



**COURSE RESERVATION FORM**

COMPANY/ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS/LOCATION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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**Please reserve a place/s on the following course:**

COURSE DESCRIPTION: \_\_\_\_\_

COURSE DATES: \_\_\_\_\_

For the following participant/s:

NAME	JOB DESIGNATION/TITLE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Please note that you should inform us as soon as possible if you have to cancel a reservation. Cancellations received less than 10 days before the start date of a course will result in the full fee being payable.

FEES QUOTED ARE EXCLUSIVE OF VAT.

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**(ALL BOOKINGS SHOULD BE ACCOMPANIED BY PAYMENT)**

Cheque payments made to KPMG Kenya or Electronic Funds Transfers (EFTs) send as follows:

<b>Beneficiary Account Name:</b>	KPMG Kenya
<b>Beneficiary Kes Account No:</b>	8745410
<b>Bank Name:</b>	Barclays Bank of Kenya Limited
<b>Bank Branch:</b>	Queensway House Branch
<b>Bank Code:</b>	03 - 094
<b>Code:</b>	BARCKENX

NAME and DESIGNATION of executive authorising this course booking.

\_\_\_\_\_

I acknowledge and accept the above booking conditions. SIGNED: \_\_\_\_\_