



REGISTRATION FORM

CUSTOMER CARE SHORT COURSE

Documents to be submitted with Registration Form

- Certified copy of ID document/passport
- Certified copy of highest school certificate (If applicable)
- Curriculum Vitae (If applicable) –Not more than 4 pages

COURSE FEE: N\$900.00

Banking Details:

Account Name: Namibia Community Skills Development Foundation
 Account Number: 8000467625
 Bank Name: Bank Windhoek
 Branch Code: Swakopmund (481-772) Account Type: Cheque

Closing date for Applications: 11 June 2021 - NO LATE APPLICATIONS WILL BE CONSIDERED.

Individual Registration (Single Participant):

PLEASE COMPLETE ALL FIELDS (Compulsory) or mark with X where applicable										
Personal Particulars:										
Surname:						Title:		Mr	Ms	
First Name(s) in full:										
Date of Birth:				ID/Passport Number:						
Contact Details:										
✉ Postal Address:										
☎ Office (+ Code):			☎ Cell:			💻 E-mail:				
Do you have any disability?		Yes	No	<i>(for planning purposes only)</i>						
If yes, based on your disability, do you have special needs?		Yes	No							
Do you suffer from any other illness? If 'yes' please give details of the nature and/or severity							Yes	No		
<i>(for planning purposes only)</i>										
School Leaving Particulars										
Last secondary school attended:										
Highest grade passed: <i>(please submit certificate/latest school report):</i>										
Employment details <i>(please submit cv, if applicable)</i>										
Employer:					Occupation:					

Company Registration (more than 1 delegate):

Surname	Full Name(s)	Company Name	Occupation	Cell Number	E-mail Address

TERMS & CONDITIONS

1. This registration form, once completed, signed and received by COSDEF, shall be considered as a contractual document that obliges participants to promptly fulfill payment responsibility. 100% payment of the N\$900.00 course fee shall be required to accompany this registration form.
2. Incomplete registration forms will not be considered.
3. Should the participant not be able to make payment upon registration, the participant will then be held liable to ensure that the payment is received by COSDEF not later than 5 working days before the commencement of the course.
4. Cancellations must be made in writing and must be received by COSDEF not later than 5 working days before the date of the course. N\$100.00 will be forfeited due to administration fees. No refund will apply after the stated period.
5. In the event of unforeseen circumstances, we reserve the right to change the program, dates or venue.

DECLARATION:

I acknowledge that I have read, understood and accept the Terms and Conditions (including Payment Terms) and I hereby declare that all the particulars given in this application form are true and correct. I apply for registration on behalf of myself (if a single delegate) or on behalf of the above-mentioned organisation which I am duly authorised to represent.

SIGNATURE: _____

Date: _____