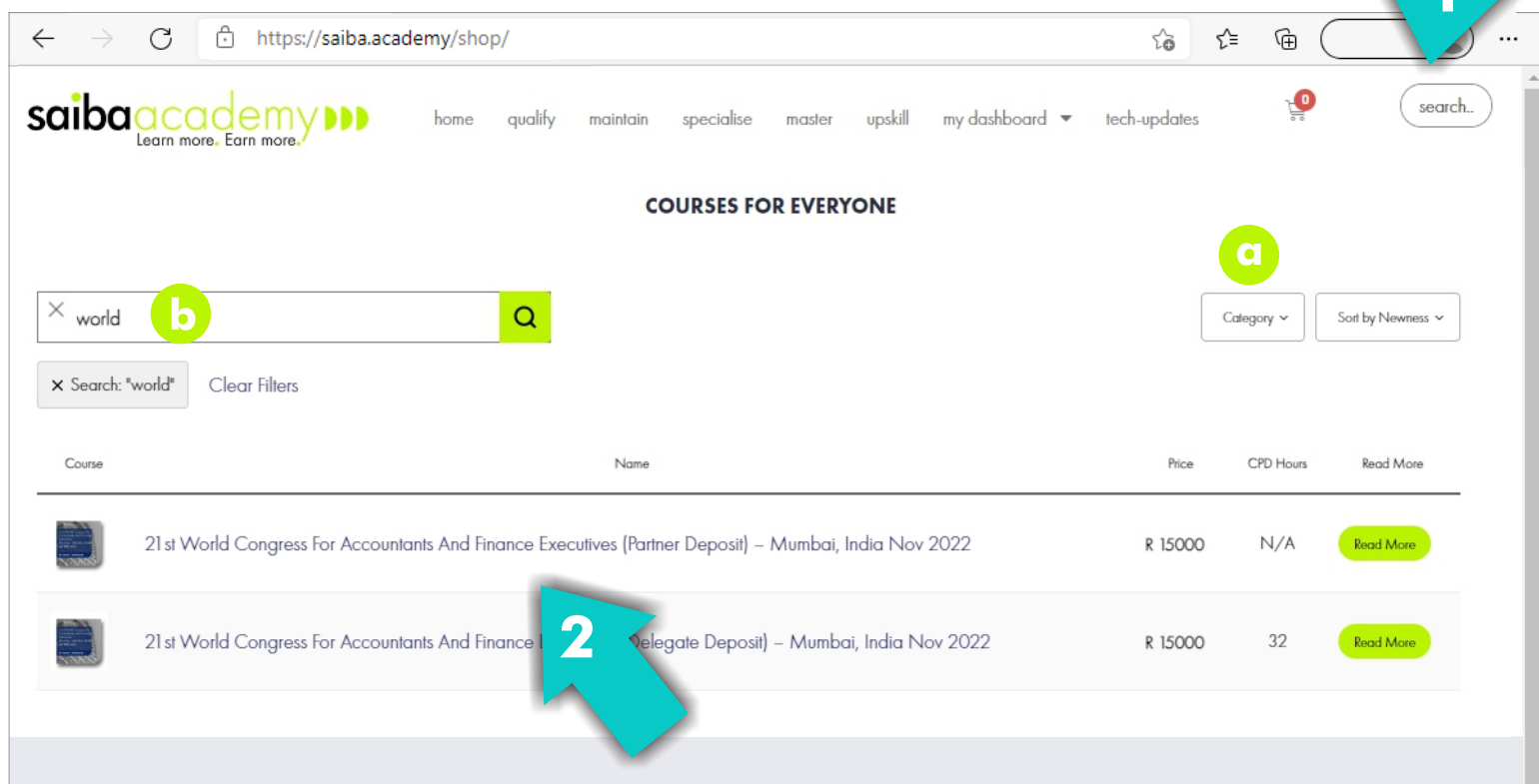


How to register for the event (Step 1 to 14)

How to view event information (Step 15 to end)

Step 1

Login to saiba.academy (if not logged in, you will be required to register on payment).
Visit <https://saiba.academy/india-21st-wcoa-2022-and-tour/>
or use the search function and search the word “world”



The screenshot shows the Saiba Academy website interface. At the top, there is a navigation bar with the Saiba Academy logo and links: home, qualify, maintain, specialise, master, upskill, my dashboard, and tech-updates. A search bar is located in the top right corner. Below the navigation bar, the main heading is "COURSES FOR EVERYONE". A search bar is present with the text "world" entered, and a magnifying glass icon. To the right of the search bar, there is a dropdown menu labeled "a" and a button "Sort by Newness". Below the search bar, there is a table of search results. The table has columns: Course, Name, Price, CPD Hours, and Read More. The first row shows "21st World Congress For Accountants And Finance Executives (Partner Deposit) – Mumbai, India Nov 2022" with a price of "R 15000" and "N/A" CPD Hours. The second row shows "21st World Congress For Accountants And Finance Executives (Delegate Deposit) – Mumbai, India Nov 2022" with a price of "R 15000" and "32" CPD Hours. A red arrow labeled "1" points to the search bar, and a red arrow labeled "2" points to the second row of the table.

a The drop-down menu allows you to filter per category

b Search per keyword/s

Step 2

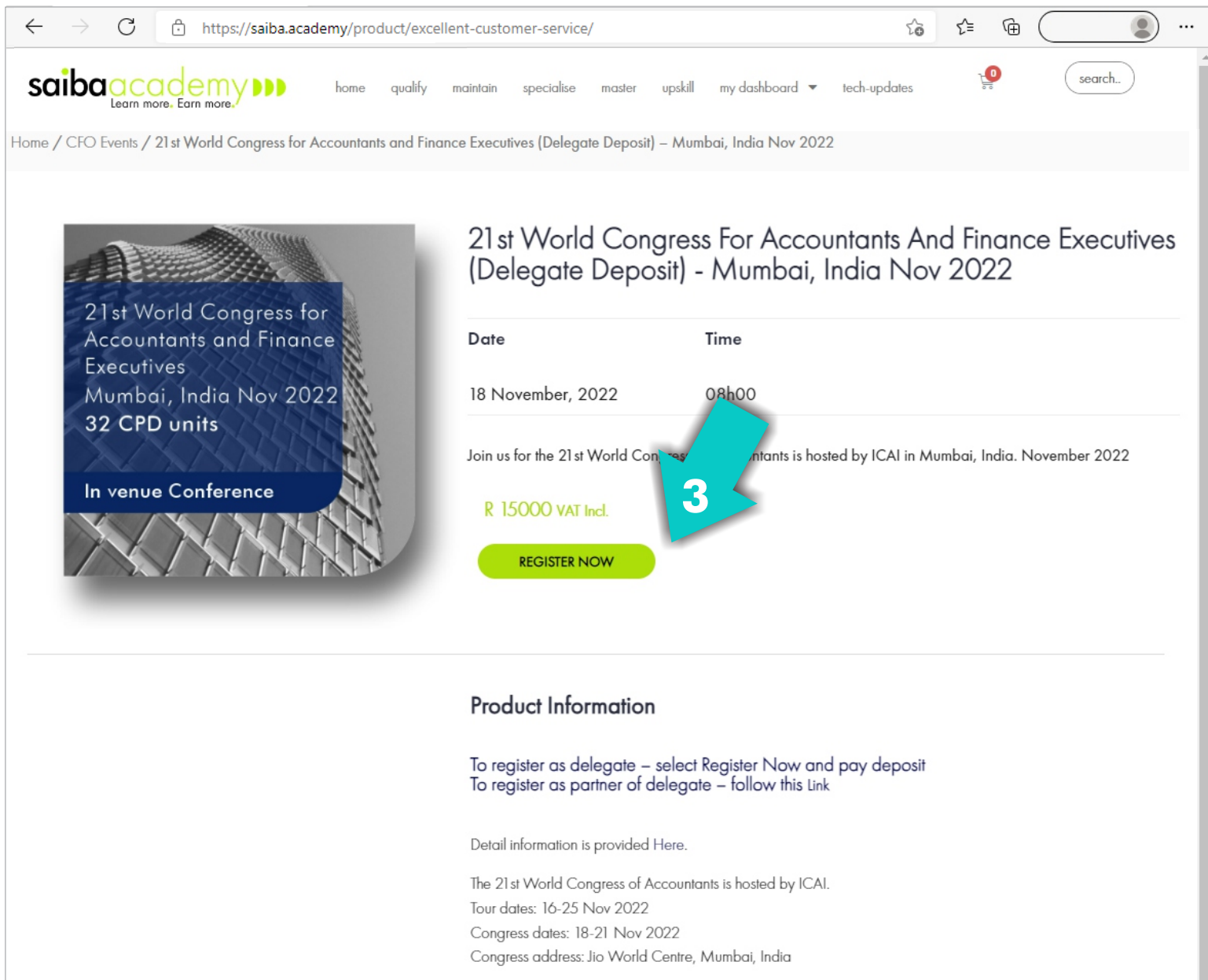
Click on the relevant product name to open a product page

Step 3

The event page will be displayed

Select REGISTER NOW to purchase the product

This step might be skipped if you have selected the Delegate or Partner Registration buttons on <https://saiba.academy/india-21st-wcoa-2022-and-tour/>.



