

Corporate Training - Registration Form

Organization			
Name of company		Contact Person :	
Address			
Tel		Fax :	Email :

Participant <i>(Please fill in BLOCK Letters)</i>			
Name		Designation :	
NRIC/Passport No.		H/P No:	Email :

(Please use page 2 for more than one nominee)

Course to Participate			
Course	Course Location	Dates of Training	Number of Nominees

Payment: An invoice will be issued for you to effect payment.

We confirm the above registration:

Name: _____ Signature: _____ Date: _____

Administration Details:

Registration is considered as confirmed upon full payment is made.

All cancellations must be made in writing. There will be no charge for cancellation received 15 or more working days before the start of the course. Cancellation received 7-14 working days before the start of the course is subject to a cancellation fee of 50% of the course fees. Cancellation received less than 7 working days before the start of the course is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the course, the full course fees are still payable. However, replacement can be accepted at no additional cost.

10% (or stated otherwise) group discount is applicable for registration of three (3) or more participants for the same course and of the same billing source.

We reserves the right to change the facilitator, venue, reschedule or cancel the course and all efforts will be taken to inform participants of the changes.

Upon submission of this form, our customer service will revert to you with necessary documents and updates to you or your representative!

Name of company		Contact Person :
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List of Participants *(Please fill in with BLOCK Letters)*

1. Name		Designation :
NRIC/Passport No.		H/P No: Email :

2. Name		Designation :
NRIC/Passport No.		H/P No: Email :

3. Name		Designation :
NRIC/Passport No.		H/P No: Email :

4. Name		Designation :
NRIC/Passport No.		H/P No: Email :

5. Name		Designation :
NRIC/Passport No.		H/P No: Email :

6. Name		Designation :
NRIC/Passport No.		H/P No: Email :

7. Name		Designation :
NRIC/Passport No.		H/P No: Email :

8. Name		Designation :
NRIC/Passport No.		H/P No: Email :