



# Siller Systems Administration

Tailored Information Management Solutions

Mine Development Services Pty Ltd ABN 91 010 334 915

## TRAINING REGISTRATION FORM / TAX INVOICE

ABN 91 010 334 915

**Important:** Registrations must be emailed to [training@siller.com.au](mailto:training@siller.com.au) and received no later than close of business **Tuesday 27<sup>th</sup> August 2019.**

Course Name	Introduction to Records Management
Overview	This course provides participants with overview, familiarity and working knowledge of records, it's compliance requirements and proven practice. Commence implementation of improvements in the way participants create, title, manage, maintain and dispose of records.
Date	Tuesday 3rd September 2019
Location	Dubbo RSL
Time	9.00am – 4.00pm
Cost	\$340 (incl. GST)

Please provide us with the following details:

Attendee Name	
Email Address	
Contact Number	
Organisation / Company Name	
Organisation / Company Address	

Payment Options:

Bank Transfer	BSB: 062-205 Account No: 10260165	<b>Enquiries:</b> Phone: (02) 9979 9974 Email: <a href="mailto:training@siller.com.au">training@siller.com.au</a> Web: <a href="http://siller.com.au">siller.com.au</a>
Siller Shop (online)	<a href="http://siller.com.au/siller-shop">http://siller.com.au/siller-shop</a>	
Australia Post	Cheque payable to <b>Siller Systems Administration, PO Box 884, Mona Vale NSW 2103</b>	

I have read and understand the terms and conditions

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Signature

Date

## **TERMS AND CONDITIONS FOR RECORDS AND INFORMATION MANAGEMENT TRAINING COURSES**

### **Registration and payment of fees**

All applications must be completed using the Siller Systems Administration Training Registration Form / Tax invoice.

Payment IN FULL must be received no later than 7 (seven) working days PRIOR to the course date, unless other arrangements have been made with Siller Systems Administration.

Siller Systems Administration reserves the right to refuse course admission where prior payment has not been received.

*Note: Discounts may apply for in-house group training. Please contact Siller Systems Administration for further details.*

### **Refunds for Cancellation or Postponement by Siller Systems Administration**

Siller Systems Administration reserves the right to cancel or postpone any course due to factors beyond its control. A minimum of 5 (five) working days' notice will be provided to registrants via their contact details supplied. A full refund will be forwarded or where the registrant is agreeable, the credit will be applied to attendance at a future course.

### **Refunds for Cancellation or Postponement by Registrant**

Should it be necessary to withdraw a registration, Siller Systems Administration require 7 (seven) working days written notification prior to the course date, in which case a full refund or credit will be allowed.

In cases where a non-attendance is anticipated on shorter notice, an acceptable substitute registration may be submitted up to 1 (one) working day prior to the course.

No fee will be refundable for any non-attendances that do not fulfil these requirements.