



Registration form:
ACFE 12th Annual African Conference & Exhibition
16 – 18 September 2019

FAX TO 012 346 1927 OR E-MAIL TO - janine@acfesa.co.za / melanie@acfesa.co.za

SECTION 1: BILLING INFORMATION

Company/ Organization _____ Company VAT no _____
Postal Address _____ Department/ Cost Centre _____
_____ Postal Code: _____ E-mail Billing Address: _____
We require a Quotation Proforma Invoice Tax Invoice

The ACFE will issue a Tax invoice for payment with bank details and a deposit reference after the registration application has been processed. If you don't get confirmation of your booking within 72 hours contact us on 012 346 1913. Please do take notice of the Terms and Conditions as outlined in the Brochure

SECTION 2: DELEGATE INFORMATION

PLEASE PROVIDE INFO AS IT SHOULD APPEAR ON YOUR NAME BADGE AND ATTENDANCE CERTIFICATE

Single registration Part of a Group Booking (5 or more) Part of an Exhibitor Discounted Booking Exhibitor Pass

Conference & Membership package

First (Preferred) Name: _____ Full Names: _____

Surname: _____ ID Number: _____

Position: (Job title) _____ Company/ Organisation: _____

Cell Number: _____ E-mail Address: _____

Designation: CFE Associate Affiliate Member Number: _____

Other Prof Body: _____ Member Number: _____

My contact details (e-mail address) may be published on the delegates list for networking purposes Yes No

I hereby confirm that I have obtained authorisation from my employer/ company to attend this event and have made the required arrangements for payment and vendor registration (if applicable). I acknowledge that should my employer not settle the invoice, that I accept responsibility for full payment of the registration fee. I further confirm that I have read and accept the terms and conditions of registration as outlined in the Conference Brochure.

DELEGATE SIGNATURE: _____ **DATE:** _____ **PLACE:** _____

Cost per Category:

- Single Registration – Early Bird Member Price: R10 500,00 (**Registered and paid before 18 June 2019**)
 - Early Bird Non-Member: R12 700,00 (**Registered and paid before 18 June 2019**)
 - Member Price: R11 500,00 (Registrations after **18 June 2019**)
 - Non-Member: R14 000,00 (Registrations after **18 June 2019**)

Note that all delegates registered before 18 June 2019 will receive a free ticket to the ACFE Gala & Award event taking place on the 17th September 2019.

- Group Booking - **Group bookings of 5 delegates and more will receive a discount of 10%. Forms need to be forwarded to the ACFE SA in a bundle and all delegates need to still submit a complete registration form.**
- Exhibitor Discounted Booking – **Please refer to the prospectus**
- Conference & Membership package – **Each year we get swamped with requests from non-members to have a package price where membership is included in the conference fee. The conference & membership package now gives you the opportunity to join as a member and attend this prestigious conference at a lower than normal price. We have discounted on the joining fee helping the non-member to get involved in the ACFE SA.**
 - **Price per package: R13, 550 which include the 1st year of membership to the local (ACFE SA) and International membership, and attendance to this year's ACFE African Anti-Fraud Conference.**

SECTION 3: GENERAL INFORMATION

SPECIAL REQUIREMENTS: Such as Disabilities (please state what arrangements are required) _____

DIETARY NEEDS: Meals are buffet style and include a wide variety. We regret that a surcharge of R 400 per meal is charged for specially ordered meals. Please indicate if this is required and you are willing to pay the surcharge: I require a specially ordered meal and **will pay the surcharge of R 400 per meal:** Halaal Kosher Other, please specify: _____

SPECIAL EVENTS: Please indicate which events you will attend.

Opening Cocktail YES NO
(Cost included in registration fee, but booking is required)

Gala Dinner YES NO
(Free if conference attendance is booked and paid for by 18 June 2019 - **Please indicate if you will be attending the Gala dinner if you do not tick the relevant box, it will be taken as you will not be attending the Gala dinner event, although there is 1 gala dinner ticket included in the early bird offer**)

Number of extra dinner tickets x _____ @ R 700 per ticket

Name of Guest(s) _____ @R700 per ticket

My Guest require a specially ordered meal and **will pay the surcharge of R 400 per meal:** Halaal Kosher Other, please specify _____

Section 4: Membership offer –

Join the ACFE SA now and save on registration fees

Attention Non-members: Sign up today for ACFE SA membership and save on the registration fees for the conference.

____ Yes, I would like to join the ACFE SA, please accept my application when registering for the conference.

____ No, I do not wish to join the ACFE SA at this time and I will pay the non-member conference registration fees.

Membership Dues

To ensure all your membership fees are paid up to date please contact Melanie at melanie@acfesa.co.za or +27 (12) 346 1913

Have you ever been convicted of a felony or misdemeanour involving moral turpitude, including convictions expunged (“Moral turpitude” means an offense that calls into question the integrity or judgment of the offender, such as fraud, bribery, corruption, theft, embezzlement, solicitation, etc.)? ____ Yes ____ No If so, please describe (attach written statement if necessary):

New Members Only: I certify that the above is true and correct to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of membership. If this application is accepted, I agree to abide by the Bylaws and Code of Professional Ethics of the Association of Certified Fraud Examiners. Membership is a privilege and not a right.

I consent to the storage of my personal data at the ACFE SA office.

Date: _____

Signature: _____

Please note: All personal information received, will only be used for Conference purposes and no other marketing purposes not related to the conference.

Terms and Conditions:

Cancellation policy:

- 2 weeks prior to the event: 50 % Cancellation fee
- 1 week prior to the event: 100 % Cancellation fee
- 100% cancellation fee will be charged, if a delegate is a “no show”
- Substitutions are welcome, however, the ACFE SA needs to be informed promptly
- No substitutions will be allowed within the 5 (five) days prior to the event.

Method of Payment:

- Registration/s will only be booked and confirmed as soon as payment has been received.

- The ACFE SA Finance Officer will use the information provided on the completed registration form to issue a quote/invoice as requested.
- Take note, the banking details where payment needs to be made, will be seen on the invoice as well as the deposit reference.
- All quotes issued, will only be valid for a period of 30 days, thereafter a new quote will be issued on request.

Each Delegate who want to attend the ACFE Africa Conference needs to submit an individual delegate Registration Form for administration purposes. Please note if additional Conference delegates want to register they should complete the delegate registration form.

***Disclaimer notice:** The ACFE reserve the right to make such changes to the program and speakers as may be necessary due to circumstances beyond their control or to cancel the event if a minimum number of bookings are not received.