

## REGISTRATION OF AN EVENT

*(Early applications are encouraged for processing purposes)*

### To be completed by Event Organiser

**Name of Event:** \_\_\_\_\_  
**Dates of Event:** \_\_\_\_\_  
**Specific Location of Event:** \_\_\_\_\_

#### Contact Person's Details

**Address:** \_\_\_\_\_

**Postal Address (if different from above):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**There are no fees for this registration**

**Signature(s):** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY:			
CSO Acknowledgement letter sent	YES/NO	Copy to FO	YES/NO
Date Sent:		Fee: \$35.00 (including GST)	
Copy to AO	YES/NO	Journal Code:	20 12 03 1040 credit 60 86 01 1040 debit
Copies to BCO, EO, EHO, PRO	YES/NO	Date:	