



COMPLIANCE INSTITUTE
SOUTHERN AFRICA



14TH CAPE CONFERENCE

Shaping the Future of Compliance in Africa

18TH MAY 2017 - SPIER WINE ESTATE, STELLENBOSCH

FINANCE POLICY

Please note that event registration is made in your personal capacity and not that of your employer. You are personally responsible for ensuring payment of any and all monies due to the Compliance Institute Southern Africa ("the Institute").

PAYMENT TERMS FOR CONFERENCES:

- Payment terms are strictly on PRESENTATION of invoice.
- No exceptions will be considered.
- Interest of 2% per month will be charged on late payment.
- Delegates WILL NOT BE ALLOWED TO ATTEND unless payment is received in full before commencement of the event.
- The Chief Executive Officer ("CEO") of the Institute may, at his/her sole discretion, allow a delegate to settle their invoice after the event. Such permission, however, must be recorded in writing.
- Any event fee still outstanding after 30 calendar days from date of invoice will result in the booking/registration automatically being cancelled.
- The Institute will endeavour to accommodate reasonable requests to complete supplier/vendor registration forms. However, the delegate must ensure that this request is made in sufficient time for payment to be made in full before the event.
- Completion of the supplier/vendor registration forms MUST not be construed as an exception to the requirement for full payment before the event.
- Requests to complete supplier/vendor registration forms will NOT be accepted after the booking/registration has been submitted.
- Registration for an event is done in the delegate's personal capacity and not that of the employer/third party. Therefore the delegate is personally responsible for payment of the invoice.
- Cancellation fees apply to all events - please refer to the Cancellation Policy
- Members and Non-members are personally responsible for payment of their conference fees.

SPONSORS

