



**National Audit Meeting
Friday 27 September 2019**

Events @ No 6, 6 Alie Street, London
E1 8QT

REGISTRATION FORM

(PLEASE USE BLOCK CAPITALS)

Title Forename(s) Surname

Organisation

Address

.....

.....

City Postcode Country

Tel Fax

Email

ACB Membership no

Please state any dietary/accessibility requirements:

.....

I would like to register as:

- £60 ACB Trainee/Retired Member
 £90 ACB Member
 £125 Non Member
 Other (please specify)

I have paid via:

- Have paid securely online by credit or debit card
 Have made a bank transfer of the registration fee
 Fee enclosed

CLOSING DATE FOR REGISTRATION: *Friday 13th September 2019. On the day registration will not be available.*

Completed registration forms may be returned by
email (admin@acb.org.uk), post (ACB, 130-132 Tooley Street, London SE1 2TU) or fax (020 7403 8006)

METHODS OF PAYMENT

ACB ONLINE STORE

ACB Online store – /www.acbstore.org.uk/site/index.aspx

CHEQUE

Cheques should be made payable to: ACB, and sent with this registration form to:

ACB Offices, 130-132 Tooley Street, London SE1 2TU.

BANK TRANSFER

If you wish to make a bank transfer the details you need are below

Swift (BCI) Code: HBUK GB41 05W
IBAN: GB44HBUK40021270116211
Bank Sort Code: 40-02-12
Bank Account Number: 70116211
Bank Account Name: Association for Clinical Biochemistry and Laboratory Medicine
Bankers: HSBC Bank, 281 Chiswick High Road, LONDON W4 4HJ

TERMS & CONDITIONS

CANCELLATION POLICY

Cancellation requests must be received in writing (email is satisfactory) 14 days prior to the meeting start date, and are subject to £10.00 Plus VAT administrative fee.

Cancellation requests received in writing after this date will not be refunded unless there are delegate(s) on a waiting list able to attend the meeting, in which case a full refund less £10.00 Plus VAT administration fee will be given, otherwise no refund will be given.

PAYMENT

The ACB will only accept a purchase order from/document from approved UK companies, charities and/or trusts providing a completed registration form accompanies the purchase order from/document.

REGISTRATION

Only receipt of registration forms with full completed details, together with full payment, will entitle the individual to have a place reserved.

All individuals with incorrect or incomplete details will be placed on a waiting list and considered for vacant places in order of date received.

Individuals requesting invoices to be credited and re-invoiced to Hospitals or Trusts will incur an administration charge of £10.00 plus VAT.