Siller Systems Administration
Tailored Information Management Solutions

TRAINING REGISTRATION FORM / TAX INVOICE
ABN 91 010 334 915

Implementing a Retention and Disposal Authority for Local Government Records
(Conducted on behalf of State Archives & Records NSW)

This course provides participants with information on how to use the General retention and disposal authority: local government records (GA39), appropriate methods of storage and destruction of records, and how to prepare records for transfer to State Archives & Records as State archives

Course date & venue: Thursday 8 March 2018 - 9am to 4pm
State Archives & Records Authority of NSW,
Queens Square, **Sydney,** NSW

Registrations to be received by 20 February 2018

Attendee name	
Email address	
Telephone number	
Name & address of organistion / company	

Registrations to: training@siller.com.au   or   fax to: 02 9999 6793

Cost (including GST) $335 per person *($301.50 for second & subsequent participant from the same organisation attending the same course on the same day; OR for single participant attending another SSA training course consecutively at the same location).*

Payment must be received PRIOR to course commencement

Payment Options:

Bank Transfer: BSB: 062-205   Account No: 10260165
Internet: http://siller.com.au/siller-shop

For further information:
Tel: 02 9979 9974 during office hours   Web : records.nsw.gov.au/recordkeeping/training
Email: training@siller.com.au   OR go directly to siller.com.au

I have read and understand the terms and conditions

Signature	Date

TERMS AND CONDITIONS

FOR RECORDS AND INFORMATION MANAGEMENT TRAINING COURSES

Registration and payment of fees:

All applications must be completed on a 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 prior arrangements have been made with Siller Systems Administration.

A 10% discount applies for second & subsequent participants from the same organisation attending the same course on the same day; OR for a single participant attending another SSA training course consecutively at the same location.

Siller Systems Administration may refuse course admission where prior payment has not been received.

PAYMENT OPTIONS:

Bank Transfer:
　　BSB: **062-205**　Account No: **10260165**
　　Account Name: **Siller Systems Administration**

Internet:　http://siller.com.au/siller-shop

By post:　Cheque payable to **Siller Systems Administration**
　　　　　　　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 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 non attendance:

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.

For further information or enquiries:
Phone: (02) 9979 9974　　Fax: (02) 9999 6793　　Email: training@siller.com.au　　Web: siller.com.au