The screenshot shows the Saiba Academy website interface. The browser address bar displays <https://saiba.academy/product/excellent-customer-service/>. The website header includes the Saiba Academy logo and navigation links: home, qualify, maintain, specialise, master, upskill, my dashboard, tech-updates, and a search bar. The breadcrumb trail reads: Home / CFO Events / 21st World Congress for Accountants and Finance Executives (Delegate Deposit) - Mumbai, India Nov 2022.

The main content area features a large image of a modern building facade. Overlaid on the image is a blue box with white text: "21st World Congress for Accountants and Finance Executives", "Mumbai, India Nov 2022", "32 CPD units", and "In venue Conference". To the right of the image, the event title is displayed: "21st World Congress For Accountants And Finance Executives (Delegate Deposit) - Mumbai, India Nov 2022".

Date	Time
18 November, 2022	08h00

Join us for the 21st World Congress for Accountants and Finance Executives is hosted by ICAI in Mumbai, India. November 2022

R 15000 VAT Incl.

REGISTER NOW

A red arrow with the number "3" points to the "REGISTER NOW" button.

Product Information

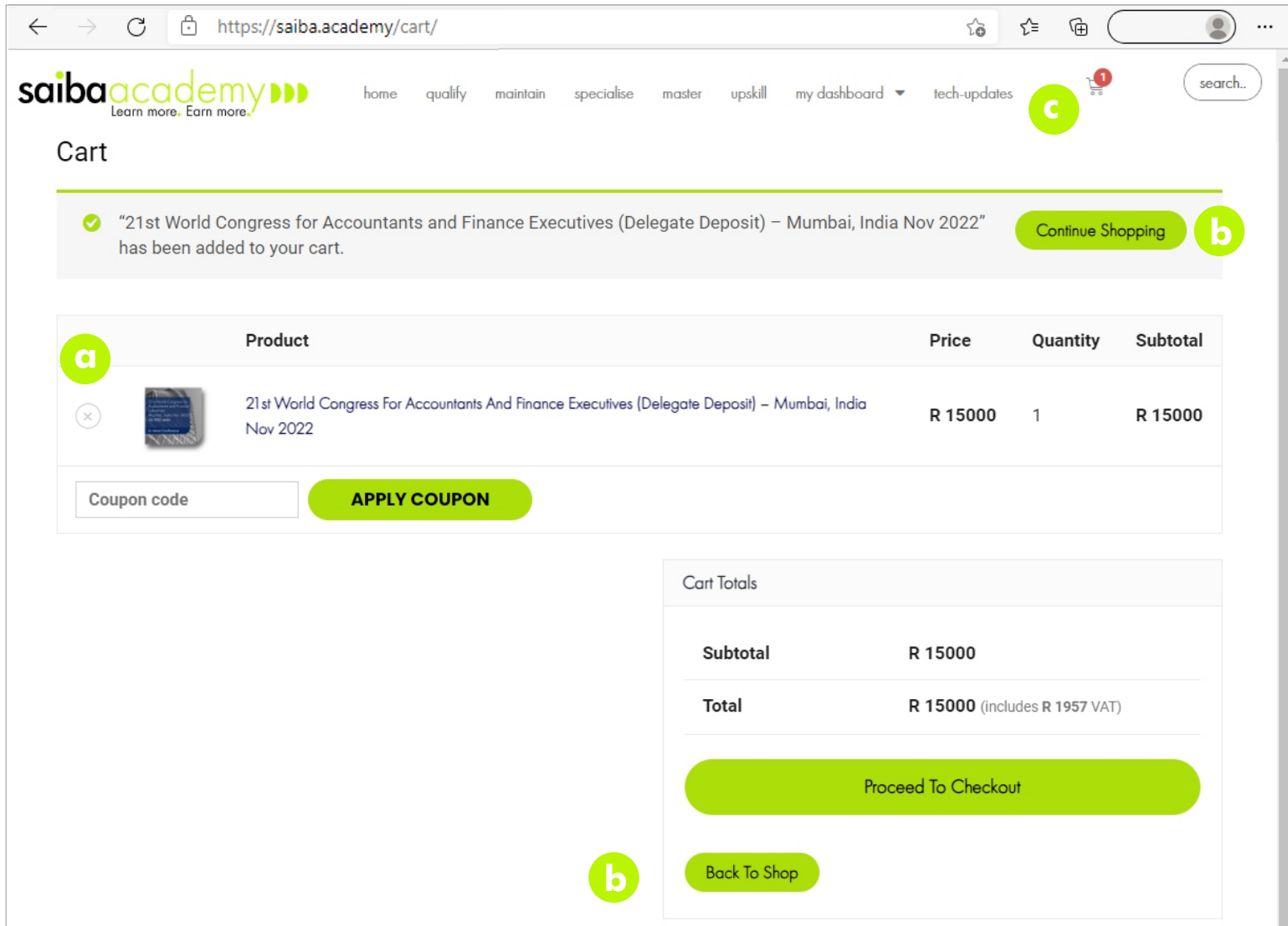
To register as delegate – select Register Now and pay deposit
To register as partner of delegate – follow this Link

Detail information is provided Here.

The 21st World Congress of Accountants is hosted by ICAI.
Tour dates: 16-25 Nov 2022
Congress dates: 18-21 Nov 2022
Congress address: Jio World Centre, Mumbai, India


Step 4

The product or products selected will be displayed in your cart.
Select PROCEED TO CHECKOUT.



Cart

✓ "21st World Congress for Accountants and Finance Executives (Delegate Deposit) – Mumbai, India Nov 2022" has been added to your cart. [Continue Shopping](#)

Product	Price	Quantity	Subtotal
 21st World Congress For Accountants And Finance Executives (Delegate Deposit) – Mumbai, India Nov 2022	R 15000	1	R 15000

Coupon code [APPLY COUPON](#)

Cart Totals

Subtotal R 15000

Total R 15000 (includes R 1957 VAT)

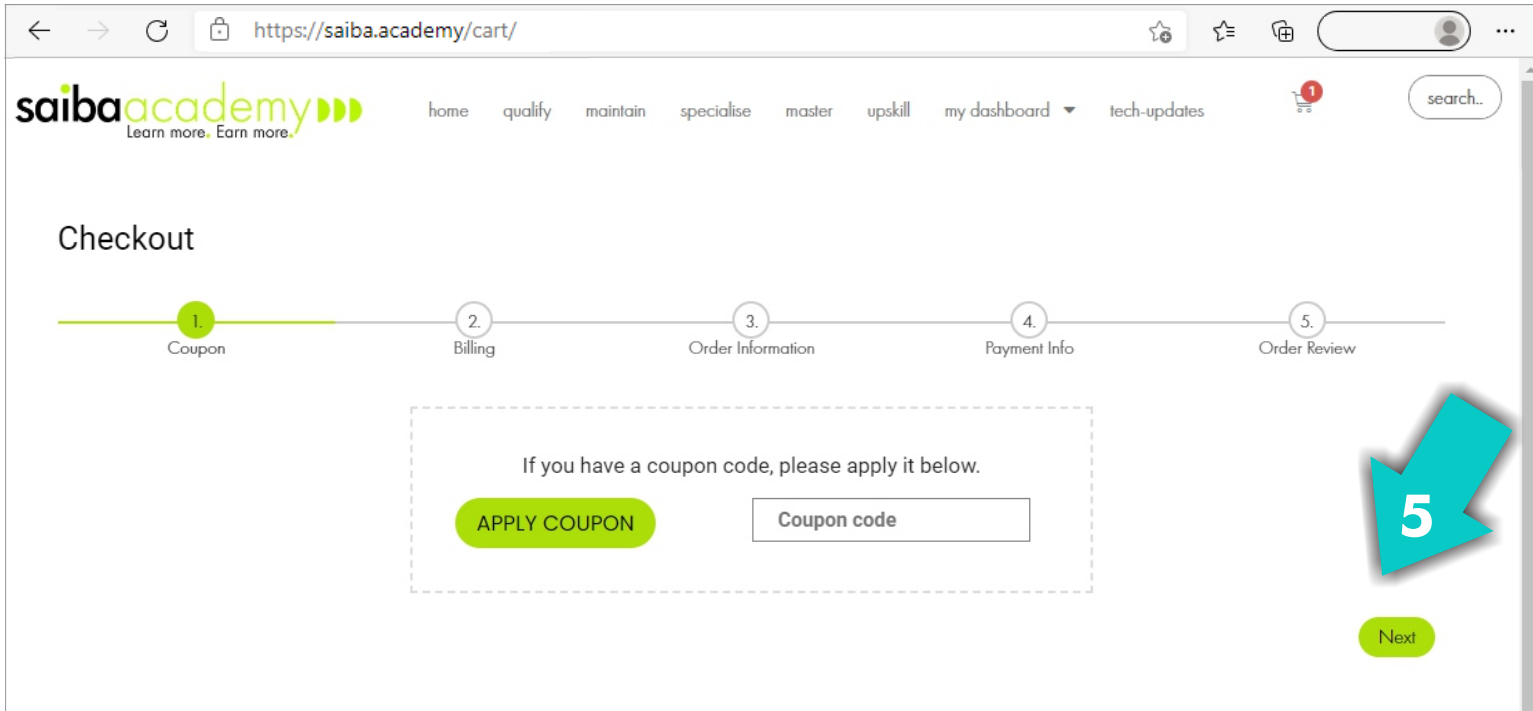
[Proceed To Checkout](#)

[Back To Shop](#)

- a** Select the x to remove the product from your cart
- b** You can continue shopping and add other products to your cart before purchasing the product/s. The item/s selected will be summarised in your cart icon. **c** Select the cart icon to return to step 4 and proceed to checkout.

