

Corporate, Commercial and Finance Law Training

Booking form 2008/2009

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

Your details

Title: _____ First name: _____ Last name: _____
E-mail: _____ Date of birth: _____
Telephone no: _____ Fax no: _____

Firm's details

Employer's name: _____
Employer's address: _____
Postcode: _____ DX address: _____
Telephone no: _____ Fax no: _____

Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.) Yes (If YES, please attach full details of your needs, together with supporting medical/other evidence) No
SRA Registration No: _____
Are you entitled to any exemptions by the SRA? Yes (If YES, please attach full details) No

Why did you choose The College of Law for Corporate, Commercial and Finance Training?

FOR OFFICE USE ONLY	
Course	<input type="text"/>
Price	<input type="text"/>
Date Received	<input type="text"/>
Date Entered	<input type="text"/>
Inv. No.	<input type="text"/>

Our courses are divided into six groups to enable you to plan and structure your training.

Mergers & Acquisitions and Joint Ventures

Acquisitions Overview & Due Diligence	3 hours
Warranties, Indemnities & Disclosure	3 hours
Consideration & Acquisition Finance	3 hours
Exchange & Completion & Financial Assistance	3 hours
Asset Purchases	3 hours
Private Equity & Buyouts	3 hours
Joint Ventures	6 hours
Takeovers	6 hours
Share Purchase Agreements	3 hours

Life of a Listed Company

AIM: The Alternative Investment Market	3 hours
Initial Public Offerings (IPOs)	6 hours
Financial Promotion	3 hours
Market Abuse and Insider Dealings	3 hours
Rights Issues, Open Offers & Placings	3 hours
Listed Company Transactions	3 hours

Share Capital, Borrowing and Insolvency

Share Buybacks and Reduction of Capital	3 hours
Corporate Loan Facilities	3 hours
Taking Security	3 hours
Corporate Insolvency	3 hours

Companies Act and other Essentials

Companies Act – Overview	3 hours
Companies Act – Private Companies	3 hours
Companies Act – Public Companies	3 hours
Public Companies	3 hours
Companies	3 hour
Directors Duties	3 hours
Shares and Share Capital	3 hours
Company Meetings	3 hours
Groups and Reorganisations	3 hours
Pensions for Corporate Lawyers	3 hours
Execution of Documents	3 hours

Commercial

Agency Distributorship and Franchising	6 hours
Contract Law in Practice	3 hours
Terms and Conditions of Sale	3 hours
Corporate Drafting	6 hours

Tax

Tax for Corporate Lawyers	3 hours
Tax for Banking Lawyers	3 hours

Booking details

Please book me onto the following: (please refer to the online timetable at www.college-of-law.co.uk)

Course Name	Course Date	Class Code	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fees

Duration	Price (excluding VAT)
3 hour half day course	£275.00 +VAT = £323.13
6 hour full day course	£525.00 +VAT = £616.88

Special prices for courses in autumn 2008

AIM: The Alternative Investment Market	7 October 2008	£220.00+VAT=	£258.50	<input type="checkbox"/>
Share Buybacks & Reductions of Capital	14 October 2008	£220.00+VAT=	£258.50	<input type="checkbox"/>
Companies Act – An Overview	4 November 2008	£220.00+VAT=	£258.50	<input type="checkbox"/>
Contract Law in Practice	24 November 2008	£220.00+VAT=	£258.50	<input type="checkbox"/>
Warranties, Indemnities & Disclosure	15 December 2008	£220.00+VAT=	£258.50	<input type="checkbox"/>

Payment details

I enclose a CHEQUE for £_____ made payable to 'College of Law Services Ltd'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT CARD with an amount of £_____

Card Type: Visa Mastercard Switch/Maestro

Card number: Security code: (last three digits of the security code on the reverse of your credit/debit card.)

Valid from: ____/____/____ Expiry date: ____/____/____ Issue Number (Switch Only): _____

Cardholder Name: _____

Card Billing Address: _____

Signature: _____ Date: _____

Please invoice my firm once this booking has been processed

Please provide e-mail address for invoicing _____

(If invoice address is different, please give contact name and address here): _____

Terms & Conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 All prices quoted are valid until 31/07/09. College of Law Services Ltd. reserves the right to change the course fees.
- 3 All courses are subject to availability and demand.
- 4 Travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 5 Any changes to date required should be done in writing to pd@lawcol.co.uk.
- 6 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 7 Fees are non refundable. We are happy to transfer you to an alternative date up to 24 hours before the commencement of your course however, cancellations received after this time are non refundable and non transferrable. Cancellations must be made in writing to pd@lawcol.co.uk, they will be acknowledged by College of Law Services Ltd and will not be valid unless proof of acknowledgement is held by both parties.
- 8 College of Law Services Ltd cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 9 Payment terms of 30 days apply.
- 10 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

I accept the Terms and Conditions detailed herein.

Signature _____

Date _____

Information on the full range of continuing professional development solutions can be found on our website at www.college-of-law.co.uk

Contact details

To find out more about Corporate, Commercial and Finance Law training courses, talk to the Customer Centre on telephone **01483 216216**, or e-mail pd@lawcol.co.uk.

Please return this form to:

The Customer Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA DX:2400 Guildford

Data protection

College of Law Services Ltd needs to hold certain personal information about its candidates. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. For further details of the Data Protection policy and Data Protection declaration, please visit our website at www.college-of-law.co.uk. Agreement to the processing of personal data is a condition of acceptance onto any course. By enrolling on an examination or tuition course you signify your agreement to this processing.

From time to time we may wish to use your details for marketing purposes and to keep you up to date about products and services that we consider may be of interest to you. If you do not wish us to do so, please write to the Marketing Department, The College of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey GU3 1HA (or DX 2400 Guildford).

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