



DELEGATE REGISTRATION FORM

**SAEE Eastern Cape Energy Efficiency Conference 2013
16 May 2013**

Nelson Mandela Bay Science & Technology • Uitenhage • Eastern Cape • South Africa

PostNet Unit 292 Private Bag X1288 Potchefstroom 2520, South Africa	Contact Details: Tel: +27 83 445 4952 / +27 18 293 1499 Fax: +27 86 513 2957 E-mail: easterncape@sae.org.za	Reg. No: NPO-038-415 VAT no : 4310260619
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Please complete and fax this registration form to +27 (0) 86 513 2957 or email finance@sae.org.za

Conference Delegate Information:						
Title:				First Name:		
Surname:				Designation:		
Student:	YES	NO	Institution:		Student no.	
Company / Organization:						
Postal Address:				Physical Address:		
Postal Code:				Postal Code:		
Company VAT No:				Phone No:		
Cell No:				Fax No:		
E-mail address:						

Administrative Assistant Information:				
First Name:			Surname:	
Phone No:			Cell No:	
E-mail address:			Fax No:	

1. Registration for Conference program (16 May 2013)

(Please TICK relevant category)

	Full Registration fee (SAEE Member)	R 550.00
	Full Registration fee (Non-SAEE Member)	R 650.00
	Student Registration fee	R 200.00

Please note all fees are excluded VAT

1. Please tick relevant box below, where applicable

	Certified Energy Manager (CEM):
	Certified Measurement and Verification Professional (CMVP):

PLEASE NOTE:

- Registration fees above include entrance to sessions, registration pack, proceedings on CD, daily lunch, refreshment breaks.
- The organizers reserve the right to refuse admission where evidence of payment cannot be shown.
- If you have not received confirmation of your booking prior to the event, please contact us to make sure that we have registered your booking. With variable postal conditions, your registration might have been held up on its way back to us, or your confirmation details might have been delayed in a similar manner.
- In case you are unable to attend the event, a substitute delegate may be sent in your place. Please inform us of the substitution as soon as possible;
- **To cancel a booking, you must notify this office in writing within 10 working days prior the event date. A 10% cancellation fee will be charged. If notification is not received by this office 10 working days prior to the event, you will be liable for the full amount.**
- **By completing this delegate registration form, you take responsibility for the payment and you will be personally liable for the payment.**

PAYMENT:

- The Southern African Association for Energy Efficiency (SAEE) is a Non-Profit organization (NPO No: 038-415) and is registered for Value Added Tax (VAT no 4310260619).
- An invoice will be generated upon receipt of the application form
- **Please use the invoice number reflecting on the invoice as reference when payment is made**
- Please note, bank charges are for your OWN account and this should be stipulated to your bank. Please advise your bank that the charges should be included in your deposit amount;
- A copy of the bank deposit receipt must be posted to faxed to +27 (0)86 513 2957 or email to finance@sae.org.za

Payable to	SAEE	Bank	ABSA
Branch code	633556	Swift code	ABSAZAJJ
Account name	Southern African Association for Energy Efficiency (SAEE)	Account number	4064233500
Reference	The invoice number		