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REGISTRATION FORM

CLIENT DETAILS

Programme/ Event Name.....
Company Name.....
Physical Address.....
Tel:.....Fax:.....
Country.....
Contact Person.....
Position..... Mobile Number.....
Tel:.....Fax:.....

AUTHORIZATION

Full Name
Position.....
Tel:..... Fax:..... Email:.....
Signature..... Date.....

Please note that this registration form is invalid without a signature and or company stamp

PAYMENT DETAILS

Total Number of Participants
Investments Per Participant.....
Total Investment Due.....

TERMS AND CONDITIONS

By submitting this registration form, you agree to be bound by the terms and conditions of presented below and in full.

Payment Terms

Upon receiving a fully completed registration form, it shall be considered as a contractual obligation for Performance Development Centre cc to render the necessary services and for the client to fulfil full payment of the services rendered. A confirmation letter and the invoice will be sent for payment to be processed. Should there be substitutions, it can be done through the Registration department at any time without charge.

Cancellation Policy

Registrations cancelled 22 – 28 days before event, 35% of the full payment will be forfeited. Registration cancelled 15 – 21 days before event, 40% of the full payment will be forfeited and 11 -14 days before event, and 50% of the full payment will be forfeited. Cancellation 10 or less days before event, 90% of the full payment will be forfeited and for no shows – 100% of the full payment will be forfeited

Event Cancellation

Performance Development Centre cc, reserves the right to cancel at any time and at its sole discretion. In event of such cancellation PDC cc will refund any registration fees paid, direct to the delegate upon proof of purchase, and this refund shall be full extend of the PDC cc liability to the delegate arising out of such cancellation. In event of cancellation PDC will use reasonable endeavours to alert those who have booked to attend an event/ training.

Program Changes

PDC cc reserves the right to make alteration to the program, date and/or venue at any time without prior notice. We will endeavour to notify all registered participants by email should any changes be made.

Liability

Delegates are required to comply with the rules and regulations governing the applicable venue and or accommodation. The delegates shall ensure and keep any property they bring onto the venue and or accommodation, and any such property is brought onto, or left, at the venue and/ or the accommodation at their own risk. PDC cc expressly excludes any liability for any property damage or loss incurred at any time during the event. PDC cc shall not be liable (whether such liability arises due to negligence, breach of contract, misrepresentation or otherwise) for any direct losses or damages not stated above or for any indirect or consequential losses or damages howsoever arising.

Non Discrimination Policy

Accordingly PDC cc is committed to providing equality of opportunity and fair treatment for all. PDC cc will not intentionally discriminate on the basis of gender, age, marital status, sexual orientation, ethnic origin, religion, culture or disability in dealing with delegates.

Data Protection

The information given to PDC cc by the delegates will be recorded in the PDC databases and will be used for marketing, administration, and promotional purposes. If you do not wish to receive further correspondence from the company which does not relate to the event, or if you do not want your details to be shared with any other party, then please email info@pdccentre.com

