

...tailored solutions for individual needs

TRAINING REGISTRATION FORM / TAX INVOICE
ABN 91 010 334 915

RETENTION AND DISPOSAL OF PUBLIC HEALTH SECTOR RECORDS

(Conducted on behalf of State Records NSW)

This course provides participants with information on how to use retention and disposal authorities to sentence records and perform disposal activities created by the health sector. Participants also learn about appropriate methods of storage and destruction of records and how to prepare records for transfer to State Records as State archives.

COURSE DATE & VENUE:

Tuesday 24th July 2012 - 9am to 4pm
PORT MACQUARIE NSW (Venue TBA)

Fee (including GST) \$300 per person

(NB: Payment is required PRIOR to commencement of course – If you would like to pay online go to shop.siller.com.au)

APPLICANT'S NAME (please use separate form for each applicant)	CONTACT DETAILS (Email or Telephone)
PLEASE NOTE: AS IT IS NECESSARY FOR US TO RECEIVE REGISTRATION DETAILS PRIOR TO TRAINING, PLEASE FAX OR EMAIL A COMPLETED AND SIGNED COPY OF THIS FORM IMMEDIATELY TO SILLER SYSTEMS ADMINISTRATION BEFORE FURTHER PROCESSING.	
NAME OF ORGANISATION/COMPANY	
ADDRESS	
TELEPHONE	
FAX	
E-Mail Address (OPTIONAL)	

Please print this form and **EITHER** fax to **02 9999 6793** with EFT payment remittance **OR** post with cheque to: *(Please make cheque payable to Siller Systems Administration)*

Siller Systems Administration
PO Box 884
MONA VALE NSW 1660

This form becomes a TAX INVOICE upon payment

Attached Terms and Conditions apply. For further information please contact 02 9979 9974 during business hours or email accounts@siller.com.au

You may also visit www.siller.com.au or www.records.nsw.gov.au.

I have read and understand the attached terms and conditions

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Signature

Date

TERMS AND CONDITIONS
FOR RECORDS AND INFORMATION MANAGEMENT TRAINING COURSES

Registration and payment of fees:

Please complete Siller Systems Administration Training Registration Form/Tax invoice accompanied by your payment.

Payment IN FULL *must* be received no later than 7 (seven) working days before course commencement (unless prior arrangements have been made with Siller Systems Administration).

Siller Systems Administration will not accept any registration without prior payment.

**Payment may be made by EFT (for bank details, please telephone 02 9979 9974) or
cheque made payable to Siller Systems Administration and mailed to:
PO Box 884 Mona Vale NSW 2103.**

Refunds for Cancellation or Postponement:

Siller Systems Administration reserves the right to cancel or postpone any course due to factors beyond our control, in which case, a full refund will be forwarded. Where possible, attendees for cancelled courses will be placed on the next available course.

We will happily accept a substitute registrant for the course, if you are unable to attend. However, we should be notified of such a change at least one working day before the course. If a substitute registration is not required, Siller Systems Administration will refund your payment following receipt of written notification of withdrawal, up to 7 (seven) working days before the course commencement.

Unfortunately, no refund can be made for cancellations received less than 7 (seven) working days before a course.

For further information or enquiries:

Phone: (02) 9979 9974

Fax: (02) 9999 6793

Email: accounts@siller.com.au