

Dear delegate,

Thank you for your interest to join us for this year's **Annual Governance and Ethics Conference** from the **11th – 15th October 2021** at the **Sarova Whitesands Beach Resort and Spa, Mombasa**. We confirmed your booking and a system generated proforma invoice was sent to your email.

Please take note of the useful information provided below as you plan to attend the training.

Payment for the Training

Send your remittance advise to finance@icpak.com with a copy to joy.kakai@icpak.com and or andrew.kavoo@icpak.com for receipting. Please note that we will avoid receipting at the conference venue owing to the current social distancing guidelines.

Payment Modes to ICPAK

- MPESA Payment: MPESA Business No: 722722: Account No: INVxxxxxx
- Barclays Bank of Kenya (Kshs. Account), Branch: Moi Avenue, Bank Account No: 03-075-1597134
- Standard Chartered Bank, Branch: TRM, Bank Account No: 0102093120900

ICPAK Credit Application Procedure

Advance credit clearance can be obtained by following the procedure below:

- If you had already submitted your booking, visit https://www.icpak.com/credit_app/ and submit your Proforma Invoice number to begin your credit application
- Enter the credit authorization number and submit
- Upload the LPO/LSO and submit the application
- Ensure the attached credit form is signed and stamped appropriately after you finish the online application
- For any queries regarding credit application, please email us on; credit@icpak.com

Registration Process

To facilitate the registration process, a nametag with an embedded QR code will be sent on email to all booked and cleared delegates. All registration will be electronic through use of QR Code readers hence the necessity to **print and carry your nametag to the conference venue**.

Special Dietary Needs

Should you have special dietary needs that require the attention of ICPAK or Hotel, please email us via: joy.kakai@icpak.com

Covid Protocols

All delegates are required to adhere to Covid 19 protocols by wearing masks, social distancing and washing hands as directed by the hotel staff from time to time.

We look forward to your participation in this event.

Yours sincerely,
Rose Tinderet
Chief Manager – Member Services
For: Chief Executive Officer