

# Registration form & tax invoice



The Institute of  
Internal Auditors  
Australia

South Australia Internal Audit Conference  
24 - 25 October 2019

## 1. PROVIDE PERSONAL DETAILS – please use block letters

Title  Prof  Dr  Mr  Mrs  Ms  Miss  Other

Family name

Given name

Postnominal  CIA®  CCSA™  CGAP™  CFSA™  
 CRMA™  GradCertIA  QIAL™  Other

Position

Organisation

Address for correspondence

City/State Country Postcode

Telephone ( )

Facsimile ( )

Mobile

Email

Name as you wish it to appear on name badge

Please indicate your membership number

IIA Member

## 2. CONFIRM REGISTRATION TYPE AND FEES

### Early Bird register before 4 October

Early Bird Member \$750

Early Bird Non-Member \$885

### Standard register after 16 September

Standard Member \$850

Standard Non-Member \$995

### Post Conference Workshops register anytime

Attend one Workshop – Member \$390

Attend one Workshop – Non-Member \$490

Attend both Workshops – Member \$680

Attend both Workshops – Non-Member \$880

### TOTAL REGISTRATION FEES \$

\* Groups - 3 or more people from the same organisation booking at the same receive a 10% discount

### Promotional Code #

Promotional code / voucher number

### Discount applied \$

# Only one promotional code / voucher number can be used at any one time.

## 3. REGISTER FOR WORKSHOPS

### Workshops – Friday 25 October 2019

8.30am – 12.30pm  WS1 Auditing Projects

1.00pm – 5.00pm  WS2 Assessing the risk culture of your  
organisation

## 4. SPECIAL REQUIREMENTS

### Dietary requirements

Please specify if you have any meal requirements. Please note that some special meals will incur an additional charge. You will be notified if this is the case for the food type you have indicated.

### Special assistance

Please indicate if you have a disability or require assistance to participate fully. Please list the type of assistance you require.

NOTE: All fees are quoted in Australian dollars (AUD) inclusive of GST. This document will be a tax invoice/receipt for GST when you make payment. ABN 80 001 797 557

## 6. PAYMENT DETAILS

### Method of payment (please choose an option)

1.  I wish to pay by credit card\*

\* 1.05% surcharge for Amex | 1.23% surcharge for Visa/MasterCard | 3% surcharge for Diners

### Please complete the following

Visa  MasterCard  Amex  Diners

Total amount in AUD \$

Credit Card Number

Expiry Date

Name of Card Holder

Signature

2.  I will transfer the above sum to the

**Account Name:** The Institute of Internal Auditors – Australia

**Bank:** Westpac Banking Corporation

**Address:** 84 King Street, Sydney NSW 2000

**Branch (BSB):** 032003

**Account Number:** 478233

**Swift code:** WPACAU2S

When sending payment by telegraphic transfer from overseas, please add AUD\$20.00 for bank fees. The delegate is responsible for all fees associated with the transaction. To enable us to identify your payment, please ensure that your name and **South Australia Internal Audit Forum 2019** appear on the transfer.

Please email a record to [accounts@iia.org.au](mailto:accounts@iia.org.au).

3.  I have enclosed an Australian cheque (cheques should be made payable to The Institute of Internal Auditors Australia

## 7. RETURNING FORM

### Please return form and payment to

Institute of Internal Auditors – Australia

PO Box A2311

Sydney South NSW 1235 Australia

**Fax** +61 2 9264 9240

[conferences@iia.org.au](mailto:conferences@iia.org.au)

**Each delegate must complete a separate registration form**

### General enquiries

[conferences@iia.org.au](mailto:conferences@iia.org.au)

**Tel** +61 2 9267 9155

**Tel Toll free** (within Australia) 1800 236 366

[www.iia.org.au](http://www.iia.org.au)

Level 7, 133 Castlereagh Street

Sydney NSW 2000 Australia

### DEFINITIONS

The word 'event' refers to all our conferences, workshops, webinars, members meetings, professional development training courses, dinners and other networking occasions.

### INVOICING, PAYMENT & REGISTRATION

If an invoice is requested for an event, payment must be received within 14 days of the invoice date. The registration for events will not be processed until full payment is received. The registration fees includes certificate of attendance, lunch and morning and afternoon tea.

### CANCELLATION FEES

All cancellations must be notified in writing to IIA-Australia. No refunds will be given for non-attendance. The following cancellation fees apply for all events except SOPAC®:

- Cancellations received 15 days or more before the event: 15% fee applies
- Cancellations received between 14 days and 8 days before the event: 25% fee applies
- Cancellations received within 7 days before the event: 100% fee applies

### CANCELLATION BY IIA-AUSTRALIA

We reserve the right to alter published programs, speakers and venues without prior notice. However, events are intended to be provided as advertised. Professional development training courses are subject to sufficient participant numbers. If the event has to be cancelled, you will be notified at least one week in advance of the event. Our liability is limited to a full refund of the event fee only. No compensation will be paid for any other costs incurred by the delegate, such as travel or accommodation. IIA-Australia accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control.

### TRANSFERRING YOUR PLACE TO SOMEONE ELSE

If you are unable to attend an event, you can send someone else in your place provided that person meets the entry requirements of the event. Please notify us in advance so that we can update our delegate list. If the replacement delegate is not entitled to attend at the same price (for example if an IIA-Australia member sends a non-IIA-Australia member in his or her place) then the difference in fees must be paid before the event is held.

### TRANSFERRING FEE TO ANOTHER EVENT

Transferring your registration to another event 15 or more days prior to the event incurs a fee of 10% of registration fees. Transferring registration to another event within 14 days prior to the event is not permitted.

### LIABILITY

IIA-Australia does not accept responsibility for anyone acting as a result of information or views expressed by speakers. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the IIA-Australia.

### INTELLECTUAL PROPERTY

The Intellectual Property Rights in the events are owned by, and shall remain vested in, the IIA-Australia and/or its appointed training provider(s).