

# Booking Form 2011

## Participant Information

Title: Mr/Mrs/Ms/Miss/Dr

Surname

Forenames

Nationality

Date of Birth

Job title

Department

Organisation

Address (work)

City

Country

Telephone (office)

Mobile/Cell

Fax

Email

Name of approving manager

Have you been on a RIPA International programme or workshop before?

No

Yes

If yes, which programme or workshop and when?

## Programme Requested

Programme Name	Start Date	Finish Date	Fee
1.			£
2.			£
Check to see if you are exempt from VAT ( see Terms and Conditions)			£
Add 20% VAT for bookings on or after 01 Jan 2011			£
TOTAL			£

How did you hear about this programme?

Directory

E-mail

Website

Mailing

Other \_\_\_\_\_

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## Funding Arrangements

Have you confirmed who will be funding your training? No  Yes

\*If you have ticked YES, please give full contact/invoicing details of funding agency responsible for your course fees and subsistence.

\*If you have ticked NO, please give details of the funding agency you have applied to for your funding requirements.

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## Are you exempt from paying VAT?

Value Added Tax (VAT) regulations, effective from 1 October 1993, state that training services are zero for government officials and public servants. When applying for course applicants must provide a statement confirming they are employed by their Government in 'furtherance of its sovereign activities' and this must be endorsed with a departmental stamp to be exempt from VAT. All other applicants, including those employed by Government-owned businesses or sponsored commercial organisations, are liable to pay the prevailing rate of VAT, currently 20% effective from 1st January 2011.

UK Value Added Tax (VAT) (Please tick either box A or B)

A - This delegate qualifies for UK VAT relief  B - This delegate does not qualify for UK VAT relief

If you have ticked box A, please stamp the box below with your official government stamp this will exempt you from VAT.

VAT will be charged unless this section is signed and stamped.

I certify that

Is employed by the Government of

in furtherance of its sovereign activities

Signed

Position

Date

\*VAT is subject to the UK prevailing rate and it may change

APPLY  
STAMP  
HERE

## Payment

Payment is required at time of booking, please state method of payment:

Cheque  Money transfer (see Terms and Conditions opposite)

Further details on how to make payment can be found on page 69 of the RIPA International course directory.

Please make cheques or bankers draft payable to Capita Business Services Ltd and post to:

RIPA INTERNATIONAL, 17 ROCHESTER ROW, LONDON, SW1P 1LA, UNITED KINGDOM

I accept the terms and conditions set out in RIPA International's UK Programmes and Workshops.

Signed

Date