



UCT Law @ work
Professional Development Project

REGISTRATION FORM

SERIES OF PRACTICAL WORKSHOPS IN MEDICO – LEGAL PRACTICE

January to November 2019

Please submit completed registration form two weeks prior to the first Workshop you will be attending to registrations@samla.co.za

Important information:

- Registrations open on Tuesday 18 December 2018.
- Once we have received your completed registration forms, we will forward you an invoice. The invoice will contain the bank details and a payment reference number which you must use when effecting payment.
- Certificates and CPD letters will be issued in the name of the participant as supplied on the application form.
- Practitioners registered with HPCSA will earn CPD points for each workshop attended. CPD letters indicating the awarded points will be issued by UCT. (SAMLA has no influence on the number of CPD points awarded by the HPCSA).
- Participants who attend both (or all 3) lecture days of a workshop, attend and participate meaningfully in syndicate meetings, and complete a satisfactory assignment report, will receive a UCT Certificate of Successful Completion of the training workshop.
- Participants who obtain Certificates of Successful Completion for each of the first 3 workshops in 2019 will be awarded an Umbrella Certificate of Competence in Writing RAF4 Narrative Test Reports.
- Participants who obtain Certificates of Successful Completion for each of the 5 workshops in 2019, will be awarded an Umbrella Certificate of Successful Completion of the 2019 Series of Practical Training Workshops in Medico-Legal Practice.
- Participants who successfully complete the 2018 Foundations Course (whether live or online), and all Workshops 1-10 in 2019 & 2020 will earn a Certificate of Competence in Medico-legal Practice.

Personal details

Surname:	First / preferred name:
Full names to appear on certificate:	
SA ID number:	Date of birth: DD / MM / YYYY
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	UCT student number (if applicable):
Occupation:	Company:
Name of applicable professional registration authority:	Your professional registration number with applicable authority:

Contact details

Postal address:	
	Postal code:
Work tel:	Cell:
Email:	
Would you like to join the UCT Law @ Work Mailing List? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already on	

Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific.
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
Do you have any other special requirements that we should be made aware of? Please provide details.
Do you require parking at the venue? <input type="checkbox"/> YES <input type="checkbox"/> NO

Location

Please indicate the location at which you will be attending:
<input type="checkbox"/> Bloemfontein <input type="checkbox"/> Cape Town <input type="checkbox"/> Durban <input type="checkbox"/> Johannesburg <input type="checkbox"/> Port Elizabeth
<input type="checkbox"/> Remote Online Link – Location: _____
Please note: The remote online link is <u>only</u> for participants who live >60 km from the nearest main venue. Please indicate your location above.

Amount to be paid

Please note all payments are due two weeks prior to date of the First Workshop you will be attending.

Payment Options are now available in the form of 10 payments (February to November 2019) of R3260 per month. This option is limited to participants who attend all 5 workshops.

	SAMLA Member	✓	Non SAMLA Member	✓
Option 1: Attend all 5 Workshops	R26 000.00		R28 000.00	
Option 2: Attend individual Sessions:				
Workshop 1 - 2 March and 16 March Traumatic Brain Injury	R5 250.00		R6 000.00	
Workshop 2 - 6 April and 4 May Psychological Consequences, Emotional Shock and Constitutional Damages	R5 250.00		R6 000.00	
Workshop 3 – 1 June, 13 July and 17 August RAF 4 Assessment and Recommendation	R7 850.00		R8 600.00	
Workshop 4 - 7 September and 12 October Cerebral Palsy	R5 250.00		R6 000.00	
Workshop 5 - 16 November and 30 November Mediation	R5 250.00		R6 000.00	
Total Due:				
Please note: As indicated above, fees for paid up SAMLA members are discounted. Should you wish to become a SAMLA Member and qualify for the discount, please register at https://www.medicolegal.org.za				

By submitting your registration for the SAMLA Workshops, you expressly give SAMLA, Azlyn Creative and UCT Law@Work permission to use your information for the purpose for which it is intended.

This includes but is not limited to sharing your contact information with the above companies, with other participants as required by the syndicates in which you will be required to complete course work and others as required from time to time.

You will receive email from the SAMLA Faculty and be added onto the Forum for the Workshops and syndicates.

Who is paying for you to attend this course?

- My employer/company is paying → Please complete the following section (“Invoices”)
- I am paying for myself → Please skip down to the final section (“Terms and conditions”)

Invoices

Please note: Individuals and companies will be emailed a statement and payment details on registration.

Please do not complete this section if you are paying as an individual.

Please ensure that you complete this information **as it should appear on the invoice.**

Invoices will be emailed to the contact person indicated below. Please ensure that you give the correct person's details.

Note that the attendee's participant number must be used as reference for the payment. This participant number will appear on your invoice. **Do not make payment until you have received the invoice.**

Once payment has been made, proof of payment must be sent to admin@samla.co.za.

It takes about two weeks for an invoice to be processed. If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.

Name of company:

Postal address:

Postal code:

Street address:

Postal code:

VAT registration number:

Purchase order number:

Business sector (e.g. Commercial, Government, NPO):

Industry type (e.g. Legal, Finance, Electronics, Education):

Contact person (e.g. Finance officer) to whom the invoice should be emailed

Name:

Position:

Email:

Tel:

Terms and conditions

We will acknowledge receipt of your registration form. If there are no available spaces, you will receive notice of this and your name will go on a waiting list.

The closing date for registration is Two weeks prior to the Special National Seminar or First Workshop you will attend.

Only EFT payments or bank deposits will be accepted.

SAMLA reserves the right to cancel the workshops if insufficient registrations are received, in which case the workshop fees will be refunded in full.

Once we have a participant number, cancellations by participants cannot be refunded. (Participant numbers are assigned once registration is completed.)

I have read and accept these terms and conditions.

Signature: _____ Date: _____