

***This page must be filled in and e-mail back to us with the approve of payment as soon as possible.
PLEASE COMPLETE IN BLACK PEN**

REGISTRATION FORM 2024

please complete and return with proof of payment to:
Email: info@softcomp.co.za

Company Name:	Pastel Serial Number:
Surname and Initials:	Company VAT Number:
Name:	
Postal Address:	ID Number: (to be entered please)
Postal Code:	Tel:
Look for a new job? Yes: No:	Fax:
Course Name:	Cell:
Course Date:	Email:
Language:	
Course Venue: Softcomp	Food Preferences/Allergies:
Direct Deposit for _____ (Attach a copy of deposit slip or electronic transfer) Account Details: SOFTCOMP FNB CENTURION ACC NO 62368670909 Business Account Branch code: 261550	Course Times: Courses are presented from: 09:00 – 16:00 Meal Requirements: Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc. Please notify the Training department before the course commencement date.

- **Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only.**
- **Payment is required when submitting the booking form.**
- NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED – although substitutions may be made.
- **No amount will be refunded.**
- **Should a course not be completed, no amount will be refunded.**
- **The course/s must be completed within 2 months. If you want to finish after 2 months, you must pay again for the course/s.**
- Furthermore, SOFTCOMP is not liable for any property or personal liability claim while on the (SOFTCOMP) premises.

I now agree to the above terms and conditions.

Applicant's Signature: _____ Date: ____/____/____

PRE TRAINING QUESTIONNAIRE (for PASTELSTUDENTS ONLY)

In order to ensure that Pastel offers you the best possible learning experience.
Please take a few minutes to complete the following questionnaire:

A – I do not need training in this area **B – I have** some knowledge but **require further training**

	A	B		A	B
Basic Computer Literacy			Taking on Balances from previous Period		
Use of Debits and Credits in Bookkeeping			Processing in Pastel Journals		
Source Documents			Bank Reconciliations		
Manual Setting up of a Company			Trial Balance		
Inventory Processing			Customising company documents		
Linking of Documents i.e. Order, GRN, Invoice			Reporting in Pastel		
Balance Forward & Open Item Customers			Year end Procedures		
Versions of Pastel used					
Previous Pastel Experience	Number of Years				
Bookkeeping Experience	Number of Years				
Type of Industry in which you work					
Size of Company for which you will be using Pastel					
Reason for attending Training					