



UCT Law @ work  
Professional Development Project

## **REGISTRATION FORM**

### **SERIES OF PRACTICAL WORKSHOPS IN MEDICO – LEGAL PRACTICE**

### **February to November 2020**

Please submit completed registration form two weeks prior to the first Workshop you will be attending to [registrations@samla.co.za](mailto:registrations@samla.co.za) or complete the [form online here](#) (preferable)

#### **Important information:**

- Registrations open on Wednesday 18<sup>th</sup> December 2019.
- Once we have received your completed registration forms, we will forward you an invoice. The invoice will contain the bank details and a payment reference number which you must use when effecting payment.
- Certificates and CPD letters will be issued in the name of the participant as supplied on the application form.
- Practitioners registered with HPCSA will earn CPD points for each workshop attended. CPD letters indicating the awarded points will be issued by UCT. (SAML A has no influence on the number of CPD points awarded by the HPCSA).
- Participants who attend both (or all 3) lecture days of a workshop, attend and participate meaningfully in syndicate meetings, and complete a satisfactory assignment report, will receive a UCT Certificate of Successful Completion of the training workshop.
- Participants who obtain Certificates of Successful Completion for each of the 5 workshops in 2020, will be awarded an Umbrella Certificate of Successful Completion of the 2020 Series of Practical Training Workshops in Medico-Legal Practice.
- Participants who successfully complete the 2018 Foundations Course (whether live or online), and all Workshops 1-10 in 2019 & 2020 will earn a Certificate of Competence in Medico-legal Practice.
- Successful completion of all 10 workshops has got the following two important benefits:
  - o CPD Points both HPCSA & SAML A Medico-Legal CPD
  - o Eligibility of higher levels of registration for SAML A Register of Medico-Legal Practitioners – Details to be determined by the SAML A Board

## Personal details

Title:	Surname:	First / preferred name:
Full names to appear on certificate:		
SA ID number:	Date of birth: DD / MM / YYYY	
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	UCT student number (if applicable):	
Occupation:	Company:	
Name of applicable professional registration authority:	Your professional registration number with applicable authority:	

## Contact details

Postal address:		
		Postal code:
Work Tel:	Cell:	
Email:		
Would you like to join the UCT Law @ Work Mailing List? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already on		

## Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific.
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
Do you have any other special requirements that we should be made aware of? Please provide details.

## Location

Please indicate the location at which you will be attending:  <input type="checkbox"/> Cape Town <input type="checkbox"/> Durban <input type="checkbox"/> Johannesburg  <input type="checkbox"/> Remote Online Link – Location: _____  <b>Please note:</b> Please indicate your location above.
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## Amount to be paid

Please note all payments are due two weeks prior to date of the First Workshop you will be attending.  
Please ensure you SAMLA membership is up to date. Participants must be a SAMLA member in good standing.

**Monthly payment options are available to people attending all 5 Workshops @ R2,750.00 per month**

	SAMLA Member	✓
<b>Option 1: EARLY BIRD SPECIAL DISCOUNT:</b> Attend all 5 Workshops & pay in full before 31 <sup>st</sup> January 2020	R25,000.00	
<b>Option 2: Monthly Payment:</b> R2 750.00 per month. Payable before the last day of each month (only available for people attending all 5 Workshops in 2020)	R33,000.00	

<b>Option 3: Attend individual Sessions: Payable two weeks prior to the start of the Workshop</b>		
<b>Workshop 6</b> 22 February, 14 March and 18 April Pre-Trial Procedures – Case Management	R7,200.00	
<b>Workshop 7</b> 9 May and 30 May Expert Report Writing (opinions and reasons therefor)	R4,800.00	
<b>Workshop 8</b> 6 June and 1 August The Structure and Functioning of the Judicial System: Curatorship, Trusts and Case Management Post Trial	R4,800.00	
<b>Workshop 9</b> 22 August and 12 September Expert Joint Minutes	R4,800.00	
<b>Workshop 10</b> 17 October, 7 November and 21 November Trial Procedures and Trials – CP Case	R7,200.00	

<b>Total Due:</b>	
<b>Please note:</b> As indicated above, only SAMLA Members can register, please register for SAMLA membership at <a href="https://www.medicolegal.org.za">https://www.medicolegal.org.za</a>	

*By submitting your registration for the SAMLA Workshops, you expressly give SAMLA, Azlyn Creative and UCT Law@Work permission to use your information for the purpose for which it is intended.*

*This includes but is not limited to sharing your contact information with the above organisations and other participants as required by the syndicates in which you will be required to complete course work and others as required from time to time. You will receive email from the SAMLA Faculty and be added onto the Forum for the Workshops and syndicates.*

*All the 2020 workshops are video recorded for future use. In terms of the POPI Act participants who engage at the workshops give permission to SAMLA to use these videos in future where those participants are recorded speaking.*

### Who is paying for you to attend this course?

- My employer/company is paying → Please complete the following section (“Invoices”)
- I am paying for myself → Please skip down to the final section (“Terms and conditions”)

### Invoices

<b>Please note:</b> Individuals and companies will be emailed a statement and payment details on registration. <b>Please do not complete this section if you are paying as an individual.</b> Please ensure that you complete this information <b>as it should appear on the invoice.</b> Invoices will be <u>emailed to the contact person indicated below.</u> Please ensure that you give the correct person’s details. Note that the attendee’s <u>participant number</u> must be used as reference for the payment. This participant number will appear on your invoice. <b>Do not make payment until you have received the invoice.</b> <i>Once payment has been made, proof of payment must be sent to admin@samla.co.za.</i> It takes about two weeks for an invoice to be processed. If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.	
Name of company:	
Postal address:	
	Postal code:
Street address:	
	Postal code:
VAT registration number:	Purchase order number:
Business sector (e.g. Commercial, Government, NPO):	
Industry type (e.g. Legal, Finance, Electronics, Education):	
<b>Contact person (e.g. Finance officer) to whom the invoice should be emailed</b>	
Name:	Position:
Email:	Tel:

### Terms and conditions

<p>We will acknowledge receipt of your registration form. If there are no available spaces, you will receive notice of this and your name will go on a waiting list.</p> <p>The closing date for registration is two weeks prior to the workshop you wish to attend.</p> <p>Only EFT payments or bank deposits will be accepted.</p> <p>SAMLA reserves the right to cancel the workshops if insufficient registrations are received, in which case the workshop fees will be refunded in full.</p> <p>Once we have issued a participant number to a participant, cancellations cannot be refunded. (Participant numbers are assigned once registration is completed.)</p> <p>By signing this registration form I become liable for all fees payable for the workshops I have registered for.</p>
<p><b>I have read and accept these terms and conditions.</b></p> <p>Signature: _____ Date: _____</p>