



REGISTRATION FORM
OPSA NATIONAL ADMINISTRATIVE EXCELLENCE AWARDS 2024

Radisson Blu, Sandton, Johannesburg
26 June 2024 (19h00 – 22h30) | R550.00 per person

Please complete the details below and email to admin@opsa.org.za to secure your booking.

Full Name:

ID Number:

Company:

Work Contact Number:

Email Address:

Dietary Requirements:

Cell Number:

COMPLETE ONLY IF YOUR ORGANISATION IS PAYING FOR INVOICING PURPOSES:

Company:

VAT Registration Number:

Company Address:

Signature of Manager: Date:

TERMS AND CONDITIONS

- **Payment must be received 7 working days before 26 June 2024.**
- Cancellations made in email to admin@opsa.org.za before 7 working days of the Awards event will be accepted.
- Cancellations made less than 7 working days before the Award event will be liable for the full fee.
- A tax invoice will be issued on registration and proof of payment must be emailed to admin@opsa.org.za before 26 June 2024.
- Substitutes are welcome at no additional costs provided name(s) are provided prior to the 26 June 2024 by email to admin@opsa.org.za
- No show/absent delegates will not receive a refund.
- OPSA reserves the right to cancel or reschedule the Awards event due to unforeseen circumstances.

I hereby acknowledge that I have read and agree to the terms and conditions.

Signature: Date: