**Office Use Only**

Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Expiring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACT: ENROLMENT FORM 2023**

Dangerous Goods Management SA (Pty) Ltd | Tel: +27 11 396 2755 | Email: [reception@dgmsa.com](mailto:reception@dgmsa.com)

**COURSE: COURSE DATES:**

|  |  |
| --- | --- |
|  |  |

**CANDIDATE INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **ID Number**  **please attach copy of ID Document** |  |
| **Email Address** |  |
| **Job Description** |  |

**COMPANY INFORMATION**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Branch** |  |
| **VAT Number** |  |
| **Company Registration** |  |
| **Postal Address** |  |
| **Contact Person | Contact Number** |  |

**Confirmation of Booking:**

(To be authorized by Branch/H.R./Training Manager or M.D)

I, the undersigned, agree to adhere to DGM’s Conditions and Guidelines. (Copy attached)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Designation** |  |
| **Company Order #** |  | **Date** |  |
| **Signature** |  |

PAYMENT OF COURSE FEES: Due before commencement of the course.

Cancellations can only be accepted if received 7 working days before commencement of the course.

Cancellations during the week prior to the course: Course fee will be due in full.

Please note that there will be no surcharge applicable if you postpone a course in writing 7 working days prior to the start of the training. However, if the course is not postponed within the prescribed time frame there will be a surcharge of 20%. Substitute candidates are welcome.

Web: [www.dgmsa.com](http://www.dgmsa.com) , VAT # 4510159512

Bank Nedbank # 1987393619, Branch Code # 198742 Kempton Park

Conditions and Guidelines

# DANGEROUS GOODS BY AIR AND SEA COURSES

1. **Registration for courses:** Confirmation will only be given after receipt of an official company order and the registration form signed by the company’s authorised signatory; acknowledging acceptance of payment terms, and forms a binding agreement regarding payment of the course fee, which is due prior to commencement of the course.

Cancellations cannot be accepted if written notification is not received 7 working days before the course. Dangerous Goods Management requests substitute candidates.

In the event of late cancellations and “no shows” payment of the course fee will be due in full.

All bookings are subject to approval.

1. Candidates must accept responsibility for attending every session of the course.
2. **Dangerous Goods Management (Pty) Ltd** reserves the right of admission. Even should a candidate disrupt lectures. No refund will be given.
3. **Dangerous Goods Management (Pty) Ltd** training courses are not trainer courses and certificates issued will not qualify any candidate to conduct Dangerous Goods training.
4. Lectures are conducted in the English language. Therefore, candidates are required to have a good understanding of both written and spoken English.
5. **Dangerous Goods Management (Pty) Ltd** will supply all course notes

Training material Are available for use during courses but remains the property of Dangerous Good Management.

Should any manuals be defaced in any way, the candidate will be liable for the full cost of a replacement.

1. **Dangerous Goods Management (Pty) Ltd** reserves the right to postpone/cancel any course should there be insufficient bookings. Full refunds will be given should it be necessary to cancel a course.

Please note that payment must be done before commencement of the course.

1. Details for the certificates are taken from the Enrolment Form; therefore, all information supplied on the Enrolment Form must be correct and **clearly legible.**

**POPI Act Consent**I, the undersigned duly appointed representative, hereby consent to the collection, use, and storage and eventual destruction of personal information as described above, by Dangerous Goods Management (Pty) Ltd for the purposes of services rendered to us by Dangerous Goods Management (Pty) Ltd.  
I hereby,  
1. confirm that all personal information and consents furnished herein to Dangerous Goods Management (Pty) Ltd is provided voluntarily, and is true and correct.  
2. acknowledge that the submission of my personal information constitutes an indefinite, unconditional consent to the processing of such information. I hereby consent to Dangerous Goods Management (Pty) Ltd or its duly authorized agent to conduct screening checks on my qualifications, references and identification verification.  
3. indemnify Dangerous Goods Management (Pty) Ltd against any liability that may result from the processing of my personal information, which includes but is not limited to the unintentional disclosure of my personal information and reliance on inaccurate information provided to Dangerous Goods Management (Pty) Ltd.  
Dangerous Goods Management (Pty) Ltd will take all reasonable steps to:   
1. treat your personal information as strictly confidential; 2. take appropriate technical and organizational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access; 3. promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information; 4. provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request; and 5. retain your personal information only for the period for which it is required by law, unless you consent to us retaining such information for a longer period.