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| DELEGATE REGISTRATION FORM  08 - 09 November 2016  Emperors Palace • Gauteng • South Africa |

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| PostNet Suite 292  Private Bag X1288  Potchefstroom  2520, South Africa | Contact Details:  Tel: +27 18 290 5130  Fax: +27 86 512 7122  E-mail: [convention@saee.org.za](mailto:convention@saee.org.za) | Reg. No: 2014/158337/07  VAT No: 4690272812 |

**\*PLEASE COMPLETE THIS FORM USING BLOCK LETTERS**

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| Please complete and email this registration form to support@saee.org.za or Fax +27 86 512 7122 |

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| **Delegate Information:** | | | | | | | | | |
| Title: |  | | | | | | First Name: |  | |
| Surname: |  | | | | | | Designation: |  | |
| Student: | YES | NO | | Institution: | | |  | | |
| Student no. |  | | | | | | | | |
| *As a student, you have to supply a Student Number from a registered tertiary institution to qualify for the student fee.* | | | | | | | | | |
| Company / Organization: |  | | | | | | | | |
| Postal Address: |  | | | | | | Physical Address: |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
| Postal Code: |  | | | | | | Postal Code: |  | |
| Company VAT No: |  | | | | | | Phone No: |  | |
| Cell No: |  | | | | | | Fax No: |  | |
| E-mail address: |  | | | | | | | | |
| **Are you an SAEE/Clay Brick Association Member?\*** | | | YES | | NO | **SAEE/Clay Brick Association Membership Number:\*** | | |  |

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| **CONTACT DETAILS FOR PAYMENTS:**  *(Please provide us with the details of the person responsible for company payments.)* | | | |
| First Name: |  | Surname: |  |
| Phone No: |  | Cell No: |  |
| E-mail address: |  | Fax No: |  |

**Dietary Requirements:**

*(Mark if applicable. Please note that there is an additional R300.00 surcharge per meal for all Halaal and Kosher meals)*

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|  | Halaal |  |  | None |
|  |  |  |  |  |
|  | Kosher |  |  | Other |
|  |  |  |  |  |
|  | Vegetarian |  |  |  |

##### **2016SAEEC DELEGATE FEE**

*(Please note that all prices include VAT)*

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| (*Please TICK relevant category*)     |  |  |  | | --- | --- | --- | |  | SAEE/Clay Brick Association Member Delegate Full Registration | R6,304.20 | |  |  |  | |  | Non-SAEE Member Delegate Full Registration | R7,565.04 | |  |  |  | |  | Student Delegate Full Registration | R4,560.00 | |  |  |  | | **SAEE AWARDS AND BANQUET REGISTRATION** | | | |

##### **Please note that a convention delegate pass does NOT include a ticket to the SAEE Annual Awards and Banquet Ceremony to be held on 8 November 2016. However, you are welcome to register for the Banquet at a SAEEC delegate discounted price.**

**Rates:**

* 2016SAEEC Delegate : R 1,128.60 per person
* SAEE Individual Member : R 1,128.60 per person
* Non-SAEE Member / Partner : R 1,425.00 per person
* SAEE Member and 2016SAEEC Exhibitor Table (seating 10) : R10,830.00 per table
* Non-SAEE Member Table (Seating 10) : R13,680.00 per table

##### (Please TICK relevant boxes below)

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|  | I would like to attend the SAEE Annual Awards and Banquet Ceremony at a cost of R1,128.60 per person. |
|  |  |
|  | Our Company would like to book a table (Seating 10) at the SAEE Annual Banquet and Awards Ceremony. |
|  |  |
|  | I would like a partner to accompany me to the SAEE Annual Awards and Banquet at the cost of R1,425.00 per person |

**PARTNER DETAILS:**

(Please complete your partner's details below)

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| **Name:** |  | **Surname:** |  |

**PLEASE NOTE:**

* 2016SAEEC Registration fees include entrance to the opening and breakaway sessions, registration pack, proceedings, daily lunch and refreshment breaks.
* The organizers reserve the right to refuse admission where evidence of payment can not be shown. If you have not received confirmation of your booking before the event, please contact us to make sure that we have registered your booking.
* In case you are unable to attend the event, a substitute delegate may be sent in your place. Please inform us in writing 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 i**f 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:**

* Timzama (Pty) Ltd T/A Southern African Energy Efficiency Convention is a registered company, registration no 2014/158337/07 and is registered for Value Added Tax (4690272812).
* A Proforma 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 emailed to [saeecfinance@timzama.co.za](mailto:saeecfinance@timzama.co.za) or faxed to +27 (0) 86 512 7122.

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| **Payable to** | SA Energy Efficiency Convention | **Bank** | ABSA |
| **Branch code** | 632005 | **Swift code** | ABSAZAJJ |
| **Account name** | TIMZAMA (PTY) LTD  T/A Southern African Energy Efficiency Convention | **Account number** | 4084680941 |
| **Reference** | The invoice number | | |