



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 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 Records as State archives

Course date & Venue: Tuesday 17 October 2017 - 9am to 4pm
 State Archives & Records Authority of NSW Office
 Land Titles Office Building, Queens Square, **Sydney**

Registrations to be received by 5 October 2017

Attendee name	
Email address	
Telephone number	
Name & address of organisation / 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

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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 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