

## DELEGATE REGISTRATION FORM

The Caribbean 2010 - Port of Spain, Trinidad 9th – 13th August 2010  
Governance Regulation and Financial Crime Prevention Forum

Please print, complete, sign and email this form to [registrations@govrisk.org](mailto:registrations@govrisk.org) OR fax to +44 203 4111 160

### DETAILS OF ORGANISATION

PLEASE USE BLOCK CAPITALS

Name	<input type="text"/>	
Job title	<input type="text"/>	
Organisation	<input type="text"/>	
Address	<input type="text"/>	
Telephone	<input type="text"/>	Fax <input type="text"/>
Email	<input type="text"/>	
Authorised	<input type="text"/>	
Signatory	<input type="text"/>	
Date	<input type="text"/>	

I confirm that I am duly authorised to sign/initial this registration document and that I have read the organiser's terms and conditions on the following page  (please tick)

### ADDITIONAL DELEGATE PLACES

Please enter the names of all delegates below (if undetermined leave blank or mark TBA):

Delegate 1	<input type="text"/>	Delegate 3	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Delegate 2	<input type="text"/>	Delegate 4	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>

### REGISTRATION FEES & PAYMENT

Number of places	Days	EARLY BIRD Valid until 30th May 2010	REGULAR 30th May - 9th August 2010	SUBTOTAL (£)
<input type="text"/>	5 Days	£2,335	£2,595	<input type="text"/>
<input type="text"/>	3 Days	£1,615	£1,795	<input type="text"/>
<input type="text"/>	1 Day	£585	£650	<input type="text"/>
<b>TOTAL</b>				<input type="text"/>

**PAYMENT** – All payments must be made no later than 14 days after registration.

**IN ORDER TO PAY BY TELEGRAPHIC TRANSFER:**

Please make payment to: International Governance and Risk Limited **Account No:** 33864642  
**Sort Code:** 20-17-19 **Bank Name:** Barclays Bank **Swift Code:** BARCGB22  
**IBAN:** GB77BARC20171933864642 **Bank Telephone Number:** +44 (0) 800 400 100  
**Bank Address:** Barclays Bank PLC, Clifton Court, Cherry Hinton Road, Cambridge, CB1 7AA

## Terms and Conditions

### 1. Definitions and interpretations

Agreement	means any agreement between the Organiser and the Customer which incorporates these terms and conditions;
Booking	means a booking request to attend the Event made by the Customer and accepted by the Organiser;
Booking Form	means the booking form submitted by the Customer to the Organiser;
Customer	means any natural person, corporate or unincorporate body (whether or not having separate legal personality) who enters into an Agreement;
Event	means The Caribbean 2010 Governance Regulation and Financial Crime Prevention Forum, Port of Spain, Trinidad - 9th - 13th August 2010.
Fee	means the total fee payable by the Customer to the Organiser as set out in the Booking Form.
Organiser	means International Governance and Risk Limited;

### 2. The Agreement

- 2.1 These conditions shall constitute the entire agreement between the Organiser and the Customer and shall prevail over any inconsistent terms or conditions contained or referred to in the Booking Form, confirmation, or acceptance of a Booking or implied by law, trade custom, practice or course of dealing.
- 2.2 The Customer acknowledges and agrees that in entering into this Agreement it does not do so on the basis of and does not rely on any undertaking, promise assurance, statement, representation, warranty or other provision (whether in writing or not) of any person.

### 3. Formation of Contract

- 3.1 This brochure represents an invitation to treat by the Organiser. No contract shall exist between the Customer and the Organiser until the Organiser has received and accepted the Customer's signed Booking Form and sent to the Customer confirmation in writing to the address, fax number or email address the Customer has given on the Booking Form.
- 3.2 Submission of the Booking Form by fax (+44 (0)203 4 111 160), or by post International Governance and Risk, Suite 36, 88-90 Hatton Garden, London EC1N 8PN, or a request for a Booking by telephone on (+44 (0)203 174 0358) shall each constitute a formal offer by the Customer to enter into a legally binding contract with the Organiser based upon these conditions. The Organiser reserves the right not to accept the offer of a booking made by the Customer.

### 4. The Event

- 4.1 The Organiser shall organise the Event with reasonable skill and care.
- 4.2 The Organiser reserves the right to make any changes to the Event which are necessary to conform with any applicable statutory requirements or which do not materially affect the nature or quality of the Event.
- 4.3 The Organiser may correct any typographical or any other errors or omissions in any brochure, Booking Form or promotional literature, relating to the Event, without any liability to the Customer.
- 4.4 The Event shall include: in the case of a residential booking, accommodation on a half board basis (which shall include bed, breakfast and buffet lunch at the venue; and in the case of a non-residential booking, buffet lunch at the venue. In each case, course materials will be included.

### 5. Insurance

- 5.1 The Customer agrees that all attendees listed in its Booking shall have separate and adequate insurance cover to protect their property against the risk of injury or harm accruing to them as a result of attending the Event.

