6 318.00, R9, 477.00)	3 570.00	6 824.00	10 235.00
VAT 14%	<u>499.80</u>	<u>955.36</u>	<u>1 432.90</u>
<b>TOTAL</b>	<b>4 069.80</b>	<b>7 779.36</b>	<b>11 667.90</b>

Signature of Authorised Person: .....

**SAIMechE: WORKSHOP REGISTRATION FORM - 2018**

Please complete and fax to 086 671 6855 or email to [carey@saimeche.org.za](mailto:carey@saimeche.org.za)

Name of Workshop:	Workshop code:	Date of Workshop:
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**CUSTOMER INFORMATION REQUIRED FOR SAIMechE INVOICE:**

Company Name:	Tel (Switchboard)
Company postal address: .....	VAT Registration Number:
.....	Order Number:
Postal Code:	SAIMechE Vendor Number:

**Acceptance of registration terms and conditions:**

The submission of a completed and signed event registration form is taken as acceptance of the terms and conditions of registration, as stated on the previous page. In respect of invoice settlement, SAIMechE will communicate with one corporate staff member only, whose name and details must be completed below.

**AUTHORISED PERSON:**

**PERSON RESPONSIBLE FOR PAYMENT:**

Name:	Signature:	Name:
Designation:	Date:	Designation:
Tel (direct):		Tel (direct):
Email:		Email:

**PERSON TO WHOM THE BOOKING CONFIRMATION AND CERTIFICATE/S SHOULD BE SENT AND WHO IS RESPONSIBLE FOR NOTIFYING THE DELEGATE/S OF THEIR BOOKING:**

Name:	Address if it differs from above:	Direct Tel:	E-Mail :
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**DELEGATE DETAILS:** (If more than four delegates, kindly complete additional forms)

First name	Surname	Designation	SAIMechE Member No.	ID number (for certificate)	Cell Phone Number	E-mail address

**N B:** Delegates are requested to bring their calculators to SAIMechE training events.

Kindly note that certificates will not be issued unless proof of payment has been submitted directly to [carey@saimeche.org.za](mailto:carey@saimeche.org.za)