Step 5

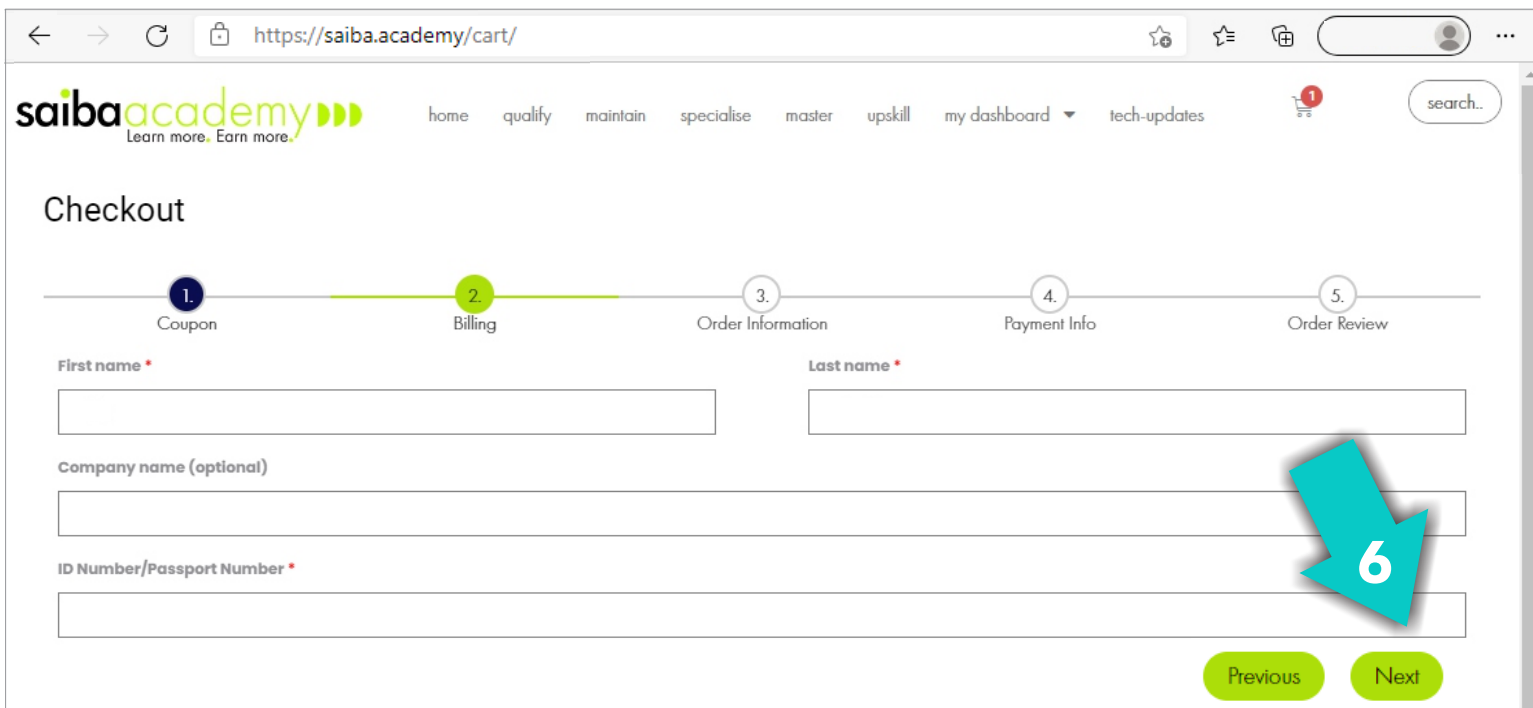
Insert Coupon Code if applicable and/or select Next.



The screenshot shows the Saiba Academy checkout page. The browser address bar displays <https://saiba.academy/cart/>. The page header includes the Saiba Academy logo and navigation links: home, qualify, maintain, specialise, master, upskill, my dashboard, and tech-updates. A shopping cart icon with a red '1' and a search bar are also present. The checkout progress bar shows five steps: 1. Coupon (highlighted), 2. Billing, 3. Order Information, 4. Payment Info, and 5. Order Review. A dashed box contains the text "If you have a coupon code, please apply it below." with an "APPLY COUPON" button and a "Coupon code" input field. A large blue arrow with the number "5" points to a green "Next" button at the bottom right.

Step 6

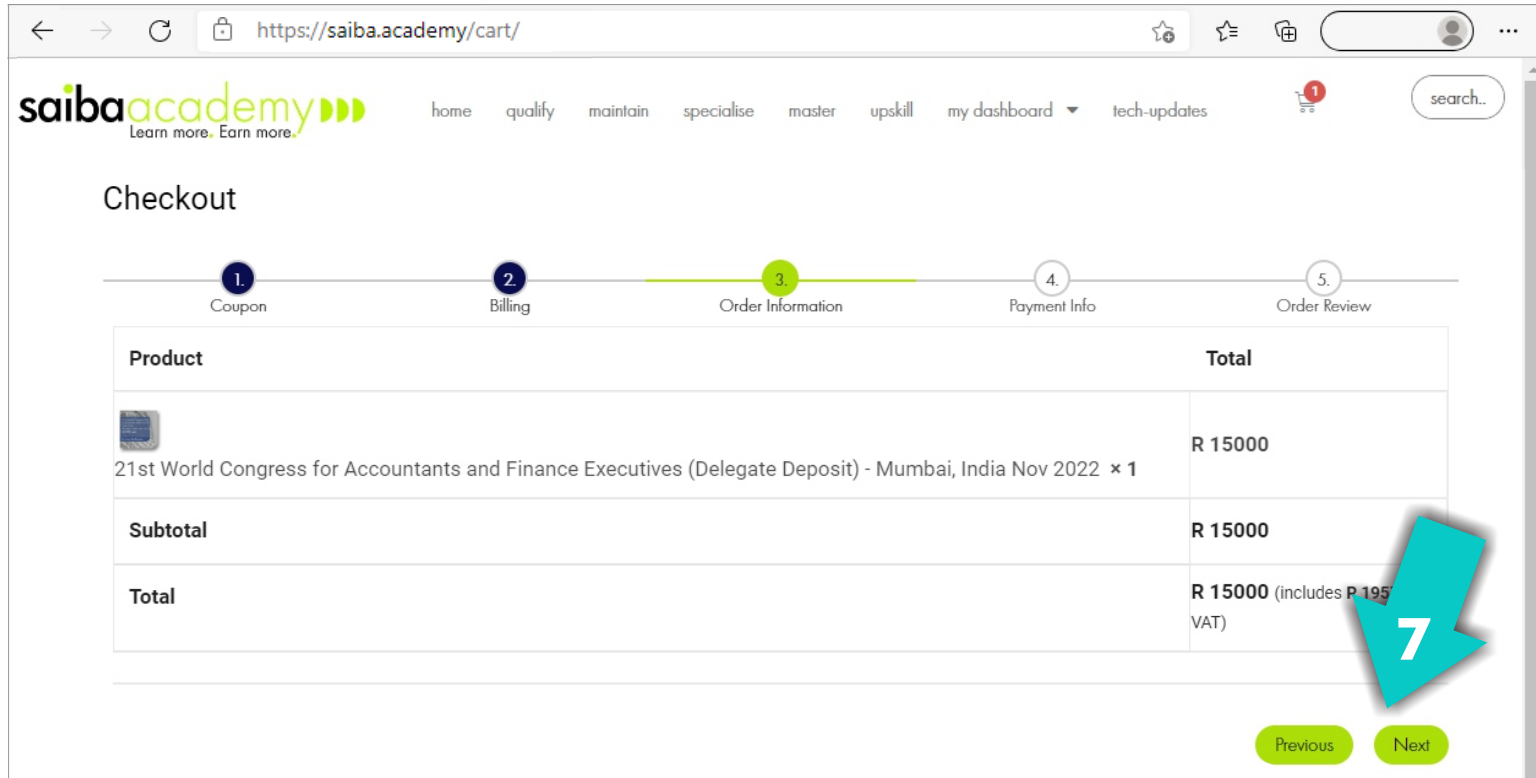
Complete the Billing information and select Next.



