

## Trustee training registration form

### Delegate details

Title  Mr  Mrs  Miss  Ms  Other (please indicate) \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

Company \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Booking contact details (if different from delegate)

Name \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Special instructions (dietary requirements, etc.) \_\_\_\_\_

### Scheme details

Defined benefit

Defined contribution

Hybrid

### Training course details

Practical trustee training

Investment trustee training

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment method

**Option 1** Cheque  I enclose a cheque made payable to Buck Consultants Limited for £ \_\_\_\_\_

**Option 2** BACS  I have made my payment by BACS for £ \_\_\_\_\_

I have included 'Trustee training' and the delegates name in the transmission details

Attached a copy of the remittance advice to the form

BACS payment has been sent to:

The Royal Bank of Scotland, 43 Curzon Street, London, W1Y 7RF.

Account Name: Buck Consultants Ltd

Account No: 11315992 Sort Code: 16-00-79

**Option 3** Invoice  Please invoice me

## Terms and conditions

1. Our charges are £350.00 plus VAT per delegate for Practical Trustee Training and £350.00 plus VAT per delegate for Investment Trustee Training. £650.00 plus VAT for both courses if booked at the same time. Register three or more delegates on the same course and receive a 10% discount. Invoices will only be issued upon request
2. This covers attendance at the course, provision of course materials and refreshments during the day.
3. We reserve the right to cancel any of the courses due to circumstances beyond our control. Where cancellation is necessary, we will, where possible, give delegates at least five working days' notice.
4. Where a decision is made by us to cancel a course, delegates will be offered the choice of attending the same course at a later date or receiving a full refund.
5. The full fee is refundable where cancellations are made ten working days or more before the course date. However, should a cancellation be made, for whatever reason, less than ten working days before the course, no refund will be issued.
6. A delegate may transfer to a course on a different date, if there are available places. A maximum of one change per delegate will be allowed before incurring administration charges.

## Declaration

I have read and agree to the terms and conditions of registration.

Signed

Date

Please complete and return together with payment details by post or fax to:

Ms Chér Owen  
Marketing  
Buck Consultants  
160 Queen Victoria Street  
London EC4V 4AN  
Fax: 020 7429 1016                      Tel: 020 7429 1277

## Using your personal information

Information provided by you on this form will be processed by Buck Consultants Ltd and will be used for the purposes of:

- providing the goods and services ordered by you, and for billing and accounts
- sending you information about our other services and offers by post and email

Please indicate, by ticking the box, if you do not wish to receive any information about our other services and offers by post or email

Please see our website [www.buckconsultants.co.uk](http://www.buckconsultants.co.uk) for more information on Trustee training