

General Information

LexisNexis Risk Management (LNRM) has designed a half day training course which includes; correct fingerprint capture techniques, the use of the fingerprint scanners, and how this process integrates with the RefCheck system. A comprehensive training manual will also be provided.

Please note:

- Only trained representatives from your company will be able to operate and activate the AFISwitch system.
- Your trained company representatives are not allowed to train additional staff. Should you require a train-the-trainer approach please contact us.
- Booking on any of our training courses is limited to a maximum of 8 people per session. Please ensure you book early to guarantee your place as bookings will be confirmed on a first come first served basis.
- More dates will be made available in the New Year. These will be communicated to you monthly.
- It is advisable to book more than one staff on training as you will require cover during periods of absenteeism, etc.
- Please ensure your appointed representative/s have a **clear criminal and credit record**. This is a South African Police Service requirement. (We urge you to conduct the credit check on RefCheck prior to attending the training. We will conduct the Illicit Activity Check at the training as fingerprints are required).

Training Costs (Excl VAT)

LexisNexis Regional Office R650 per person R1800 group of 3-8

Client Premises R850 per person R2000 group of 3-8

We currently have trainers in Cape Town, Durban, Johannesburg and Pretoria areas. If substantial travel is required an additional charge will be levied. If air travel is required an additional fee of R2000 (excl VAT) will be levied.

Terms and Conditions

- In order for you to secure your place, advanced booking is essential.
- Complete the registration form and fax it to **0866 489 055**; please do not post your registration form as it may not reach us in time.
- If no email confirmation is received, please call us on 021 555 9700 to confirm.
- You may cancel your registration in writing up to 5 working days before the course takes place. Cancellations not made within 5 days of the training course will be liable for the full fee.
- LexisNexis Risk Management (LNRM) reserves the right to change/cancel the course date or venue without prior notification.
- A minimum of 3 delegates is needed to run the training session.

Payment Method

- Please debit my RefCheck Account: _____ (Agency Name)
- Cheque Payment – Cheque Number: _____ (Made out to LexisNexis)
- Electronic Transfer / Direct Deposit: Must be validated by a faxed copy of transaction slip

LexisNexis Risk Management Account (Pty) Ltd
Standard Bank, Thibault Square Branch,
Current Account Number: 07 083 5640 Branch Code: 020 909

Booking Confirmation

Customer details

Company Registered / Individual Name: _____

RefCheck Agency Name: _____

Contact details for person responsible for booking training:

Surname: _____ First Name: _____

Designation: _____ Tel (W): (_____) _____

E-Mail Address: _____

Signature: _____

(I hereby acknowledge that I have read and that I understand all the terms and conditions of my registration)

Course:

 I/We require training at our Premises

Location: _____

Preferred dates: _____

(You will be contacted shortly to confirm your booking)

 I/We will attend training at a LexisNexis Regional Office (Johannesburg, Cape Town, Durban)

Attendee/s:

| Initial and Surname | ID Number | Contact No. | E-Mail Address |
|---------------------|-----------|-------------|----------------|
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Important:

- Please submit a copy of your chosen representative's ID documents, with this form.
- Please ensure that your chosen representative has a unique registered username on the RefCheck system
- If you have employees that need to be trained in multiple locations, please fill in a separate form per location.
- Please ensure that training registration form is submitted at least a week in advance along with ID documents and credit checks.

Date of Training
Johannesburg

(Sandton)

(10:00 – 14:00)

Durban

(Morningside)

(10:00 – 14:00)

Cape Town

(Century City)

(10:00 – 14:00)

August Dates

12 August 2010

24 August 2010

 1st 2nd

17 August 2010

26 August 2010

 1st 2nd

17 August 2010

26 August 2010

 1st 2nd

September Dates

08 September 2010

21 September 2010

 1st 2nd

15 September 2010

29 September 2010

 1st 2nd

08 September 2010

23 September 2010

 1st 2nd

October Dates

13 October 2010

26 October 2010

 1st 2nd

14 October 2010

27 October 2010

 1st 2nd

13 October 2010

28 October 2010

 1st 2nd

November Dates

10 November 2010

24 November 2010

 1st 2nd

11 November 2010

23 November 2010

 1st 2nd

10 November 2010

25 November 2010

 1st 2nd

Please indicate your preferred date as a first and second option.