Entity Registration form

Navigate Training & Consulting
Guiding Success

Company Name: Reg. No.:

Contact Person:

Contact Person
contact no.:

Contact Person
email:

VAT Number:

I am registering for the following event:

I am registering the following individuals:

Name	Surname	Occupation

Terms and conditions:

Where applicable, workshops are interactive and practical. Learners will receive a workbook and certificate of attendance which may be used to claim CPD points at professional bodies. Registrations can be done online or manually. A tax invoice will be issued to you with confirmation of the workshop/event date and venue. Unless otherwise stipulated, full payment will be required upfront. Payment arrangements are available on request on condition that the full amount is paid 15 days prior to the event/workshop date.

1. Navigate reserves the right to cancel workshops and events if the required number of attendees are not met. In this instance, if you have registered for the event and paid the full amount, you will receive a full refund.

2. It is the responsibility of the learner to claim CPD points with their respective professional bodies

3. Due to the nature of the workshops and events and the availability of international facilitators, once an event or workshop has been booked, the following cancellation policy will apply:
    3.1   Registration cancellation within 90 days of the event, 100% of the amount will be refunded to you.
    3.2   Registration cancellation within 60 days of the event, 50% of the amount will be refunded to you.
    3.3   Registration cancellation within 30 days of the event, full amount will be forfeited, and no refund will be due to you.

4. In the event that a registered attendee, can no longer attend, a replacement attendee may be permitted, provided that the said attendee's name is provided to Navigate 24 hours prior to the event date.

5. You indemnify Navigate Training and Consulting from any loss, injury or death whether intentionally or negligently caused to the aforementioned attendees whilst attending the event.

Acceptance of terms and conditions:

Date: Signature: