

# REGISTRATION

## Payment Details

For payments received by 27th September 2017:

- £475 + VAT (£570) per delegate
- £1,425 + VAT (£1,710) (4 for the price of 3)

For payments received after 27th September 2017:

- £525 + VAT (£630) per delegate
- £1,575 + VAT (£1,890) (4 for the price of 3)

We are not able to issue a VAT invoice until we receive full payment and we must receive both a completed booking form and payment by 27th September to qualify for the reduced fee.

**Payments by BACS are preferred. Our account details are as follows:**  
Santander UK PLC Account number: 0430 4217 Sort code: 09 01 50  
Alternatively please send a cheque to Longmark Tax Conferences Ltd to the address in the Booking and Enquiries section outlined below

### Delegate 1

Surname: .....  
 First Name: .....  
 Position: .....  
 Email: .....

### Delegate 2

Surname: .....  
 First Name: .....  
 Position: .....  
 Email: .....

### Delegate 3

Surname: .....  
 First Name: .....  
 Position: .....  
 Email: .....

### Delegate 4

Surname: .....  
 First Name: .....  
 Position: .....  
 Email: .....

## CONTACT DETAILS

Surname: .....  
 First Name: .....  
 Position: .....  
 Organisation: .....  
 Address: .....  
 .....  
 Town: .....  
 County: ..... Postcode: .....  
 Tel: ..... Fax: .....

Email: .....  
I understand that this booking is subject to the cancellation terms set out on this registration form.

**AUTHORISED SIGNATURE:** .....  
(All bookings must be signed)

If you do NOT wish to be kept informed of other Longmark Tax Conference events, please tick here

Full details of our privacy policy can be obtained by calling 0845 260 1057 or visiting our website [www.longmark.co.uk](http://www.longmark.co.uk)

VAT No. 869135491

Please complete, detach and send to the Bookings address (below right)

# ADMINISTRATION

## Venue

Lord's Cricket Ground, St John's Wood, London NW8 8QN

## Fee

Your fee includes attendance, refreshments, lunch and paper documentation. It is a condition of the booking that the fee is payable in advance. Once payment has been received a VAT receipt will be sent. Payment must include VAT.

## Our confirmation of your booking

All bookings will be acknowledged in writing within 21 working days of their receipt and joining instructions (final conference details and a venue location map) will be sent out to delegates approximately two weeks before the event. Please telephone immediately:

- if you have not received written acknowledgement of your booking within four weeks of sending it:
- if you have not received your joining instructions five days before the event.

## Special needs

If you have any special needs or particular dietary requirements, we are happy to help where possible. Please contact us on the enquiry numbers below with details.

## Certificate of attendance / CPD information

A certificate of attendance is available on request, following your attendance at this conference, as a record of your training and development. Longmark Tax Conferences are SRA accredited CPD providers (Ref: DNH/LTCL). This conference carries 6 CPD hours.

## Cancellations

A refund of fees will be made only for cancellations received in writing at least 21 days before the event (less a 25% cancellation fee to cover administration costs). No refunds will be made for cancellations received within 21 days of the event and failure to attend after confirming a booking will be subject to the same terms. A substitute delegate will be accepted at any time before the event.

## Documentation sale

If you are unable to attend the conference but would like to purchase a set of the conference documentation (price £150 - zero VAT) please call us on 0845 260 1057 or e-mail [info@longmark.co.uk](mailto:info@longmark.co.uk). Your notes will be dispatched within 5 working days after the event.

## Sponsorship opportunities

If you would like details of bespoke sponsorship packages for this and future conferences, which can be tailored to your company's specific requirements, please call Mike Longman or Mark Fink on 0845 260 1057 or e-mail [sponsorship@longmark.co.uk](mailto:sponsorship@longmark.co.uk).

## BOOKING AND ENQUIRIES

### ENQUIRIES:

Please call 0845 260 1057  
or email [info@longmark.co.uk](mailto:info@longmark.co.uk)

### BOOKINGS:

If paying by BACS, please e-mail the completed booking form to: [info@longmark.co.uk](mailto:info@longmark.co.uk)

Our bank details are set-out in the left hand column above.

If paying by cheque, please send your completed form and cheque to:  
Longmark Tax Conferences Ltd, Grove House, Back Rowarth, Glossop, Derbyshire SK13 6ED

This programme is correct at the time of going to press. However, we reserve the right to alter or cancel the programme due to circumstances beyond our control. In the event that we cancel the conference our liability is limited to a refund of the fees paid.