



Practical Skills for Insolvency Professionals 2013



**Insolvency
Practitioners
Association**

Full day programme of skills-based training for Insolvency Managers and Administrators

Including presentations from speakers from legal and insolvency practice, the regulatory sector and the Insolvency Service on:

- *Commissions practices, selling and ethics*
- *Creditors' meetings and remote attendance*
- *SIP16 and report writing*
- *Dealing with ROT*
- *Avoiding complaints*
- *Intellectual Property rights*
- *Antecedent transactions*
- *Completion of D>Returns*
- *Assets in personal insolvency*
- *Practical tips for good compliance*

The course will focus on practical aspects of insolvency case management, with a pervasive theme of ethical considerations. The course is aimed primarily at continuing insolvency professional who have passed the CPI or CPPI examinations. Prior insolvency knowledge / experience will be assumed.

Students and non-member delegates will receive a £50 discount on the cost of IPA membership*

BOOKING CONTACT

Name (title/first name/surname)	
Firm	
Address	
Email	
Telephone	

DELEGATE DETAILS

Title	First name	Surname	Email	Memb. No. **	Course Location

PAYMENT

VAT Registration GB 942 6092

Booking Categories	Fee	No of places required	Total Cost
IPA Member All categories (inc. students)	75.00		
Non-Member IPA Member Firm	125.00		
Non-Member Non Member Firm	250.00		
Total Fees			
VAT		@ 20%	
IPA Training Vouchers			()
Balance Payable			

CREDIT / DEBIT CARD

You can pay by credit or debit card over the phone on: 020 7623 5108

ONLINE/BACS Please use the correct reference otherwise your booking will be delayed

Bank	Bank Sort Code	Bank Account No	Transaction Ref	Date completed
Barclays Bank plc	20-32-29	30721786	Your surname & CPI+13	

Cheque made payable to "Insolvency Practitioners Association". Please write your name and course reference (CPI+13) on the reverse of your cheque and attach it to this form. If included

* £50 discount valid against IPA affiliate or ordinary membership fees. They are not valid against Student Membership. Discount vouchers are non-transferrable and will be supplied at the end of the day. All applications for membership and/or renewal are subject to our usual membership criteria and the discount vouchers have no refundable value in the event that an application for membership is declined.

** A valid IPA Membership number must be stated for each delegate in order to claim the discounted Member rate of £75

Booking conditions: Membership fees paid in order to attend are non-transferable. If you have paid to attend the courses, your place may be transferred to another IPA member, at no additional cost. A refund of 100% of any course fees paid will be made only where cancellation is requested 21 days before the date of the event.

Data protection: IPA will use the information you provide on your booking form, and any additional information you may provide to us in the future, for the purposes of administering this and future events.

Please supply VAT Invoice:

Now in 3 Location:

London
Wednesday
19th June 2013

Manchester
Wednesday
18th September 2013

Glasgow
Tuesday
29th October 2013

www.ipa.uk.com



Bookings:

Tel:
020 7623 5108

Fax:
020 7623 5127

Email:
events@ipa.uk.com

Post:
Valiant House
4-10 Heneage Lane
London
EC3A 5DQ

or

Simply "Click" to