

# BOOKING FORM

Please note all fields must be completed

Please quote reference  
P2013/01 when booking.

This form may be used for  
the training events  
detailed in this brochure.

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

## 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

Postcode

Tel

Fax

E-mail

VAT reg. no.

## 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)

Additional designatory letters

First name

Surname

Job title

Delegate correspondence address

Postcode

CONTINUED

Is this a home or business address?  Home  Business

Delegate email address

Preferred method of communication  Email  Post

## SPECIAL REQUIREMENTS

**Dietary:**  Vegetarian  Other (please specify)

**Other:** (eg Wheelchair access required, please specify)

\*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  Amex  
 Visa Debit  Maestro

Account no.

Expiry date Debit card issue no. Start date

Cardholder's name (as it appears on card)

Cardholder's address

Cardholder's email

ACCA and our approved training providers 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 confirm that I have read and accept the terms and conditions on page 46 of this directory.

**Signature**

Date

Please return this form to: CAET, Professional Courses, PO Box 64185 London WC1A 9EB or fax to Course Bookings on 020 7059 5959