

Accounting and Business Update Seminar Booking form

Please complete and return by Friday 27 September 2019

I/we would like to attend the seminar on **Wednesday 16 October 2019**



Cost

Cost, inclusive of course folder, lunch and refreshments is £250 plus VAT per person (£300 gross).

Please provide your details below:

Organisation name

Entity type

Address

Postcode

Telephone number

Purchase Order details for invoice (if required)

1 Name

Position

Email

2 Name

Position

Email

3 Name

Position

Email

4 Name

Position

Email

5 Name

Position

Email

6 Name

Position

Email

If you wish to book places for colleagues, please provide their details opposite:

Payment

Payment may be made by one of the following methods. Please complete your preferred option:

Cheque

Return your booking form and cheque payable to Grant Thornton (NI) LLP.



Please find enclosed a cheque for

£
(course fee + VAT @20%)

A receipted invoice will be provided.

BACS

Return your booking form and an invoice will be issued.



Please invoice me for

£
(course fee + VAT @20%)

Completed booking forms should be posted to **Grant Thornton, 12-15 Donegall Square West, Belfast, BT1 6JH** or alternatively, emailed to natasha.agnew@ie.gt.com

Offices in Belfast, Dublin, Cork, Galway, Kildare, Limerick and Longford.



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Terms of business

Cancellation

If you wish to cancel and receive a full refund, we must receive notification at least ten working days before the event. Cancellation must be made in writing (by email to

Natasha.agnew@ie.gt.com). We regret that no refund will be given for cancellations received less than ten working days before the event, nor are we able to make a refund for non-attendance. We will be pleased to accept a substitute colleague from your organisation, even if within the cancellation period.

Confirmation of this must be made in writing prior to the event (by email) and the above payment policy still applies. In the unlikely event that we cancel the course, we will refund the course fee in full. Such funds shall be our sole liability to you as a result of such cancellation.

Changes

We continually review our courses to ensure that we are providing high quality and relevant training. Consequently, the programme content, as described in this literature, may change from time to time. We reserve the right to change or cancel any part of the published programme, or the identity of the speakers due to unforeseen circumstances.

Fees

The course fee covers attendance, course folder, lunch and light refreshments. Neither accommodation nor travel costs are included.

VAT

Under the UK VAT regulations, delegates from all countries are required to pay VAT at 20% on all courses taking place in the UK.

Data protection

Grant Thornton wants to protect the privacy of our clients and all third parties whose data we process in the course of our professional engagements, including participants at seminars. We take your privacy very seriously and therefore we hold and process all information in accordance with the Data Protection Act 2018 and the EU Regulation 2016/679 (GDPR).

Information provided at the time of booking can include personal data and we set out how, why and for how long we process personal data in our privacy policy on our website, which can be accessed at; <https://www.grantthornton.ie/privacy-policy1/>. The privacy policy also sets out your rights as a data subject.

If you would like your information to be retained so that you can be advised of future seminars, please confirm by ticking yes. We confirm that we do not make the information contained in our database available to any other organisation.



Yes, I would like to be advised of future seminars.

If you have any queries or concerns as to how your data is processed please contact dataprivacy@ie.gt.com