### 6. Price and payment

- 6.1 The Fee and any other charges payable is exclusive of value added tax and any other applicable taxes, rates, governmental levies or duty.
- 6.2 All amounts shall be paid by the Customer in full without any deduction or withholding other than as required by law. The Customer shall not be entitled to assert any credit, set off or counter claim against its liability to the Organiser.
- 6.3 Without prejudice to any other right or remedy that it may have, the Organiser reserves the right to charge interest on sums overdue on a daily basis (as well as before and after judgement) at a rate of 2% above the base rate of Barclays Bank plc from time to time in force, compounded quarterly and payable on demand and the Organiser may claim interest.

### 7. Intellectual property rights

All rights, title and interest (including copyright and any other intellectual property rights) in this brochure and any promotional material produced and/or supplied by the Organiser in relation to the Event shall remain the property of the Organiser.

### 8. Limitation of liability

- 8.1 The Organiser shall use reasonable care and skill to organise the Event. However, the Organiser shall not supply the accommodation, transport, catering or any other facility offered at the Event and shall not accept responsibility for circumstances which fall outside of the direct control of the Organiser, its employees, servants or agents.

- 8.2 The Organiser gives no warranty about the Event as to its quality, suitability or otherwise, other than as set out in these terms and conditions. All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from this Agreement.

- 8.3 The Organiser shall have no responsibility for loss or damage to goods, luggage, personal property or personal effects.

- 8.4 Save in respect of death or personal injury caused by the Organiser's negligence or as expressly provided in these conditions, to the extent that the Organiser has any liability to the Customer the Organiser shall not be liable to the Customer by reason of any representation unless fraudulent or any implied warranty, condition or other term or any duty of common law for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of the Organiser, its servants or agents or otherwise) which arise out of or in connection with the Event (including any delay in providing or failure to provide the Event) and the entire liability of the Organiser under and in connection with the Agreement shall not exceed the Fee.

### 9. Data protection

- 9.1 The Customer acknowledges and agrees that details of its name, address and payment record may be submitted to a credit reference agency, and personal data shall be processed by the Organiser in connection with arranging the Event.
- 9.2 The Customer acknowledges and agrees that details of its name, address and contact details may be used by the Organiser to provide details of other events or marketing information. If the Customer does not wish to receive such information, it should notify the Organiser in writing.

### 10. Cancellation by the Customer

- 10.1 Any request for the cancellation of a Booking shall be made by the Customer in writing to the Organiser.
- 10.2 If the Customer cancels the booking or reduces the number of attendees no refund shall be payable by the Organiser to the Customer in respect of such cancellation and any Fee or part thereof which is unpaid by the Customer shall become immediately due and payable. If the Organiser has already sent to the Customer the tickets or admission documents, the Customer shall return such items to the Organiser immediately.

### 11. Force majeure

The Organiser shall not be liable to the Customer or be deemed to be in breach of these conditions by reason of any delay or the failure to perform its obligations and its obligations shall be suspended during the period and to the extent that it is prevented or hindered from complying with its obligations by any cause beyond its reasonable control, including, but not limited to, acts of God, fire, strikes, work stoppages, slow-downs, or other industrial disputes, accidents, riots or civil disturbances, acts of government, inclement weather, import or export regulations or embargoes, non-receipt in good time of necessary data, information or materials (if the Customer agreed to supply any such data, information or materials), delays by suppliers or material shortages.

### 12. Notice

- 12.1 Any notice or communication required to be given shall be in writing and shall be given by sending the same by first class prepaid letter or facsimile transmission addressed to the parties at their respective addresses and facsimile numbers set out on the Booking Form or such other address as may be notified from time to time by either party to the other in accordance with this condition 12.
- 12.2 Any notice so sent shall be deemed to have been given on the second day after post if it is sent by first class post, on the date of transmission in the case of a facsimile or on the date of delivery if it is delivered by hand.

### 13. Waiver and variation

- 13.1 A waiver of any right under these conditions is only effective if it is in writing and it applies only to the person to whom the waiver is addressed and the circumstances for which it is given.
- 13.2 No variation of these conditions shall be valid unless it is in writing and signed on behalf of the Organiser and the Customer.

### 14. Partial invalidity

- 14.1 If any condition proves to be legally invalid this shall not affect the validity of the remaining conditions which shall continue in full force and effect.
- 14.2 If any invalid, unenforceable or illegal condition would be valid, enforceable or legal if some part of it were deleted, that condition shall apply with whatever modification is necessary to make it valid, enforceable and legal.

### 15. Assignment

The Organiser may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under this Agreement.

### 16. Governing law and jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of England and Wales and the Organiser and the Customer hereby agree to submit to the exclusive jurisdiction of the English Courts.

### 17. Third Party Rights

This Agreement is made for the benefit of the Organiser and the Customer and (if applicable) their successors and permitted assigns and is not intended to benefit, or be enforceable by, anyone else.