Siller Systems Administration
Tailored Information Management Solutions

TRAINING REGISTRATION FORM / TAX INVOICE
ABN 91 010 334 915

Important: Registrations must be emailed to training@siller.com.au and received no later than close of business **Wednesday 28th August 2019.**

Course Name	Managing the Disposal of Local Government Records
Overview	This course provides participants with information and guidance on how to understand and apply the general retention and disposal authority for local government records (GA39).
Date	Wednesday 4th September 2019
Location	Dubbo – precise venue TBD
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:

Enquiries

Bank Transfer	BSB: 062-205 Account No: 10260165
Siller Shop (online)	http://siller.com.au/siller-shop
Australia Post (cheque)	Payable to **Siller Systems Administration, PO Box 884, Mona Vale NSW 2103**

(02) 9979 9974

training@siller.com.au

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 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.