Crown Solicitor's Office

Crown Solicitor's Office | ABN 50 132 005 544

SPECIALISED TRAINING REGISTRATION FORM & TAX INVOICE

Once this form is completed and payment is made, **this document is your tax invoice for GST purposes**.
The date of issue for this invoice is the date you submit the completed form.
Please keep a copy for your records

Advanced GIPA Act

Course date and time: Wednesday, 25 November 2020

Course location: College of Law, St James Centre, Level 16, 111 Elizabeth St, Sydney

Your details

Name: _____

Position: _____

Dept/agency: _____ *ABN:* _____

Address: _____

Phone: _____ *Email:* _____

The training session is catered. Please let us know if you have any allergies or dietary requirements (e.g. vegan, vegetarian, gluten-free, halal, nut-free)

Allergies/dietary requirements: _____

Do you have any special access requirements (e.g. wheelchair access to building, interpreter for hearing impaired persons)

Access: _____

Payment details

Cost (includes training materials, morning tea, lunch, and afternoon tea)

☐ $407 (incl. GST)	For all Government Departments *except* NSW Department of Communities and Justice (see below)
☐ $370 (excl. GST)	For cost centres grouped under NSW Department of Communities and Justice, except for Office of the Director of Public Prosecutions, Legal Aid NSW, Registry of Births, Deaths and Marriages

Payment method – payment must be received prior to the course date

☐ My Dept/agency/organisation will pay by EFT	Include a copy of the Purchase Order or EFT payment confirmation with this registration form
☐ My Dept/agency/organisation will pay by cheque	Please send this registration form with the cheque to: Crown Solicitor's Office, Marketing and Communications GPO Box 25 Sydney 2000

Purchase Order Number:

Your agency may require you to include the PO number to process this tax invoice.

Please refer to payment instructions on the following page

Submit your registration form

By email to:
csomarketing@cso.nsw.gov.au

By post to:
Crown Solicitor's Office, Marketing and Communications
GPO Box 25 Sydney 2000

ACCOUNTS PAYABLE

Note: we are not able to process payments by credit card.

Payment by EFT

Payment must be received prior to the course date

Name:	Crown Solicitor's Office
Bank:	Westpac
BSB:	032-001
Account:	201759
Transaction description*:	Course date (DD/MM) and attendee surname e.g. 8/11 Smith ** This information is required to ensure your payment and registration is processed*
Email	csoeft@cso.nsw.gov.au

Payment by Cheque

Payment must be received prior to the course date

Please return this registration form together with your cheque payment to:

Crown Solicitor's Office
Marketing and Communications
GPO Box 25
Sydney NSW 2000

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CSO Registration Policy

You will be registered to attend the training course once the CSO has received your completed registration form and payment details.

Your registration will not be confirmed until payment has been received. If you do not receive a confirmation email, you are not registered to attend. We will contact you to arrange another date, subject to availability.

CSO Training Cancellation and Refund Policy

If you would like to cancel your registration, you must notify the CSO **at least 48 hours before** the course date by emailing csomarketing@cso.nsw.gov.au. Upon confirmation of your cancellation, we will provide a full refund.

Refunds will not be given for cancellations made less than 48 hours before the course date, or if you are unable to attend on the day.

CSO Training Transfer Policy

If you would like to transfer to an alternative training date, or transfer your booking to a colleague within your organisation, please notify the CSO **at least 48 hours before** the course date by emailing csomarketing@cso.nsw.gov.au. Transfer to an alternative date is subject to availability.