The screenshot shows the Saiba Academy checkout page at Step 6: Billing. The browser address bar displays <https://saiba.academy/cart/>. The page header is identical to Step 5. The checkout progress bar shows five steps: 1. Coupon, 2. Billing (highlighted), 3. Order Information, 4. Payment Info, and 5. Order Review. The billing form includes fields for "First name *", "Last name *", "Company name (optional)", and "ID Number/Passport Number *". A large blue arrow with the number "6" points to a green "Next" button at the bottom right, next to a "Previous" button.


Step 7

Ensure the Order Information is correct and select Next.



Checkout

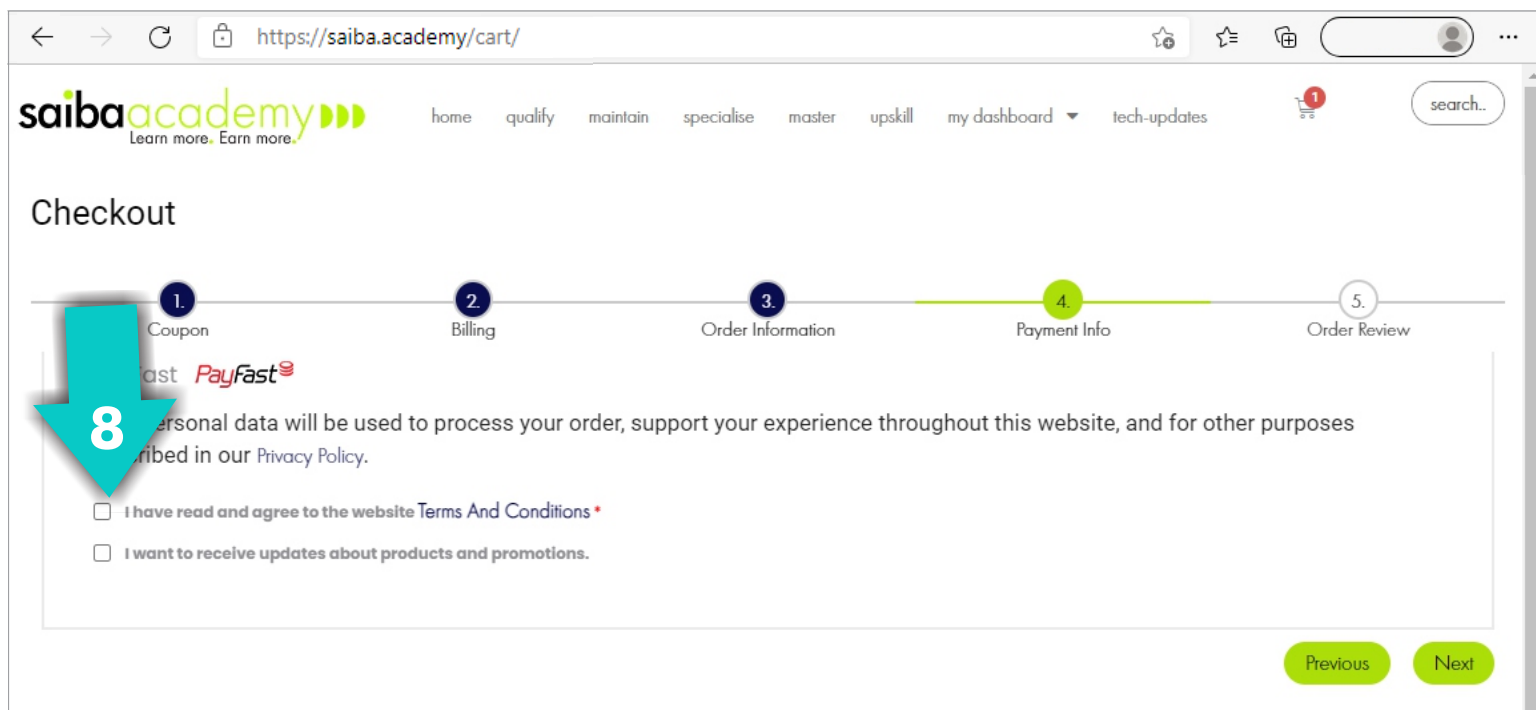
1. Coupon 2. Billing 3. Order Information 4. Payment Info 5. Order Review

Product	Total
 21st World Congress for Accountants and Finance Executives (Delegate Deposit) - Mumbai, India Nov 2022 × 1	R 15000
Subtotal	R 15000
Total	R 15000 (includes R 195 VAT)

Previous Next

Step 8

Read the terms and conditions and select the tickbox. Select Next.



Checkout

1. Coupon 2. Billing 3. Order Information 4. Payment Info 5. Order Review

fast **PayFast**

Personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our Privacy Policy.

☐ I have read and agree to the website Terms And Conditions *

☐ I want to receive updates about products and promotions.

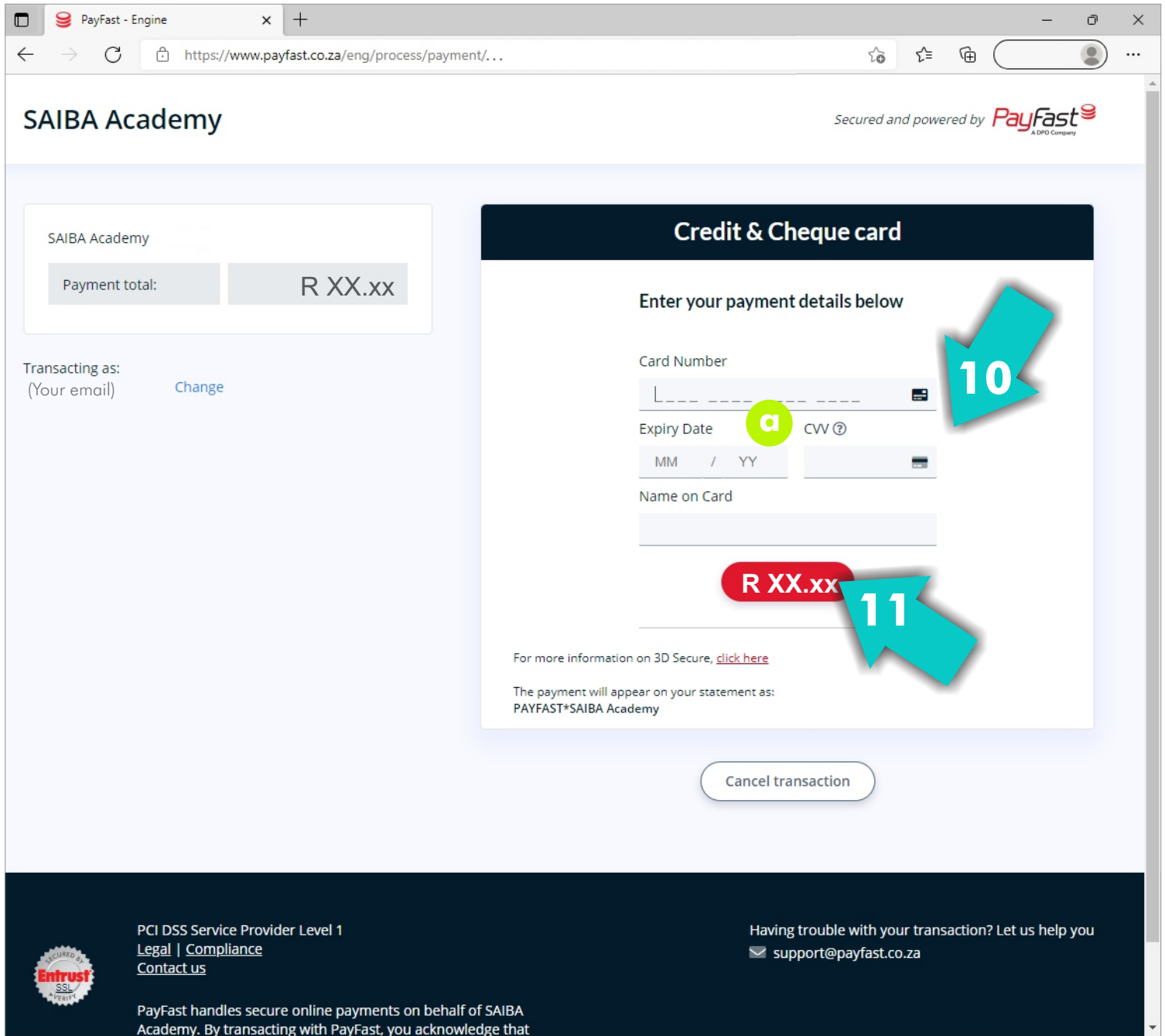
Previous Next

Select Place Order to process the payment.



Step 10

You will be redirected to the Payfast website.
Complete your credit/debit card information.



