



TRAINING REGISTRATION FORM

IJCS Sdn Bhd,
A-0-3 Ground Floor, Anjung Hijau Apartment,
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**Pembangunan
Sumber Manusia
Berhad**

ATTENDEE(S)'S PARTICULARS

No	NAME	EMAIL	DESIGNATION	FEES(RM)
1.				
2.				
3.				
Note : Please attached a separate sheet for more participant				RM
VEGETARIAN (pax) :		N/A		TOTAL FEES :

Course/Program :	Course Date :
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COMPANY'S REFERENCE / CONTACT PERSON / BILLING ADDRESS

Name of Organization			
Type of Organization	Government <input type="checkbox"/>	Non-Government <input type="checkbox"/>	Other(specify) <input type="text"/>
Address of Organization			
Contact Person for Billing	Name: <input type="text"/>	Fax : <input type="text"/>	
	Tel : <input type="text"/>	Email : <input type="text"/>	
Billing Address (if different from above)			

TERMS AND CONDITIONS

<p>Confirmation and Reservation:</p> <ol style="list-style-type: none"> Reservation will be confirmed upon receipt of a Purchase Order or Full Payment of Course Fee 10 working day before the class commence. Cheque should be crossed and made payable to "IJCS Sdn Bhd" <p>Withdrawal of Reservation :</p> <ol style="list-style-type: none"> If written notice of withdrawal is given 10 calendar days before course/program commencement,full refund of course will be entitled. If written notice of withdrawal is given less than 10 calendar days before course/program commencement, a 50% penalty charges will be levied. Refund will not be entertained for NO SHOW cases. Replacement is allowed. 	<p>Cancellation of course :</p> <ol style="list-style-type: none"> IJCSCS Sdn Bhd reserves right to ammend or postpones courses. <p>Completion Certificates :</p> <ol style="list-style-type: none"> Certificate of attendance will be awarded to participant with a minimum of 75% attendance. Certificates MUST be collected within three months upon notification. <p>Others :</p> <ol style="list-style-type: none"> All participants are to observe the Copyright Law on Intellectual properties such as software and courseware. All classes will be conducted at our training venue, from 9am - 5 pm, unless specified.
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ACCEPTANCE

We hereby agree to abide by terms and conditions and the course schedule as stipulated by **IJCSCS Sdn Bhd.**

Authorized Signatory / Name

Company stamp

Date