

Please have this F12 signed by a person with signing rights and fax it back to:
Henda Britz, Fax 012 3185793 Tel: 012 3185431

F12

Aan/To: Snr Financial Accountant Financial Control Building 21	Van/From: _____ _____ _____
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OORPLASING / REGSTELLING VAN FONDSE TRANSFER / CORRECTION OF FUNDS

The following transfer/correction of funds/expenditure of the cost centers and accounts given below are herewith requested:

Debit (from)		Amount	Credit (to)	
Entity	Account		Entity	Account
				0455

This F12 serves as a registration form for a course:

Name/(s) : _____
 Job Title : _____
 Department : _____ Tel. _____
 Course name : _____
 Date of course : _____

Please take note: A deposit of R50.00 is required to reserve your space.

Should the cost indicate an amount other than free (R50 deposit) then you should pay the amount indicated. When you arrive at the training, your F12 will be handed back to you and the training will be free.

WHAT HAPPENS IF YOU FAIL TO ARRIVE WITHOUT 2 DAYS' PRIOR CANCELLATION

As planning is done around the no. of people booked on a course, it negatively impacts on planning, cost, materials, refreshments, etc. when people fail to arrive for courses without prior cancellation. Thus the R50 deposit will be kept to cover costs. A replacement may be sent in your place.

* As soon as we have received your F12 booking form, your booking will be confirmed.

GOEDKEURING VIR DEBIET APPROVAL FOR DEBIT

AUTHORISED SIGNATURE

AUTHORISED NAME

DESIGNATION

DATE: _____

GOEDKEURING VIR KREDIET APPROVAL FOR CREDIT

AUTHORISED SIGNATURE

MJ LE GRANGE
AUTHORISED NAME

Director: CCPD
DESIGNATION

DATE: _____