SAIBA Academy Secured and powered by **PayFast** A DPO Company

SAIBA Academy

Payment total: R XX.xx

Transacting as:
(Your email) [Change](#)

Credit & Cheque card

Enter your payment details below

Card Number

Expiry Date CVW

Name on Card

R XX.xx

For more information on 3D Secure, [click here](#)

The payment will appear on your statement as:
PAYFAST*SAIBA Academy

[Cancel transaction](#)

PCI DSS Service Provider Level 1
[Legal](#) | [Compliance](#)
[Contact us](#)

Having trouble with your transaction? Let us help you
✉ support@payfast.co.za

PayFast handles secure online payments on behalf of SAIBA Academy. By transacting with PayFast, you acknowledge that

a The CVW refers to the last 3 numbers at the back of your credit card.

Step 11

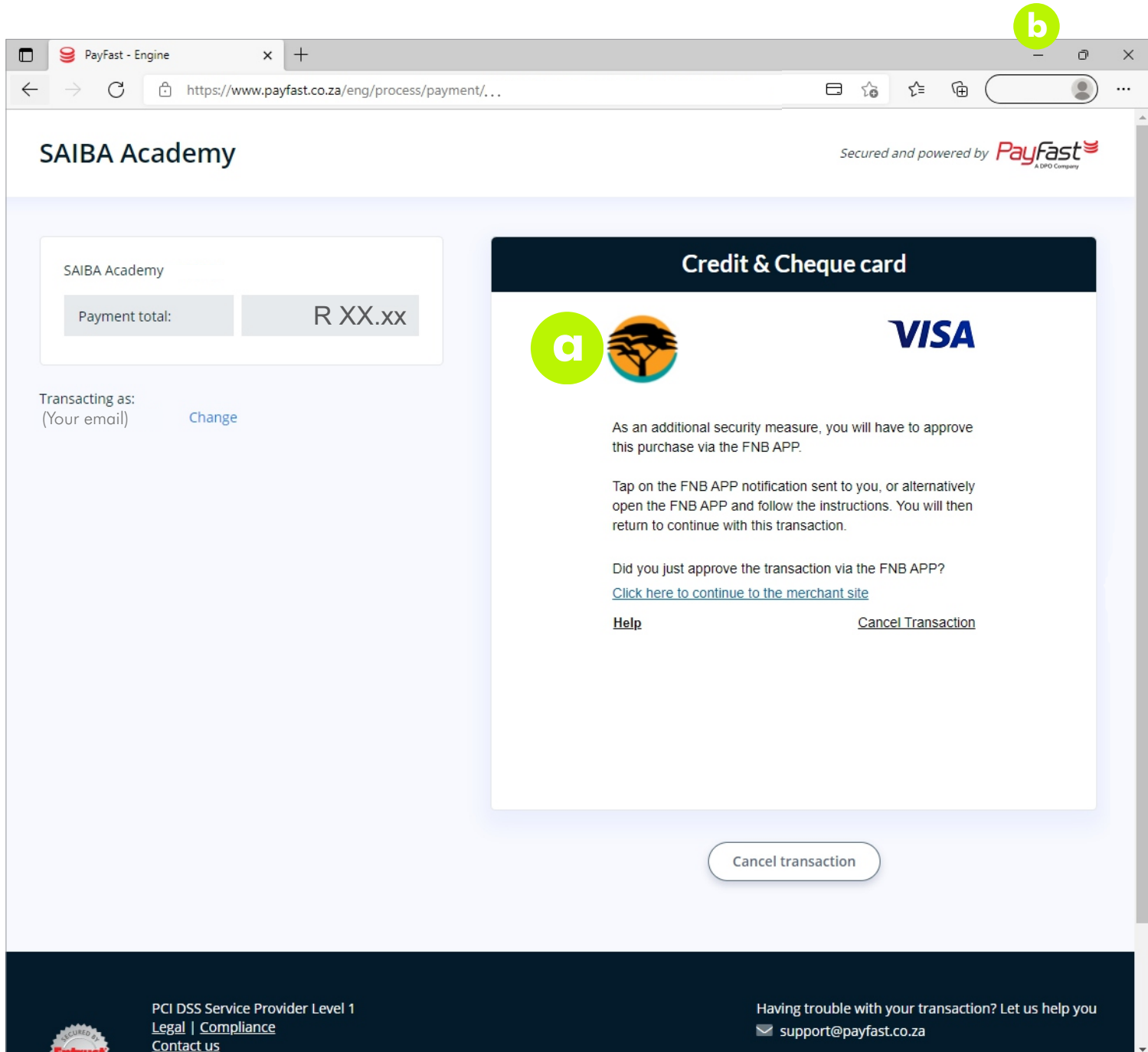
Select the PAY button.

Regarding Payfast:

Payfast is one of South Africa's leading payment gateways and independent from SAIBA. Your bank information is not managed or obtained by SAIBA Academy's platform. Should your bank information change, please contact Payfast directly to change the details.
Tel: 021 300 4455 or Email: support@payfast.co.za

Step 12

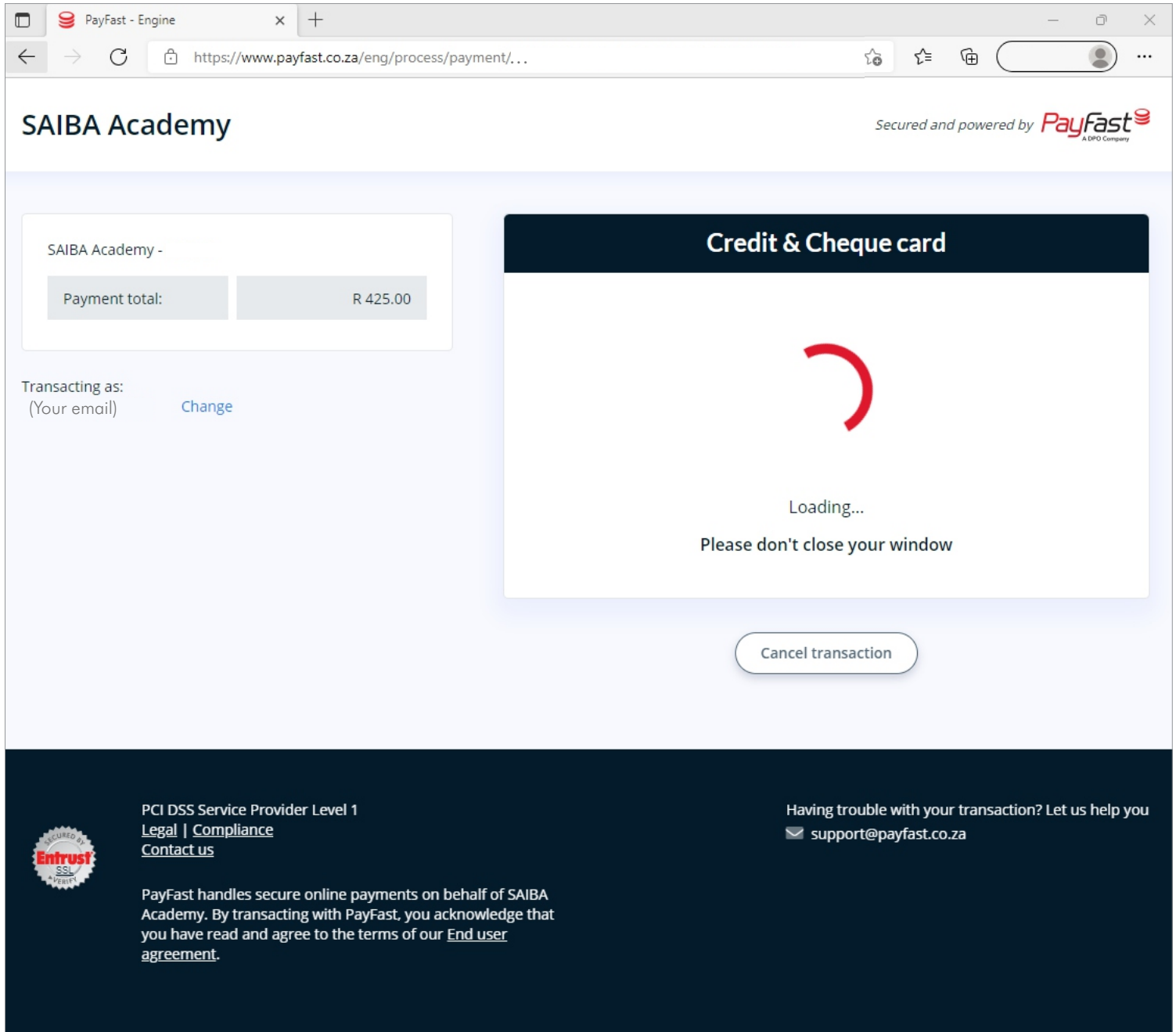
You will be redirected to your financial institution's application.
Approve the purchase from within your online banking application, without closing the SAIBA Academy Payfast page. You can minimise the page, but do not close the page.



- a** Your own financial institution's logo will be displayed
- b** Minimize the page by selecting the - icon. This will not close the page

Step 13

After you have approved the transaction from within your online banking app, return to the SAIBA Academy Payfast page and wait during the loading process.




The screenshot shows a web browser window with the URL <https://www.payfast.co.za/eng/process/payment/...>. The page header includes the SAIBA Academy logo and the text "Secured and powered by PayFast A DPO Company".

On the left side, there is a summary box for "SAIBA Academy -" showing a "Payment total: R 425.00". Below this, it says "Transacting as: (Your email)" with a "Change" link.

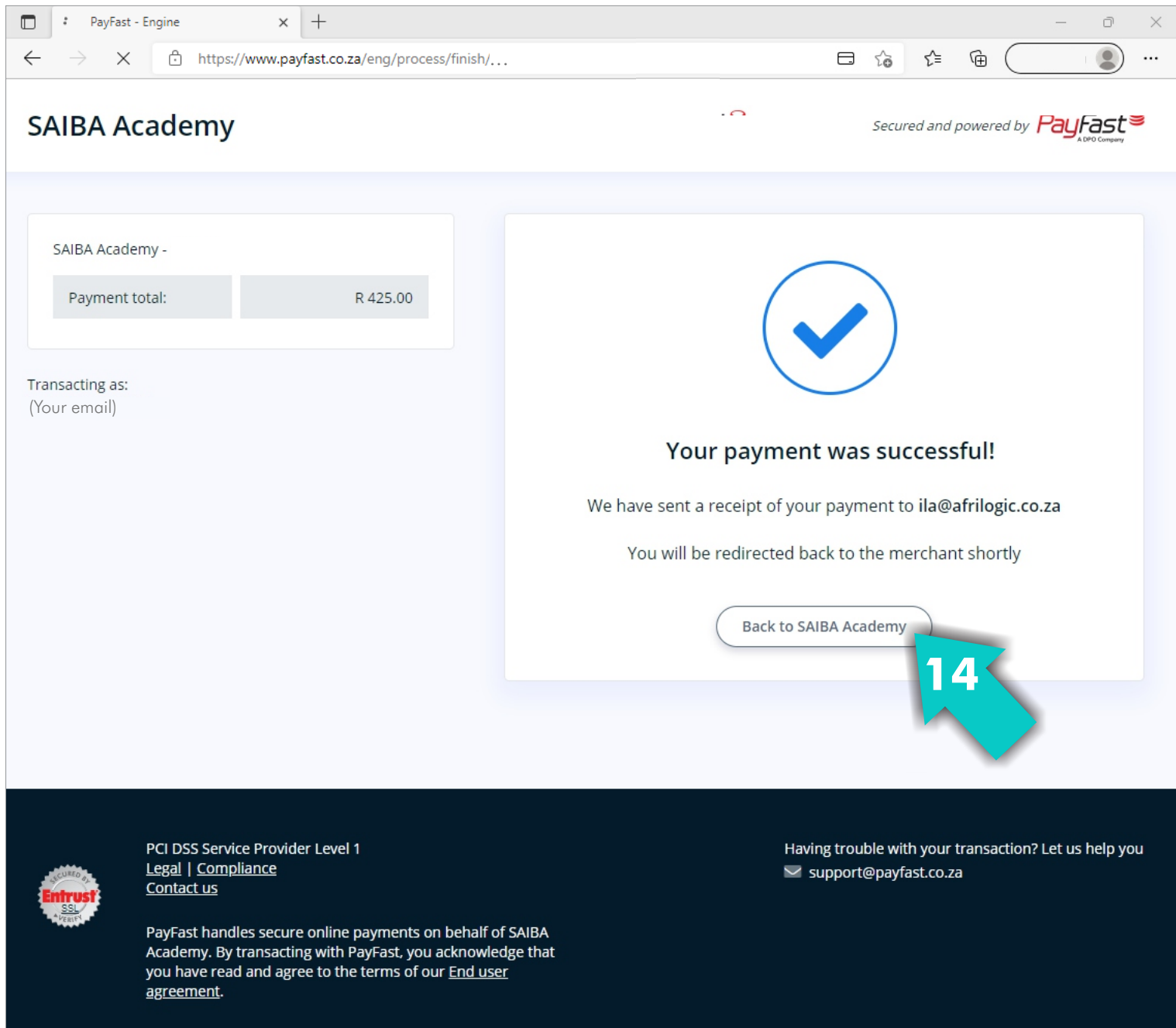
The main content area is titled "Credit & Cheque card" and displays a large red loading spinner. Below the spinner, the text reads "Loading..." and "Please don't close your window". At the bottom of this section is a "Cancel transaction" button.

The footer contains the following information:

-  PCI DSS Service Provider Level 1
[Legal | Compliance](#)
[Contact us](#)
- PayFast handles secure online payments on behalf of SAIBA Academy. By transacting with PayFast, you acknowledge that you have read and agree to the terms of our [End user agreement](#).
- Having trouble with your transaction? Let us help you
support@payfast.co.za

Step 14

You will receive a confirmation message on the Payfast page.
Select BACK TO SAIBA ACADEMY.



The screenshot shows a web browser window with the URL <https://www.payfast.co.za/eng/process/finish/...>. The page header includes the SAIBA Academy logo and the text "Secured and powered by PayFast A DPO Company". The main content area displays a confirmation message: "Your payment was successful!" with a large blue checkmark icon. Below this, it states: "We have sent a receipt of your payment to ila@afirilogic.co.za" and "You will be redirected back to the merchant shortly". A button labeled "Back to SAIBA Academy" is visible. On the left, a summary box shows "SAIBA Academy -" and "Payment total: R 425.00". Below this, it says "Transacting as: (Your email)". A large red arrow with the number "14" points to the "Back to SAIBA Academy" button.

SAIBA Academy

Secured and powered by **PayFast**
A DPO Company

SAIBA Academy -

Payment total: R 425.00

Transacting as:
(Your email)

Your payment was successful!

We have sent a receipt of your payment to ila@afirilogic.co.za

You will be redirected back to the merchant shortly

[Back to SAIBA Academy](#)

14

PCI DSS Service Provider Level 1
[Legal](#) | [Compliance](#)
[Contact us](#)

PayFast handles secure online payments on behalf of SAIBA Academy. By transacting with PayFast, you acknowledge that you have read and agree to the terms of our [End user agreement](#).


Having trouble with your transaction? Let us help you
✉ support@payfast.co.za


Step 15


You will receive a confirmation from SAIBA Academy regarding your order.

[←](#)
[→](#)
[↻](#)
<https://saiba.academy/checkout/order-received/...>

[☆](#)
[☆](#)
[🔖](#)


...

saibaacademy
HOME
QUALIFY
MAINTAIN
SPECIALISE
MASTER
UPSKILL
MY DASHBOARD
LOGOUT
R 0 

SEARCH COURSES 

Checkout

Thank you. Your order has been received.
The product was loaded to your profile. Select MY DASHBOARD | MY COURSES
and select the START button next to the product name to view the content.

ORDER NUMBER:
XXXXX

DATE:
dd-mm-yyy

EMAIL:
your email

TOTAL:
R 425

PAYMENT METHOD:
PayFast

ORDER DETAILS	
Product	Total
EXCELLENT CUSTOMER SERVICE × 1	R 425
Subtotal:	R 425
Payment method:	PayFast
Total:	R 425 (includes R 55 VAT)

