



Company Registration No: 2003/015642/08 NPC

Grayston Ridge Office Park Block B Lower Ground Floor 144 Katherine Street Sandton 2031 South Africa

Please note that a membership application/membership renewal and/or event registration is made in your personal capacity and not that of your employer. You are personally responsible for ensuring payment of any and all monies due to the Compliance Institute Southern Africa ("the Institute").

PAYMENT TERMS FOR EVENTS - CONFERENCES, COURSES, (CLASSROOM AND WEB-BASED), WORKSHOPS

1. Payment terms are strictly on **presentation** of invoice.
2. No exceptions will be considered.
3. Delegates **will not be allowed to attend** unless payment is received in full before commencement of the event.
4. Any event fee still outstanding after **30 calendar days** from date of invoice will result in the suspension of the membership/account.
5. An event invoice still outstanding after 60 days from the date of invoice will result in the account being handed over for collection.
6. The Institute will endeavour to accommodate reasonable requests to complete supplier/vendor registration forms. However, the delegate must ensure that this request is made in sufficient time for payment to be made in full before the event.
7. Completion of the supplier/vendor registration forms **MUST** not be construed as an exception to the requirement for full payment before the event.
8. Requests to complete supplier/vendor registration forms will **NOT** be accepted after the booking/registration has been submitted.
9. Registration for an event is done in the delegate's personal capacity and not that of the employer/third party. Therefore, the delegate is personally responsible for payment of the invoice.

t. +27 11 642 7974

membership@compliancesa.com

www.compliancesa.com

10. *Payment Reminders*, including *Notification of Accounts to be Handed Over* will be sent via email and will be directed to the email address submitted with the event registration.

IMPORTANT REMINDER: Cancellation fees apply to all events - please refer to the institute's Cancellation Policy and Terms and Conditions for each Event. REFER THE CANCELLATION POLICY

MEMBERSHIP APPLICATION FEES AND MEMBERSHIP FEES

NEW MEMBER APPLICATIONS

1. Members/Applicants are again reminded that they remain personally responsible for outstanding fees due to the Institute.
2. The new member **Application registration fees** are due and payable on presentation of the proforma invoice.
3. Any new membership **Application registration fee** still outstanding after **14 calendar days** from date of proforma invoice will result in the new membership application being **deleted** from the database.
4. New member applicants who have paid their **Application registration fee** and who requested a tax invoice for payment of the **Membership fee**, should pay immediately on receipt of such invoice.
5. New applicants whose tax invoices for their **Membership fee** remain unpaid after **30 calendar days** from date of invoice will receive a reminder for immediate payment.
6. New applicants whose **Membership fees** are still outstanding **60 calendar days** from date of tax invoice will be handed over for collection. The account will be suspended pending payment.
7. *Payment Reminders*, including *Notification of Accounts to be Handed Over* will be sent via email and will be directed to the email address registered on the CI SA database.

MEMBERSHIP RENEWAL

A tax invoice for membership renewal will only be issued upon request for renewal. A renewal request is subject to all terms and conditions of membership as applicable at the time of renewal request.

1. All invoices are payable on presentation i.e. immediately, regardless of current membership expiry date.
2. Any membership **Renewal fees** that are still outstanding after **30 calendar days** from date of invoice will result in the membership being suspended unless payment is received immediately.
3. Any membership **Renewal fee** still outstanding **60 calendar days** from date of invoice will be handed over for collection. Any member who at this stage of proceedings still wishes to continue their membership will have to:
 - settle any and all outstanding debt; and
 - apply as a new member; and
 - will be subject to payment of the new **Application registration fee.**
4. *Payment Reminders*, including *Notification of Accounts to be Handed Over* will be sent via email and will be directed to the email address registered on the Institute's database.

IMPORTANT REMINDER: New member Applications and membership Renewals are subject to cancellation fees. Please refer to the Institute's Cancellation Policy. REFER THE CANCELLATION POLICY