Booking form – Audit Orientation Course

BOOKING FORMS MUST BE RECEIVED AT LEAST 28 DAYS IN ADVANCE OF THE DATE OF THE COURSE (SUBJECT TO YOUR PCTR HAVING ALREADY BEEN APPROVED)

DELEGATE DETAILS

ACCA membership number (if known/applicable) ☐☐☐☐☐☐☐ Title (Mr/Mrs/Miss/Ms etc) _____

Forename _____ Surname _____

Special dietary requirements (tick as appropriate) ☐ Vegetarian ☐ Other (please specify) _____

ADDRESS DETAILS

Please specify the address which course correspondence should be sent to: ☐ Residential ☐ Business

Please note that you must inform ACCA of any change in address.

COURSE DETAILS

Please reserve me a place on the following Audit Orientation Course & Test (places are allocated on a first-come, first-served basis):

Date _____ Location _____

I wish to attend ☐ day one ☐ day two ☐ day three (tick all days which apply*)

* Please refer to the guidance notes for further advice on which days you should attend.

If you are re-sitting the course please state the date of your original course _____

If you are attending as part of a re-admission application or an Admissions and Licensing Committee decision, tick here ☐

PRACTISING CERTIFICATE TRAINING RECORD (PCTR)

☐ I enclose my PCTR for assessment ☐ I have previously submitted my PCTR for assessment

PAYMENT DETAILS

Payment **must** accompany this booking form (AOCT fee details are listed on ACCA's website at www.accaglobal.com/members/professionalstandards)

☐ I enclose a cheque/draft (made payable to CAET) for £ _____

☐ Please charge my ☐ MasterCard ☐ Visa ☐ American Express ☐ Switch/Solo

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐

Start date ☐☐ ☐☐ Expiry date ☐☐ ☐☐ Issue number ☐☐

Signature of cardholder _____ Date _____

If you require an invoice please enter details below.

For the attention of _____ Company/Firm _____

Address _____

Postcode _____

Tel number _____ Fax number _____

Refunds will only be given where cancellations are notified in writing 10 working days or more before the event

Please return this form to: Professional Standards ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW

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