



## CPT Legal Assistance Application

### Southern Africa Professional Trainers Association

*Please take note of the following:*

- Legal assistance is only available to Certified SAPTA CPT's who have no outstanding membership fees.
- No assistance will be provided where the defending organisation or a director of a defending organisation is already blacklisted.
- SAPTA will only provide legal assistance where it is highly probable that court judgement against the defendant will be obtained.
- In cases where cancellation fee is claimed, there must be a written agreement stating the terms and conditions for cancellation.

*I hereby apply for legal assistance from SAPTA:*

Full Names:	
SAPTA Membership Number:	
<b>NB:</b> SAPTA will use the contact details on our membership database. If your contact details have changed, please update.	

*My complaint is against the following organisation:*

Name of Organisation:	
Registration Number:	
URL:	
Contact Person:	
Contact Landline:	
Contact Mobile:	
Contact e-mail:	
Contact Fax:	
Physical Address:	
Postal Address:	
CEO / MD Name:	
CEO / MD Mobile:	
CEO / MD e-mail:	

*Please indicate the claim*

Service was rendered in full – No payment made	
No service rendered – Cancellation fee not paid	

*Briefly describe the detail of your complaint:*

*Was there clear agreement on the following?*

Nature of contract:	YES:	NO:
A training intervention did / would take place and you have been appointed to do such?		
A clear and definite training topic / service delivery was agreed on?		
A date was determined and agreed on?		
A venue was agreed on?		
Your service fee was agreed on?		
A payment arrangement was agreed on?		

*Are you in possession of the following?*

Document:	Available:	Attached:
Contract / SLA / Trainer Booking Form		
Tax Invoice as forwarded to client		
E-mail Correspondence which proved that tax invoice was sent		
E-mail Correspondence which proves nature of agreement on service		
E-mail correspondence which indicates refusal or failure to make payment		
E-mail correspondence indicating your attempts to resolve conflict		

*Which other documents / correspondence / evidence items can you present?*

I understand that SAPTA can decline or approve this application

I declare that all above particulars are correct and true

Full names:	
Date:	
Place:	
Signature:	

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*Please forward this document with all attachments to the SAPTA Office Manager:*

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- [hello@saptaonline.org](mailto:hello@saptaonline.org)