

SEMINAR REGISTRATION FORM

Please complete all sections and forward by email to bookings@legalresourcescentre.com

Seminar Title: _____

Date(s) of seminar: _____ **Town:** _____

A. PARTICIPANT / COMPANY INFORMATION			
Participant / Company Name: _____			
Street Address:	Address: Postal Code: City:	Postal Address:	P.O. Box: Postal Code: City:
Telephone:		Fax:	
Contact Person Name: _____			

B. PARTICIPANT(S) DETAILS			
	Full Name	Position/Department	Email
1.			
2.			
3.			
4.			

C. PAYMENT DETAILS	
Payment to be issued on: <input type="checkbox"/> Company or <input type="checkbox"/> Participant Total number of participants: _____ Total Net amount to be paid: € _____ <small>* (+) 19% VAT and (-) HRDA subsidy (if</small>	Date of booking: _____ Signature: _____ <small>* Please read "Terms & Conditions"</small>

D. PAYMENT METHODS

Payment will be settled by:

Bank Transfer

Please inform the bank that you will pay all charges.

Please send the payment receipt by email to bookings@legalresourcescentre.com

Our bank details will be on the invoice

Tick this box if you would like to receive email communications from us about future seminars/conferences

E. TERMS & CONDITIONS

- Confirmation of participation will be sent upon receipt of your duly completed registration form.
- Places are limited and will be allocated on a first come - first served basis.
- For subsidized seminars, you are required to complete some HRDA form(s) which we will be sending to you to complete once we receive the registration form. Once completed please send by email to bookings@legalresourcescentre.com before the seminar's delivery date. All information required by HRDA should be correct and valid.
- Cancellations must be received at least 5 working days prior to the seminar date. Only in such cases, refunds will be made in full.
- Payment must be made in full prior to the seminar date.
- **LEGAL RESOURCES CENTRE** reserves the right to change the date, cancel or postpone a seminar 2 days prior to the set date due to low participation or for any other unforeseen reason.

F. PERSONAL DATA PROTECTION

LEGAL RESOURCES CENTRE may (subject to compliance with the Cyprus Processing of Personal Data (Protection of the Individual and Transferring of Data) Law of 2018 and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR)) collect, store, disclose and transfer internationally (including disclosure and transfer to other LRC firms or to their subcontractors) personal data, relating to you and/or your employees for various purposes including:

- (i) processing, reviewing and administering your registration form to seminars/conferences
- (ii) maintaining the administrative or client relationship management systems of Legal Resources Centre (including the use of IT outsource providers)
- (iii) quality and risk management reviews
- (iv) statistical reviews
- (v) providing you with information about Legal Resources Centre and the range of seminars offered
- (vi) meeting the requirements of applicable laws and regulations.

When you provide personal data to us about your employees and other individuals, you confirm that you have necessary authority from relevant data subjects for us to use and process it in accordance with the agreement, and that they have been given necessary information regarding its use. Full details of how Legal Resources Centre uses personal data can be found in our privacy notice at www.legalresourcescentre/privacynotice.

Signature:

Name:

Date:

Mailing Address: NAVARINO BUSINESS CENTRE, 18 Navarinou Street, Agios Andreas, CY-1100 Nicosia, Cyprus

Venue Address: LEDRA BUSINESS CENTRE 1, Poseidonos Street, Engomi, CY-2406 Nicosia, Cyprus

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