

# Booking form 2018

(Practice)

## INVOICE DETAILS

Is this a home or business address?  Home  Business

For the attention of Mr/Mrs/Miss/Other (please specify)

First Name Surname

Organisation (if applicable)

Address

Post Code

Tel

Fax

E-mail

VAT reg. no.

Please note all fields must be completed.

Booking forms submitted without payment will not be accepted.

If you wish to book for more than one delegate please photocopy this form.

VAT registration number  
GB 233 3332 02

## DELEGATE DETAILS

If you are an ACCA/AAPA member, please give your registration number

Are you an  ACCA?  FCCA?

(Please note these letters will appear on joining instructions and the signing-in sheet)

Mr/Mrs/Miss/Other (please specify)

First Name Surname

Job title

Delegate correspondence address

Post Code

Is this a home or business address?  Home  Business

Delegate email address

Tel Mobile

Preferred method of communication  Email  Post

continued

**SPECIAL REQUIREMENTS**

Dietary:  Vegetarian  Other (please specify)

Other: (eg Wheelchair access required, please specify)

EVENT	LOCATION	DATE	FEE*

\* enter discounted rate if applicable

**Payment Method (tick as appropriate)**

Please note:

- payment must accompany booking
- ACCA courses run by CAET are VAT exempt
- cheques should be made payable to CAET
- card transactions are processed by Worldpay on behalf of CAET

I enclose a cheque (made payable to CAET) for £ \_\_\_\_\_

Please charge to my

Mastercard  Visa  Visa Debit  Amex

Account no. \_\_\_\_\_

Expiry date \_\_\_\_\_ Issue no. \_\_\_\_\_ Start date \_\_\_\_\_

Cardholder’s name (as it appears on card) \_\_\_\_\_

Cardholder’s address \_\_\_\_\_

Cardholder’s email \_\_\_\_\_

ACCA and our approved training partners deliver CPD courses for both members and non-members. ACCA will maintain records including contact details and attendance records and these details will be disclosed to our approved training providers.

Places are reserved on events from the receipt of the booking request and payment. To avoid duplication, please register your booking only once. Confirmation of bookings will normally be made within 14 days and will include an invoice.

I have read and accept the terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form via post to:  
CAET, Professional Courses, ACCA UK, The Adelphi,  
1-11 John Adam Street, London, WC2N 6AU  
or via email to: professionalcourses@accaglobal.com