

ITRISA is also the official agent in South Africa for IATTO (International Association of Trade Training Organisations), the international trade training accrediting body.

## EXPORT / IMPORT ON-LINE\* PUBLIC TRAINING SCHEDULE: JULY – DEC 2021

### I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY (See page 5 for courses for importers & the import service industry)

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Exports-Imports (1 day)</u></b></p> <p>A broad overview of the export-import process for the beginner: early considerations; the export-import sequence; the export enquiry and the indent; customs issues (including registration); transportation; and commonly used trade terms.</p>	Tues 17 August	Tues 17 August	Tues 17 August	Tues 17 August
<p><b><u>Complete Export-Import Administration Course (*6 days/3 modules)</u></b></p> <p><i>*Offered as 3 on-line modules, each separated by a training-free day:</i></p> <p><b>1. <u>The Export-Import Process; Delivering Goods Internationally; and Incoterms® 2020 (2 days)</u></b></p> <p><i>Covers the export-import procedure flow charts; international transportation (road, rail, sea and air) and related documentation; and Incoterms® 2020</i></p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>
<p><b>2. <u>Export-Import Customs Procedures (2 days)</u></b></p> <p><i>Covers customs registration procedures; the Harmonised System (HS) of product classification; the SA Customs tariff and schedules; ordinary export and import customs procedures; customs procedures pertaining to samples; duty refunds, rebates and drawbacks; and bonded warehouses.</i></p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>
<p><b>3. <u>Cargo Insurance; International Risk Management; Payment Procedures; and Costing International Transactions (2 days)</u></b></p> <p><i>Covers marine/cargo insurance; foreign exchange transactions; SA VAT &amp; export-import; the financial risk elements of export-import; international payment methods (UCP 600, URC 522) and their documentary requirements; export credit insurance; export and import costing; sales enquiries; feasibility studies; indents; quotations and proforma invoices.</i></p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December+</p>

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY..... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Exports (1 day)</u></b></p> <p>A broad overview of the export process for the beginner: early considerations; the export sequence; customs issues; transportation; commonly used Incoterms®; payment methods; export assistance programmes; and the export service industry.</p>	<p><b>Mon 20 September</b></p>	<p><b>Mon 20 September</b></p>	<p><b>Mon 20 September</b></p>	<p><b>Mon 20 September</b></p>
<p><b><u>Complete Export Administration Course (*5 days/3 modules)</u></b></p> <p><b>*Offered in 3 on-line modules, each separated by a training-free day.</b></p> <p><b>1. <u>The International Trade Process; Delivering Goods Internationally; and Incoterms ® 2020 (2 days)</u></b></p> <p><i>Covers the export sequence; the handling of export enquiries; internat'l transportation (road, rail, air, sea); transport document'n; marine insurance (principles, policy types and claims procedures); and Incoterms® 2020.</i></p>	<p><b>Tues 13 - Wed 14 July</b></p>	<p><b>Tues 13 - Wed 14 July</b></p>	<p><b>Tues 13 - Wed 14 July</b></p>	<p><b>Tues 13 - Wed 14 July</b></p>
<p><b>2. <u>Customs Procedures for Exports (1 day)</u></b></p> <p><i>Covers the structure of the Harmonised System of Classification; ordinary customs procedures for export; the export of samples; the SA Customs Act; the SA Tariff Book; duty refunds; rebates and drawbacks; rebate stores and bonded warehouses.</i></p>	<p><b>Fri 16 July</b></p>	<p><b>Fri 16 July</b></p>	<p><b>Fri 16 July</b></p>	<p><b>Fri 16 July</b> [r1]</p>
<p><b>3. <u>Costing; Quoting; International Risk Management; VAT &amp; Exports; and Payment Procedures (2 days)</u></b></p> <p><i>Covers export costing; reacting to trade enquiries; working with foreign currencies; financial risk elements; VAT &amp; exports; international payment methods; export credit insurance; forward exchange contracts; and CFC accounts.</i></p>	<p><b>Mon 19 - Tues 20 July</b></p>	<p><b>Mon 26 - Tues 27 October</b></p>	<p><b>Mon 19 - Tues 20 July</b></p>	<p><b>Mon 19 - Tues 20 July</b></p>
<p><b><u>VAT and Exports (1/2 day) (9h00 – 13h00)</u></b> <b>(*Online training price: R1 200 per person + VAT)</b></p> <p>Designed to ensure that you do not fall foul of the taxman, this briefing covers the South African VAT Act as it pertains to exports and the VAT Incentive scheme: zero rating vs standard rating; salient interpretation notes; direct vs indirect exports; timelines; and documentary requirements. Delegates are given practical examples of documents that are not VAT-compliant and are required to identify reasons for non-compliance</p>	<p><b>Wed 6 October</b></p>	<p><b>Wed 6 October</b></p>	<p><b>Wed 6 October</b></p>	<p><b>Wed 6 October</b></p>

