



March 17<sup>th</sup>, 2017

### **Information**

All members are informed, both by email and through the newsletter, that:

- a) **May 20th 2017 is the last possible date for paying the annual fee before the Congress, since the accounts for the period 2014-2017** to be presented to the delegates will be closed on that date; for this reason, the payments received after May 20<sup>th</sup> can compromise the participation to the Congress, and will be accounted for in the period 2017-2020;
- b) It is possible to pay cash the annual fee for 2017, the overdue fees and/or the fees paid in advance before the Congress, by following a specific procedure

### **Procedure**

- a) In order to ensure transparency and safety, it will be possible to pay cash only before and on May 20<sup>th</sup> at the Registration Desk for the Congress (City Hall, Cape Town), starting from May 16<sup>th</sup> 2017 during opening hours.
- b) This way, the fees will be collected by ASSITEJ South Africa that will proceed to transfer the whole amount to the ASSITEJ International bank account.
- c) It is possible to pay both in EUR and in USD, rate 1 to 1. The equivalent amount in Rand (rate fixed and rounded) will also be accepted.
- d) No other cash payment will be accepted (unless it is impossible to do otherwise and there is a previous agreement with the Treasurer).
- e) Those who are willing to pay cash should inform the Treasurer before May 10<sup>th</sup>; the Treasurer will prepare **the provisional receipts and a list of the payments** to be received, in order to make things easier for the registration desk and check eventual discrepancies. **If the Treasurer is not informed by May 10<sup>th</sup>, the payment won't be accepted.**

- f) The registration desk will release a provisional receipt and keep a copy signed by the member paying the fee. The copies will be delivered to the Treasurer together with the list of the payments. After the Congress, the Treasurer will issue the regular numbered receipts.