

Purpose of the form

To apply for a Healthy Company workshop.

What you must do

- Please complete and return the form to healthycompanybookings@discovery.co.za. If you have any questions, please contact Healthy Company on healthycompanybookings@discovery.co.za. We need notice of at least 10 working days to secure a booking.
- Apply for your Healthy Company Workshop well in advance so we can accommodate you on your preferred date. We must get your application at least 10 working days before your proposed workshop date to secure a booking.
- **Proof of Payment is required and needs to be sent to healthycompanybookings@discovery.co.za.**

1. Person responsible for arranging the workshop

Surname	
Name	
Telephone	
Email	

2. Host for the workshop (if different from the person above)

Surname	
Name	
Telephone	
Email	

3. Workshop information

Language preference	
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Workshop being requested	Physical wellbeing ☐	Emotional wellbeing ☐	Financial wellbeing ☐	Legal wellbeing ☐
	Social wellbeing ☐	Safety wellbeing ☐		

Workshop topic

Workshop format	One-hour talk ☐	Two-hour interactive presentation ☐	Four-hour engaged workshop ☐
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Workshop place	Face-to-face ☐	Webinar ☐
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Number of employees attending	
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Staff layer	
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Demographics or type of business	
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Business Unit Name	
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Physical address where workshop will take place if this is an in person session

Building name	
Street number	
Street name	
Suburb and postal code	
Venue where workshop will take place	

Three potential dates and times for the workshop to be held	
Date	Time

What is the reason or need for requesting the chosen topic?

4. Invoicing details

Employer name											
Unit/Suite number							Complex name				
Street number							Street name				
Suburb											
City								Postal code			
Company name on invoice											
Company VAT number											
Billing person's name											
Email address											
Telephone											

5. Banking details

Please use the following banking details to make payment.

Account name	DH Creditors
Bank	RMB Corporate Banking (FNB)
Branch	Johannesburg Corporate
Branch Code	255005
Account number	62013427192
Reference	Invoice number

6. Terms and conditions

1. Full refunds for workshop fees are available only if you cancel your booking at least 48 hours before the workshop begins.
2. **Payment to be made in full within 30 days of receiving the tax invoice for the workshop.**
3. No new workshops may be conducted if payment is outstanding.

Please print name on

D	D	M	M	Y	Y	Y	Y
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By ticking this box, you agree to the terms and conditions outlined above

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Signature