Commonwealth Businesswomen’s Network and Commonwealth Business Forum

Non-EAC delegates payment procedures

CBF and CBWN have agreed a procedure for non-EAC delegates to enjoy the CBF preferential group rate of $350 without paying in one lump sum. Each individual delegate may pay via bank transfer.

The process will be:

- CBF team in Kigali will upload the names and emails for CBWN non-EAC delegates submitted by CBWN.

- This will trigger a personal invitation from the accreditation system to the delegate via email.

- The delegate then follows the accreditation process on the system until the point of payment.

- The delegate then pays the CBF group price, $350 through bank transfer using their ID or passport number as identification.

- The bank account details for the Commonwealth Business Forum are:
  Bank name: National Bank of Rwanda
  Account Name: RDB CBF
  Account Number: 1000055197
  Account currency: USD

- Once the payment is received, the CBF team will mark the delegate as paid.

- The accreditation process will then go back into automatic mode with the delegate receiving an email confirming their acceptance.

Please contact CBWN with any questions or concerns. We do request that delegates leave five days between submitting payment and following up. Part of the process is a security check which can take three days.

We are looking forward to seeing you in Kigali in June!

The Commonwealth Business Forum Team at Rwanda Development Board