



Enhancing Judicial Excellence

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WORKSHOP ATTENDANCE CONFIRMATION FORM

Course Name:

Date of course:

Personal Details	
Surname	
First name:	
ID Number:	
Office tel number	
Mobile number (required for flight arrangements)	
Office address	
Please tick:	Acting <input type="checkbox"/> Permanent <input type="checkbox"/>

Air Travel	
Airport of departure:	
Date of departure:	
Time of Departure:	
Date of Return:	
Time of Return:	
Frequent Flyer Number:	

Accommodation Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of arrival:		
Date of departure:		
Please specify dietary Requirements:		
Disability: if yes, please specify		

SAJEI will not provide accommodation for delegates staying within a 50km radius of the venue.

Undertaking

I will provide SAJEI with changes to the requested travel/accommodation arrangements fourteen (14) days before the scheduled event that I am attending. Failure to do so, I give consent to the Office of the Chief Justice to recover from me the penalty and/or costs levied by the service provider for no-show, whichever is applicable.

Name: _____

Approval of Cluster / Sub Cluster Head

Persal Number: _____

Signature: _____

Signature: _____

Approval of Head of Office:

Signature: _____