



# Training Booking Form

## Training for Fixed Asset Management Workshop

# FAM-2025

### INVOICING DETAILS:

COMPANY NAME: \_\_\_\_\_ TPIN No: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR PAYMENT: \_\_\_\_\_

CONTACT TEL. NO. ( \_\_\_\_\_ ) \_\_\_\_\_ DEPT. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

S/N	DELEGATE/S FULL NAME/S	Contact No.
1		
2		
3		
4		
5		

### CO-ORDINATOR CONTACT DETAILS:

NAME AND SURNAME: John Musasa EMAIL: enquiries@keyconconsulting.com

MOBILE PHONE: +260966952494 TPIN No. 2001247785

**NOTE: FOR BOOKING CONFIRMATION, WE REQUIRE AN OFFICIAL COPY OF YOUR ORDER & PAYMENT**

### PLEASE COMPLETE AND RETURN TO:

Plot 34621, Alick Nkhata Road Mass Media, Lusaka Zambia

Email: enquiries@keyconconsulting.com

Web Site: http://www.keyconconsulting.com

BOOKED BY:

\_\_\_\_\_  
PLEASE SIGN & PRINT NAME

\_\_\_\_\_  
(+ COMPANY STAMP)

AUTHORIZED BY:

\_\_\_\_\_  
PLEASE SIGN & PRINT NAME

\_\_\_\_\_  
(+ COMPANY STAMP)

## Terms & Conditions See Overleaf TERMS AND CONDITIONS.

Electronic bookings are accepted, subject to the completion and return of our registration form and a copy of your order.

- 1.1. The signed and completed return of the registration form serves as a booking for a Keycon Consulting training course.
- 1.2. Due to limited space, we advise early registration to avoid disappointment

### Payment Terms

- 2.1. All course fees quoted herein are exclusive of VAT.
- 2.2. Payment must be made prior to course commencement or upon registration on first day of the course.
- 2.3. Unless formerly agreed or otherwise stated on the registration form, payment is to be made in Zambian Kwacha.
- 2.4. Should you wish to pay via electronic transfer, proof of payment is required to verify payment.

### 3. Cancellation Policy

- 3.1. All bookings carry a 50% cancellation liability upon receipt of a signed registration form. Also, in the event of non-attendance, the course fee will not be refunded.
- 3.2. Cancellations not received in writing 7-days prior to the scheduled commencement date of course, will be invoiced in full.
- 3.3. Keycon Consulting reserves the right to cancel or postpone a course, should insufficient bookings be received. You are advised not to make travel and accommodation reservation until your booking has been confirmed.
- 3.4. Keycon Consulting will try to confirm your reservations as soon as possible to allow ample time to make travel and accommodation arrangements. If, for any reason, a course should be cancelled or postponed, Keycon Consulting will not be responsible for refunding airfare, accommodation or any other travel costs incurred by clients.

### TRAINING ENQUIRES

Enquiries regarding the courses should be addressed to:

#### Manager - Training

Keycon Consulting Limited  
Plot 34621, Alick Nkhata Road,  
Mass Media, Lusaka. [Zambia](#)

**Email:** [info@keyconconsulting.com](mailto:info@keyconconsulting.com)

**Website:** [www.keyconconsulting.com](http://www.keyconconsulting.com)

Phone: (+260)966952494 / 0979952494

### Fees & Venue

<b>Date:</b>	<b>April 16 &amp; 17 ,2025</b>
<b>Time:</b>	<b>9:00 AM - 4:00 PM</b>
<b>Course fees only:</b>	<b>ZMW 7,450.00 /Person for 2 days</b>
<b>With Accommodation:</b>	<b>ZMW 32,150.00 / Person for 2 nights</b>
<b>Venue:</b>	<b>Hotel Intercontinental – Lusaka</b>

### OUR BANK DETAILS

ACCOUNT NAME	ACCOUNT TYPE	ACCOUNT NO.
KEYCON CONSULTING LIMITED	KWACHA ACCOUNT	62511922686
BRANCH NAME	COMMERCIAL BRANCH	
BRANCH SORT CODE	260001	
SWIFT CODE	FIRNZMLX	
BANK ADDRESS	PLOT NO. 22768, ACACIA BUSINESS PARK CNR OF GREAT EAST & THABO MBEKI ROAD, LUSAKA, ZAMBIA	
BANK CONTACT NUMBER	+260 211 366800	