



B o o k i n g a n d C a n c e l l a t i o n P o l i c y

For the purposes hereof, the 'Event' refers to seminars, webinars, forums and conferences.

1. Booking

- 1.1 The booking confirmation received entitles the Participant to attend the Event, subject to payment of the participation fee.
- 1.2 Payment of the participation fee is to be made upon booking, by no later than 3 working days from the date of booking.
- 1.3 Group Bookings are to be made by completing the Group Booking Form and submitting it by email on mit@maintax.org. Once processed, an invoice will be raised.

2. Cancellation or No-Show

- 2.1 Cancellation of a booking is to be made by email on mit@maintax.org.
- 2.2 In the event of cancellation, the following applies:
 - If a cancellation is received by not later than 24 hours before the start of the Event, the participation fee paid will be refunded, subject to a cancellation charge of 30% of the participation fee (excl VAT, if any).
 - If a cancellation is received after the date and time as above-mentioned, or in the event of a no-show for the Event, the participation fee paid is not refundable.
- 2.3 Where a participant is unable to attend the Event due to extraordinary circumstances (e.g. illness), subject to the presentation of the relevant information to attest thereto, to the satisfaction of the Institute, the participant will be refunded in full, with no cancellation charge.
- 2.4 Under no circumstances shall partial refunds be granted.

3. Substitution

- 3.1 A participant who is unable to attend the Event can opt to nominate another person to attend in their stead. A request for substitution of participant is to be sent by email on mit@maintax.org by not later than 24 hours before the start of the Event. Where the participation fee that would be due by the substitute is higher than that applicable to the original participant, the substitution is subject to payment of the difference.



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The Malta Institute of Taxation reserves the right to postpone or cancel the Event. In the unlikely event of cancellation, participation fees paid will be refunded. In the unlikely event of postponement, should a participant not be able to attend on the rescheduled dates, the participation fee will be retained as credit to be used against future events of the Malta Institute of Taxation.