

REGISTRATION FORM

Module 4: Contract Management and Administration

Delegate Details (Use BLOCK CAPITALS) - DETAILS TO APPEAR ON NAME BADGE AND COURSE CERTIFICATE

Full Names: _____ ID No: _____

Company: _____ Designation: _____

Tel: _____ Fax: _____ VAT: _____

Postal Address: _____

Email: _____ Cell: _____

Module(s) Completed (Tick the completed modules)

Module 1	Module 1	Module 2	Module 3	Module 4	IMW
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YES	Is your company an ACEB Member? Tick	NO
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	DATE	ACEB Member	Non-ACEB Member
Early Registration	Before 27th March 2025	P11,600.00	P12,000.00
Late Registration	After 28th March 2025	P12,180.00	P12,600.00

Signature: _____ **Date:** _____

By signing this Registration Form you hereby agree that you have read and understood the below Terms and Conditions.

Please e-mail Proof of Payment together with the Registration form: info@aceb.org.bw or admin@aceb.org.bw

Make Payment To:

Bank: Stanbic

Branch: Industrial / 061967

A/C: 9060000718217

SWIFT Code: SBICBWGX

**PLEASE NOTE: Full Payment is required in advance*

Terms & Conditions:

- Payment must be made before the course date and must be accompanied by the registration form.
- The full fee is payable, if you cancel less than 5 working days prior to the start of the course, a 25% cancellation fee will be charged (to cover administration costs).
- If you fail to attend the course you will still be liable for the full registration fee, but substitutions and transfers can be made at any time.
- ACEB reserves the right to change/cancel the course date, speakers or venue without prior notification.