



ABFA Certificate Course - Introductory Seminar

28th January, 2010
BIRMINGHAM



Tel: 020 8332 9955
Fax: 020 8332 2585
Website: www.abfa.org.uk

"It gave me a real insight
to the expectation."

"Great support with
distance learning."

"I feel that I have gained some
confidence from the course
which will help me answer
the assignment questions
and exam."



Please return to:

The Administration Office
The ABFA
Boston House
The Little Green
Richmond, TW9 1QE

BOOKING FORM

ABFA Certificate Course - Introductory Seminar

PKF, Birmingham, 28th January 2010



DETAILS

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Who should attend? This one-day course is aimed at students who are studying for the Certificate course. The course will aim to assist delegates in preparing for the first two sections of the Certificate Workbook. The course has been designed as a result of feedback from delegates and line managers. Delegates attending should be studying for the ABFA Certificate course.

It is important that Delegates attending have read Sections 1&2 of the Certificate Workbook before attending the course.

Course content: Delegates are invited to bring questions relating to Modules 1&2 along to the course.

The topics to be covered include: History of Invoice Finance Products, International Marketing and Sales, Audit and Survey and Client Management Risk Terminations.

What students will learn: The course is designed to be an informal chance to gain some additional knowledge as well as chat through areas that may be of difficulty to students. Please note that the final section of the workbook (Legal Aspects) will not be covered, as we offer this as a separate course prior to the third Assignment.

Location: The course will be held at the offices of PKF in Birmingham: PKF, New Guild House, 45 Great Charles St, Queensway, Birmingham B3 2LX

Tel: +44 (0)121 212 2222

Full details and direction will be sent to delegates on receipt of booking.

Registration will be at 9.30am for a 10am start and will close at 4.30pm.

Duration: 1 day
Cost: £100 (This includes course material and refreshments).
Maximum Number: 24
Dress Code: Smart casual
How to book: Please book online at www.abfa.org.uk/publicdb/select_event.asp or complete the enclosed booking form and return (along with your payment payable to the ABFA) to:
Administration Office,
The ABFA, Boston House,
The Little Green,
Richmond,
Surrey TW9 1QE

GUEST SPEAKER

Judy Lynex

This one-day training course is presented by an experienced tutor in Financial Services. Judy has worked in the Invoice Financing industry for ten years following which she completed her MBA and became a Lecturer and Technical Author and now runs her own Training Consultancy business.

Contact Name _____
Company _____
Address _____
Postcode _____
Telephone _____
E-mail _____

Delegate
Name _____ Job Title _____
Email _____

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Name _____ Job Title _____
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Name _____ Job Title _____
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Name _____ Job Title _____
Email _____

Course material will be sent directly to students once the registration period has closed.

Bookings and Payment

VAT at the current rate is applicable for ABFA courses

	Per Person
Fee	£
Total VAT at the current rate	£
Grand total payment enclosed	£

Please make your payment payable to: **ABFA**

Cancellation policy for Day Courses

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 45 days before the start of the Course to qualify for a full refund.
- Written cancellations 30 days before the start of the Course will be subject to a 50% refund.
- No refund is possible for any cancellations made after 30 days from the start of the Course.
- We are happy to welcome a substitute attendee at any time.

Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.