ORDER AGAIN

Billing Fields

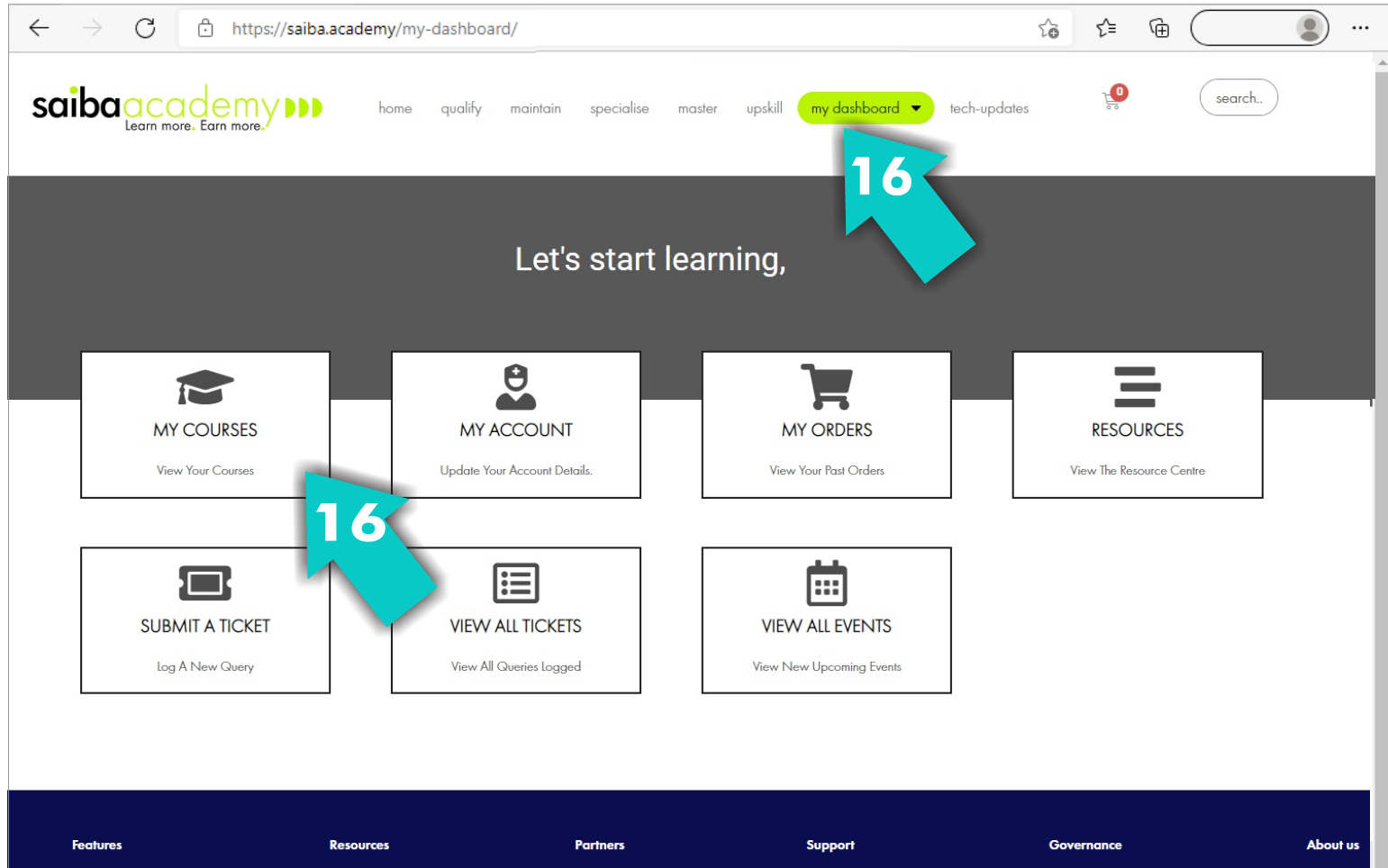
ID Number/Passport Number:	XXXXX
VAT Number:	XXXXX

BILLING ADDRESS


XXXXX



Step 16

To view the content select My Dashboard and then My Courses



The screenshot shows the 'my dashboard' page of the Saiba Academy website. The browser address bar displays 'https://saiba.academy/my-dashboard/'. The navigation menu includes 'home', 'qualify', 'maintain', 'specialise', 'master', 'upskill', 'my dashboard' (highlighted with a green background and a red arrow labeled '16'), and 'tech-updates'. A search bar is located on the right. The main content area features a dark grey header with the text 'Let's start learning,'. Below this, there are seven white boxes arranged in two rows. The first row contains 'MY COURSES' (with a graduation cap icon and a red arrow labeled '16'), 'MY ACCOUNT' (with a person icon), 'MY ORDERS' (with a shopping cart icon), and 'RESOURCES' (with a list icon). The second row contains 'SUBMIT A TICKET' (with a ticket icon), 'VIEW ALL TICKETS' (with a list icon), and 'VIEW ALL EVENTS' (with a calendar icon). The footer is a dark blue bar with links to 'Features', 'Resources', 'Partners', 'Support', 'Governance', and 'About us'.

← → ↻ <https://saiba.academy/my-dashboard/>  ...

saibaacademy  home qualify maintain specialise master upskill **my dashboard** tech-updates  search..

Let's start learning,

MY COURSES
View Your Courses

MY ACCOUNT
Update Your Account Details.

MY ORDERS
View Your Past Orders

RESOURCES
View The Resource Centre

SUBMIT A TICKET
Log A New Query

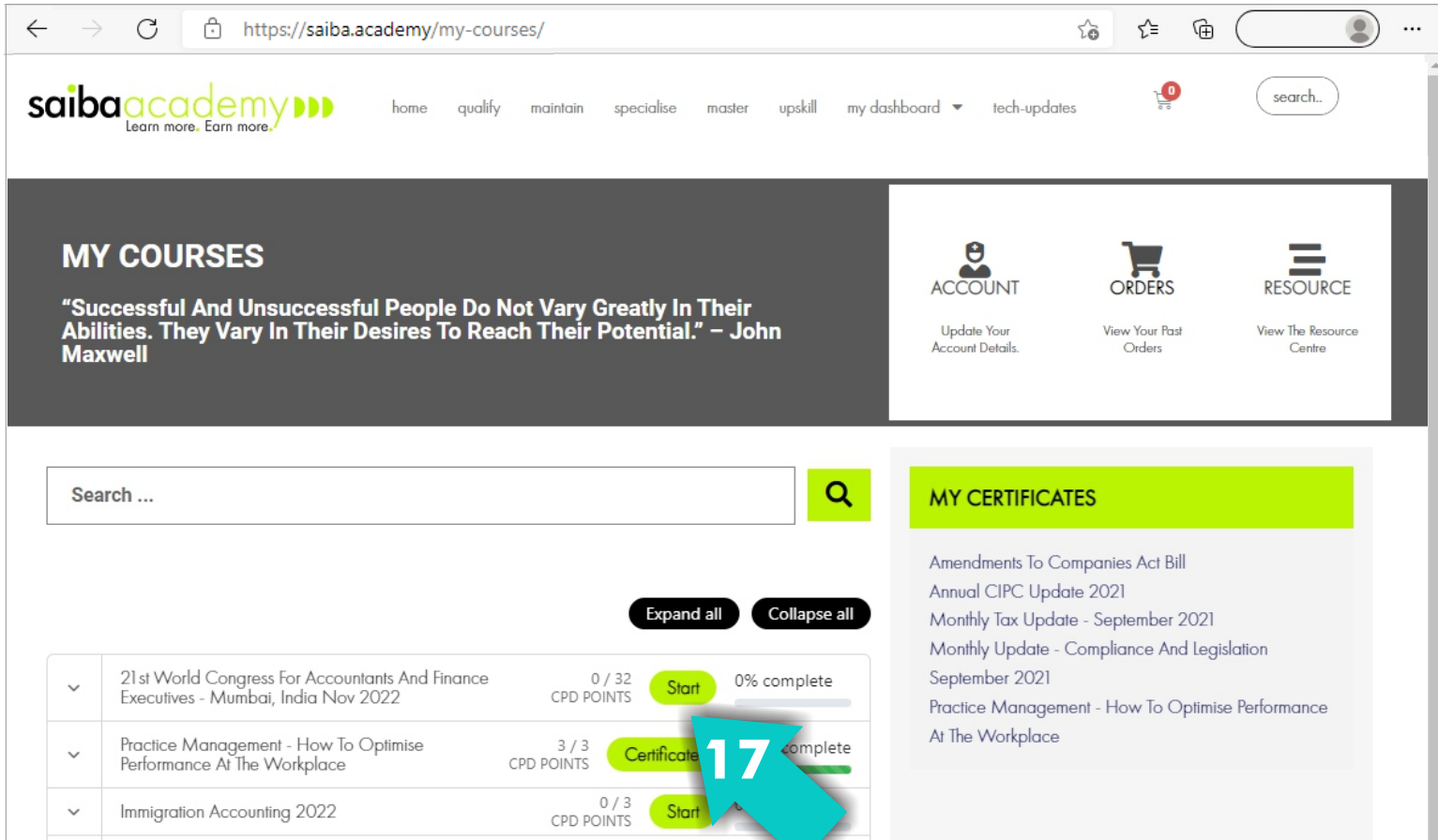
VIEW ALL TICKETS
View All Queries Logged

VIEW ALL EVENTS
View New Upcoming Events

Features Resources Partners Support Governance About us

Step 17

Select Start or Resume next to the content you would like to view.



The screenshot shows the Saiba Academy website interface. The top navigation bar includes the Saiba Academy logo, a search bar, and links for home, qualify, maintain, specialise, master, upskill, my dashboard, and tech-updates. The main content area is titled 'MY COURSES' and features a quote by John Maxwell. Below this is a search bar and a table of courses. A large blue arrow with the number '17' points to the 'Start' button for the course 'Practice Management - How To Optimise Performance At The Workplace'.

MY COURSES

“Successful And Unsuccessful People Do Not Vary Greatly In Their Abilities. They Vary In Their Desires To Reach Their Potential.” – John Maxwell

ACCOUNT ORDERS RESOURCE

Update Your Account Details. View Your Past Orders View The Resource Centre

Search ...