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY.... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Understanding Letters of Credit (1 day)</u></b></p> <p>A practical, case study-based workshop, covering different forms (irrevocable; and irrevocable and confirmed) and types (transferable; back-to-back; revolving; red clause; standby) of documentary credit (L/C) and their application.</p> <p>Attention is paid to the UCP 600, i.e. its effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>
<p><b><u>The Correct Usage of Incoterms® 2020 (1 day)</u></b></p> <p>Covering the impact of the ICC's 'Incoterms® 2020' on import and export costing; transaction risk evaluation; and party (seller and buyer) obligations pertaining to consignment delivery. The Incoterms®2020 Rules come into effect on 1 January 2020.</p>	<p><b>Mon 16 August</b></p>	<p><b>Mon 16 August</b></p>	<p><b>Mon 16 August</b></p>	<p><b>Mon 16 August</b></p>
<p><b><u>Product Classification Workshop (1 day)</u></b></p> <p><b><i>(Please have a copy of Schedule 1 of the SA Customs Tariff available during the training session. This can be downloaded from the SARS website.)</i></b></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often results in lower clearance costs.</p> <p>This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation (WCO) and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Warehousing &amp; Distribution (1/2 day) (9h00 – 13h00)</u></b></p> <p><b><i>(*Online training price: R1 200 per person + VAT)</i></b></p> <p>Covers logistics in business today; the role of warehousing in the logistics system; functions of warehousing; trends in materials handling; cargo stowage principles; product packing and marking; international transportation modes; and the role of documents in the movement of cargo internationally</p>	<p><b>Thur 16 September</b></p>	<p><b>Thur 16 September</b></p>	<p><b>Thur 16 September</b></p>	<p><b>Thur 16 September</b></p>

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY..... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Export Costing &amp; Documentation Workshop (3 days) (contact training only)</u></b></p> <p>A case study-based workshop providing delegates with practical skills in export costing (according to the ICC's Incoterms®), the preparation of export quotations and proforma invoices, and the completion of documents (instruction, transport, exchange control, customs, etc.) used in effecting the export of a consignment via different modes of transport.</p>	<p><b>Wed 26 – Fri 28 August</b></p>	<p><b>Wed 26 – Fri 28 August</b></p>	<p><b>Wed 26 – Fri 28 August</b></p>	<p><b>Wed 26 – Fri 28 August</b></p>
<p><b><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></b></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used; the application requirements; the role of Customs vis-à-vis ITAC in their administration; and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	<p><b>Thurs 7 October</b></p> <p><b>Mon 22 Nov</b></p>	<p><b>Thurs 7 October</b></p> <p><b>Mon 22 Nov</b></p>	<p><b>Thurs 7 October</b></p> <p><b>Mon 22 Nov</b></p>	<p><b>Thurs 7 October</b></p> <p><b>Mon 22 Nov</b></p>
<p><b><u>How to Access Government Incentive and Other Assistance Programmes (1 day)</u></b></p> <p>The government both directly and indirectly (via other organisations) offers a number of incentive programmes and other forms of assistance to companies (primarily SMEs and BEE entities) to both improve their competitiveness and assist in the development of export markets.</p> <p>This one-day programme covers some of the government offerings currently available (e.g. currently, the Automotive Investment Scheme [AIS], the Critical Infrastructure Programme, the Capital Projects Feasibility Programme, the Support Programme for Industrial Innovation, and the Export Marketing and Investment Assistance Scheme) and how to access them).</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Export Readiness and Marketing Planning (2 days)</u></b></p> <p>Covers the differences between selling locally and selling abroad; determining export readiness; selecting foreign markets; analysing export opportunities; identifying potential buyers; the international marketing mix; maximising value-addition from trade missions, trade fairs and one-on-one meetings; and how to put together an effective marketing plan.</p>	<p><b>Thur 22 – Fri 23 July</b></p>	<p><b>Thur 22 – Fri 23 July</b></p>	<p><b>Thur 22 – Fri 23 July</b></p>	<p><b>Thur 22 – Fri 23 July</b></p>

