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| **BOOKING FORM**  |

**Please complete and send back to** **tshanec@bibf.ac.bw**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Delegate** | **Job Title** | **Email Address** |
| **1)** |  |  |
| **2)** |  |  |
| **3)** |  |  |
| **4)** |  |  |
| **5)** |  |  |
| **6)** |  |  |
| **7)** |  |  |
| **8)** |  |  |

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| --- | --- | --- | --- |
| **Contact Person:** |  | **Tel No:** |  |
| **Email:** |  | **Signature:** |  |

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| **Training Details** |
| **Name of Course:** |  | **Training Dates:** |  |

**TERMS AND CONDITIONS:**

**Cancellations:** Cancellations should be made in writing 2 working days before date of training, otherwise client is subject to full payment.

**Substitution:** Registered delegates may be substituted at any time prior to the training at no charge.

**Payments:** Full payments are due before the training unless otherwise agreed due to procurement processes. (Purchase Orders should be sent 2 working days before date of training)

**Proof of payment:** Email proof of payment to tshanec@bibf.ac.bw

**Responsibility:** We will do everything possible to ensure that your attendance at the training is as comfortable as possible. Botswana Institute of Banking & Finance and its appointed agents or sub-contractors cannot be held responsible for any loss or damage or inconvenience (however arising) experienced by delegates, neither can they be held responsible for unforeseen cancellation of the training.