



Payment and registration form

Please ensure completed registration forms are received by fax or post no later than three working days prior to the workshop/seminar you wish to attend.

Registration information

First name (Mr/Mrs/Miss/Ms)	Surname
Position title	
Additional attendees (name and title)	
Business name	
Brief description of your business	
Street address	
Postal address	
State	Postcode
Web address	
Telephone	Facsimile
Email	Mobile

Workshops/seminars

Please advise the name and date of the workshop/seminar you wish to attend.
e.g. Considering a business – Seminar 12 June at 3pm

OFFICE USE ONLY

Payment method

Do not complete payment details if the seminar/workshop is stated as free.
Tax invoice: Where an individual registration is less than \$1,000 (incl. GST*) this document becomes a tax invoice for GST purposes upon completion of payment.
ABN 24 830 236 406

Cheque[†]
 Money order[†]
 Visa
 MasterCard

[†]Cheques and money orders to be made out to Department of Employment, Economic Development and Innovation.
Please note Amex and Diners Cards are not accepted.

Please charge my credit card for the amount of \$ _____

Card no.

ccv** : **ccv is the last three digits on the signature panel at the back of your card

Name on card (print) _____ Expiry date / /

Cardholder signature _____ Date / /

To seek reimbursement for any cancellations that may occur, at least 24 hours notice is required.

Please note seminars may be subject to change and cancellation may occur due to insufficient numbers.

The Department of Employment, Economic Development and Innovation is collecting information, including personal information, on this form for the purpose of registration to attend business workshops and seminars run by the Department's Centres. The information on this form will not be disclosed to any third parties, unless authorised or required by law. Workshops may be cancelled if registration levels are not met. You will be notified of alternatives available to you.

* GST is a Commonwealth Government Tax.