

# REGISTRATION FORM

To register, please complete this form and return by email to [education@nzfma.org](mailto:education@nzfma.org)

Please select Workshop Venue/Date:

- Wellington** – 5-8 November 2024     **Auckland** – 12-15 November 2024
- Wellington: Cliftons Event Solutions, Level 28, Majestic Centre, 100 Willis Street
  - Auckland: Cliftons Event Solutions, Level 4, 45 Queen Street

Each workshop will run daily from 8.30am to 4.30pm.

Workshop fees include course tuition, workbook, technical equipment, and catering.

Please note a minimum of 12 participants is required for each workshop to proceed.

## Personal Details

First name \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_ Role \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (mobile) \_\_\_\_\_ Email \_\_\_\_\_

Registration Fee	NZFMA Member	NZ\$ 2,655.00	Non-member	NZ\$ 3,250.00
	GST	NZ\$ 398.25	GST	NZ\$ 487.50
GST No. 97-677-972	<b>Member fee</b>	<b>NZ\$ 3,053.25</b>	<b>Non-member fee</b>	<b>NZ\$ 3,737.50</b>

## Payment

- Direct credit to bank account number: 03 0502 0836203 01  
*Account Name: New Zealand Financial Markets Assn / Bank: Westpac / Branch: Lambton Quay*
- Please invoice my employer as detailed above (NZFMA Member Organisations only)
- Please contact NZFMA by telephone if paying by Visa or Mastercard

## Terms and Conditions

### Payment terms:

- For NZFMA members, invoices are issued upon registration and are payable by 20<sup>th</sup> of the month following invoice date.
- For non-NZFMA members, registrations are only confirmed following receipt of full payment.

### Cancellation, Transfers and Non-attendance:

- Cancellations advised to NZFMA at least 20 days prior to the course date will be refunded in full.
- No refunds will be provided for cancellations received outside the above notice period.
- Substitutions can be made, with prior notification to NZFMA, at any time up to the program start date. No penalty will apply.
- If a registrant fails to attend the workshop, course fees will not be refunded or transferred to a future course

### General:

- NZFMA reserves the right to cancel, postpone or re-schedule workshops due to low enrolments or unforeseen circumstances. Full refunds or transfers will be provided in this instance.
- NZFMA is not liable for any costs incurred by the registrant if the workshop is cancelled or postponed.
- NZFMA reserves the right to change course fees, dates, venues, content, presenters and/or method of presentation at its discretion.
- The information in this brochure was correct at the time of publication but may be subject to change.

### Privacy Statement:

All personal information collected by NZFMA will be collected, held, disclosed and deleted in accordance with the Privacy Act 2020. Your personal information collected on this registration form is for the purposes of processing registrations for courses and creating and maintaining student records. Besides our staff we share this information with the training provider and may share this information with the training facility staff and your current organisation.

Providing some information is optional. If you choose not to provide the requested information, we'll be unable to register you for the course. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [education@nzfma.org](mailto:education@nzfma.org)