



“COMPUTERISED MANAGEMENT ACCOUNTING SYSTEMS FOR MSMEs WORKSHOP”

Facilitated by: Caribbean Development Bank – Caribbean Technological Consultancy Services (CDB/CTCS) Network

Hosted By:
Ministry of Commerce, Business Development, Investment & Consumer Affairs

Registration Form

Starting Date:	May 9, 2016	Ending Date:	May 12, 2016
Pre-requisite: ALL APPLICANT			
<ul style="list-style-type: none"> Be computer savvy Be familiar with basic accounting principles Have access to QuickBooks Software 			

Trainee Information			
First Name		Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	<input type="checkbox"/> ≤ 35 <input type="checkbox"/> >35
Address			
City		Country	
Telephone			
E-mail			
Organization Details			
Organisation Name			
Position/Job Title			
Work Address			
Work Telephone		Work Fax:	
Work Email:			
Mobile:		BBM Pin: <i>(if available)</i>	

Emergency Contact Information

Contact Name

Address

Telephone

General Information

How did you hear about this Workshop?

- Newspaper Radio Email Word of Mouth
 Television Other (specify) _____

Highest Educational Level Attained

- University College Secondary Primary

Professional Qualifications

Have you attended a similar training programme before?

- Yes No

If Yes, please indicate when and where you attended your most recent training programme.

Please give a detailed brief of current business or employment.

How do you plan to use the knowledge gained from completing this training programme?

Fees & Payment Information

“ Computerised Management Accounting Systems For MSMEs Workshop”: EC\$100

“A-FORM” for payment must be collected from the Ministry of Commerce and paid at the ACCOUNTANT GENERAL’s Department. Copy of receipt (as proof of payment) must be returned to the Ministry of Commerce on or before May 5. 2016

Trainee Agreement

All participants must commit to attending the full duration of the Workshop **May 9 - 12, 2016.**

Training material will be provided to all participants. At the end of the four (4) day workshop Consultants will be available to work with MSMEs requiring further assistance.

Signature:

Date:

Approved By:

Registration Deadline

Registration Deadline: May 3, 2016