

Shell Driver Training Registration Form

This form is to be used to register to attend driver training. Training is delivered by Corporate Driver Training Australia Pty Ltd, Shell's preferred driver training supplier for Australia. CDTA can deliver training in other locations by arrangement.

Training can be delivered in two ways:

Individuals: You can book a position on a course for yourself or another person. If you would like to book a position on a course go to section 'A' below. You must pre-book your position. A full catalogue of course dates can be found on the dedicated Shell page at CDTA's web site: www.cdt.com.au/client_2_info.php

On-Site: You can arrange for CDTA to come to your site, anywhere in Australia. If you would like to arrange a training course on-site, go to section 'B' below.

In all cases, your training will be confirmed by email within two working days of lodging your request. Your email confirmation will have 'Before you Arrive' information attached, which includes, where, when & how to prepare details.

Where a course is either full, or cancelled, CDTA will automatically confirm your position on the next available course at the same location.

Cancellation Penalty:

If a person withdraws from a course with less than 10 clear business day's notice, or if you fail to attend on the day for any reason, CDTA may impose a cancellation penalty of up to 100% of the course fee. Substitutions may be made at anytime without penalty.

Section A – Individual Registration

These details are the contact details for the person attending the training. If you are arranging the training for someone else, please complete Section 'A' with the individual's details and Section 'B' with your contact details. Please note all fields are mandatory.

* First Name: _____ * Last Name: _____

* Business: _____ * Employee #: _____

* Telephone: _____ * Email: _____

* Preferred Date: _____

Training Approval:

* All Training Requests require Line Manager Approval

* Employee Signature: _____ * Managers Approval: _____

Payment Details:

* Credit Card Type: _____ * Number: _____

* Expiry Date: _____

* Postal Address: _____

CDTA will post you a receipt for payment within 7 working days. Please retain the receipt to attach to your credit card statement, and Promaster Document Control Report.

Section B – Contact Details of Coordinator or Request for On-site Training

If you are arranging training for someone else, or you would like CDTA to deliver training on-site, what are your contact details?

* First Name: _____ * Last Name: _____

* Email: _____ * Telephone: _____

Fax registration form to Corporate Driver Training Australia (03) 9532 2512 Free Call 1800 249 641