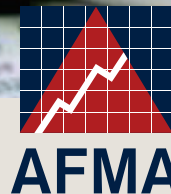


# Advanced OTC Documentation



## REGISTRATION FORM

### PERSONAL DETAILS

☐ Dr ☐ Mr ☐ Ms

Name \_\_\_\_\_ Surname \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Are you an AFMA Member Yes / No

### WORKSHOP DATES & LOCATIONS

Please refer to **www.afma.com.au** for latest workshop dates & times.

Preferred date: \_\_\_\_\_

### FEE PER COURSE

☐ Member \$1,298.00 inc GST

☐ Non-member \$1,617.00 inc GST

Introductory and Advanced Guide to OTC Documentation Package

☐ Member \$1,940.40 inc GST

☐ Non-member \$2,415.60 inc GST

This document becomes a Tax Invoice for GST purposes upon completion and payment. Please photocopy and retain for your records.

### METHOD OF PAYMENT

Attach cheque made payable to AFMA or provide credit card details below:

☐ Visa ☐ Mastercard ☐ American Express ☐ Diners Club

Please note a surcharge applies of 2.75% for American Express and 3.72% for Diners Club.

Cardholder's Name \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ CCV\* \_\_\_\_\_

Signature \_\_\_\_\_

\* 3 digit number found on the back of your Mastercard or Visa; 4 digit number found on your American Express

www.afma.com.au

All enquiries and applications should be directed to:

Tel: (61 2) 9776 7914

Fax: (61 2) 9776 4488

Email: [education@afma.com.au](mailto:education@afma.com.au)

Web: [www.afma.com.au](http://www.afma.com.au)

Posted applications should be directed to:

AFMA Education & Training

GPO Box 3655

Sydney NSW 2001

### Terms and Conditions

#### Payment Terms

- » For AFMA Members, invoices are issued upon enrolment and are payable within 14 days of being issued.
- » Full payment is required at the time of registration from non-member organisations.

#### Cancellation and Transfers

- » To obtain a full refund, delegates must notify AFMA in writing at least 10 working days prior to the program start date that they wish to transfer to an alternate program, or cancel.
- » Delegates who transfer or cancel from a program inside 10 working days from the program start date are liable for the full program fee. No refunds will be given in this instance.
- » Substitutions can be made, with prior notification to AFMA, at any time up to the program start date with no penalty.

#### Non attendance

- » If a delegate fails to attend a program, program fees will not be refunded or allocated to another program.

#### General

- » AFMA reserves the right to cancel, postpone or re-schedule programs due to low enrolments or unforeseen circumstances. Full refunds or transfers will be given in this instance.
- » AFMA is not liable for any costs incurred by the attendee if the program is cancelled or postponed.
- » AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- » The information in this brochure was correct at the time of publication but may be subject to change.

#### Privacy

All personal information collected by AFMA is protected by the Privacy Act, 1988. Information collected on this enrolment form is for the purposes of processing registrations and creating and maintaining student records. Information will not be disclosed to third parties except where authorised or required by law. Please forward any enquiries you may have in relation to privacy to [info@afma.com.au](mailto:info@afma.com.au)