

# 2009-2010 Order Form

To purchase your PD Passport for 2009-2010, complete this form and submit with payment to:  
 ICABC - PD Department, 500-505 Burrard St, Box 22, Vancouver, BC V7X 1M4  
 TELEPHONE (604) 681-3264 TOLL FREE IN BC 1-800-663-2677 PD FAX (604) 684-1267

**PD PASSPORT INFORMATION**

<input type="checkbox"/> <b>Flexi PD Passport</b>	@ \$1,650 (early bird price, valid until Sep 7 <sup>th</sup> 2009 only) \$1,850 regular price	X (specify quantity)	=	<hr style="border: 0; border-top: 1px solid black;"/>
<input type="checkbox"/> <b>Personal PD Passport</b>	@ \$1,250 (early bird price, valid until Sep 7 <sup>th</sup> 2009 only) \$1,450 regular price			<hr style="border: 0; border-top: 1px solid black;"/> SUB-TOTAL  <hr style="border: 0; border-top: 1px solid black;"/> ADD 5% GST (GST No. 107508541)  <hr style="border: 0; border-top: 1px solid black;"/> TOTAL AMOUNT

Confirmation/Receipt of your PD Passport purchase will be mailed to you - this will include your PD Passport number.

**ORDER INFORMATION**

NAME (CONTACT PERSON FOR FLEXI PASSPORT)	FIRM / COMPANY/ORGANIZATION	
ADDRESS		
CITY, PROVINCE, POSTAL CODE		
TELEPHONE	FAX	EMAIL

The undersigned has read, understood and agrees to be bound by the terms and conditions of the Personal PD Passport or the Flexi PD Passport, whichever is applicable, as outlined on the back of this order form.

SIGNATURE	DATE
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**PAYMENT INFORMATION (All orders MUST be accompanied by either cheque, VISA or Mastercard)**

Cheque Enclosed (payable to ICABC)
  VISA
  Mastercard

CREDIT CARD NO.	EXPIRY DATE
NAME ON CARD	SIGNATURE

2009-2010 PD Passports are valid for PD seminars held between Sep 1, 2009 and July 31, 2010. These PD Passports will expire on July 31<sup>st</sup>, 2010, and cannot be carried forward.



# FEATURES OF YOUR 2009-2010 PD PASSPORT

## 1 PASSPORT = 6 DAYS

Each PD Passport (either Personal or Flexi) is equivalent to **6 full days** of passport valid Professional Development seminars. These 6 days can be any combination of breakfast, half-day, one-day, or two days seminars.

**Three Breakfast Seminars are equal to one full passport day** (i.e. each Breakfast Seminar is 1/3 day).

## PASSPORT EXPIRES JULY 31, 2010

The 2009-2010 PD Passports are only valid for seminars offered between September 1, 2009 and July 31, 2010. **Any unused portions of the PD Passport(s) cannot be refunded or credited for PD seminars or products.**

## ADDITIONAL DISCOUNTS

Passport holders may be entitled to discounts on selected non-passport valid seminars, as well as 20% off on PD on Audio and E-Learn PD products.

## TO REGISTER FOR SEMINARS

1. Now that you have purchased your passport(s), you can register for our seminars in any of the following ways:

PHONE 604 681.3264 and ask for the PD Department  
FAX 604 684.1267  
MAIL ICABC, Box 22, 500-505 Burrard St  
Vancouver, BC V7X 1M4

E-MAIL [pdreg@ica.bc.ca](mailto:pdreg@ica.bc.ca)

ONLINE [www.ica.bc.ca](http://www.ica.bc.ca)

**Please have your passport number handy.**

2. Keep a record of registrations you've placed using your passport(s) so that you'll know how many days you have used up.
3. That's all you have to do! As long as the seminar you are registering for is passport valid, there is no need to worry about paying invoices! A confirmation of the registration will be sent by mail to the registrant.

# PD PASSPORT TERMS & CONDITIONS

## VALIDATION

The 2009-2010 PD Passports are valid from September 1, 2009 to July 31, 2010. They may not be used retroactively for courses taken prior to their purchase. No other discount program or offering may be used in conjunction with the PD Passports.

The PD Passport Program is valid for ICABC-sponsored seminars **ONLY**. Seminars ineligible for use on the PD Passports (i.e. Passport **INVALID** seminars) will be clearly marked on all marketing material. PD Passport holders may receive special discounts to non-valid seminars, except on those seminars where ICABC is acting as a registrant agent only. The Institute of Chartered Accountants of BC reserves the rights to the PD Passport. Inappropriate use of the PD Passport will result in the immediate cancellation of privileges with no refund.

## TRANSFERABILITY

The Personal PD Passport is **NON-transferable**, the holder may not send an alternate to attend a seminar in his/her place.

The Flexi PD Passport **IS transferable**, but we would appreciate receiving advance notice of any changes.

## SEMINAR REGISTRATIONS

PD Passport holders who want to attend a seminar using their passport **MUST REGISTER IN ADVANCE** for all seminars. Walk-ins are not permitted. All registrations are handled on a "first-come, first-serve" basis and some courses may fill up early.

## SEMINAR CANCELLATIONS & NO SHOWS

All cancellations of registration **must be received in writing** (email or fax). Telephone cancellations will not be accepted.

Cancellations/transfers of registration received at least 10 calendar days prior to the course date will result in a full restoration of the portion of PD Passport day.

Cancellation/transfers received less than 10 calendar days but at least 2 full business days prior to the course is subject to an administration fee of \$50 for full and half-day courses, \$25 for executive breakfasts, but the portion of the PD used will be restored.

**No-Shows, that is registrants who do not attend and do not notify ICABC in writing at least 2 full business days prior to the course will forfeit the portion of the PD Passport used to register for the seminar.** PD Passport holders must attend the seminar offering to receive the seminar material.

## SEMINAR CANCELLATION BY ICABC

ICABC may have to postpone/cancel seminars due to insufficient enrolment, in which case our liability will be limited to restoring the PD Passport day used to register for the seminar. Registrants will be notified of course cancellations one week prior to the seminar date. Under no circumstances will the PD Passport fee itself be refunded.

## PD PASSPORT REFUNDS

There will be no refunds issued on PD Passport purchases once the order for the Passport has been processed.