

TORBAY TOURISM WORKSHOPS REGISTRATION CHECK LIST



To secure your workshop place(s) and to receive your booking confirmation, please check that you have completed and enclosed the following:

REGISTRATION - one of each form per business:

1. Booking Form

- | | | |
|----|---|--------------------------|
| 1. | Contact details and business information | <input type="checkbox"/> |
| 2. | Booking requests and special requirements | <input type="checkbox"/> |
| 3. | Course waiting list | <input type="checkbox"/> |
| 4. | Declaration and signature | <input type="checkbox"/> |
| 5. | Refundable cheque deposit | <input type="checkbox"/> |

2. Business Information Form

- | | | |
|----|---|--------------------------|
| 1. | Contact information | <input type="checkbox"/> |
| 2. | Business description and status | <input type="checkbox"/> |
| 3. | Number of employees | <input type="checkbox"/> |
| 4. | Any specific business development needs | <input type="checkbox"/> |

3. State Aid (De Minimis) Form

- | | | |
|----|---|--------------------------|
| 1. | Contact information | <input type="checkbox"/> |
| 2. | Small business criteria and main function of business | <input type="checkbox"/> |
| 3. | Previous funding aid provided | <input type="checkbox"/> |
| 4. | Date, position and signature | <input type="checkbox"/> |

MATCH FUNDING - one form for each workshop attendee

Beneficiary Form

- | | | |
|----|---|--------------------------|
| 1. | Attendee contact information | <input type="checkbox"/> |
| 2. | Business contact information | <input type="checkbox"/> |
| 3. | Employment status (employed or self-employed) | <input type="checkbox"/> |

If attendee(s) *employed* complete PART A
with hourly rate and copy of pay slip

If attendee(s) *self employed* complete PART B
with tax office area and personal reference number

- | | | | |
|----|------------------------------|--------------------------|------------|
| 4. | Ethnicity details | <input type="checkbox"/> | (optional) |
| 5. | Education details | <input type="checkbox"/> | (optional) |
| 6. | Training courses requested | <input type="checkbox"/> | |
| 7. | Date, position and signature | <input type="checkbox"/> | |

ENCLOSURES

1. Pay Slip (if applicable)
2. Returnable cheque deposit of £30.00



This program is funded in part by the European Social Fund - helping develop employment by promoting employability, business spirit, equal opportunities and investment in human resources.