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Exports-Imports (1 day)</u></b>            A broad overview of the export-import process for the beginner: early considerations; the export/import sequence; the export enquiry and the indent; customs issues (including registration); transportation; commonly used trade terms (Incoterms® 2020); payment methods; export assistance programmes and the export-import service industry.</p>	Tues 17 August	Tues 17 August	Tues 17 August	Tues 17 August
<p><b><u>Complete Export-Import Administration Course (*6 days/3 modules)</u></b>  <b>*Offered as 3 on-line modules, each separated by a training-free day:</b></p> <p><b>1. <u>The Export-Import Process; Delivering Goods Internationally; and Incoterms® 2020 (2 days)</u></b>  <i>Covers the export-import procedure flow charts; international transportation (road, rail, sea and air) and related documentation; &amp; Incoterms® 2020</i></p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>	<p>Thurs 2 – Fri 3 September</p> <p>Mon 6 – Tues 7 December</p>
<p><b>2. <u>Export-Import Customs Procedures (2 days)</u></b>  <i>Covers customs registration procedures; the Harmonised System (HS) of product classification; the SA Customs tariff and schedules; ordinary export and import customs procedures; customs procedures pertaining to samples; duty refunds, rebates and drawbacks; and bonded warehouses.</i></p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>	<p>Mon 6 &amp; Tues 7 September</p> <p>Thurs 9 – Fri 10 December</p>
<p><b>3. <u>Cargo Insurance; International Risk Management; Payment Procedures; and Costing for International Transactions (2 days)</u></b>  <i>Covers marine/cargo insurance; foreign exchange transactions; SA VAT &amp; export-import; the financial risk elements of export-import; international payment methods (UCP 600, URC 522) and their documentary requirements; export credit insurance; export and import costing; sales enquiries; feasibility studies; indents; quotations; and proforma invoices.</i></p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>	<p>Thurs 9 – Fri 10 September</p> <p>Mon 13 – Tues 14 December</p>
<p><b><u>Warehousing &amp; Distribution (1/2 day) (9h00 – 13h00)</u></b>  <b>(*On-line training price: R1 200 per person + VAT)</b>            Covers logistics in business today; the role of warehousing in the logistics system; functions of warehousing; trends in materials handling; cargo stowage principles; product packing and marking; international transportation modes; and the role of documents in the movement of cargo internationally.</p>	Thur 16 September	Thur 16 September	Thur 16 September	Thur 16 September

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Imports (1 day)</u></b></p> <p>A broad overview of the import process for the beginner: early considerations; the import sequence; customs issues; the indent; transportation; commonly used Incoterms®; payment methods; and the import service industry.</p>	Wed 24 November	Wed 24 November	Wed 24 November	Wed 24 November
<p><b><u>Complete Import Administration Course (*5 days/3 modules)</u></b></p> <p><b>* Offered as 3 on-line modules, each separated by a training-free day</b></p> <p><b>1. <u>The Import Process: Compiling Enquiries, Selecting Incoterms®; Costing, Arranging Transport and Insurance; and Dealing with Defective Cargo Receipts (2 days)</u></b></p> <p><i>Covers an overview of a typical import transaction (parties involved, documents and sequence of steps); international transportation (road, rail, sea, air, &amp; transport documentation); dealing with deficient cargo; import enquiries (feasibility studies, the indent); Incoterms® 2020; import costing; and cargo insurance (principles, policy types &amp; claims).</i></p>	<p>Mon 2 – Tues 3 August</p> <p>Mon 1 – Tues 2 November</p>	<p>Mon 2 – Tues 3 August</p> <p>Mon 1 – Tues 2 November</p>	<p>Mon 2 – Tues 3 August</p> <p>Mon 1 – Tues 2 November</p>	<p>Mon 2 – Tues 3 August</p> <p>Mon 1 – Tues 2 November</p>
<p><b>2. <u>Import Customs Procedures (2 days)</u></b></p> <p><i>Covers general customs considerations, South Africa's trade relationships, the Harmonised System of Nomenclature (HS); the SA Customs Tariff &amp; Schedules and import control; standard customs procedures for import; bonded warehouses.</i></p>	<p>Thurs 5 – Fri 6 August</p> <p>Thurs 4 – Fri 5 Nove</p>	<p>Thurs 5 – Fri 6 August</p> <p>Thurs 4 – Fri 5 November</p>	<p>Thurs 5 – Fri 6 August</p> <p>Thurs 4 – Fri 5 November</p>	<p>Thurs 5 – Fri 6 August</p> <p>Thurs 4 – Fri 5 November</p>
<p><b>3. <u>Payment Methods for Imports (1 day)</u></b></p> <p><i>Covers financial risk dimensions; different international payment methods (bank collections &amp; documentary credits [L/Cs]); bills of exchange; reasons for bank rejection of documents under an L/C; currencies used in international trade; UCP 600 and URC 522; the workings of the foreign exchange market; and different types of foreign exchange transaction.</i></p>	<p>Tues 10 – Wed 11 August</p> <p>Mon 8 – Tues 9 November</p>	<p>Tues 10 – Wed 11 August</p> <p>Mon 8 – Tues 9 November</p>	<p>Tues 10 – Wed 11 August</p> <p>Mon 8 – Tues 9 November</p>	<p>Tues 10 – Wed 11 August</p> <p>Mon 8 – Tues 9 November</p>
<p><b><u>Import Costing &amp; Documentation Workshop (3 days) (contact training)</u></b></p> <p>Provides delegates with practical skills in accurately costing an import consignment to the point at which it has been delivered, customs cleared, at the importer's premises. Also covers all the documents (instruction, customs, transport, etc.) used in effecting the import of a consignment by air, sea or multi-modal transport; dealing with the receipt of discrepant cargo; and the releasing of payment for the goods. This workshop is heavily case study-based with delegates expected to complete the documents required to effect delivery in different circumstances.</p>	*Offered on request	*Offered on request	*Offered on request	*Offered on request