Expand all Collapse all

▼	21st World Congress For Accountants And Finance Executives - Mumbai, India Nov 2022	0 / 32 CPD POINTS	Start	0% complete
▼	Practice Management - How To Optimise Performance At The Workplace	3 / 3 CPD POINTS	Certificate	complete
▼	Immigration Accounting 2022	0 / 3 CPD POINTS	Start	

MY CERTIFICATES

- Amendments To Companies Act Bill
- Annual CIPC Update 2021
- Monthly Tax Update - September 2021
- Monthly Update - Compliance And Legislation September 2021
- Practice Management - How To Optimise Performance At The Workplace

Step 18

Click on the Documents Library section.

[←](#)
[→](#)
[↻](#)
<https://saiba.academy/courses/21st-world-congress-for-accountants-and-finance-executives-mumbai-india-nov-2022/>
[★](#)
[🔖](#)

saibaacademy
Learn more. Earn more.

[home](#)
[qualify](#)
[maintain](#)
[specialise](#)
[master](#)
[upskill](#)
[my dashboard](#)
[tech-updates](#)

0

21ST WORLD CONGRESS FOR ACCOUNTANTS AND FINANCE EXECUTIVES – MUMBAI, INDIA NOV 2022

0% COMPLETE 0/2 Steps

MUMBAI, INDIA
16-25 Nov 2022

TRAVEL
LEARN
GROW
NETWORK

We are very excited to share this experience with you and are looking forward to meet you in person and discover new insights at the Congress.

We will be loading the event information here and you can revisit the information with ease. If you haven't done so yet, bookmark the SAIBA Academy url on all your devices for ease of reference: <https://Saiba.Academy/>

You can find a copy of the tour brochure [Here](#).

0% COMPLETE 0/2 Steps

Course Content

☐ Q&A Forum – WCOA India

☐ Documents Library

18

Step 19

Ensure your documents are saved to your electronic device and ready for upload.
Use the following naming conventions for the delegate when saving the document:

- Surname, Initial - D1 Booking
- Surname, Initial - D2 Passport
- Surname, Initial - D3 Visa
- Surname, Initial - D4 Vaccine
- Surname, Initial - D5 Travel Insurance

Use the following naming conventions for the partner when saving the document:

- Surname, Initial - P1 Booking
- Surname, Initial - P2 Passport
- Surname, Initial - P3 Visa
- Surname, Initial - P4 Vaccine
- Surname, Initial - P5 Travel Insurance

Select Browse, select the document from your device and select “Open” from your device’s explorer. The name will be displayed next to the Browse.
Select Upload.

The screenshot shows the SAIBA Academy web application interface. The browser address bar displays the URL: <https://saiba.academy/lessons/documents-to-be-uploaded/>. The page header includes a progress bar showing "0% COMPLETE 0/2 Steps" and a "Previous Lesson" link. The sidebar on the left lists the course "21st World Congress For Accountants And Finance Executives – Mumbai, India Nov 2022" with sub-items "Q&A Forum – WCOA India" and "Documents Library". The main content area contains the instruction: "Please upload the documentation below as separate pdf's:" followed by a list of five required documents: 1. Signed WCOA 2022 Booking Form, 2. Copy of your passport, 3. Copy of your visa, 4. Proof of Vaccine/s, and 5. Proof of Travel insurance. Below this is an "Assignments" section with a header "0/0 Approved" and a sub-header "Upload Assignment (Maximum upload file size: 10M Allowed file types: pdf, xls, doc)". The upload form includes a "Browse" button, a text field showing "No file selected" and "File name", and an "UPLOAD" button. Two large blue arrows with the number "19" point to the "Browse" button and the "UPLOAD" button respectively.

Step 20

The message, "Assignment successfully uploaded" will be displayed, when the document was successfully uploaded.
Ensure your documents are saved to your electronic device and ready for upload.
Use the following naming conventions for the delegate when saving the document:
You will be allowed to load 5 separate documents.

Surname, Initial - D1 Booking

Surname, Initial - D2 Passport

The message "You have an assignment awaiting approval" will be displayed until all required documents were loaded.

Surname, Initial - D3 Visa

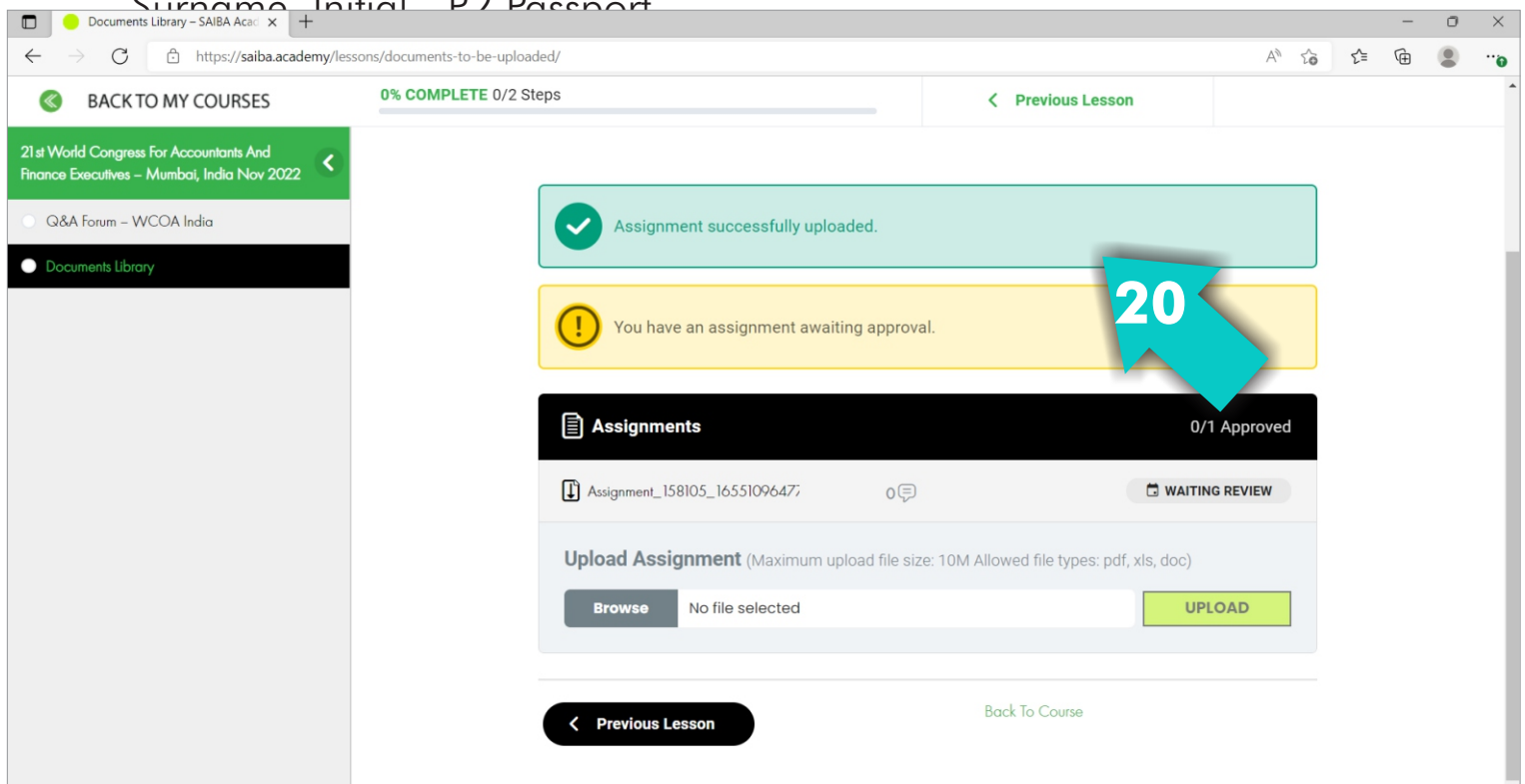
Surname, Initial - D4 Vaccine

Surname, Initial - D5 Travel Insurance

You can exit and return at a later stage to upload outstanding documentation.
Use the following naming conventions for the partner when saving the document:

Surname, Initial - P1 Booking

Surname, Initial - P2 Passport



The screenshot shows the Saiba Academy interface. On the left, there is a sidebar with a green header "21st World Congress For Accountants And Finance Executives – Mumbai, India Nov 2022" and a list of items: "Q&A Forum – WCOA India" and "Documents Library". The main content area shows a progress bar at the top indicating "0% COMPLETE 0/2 Steps". Below the progress bar, there are two messages: a green one saying "Assignment successfully uploaded." and a yellow one saying "You have an assignment awaiting approval." A large blue arrow with the number "20" points to the green message. Below these messages, there is a section titled "Assignments" with a sub-header "0/1 Approved". It shows a single assignment "Assignment_158105_16551096477" with a status of "WAITING REVIEW". Below this, there is an "Upload Assignment" section with a note "(Maximum upload file size: 10M Allowed file types: pdf, xls, doc)". It includes a "Browse" button, a text field showing "No file selected", and an "UPLOAD" button. At the bottom, there are two buttons: "Previous Lesson" and "Back To Course".