



## Course Registration form

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| Organisation Name:                                                                             |       | VAT No.:            |             |        |          |
|------------------------------------------------------------------------------------------------|-------|---------------------|-------------|--------|----------|
| Person Responsible for payment:                                                                |       |                     |             |        |          |
| Postal Address:                                                                                |       |                     |             |        |          |
| Telephone No.:                                                                                 |       | Fax No.:            |             |        |          |
| E-mail Address:                                                                                |       | Purchase Order No.: |             |        |          |
| <b>COURSE DETAILS:</b>                                                                         |       |                     |             |        |          |
| <b>SELECT THE COURSE YOU WISH TO ATTEND: (See website for all details of dates and cities)</b> |       |                     |             |        |          |
| Records Management for Government                                                              |       |                     |             |        |          |
| Electronic Document and Records Management Systems                                             |       |                     |             |        |          |
| Advanced Records Management                                                                    |       |                     |             |        |          |
| Advanced Electronic Document and Records Management Systems                                    |       |                     |             |        |          |
| Document Management – Meeting authenticity and trustworthiness requirements                    |       |                     |             |        |          |
| Records Management for the Private Sector                                                      |       |                     |             |        |          |
| Registry course for Government                                                                 |       |                     |             |        |          |
| Hands-on electronic document management systems                                                |       |                     |             |        |          |
| IT for Records Managers                                                                        |       |                     |             |        |          |
| Records Management for IT                                                                      |       |                     |             |        |          |
| City:                                                                                          |       | Dates:              |             |        |          |
| <b>DELEGATE DETAILS:</b>                                                                       |       |                     |             |        |          |
| No.                                                                                            | Title | Delegate Name       | Designation | E-mail | Cell No. |
| 1.                                                                                             |       |                     |             |        |          |
| 2.                                                                                             |       |                     |             |        |          |
| 3.                                                                                             |       |                     |             |        |          |
| 4.                                                                                             |       |                     |             |        |          |
| 5.                                                                                             |       |                     |             |        |          |