

# Trustee Director Course – Registration Form

Please complete in pen using BLOCK letters. Print 'X' to mark boxes where applicable. Please consider the environment before printing any documents.

## STEP 1: PERSONAL INFORMATION

Surname			Mr	Mrs	Ms	Miss	Other
<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
First name			Other name				
<input type="text"/>			<input type="text"/>				
Job title/occupation			Organisation				
<input type="text"/>			<input type="text"/>				
Postal Address			Suburb				
<input type="text"/>			<input type="text"/>				
State	Postcode	City	Country				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Telephone (BH)		Facsimile	Mobile				
<input type="text"/>		<input type="text"/>	<input type="text"/>				
Email*		LinkedIn	Twitter				
<input type="text"/>		<input type="text"/>	<input type="text"/>				
Are you an AIST Member?		Member Number (if known)		* Registration correspondence sent by AIST will be sent to this email address (i.e. tax invoice, confirmation)			
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="text"/>					

I have the following special requirements (diet / allergies or medical / wheelchair):

## STEP 2: REGISTRATION

Trustee Director Course: Level One – Build your expertise	<input type="checkbox"/>	\$8,650 +GST
Trustee Director Course: Level Two – Enhance your excellence	<input type="checkbox"/>	\$8,650 +GST

Commencement Date*	State	City/Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*For course dates, please visit [www.aist.asn.au/education](http://www.aist.asn.au/education)

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## STEP 3: TERMS AND CONDITIONS

### Privacy policy

AIST understands and respects the importance of protecting the privacy of individuals and is committed to complying with the Australian Privacy Principles contained in the Privacy Act 1988. The way AIST handles your personal information is in accordance with the Privacy Act.

#### Use of Personal Information

Details of how we collect, use and disclose your personal information you provide to us via this form are available at: <http://www.aist.asn.au/misc/privacy-policy-and-disclaimer/privacy-collection-statements.aspx#education>

### Cancellation/Transfer policy

All cancellations and transfers must be advised in writing. Please email requests to: [training@aist.asn.au](mailto:training@aist.asn.au). Charges for cancellations and transfers will be applied, as stated below, to cover our fixed cost and administration commitments.

#### Cancellation

- 0-14 days before the training course: 100% of the total course fee applies (i.e. no refund)
- 15-30 days before the training course: 45% of the total course fee applies
- 31-45 days before the training course: 20% of the total course fee applies
- More than 45 days before the training course: cancellation permitted with no charge

#### Transfer

- Requests to transfer to a different training course date are subject to the same timelines and fees as outlined in the cancellation section above.
- A transfer of registration to another person is permitted at no charge, so long as the training course date remains the same.

The training course will go ahead subject to minimum numbers.

**By submitting this registration form, I agree to the Terms and Conditions above.**

## STEP 4: PAYMENT SUMMARY

Please note that registrations will not be processed if the information below is not complete:

Registration Total:

Are you responsible for payment of this invoice?  YES  NO **If no, please provide details of the invoice payee:**

Surname

First Name

Telephone / Mobile

Email

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## STEP 5: PAYMENT OPTIONS

**Credit Card**

MasterCard    Visa    AMEX

A surcharge of 1.5% applies to Visa and MasterCard, and 2.75% for AMEX

Card Number

-  -  -

Name on Card

CCV

Expiry Date (MM/YY)

/

I authorise AIST to debit my credit card with the above amount including the nominated surcharge.

Signature (please type your full name for electronic registration)

Date (DD/MM/YY)

/  /

**EFT**

Please email a remittance advice citing the delegate name as the reference to [info@aist.asn.au](mailto:info@aist.asn.au)

**ACC Name:** AIST Business Management  
**BSB:** 083-004  
**ACC Number:** 86-569-8137  
**Bank:** National Australia Bank

**Cheque**

Please make cheques payable to:

**Australian Institute of Superannuation Trustees**  
**Ground Floor, 215 Spring Street, Melbourne, VIC 3000**

**Invoice**

Please provide email address of the invoice payee

**Registration Hotline:** 61 3 8677 3800 / 61 3 8677 3811

**Fax:** 61 3 8677 3801

**Email:** [info@aist.asn.au](mailto:info@aist.asn.au)

**SUBMIT REGISTRATION**

Please tick this box if you DO NOT wish to receive electronic communications from AIST

### THIS REGISTRATION FORM BECOMES A TAX INVOICE UPON COMPLETION

Please note that payment must be received prior to attending this course. Non-payment of this invoice may result in your registration being cancelled.

Please note, by attending this event you agree you may be photographed and/or recorded by AIST and you waive all rights to these images. Images obtained at AIST events may be used for commercial purposes without compensation.