

## Participant information

Title: Mr/Mrs/Ms/Miss/Dr	
Surname	
Forename(s)	
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. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>
2. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>
Check to see if you are exempt from VAT (see terms & conditions)    Add 20% VAT for bookings on or after 01 Jan 2011			£ <input style="width: 90%;" type="text"/>
TOTAL			£ <input style="width: 90%;" type="text"/>

How did you hear about this programme?

Directory  
  Email  
  Website  
  Mailing  
  Other \_\_\_\_\_

### 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 it's 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

I certify that	<input type="text"/>	<b>Apply Stamp Here</b>
is employed by the Government of	<input type="text"/>	
in furtherance of its sovereign activities	<input type="text"/>	
	<input type="text"/>	
Signed	<input type="text"/>	
Position	<input type="text"/>	
Date	<input type="text"/>	

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

### Payment

Payment is required at time of booking, please state method of payment:  Cheque  Money transfer (see Terms and Conditions)

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**, BARNARD'S INN, 86 FETTER LANE, LONDON EC4A 1EN, UNITED KINGDOM

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

Signed	Date
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