



REGISTRATION FORM

Please email the completed form and supporting documents to academy@fm-solutions.co.bw

Delegate Information (please complete one for per attending delegate)		
Name(s)		
Surname		
Designation		
OMANG Number		
Contact No (W)		
Contact No (Cell)		
Email Address		
Dietary Requirements		
Please tick the box applicable	<input type="checkbox"/> No specific requirements	<input type="checkbox"/> Vegetarian
	<input type="checkbox"/> Kosher	<input type="checkbox"/> Halaal
Allergies	Please specify any allergies e.g., nuts	

Company Billing Details	
Company Legal Name	
Company Reg No	
Purchase Order No	
Telephone No	
Billing Address	
VAT Number	
Payment Contact Person	
Telephone No	
Email Address	

Approving Manager's Details	
Name(s)	
Surname	
Designation	
Contact No (W)	
Contact No (Cell)	
Email Address	



Terms and Conditions

- All cancellations, substitutions and postponements must be sent in writing
- A full refund will apply for any cancellations received **in writing** 14 working days prior to the starting date of any course, training programme or learnership
- The full fee will be liable for any cancellations received within 14 working days to the starting date of any course, training programme or learnership
- All courses, training programmes or learnerships must be paid upfront

FMS Botswana reserves the right to cancel or postpone any advertised course due to unforeseen circumstances and conditions beyond our control.

Please send your payment advice to academy@fm-solutions.co.bw.

If FMS Botswana cancels a training course, delegate payments at the date of cancellation will be credited to a future training course. This credit will be available for up to one year from the date of issue.

If Afroteq postpones a course, delegate payments at the postponement dates will be credited towards the rescheduled date.

If the delegate is unable to attend the rescheduled training course, the delegate will receive a 100% credit representing payments made towards future training. This credit will be available for up to one year from the date of issue.

FMS Botswana is not responsible for any loss or damage because of a substitution, alteration or cancellation/postponement of an event.

FMS Botswana shall assume no liability whatsoever in the event this training course is cancelled, rescheduled, or postponed due to a fortuitous event, Act of God, unforeseen occurrence, or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to war, fire, labour strike, extreme weather or another emergency.

I _____(DELEGATE FULL NAME), hereby acknowledge that I have read and understand the payment policy, terms & conditions as well as the cancellation & postponement policies & procedures for this training course.

DELEGATE SIGNATURE

DATE

I, _____(APPROVING MANAGER'S FULL NAME), have authorisation to approve this training and have read and understand the terms and conditions

AUTHORISATION SIGNATURE

DATE