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY .... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Customs Valuation and the Calculation of Duties (1 day)</u></b></p> <p>Covering the South African valuation process in detail (including regulations relating to the customs valuation of containerised goods as per the Revenue Laws Amendment Act 60 of 2008), the programme includes the various means by which duties are calculated in South Africa and incorporates a number of practical exercises to consolidate delegates' understanding of the procedures involved.</p>	<b>*Offered on request</b>	<b>*Offered on request</b>	<b>*Offered on request</b>	<b>*Offered on request</b>
<p><b><u>Product Classification Workshop (1 day)</u></b></p> <p><b><i>(Please have a copy of Schedule 1 of the SA Customs Tariff available during the training session. Download from the SARS website.)</i></b></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often results in lower clearance costs.</p> <p>This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation (WCO) and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	<b>*Offered on request</b>	<b>*Offered on request</b>	<b>*Offered on request</b>	<b>*Offered on request</b>
<p><b><u>Understanding Letters of Credit (1 day)</u></b></p> <p>A practical, case study-based workshop, covering different forms (irrevocable; and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application. Attention is paid to the UCP 600, i.e. its effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>	<p><b>Mon 5 July</b></p> <p><b>Fri 1 October</b></p>
<p><b><u>The Correct Usage of Incoterms® 2020 (1 day)</u></b></p> <p>Covering the impact of the ICC's 'Incoterms® 2020' on import/export costing; transaction risk evaluation; and party (seller and buyer) obligations pertaining to consignment delivery.</p>	<b>Mon 16 August</b>	<b>Mon 16 August</b>	<b>Mon 16 August</b>	<b>Mon 16 August</b>
<p><b><u>A Guide to International Purchasing (1 day)</u></b></p> <p>The case for international purchasing; the link between purchasing and the supply chain; why companies source from abroad; the changing nature of the international business environment; import options; identifying foreign sources.</p>	<b>Tues 14 September</b>	<b>Tues 14 September</b>	<b>Tues 14 September</b>	<b>Tues 14 September</b>

## FEES

### Online Training

**Standard fee for full-day course/workshop: R2 500 + VAT = R2 875.00 per person per day** (inclusive of all support documentation, assessment and certification). **Mornings only courses, e.g. VAT and Exports: R1 200 + VAT = R1 380.00 per person per day.** If more than 1 delegate books on a particular course/workshop from the same company, **each additional delegate will be entitled to a 10% discount**, i.e. on a full day course, he/she will pay R2 250 + VAT = R2 587.50 per person per day. On a morning only course, he/she will pay R1 080.00 + VAT = R 1 242.00.

### Contact Training

**Standard fee for full-day course/workshop: R3 000 + VAT = R3 450.00 per person per day** (inclusive of refreshments, all support documentation, assessment and certification). **Mornings only courses, e.g. VAT and Exports: R1 700 + VAT = R1 955.00 per person per day.** If more than 1 delegate books on a particular course/workshop from the same company, **each additional delegate will be entitled to a 10% discount**, i.e. on a full day course, he/she will pay R2 700 + VAT = R3 105.00 per person per day. On a morning only course, he/she will pay R1 530.00 + VAT = R 1 759.50.

