



BOTSWANA INSTITUTE OF BANKING & FINANCE (BIBF)

BOOKING FORM

Please complete and send back to bonyongoc@bibf.ac.bw

Company Name: _____

Name of Delegate	Job Title	Email Address
1)		
2)		
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4)		
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10)		

Contact Person:		Tel No:	
Email:		Signature:	

Workshop Information

Name of Conference:		Dates:	
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TERMS AND CONDITIONS:

Cancellations: Received in writing more than 7 days before the event date, will be refundable less 25% to defray the costs of the venue already incurred, failing which the full amount is payable.

Substitution: Registered delegates may be substituted at any time prior to the event at no charge. Please notify 48 hours prior to the event in writing.

Payments: Full payments are due before the event unless otherwise agreed due to procurement processes.

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

Responsibility: We will do everything possible to ensure that your attendance at the event 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 event.