**See BOOKING FORM attached.**

For **more information**, contact ITRISA on: **e-mail: [info@itrisa.co.za](mailto:info@itrisa.co.za) or tel: 011 807 5317 or fax: 011 807 5321**

*(Bookings should be made using the attached booking form and payment should be received at least six working days prior to the commencement of a course. Only bookings accompanied by full payment will be accepted thereafter. Bookings for which payment has not been made by the due date will be deemed to have been cancelled by the booking party.)*

**NOTE: No course will run unless a minimum of 5 delegates has made confirmed bookings at least five days prior to the commencement date of the course.** It is therefore important to **book well in advance** to avoid the disappointment of a course having to be cancelled due to insufficient numbers. On-line training is limited to a total of 10 delegates at any one time to allow for adequate interaction between the group and the trainer.

### **Looking for an alternative to public short courses? ITRISA also offers the following specialised services:**

- **customised, industry-specific training for one company's personnel only** on a wide range of export/import subjects
- a comprehensive **distance learning programme in international trade** which leads to **nationally and internationally accredited qualifications**
- **consultations** to both public and private sector organisations on international trade, and international trade education, matters.





Trade Development House, Eden Gardens, 16 Wessel Road, Rivonia, Sandton, Gauteng  
 P O Box 2475, Rivonia 2128, South Africa  
 Bookings: Tel: +27 11 807 5317 Fax: +27 11 807 5321 E-mail: info@itrisa.co.za  
 Web [www.itrisa.co.za](http://www.itrisa.co.za)

## ITRISA's International Trade Training Programme

# SHORT COURSE BOOKING FORM

(Please PRINT CLEARLY in block capitals)

Company .....

Postal address ..... Postal code .....

Tel ..... Fax ..... Industry sector (e.g. Mining, Food) .....

Company's VAT registration number, if applicable (for invoicing purposes) .....

### PLEASE BOOK THE FOLLOWING PERSON/S ON THE COURSE\* INDICATED:

Name of course .....Date/s .....

1. Delegate's first & last names ..... Designation .....M/F? .....

E-mail ..... Direct tel nr ..... Special dietary needs .....

Identity No. (to appear on the certificate) .....

2. Delegate's first & last names ..... Designation ..... M/F? .....

E-mail ..... Direct tel nr ..... Special dietary needs .....

Identity No. (to appear on the certificate) .....

\* A separate booking form should be completed for each course on which delegates are being booked.

**For a booking to be CONFIRMED, full payment is required at least 6 working days PRIOR to the commencement of a course** so that the necessary administrative arrangements can be made. Until such payment is received, a booking – as evidenced by ITRISA simply receiving this booking form by FAX - is only **PROVISIONAL** (which means that no arrangements will be made to accommodate the individual/s concerned on the specified course/s, e.g. catering, printing of support materials, etc.). Payment can be made into ITRISA's bank account (First National Bank, Rosebank Branch, Account No. 50371106467, Branch Code 253305)

Payment method chosen (please tick):

Direct deposit (cheque)  Electronic transfer

**Total amount: R** .....

**A copy of the bank deposit or transfer slip evidencing payment must be EMAILED to ITRISA** email: [info@itrisa.co.za](mailto:info@itrisa.co.za) along with a copy of this booking form once payment has been effected. Please specify the name of the company or individual (if the latter is attending the course in his/her personal capacity) in the 'Reference' section of the deposit/transfer slip.

**NOTE:** In the event of a confirmed booking being cancelled by the company/delegate concerned within **6 working days** of the start of a particular course or a delegate simply failing to turn up on the appointed day/s, a fee of **100%** of the course fee will apply. Should the company/delegate concerned decide to book forward to the next scheduled date/s for that course, **100% of the course fee** will still apply to the previous course, but the **forward booking course fee** will be **discounted by 50%**. All cancellations must be **in writing**. While ITRISA endeavours to hold courses on their published dates, it reserves the right to withdraw or postpone a course at any time. ITRISA also reserves the right to alter the content and fees of its courses at any time.

Contact person (first name & surname) ..... Direct tel nr .....

Signature ..... Date .....

ITRISA will acknowledge a booking made (provided this booking form is used) within two days of receipt. **If no such acknowledgement is received** within this period (because, for example, the booking form was not received in the first place), kindly follow up with ITRISA on tel. 011 807 5317.