**REGISTRATION FORM (iTrainingExpert.com)**

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| **TRAINING REGISTRATION FORM (PUBLIC PROGRAM)** |
| **Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations. It is our policy to receive full HRD Corp required documentations before the course commence.  This is to avoid any miscommunication, delay and complications in the HRDC claim process. Once all documents are received, you shall received the Admission Letter to the training event.** |
| Registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Training Programme Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Training Programme Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fee per pax (RM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total (RM) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **No** | **Participant Full Name** | **Job Title** | **Contact No (Mobile)** | **Email** | **\*IC No** (Applicable if claim HRDC) | **HRDC** (Yes / No) | **Gender** [M / F] (Applicable if claim HRDC) | **\*Meal Preference** (Normal / Vegan) If applicable | | 1 |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |   Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Contact Person In charge (The Client)**  Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Is Vendor Registration required? * Are you claiming for SBL-KHAS HRD CORP? If yes, I agree to complete the HRDC full documentation (Grant Approval number, T3 & JD form) before the course commence. If my company fails to receive the Grant approval from HRDCorp, we will pay for the training.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorised Signature  (Director/ Head of Department/ Authorised MANAGER) Company Stamp  *By submitting this form, I have read and accept the terms and conditions stated.*  **PLEASE EMAIL to** [**info@itrainingexpert.com**](file:///C:\Users\user\AppData\Local\Microsoft\Sue%20Boey\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\EQDWLOD5\info@itrainingexpert.com)  **For enquiry, please contact us at +603 8074 9056 | +6012 6869 628** **Payment terms and condition:**  Please make bank transfer to: "ITRAININGEXPERT GLOBAL PLT”.  Co Reg: LLP 0000201LGN  Bank into "CIMB BANK BERHAD". Bank Account No: 800 356 1683.  Swift Code: CIBBMYKL. SST ID: B16-1902-32000111  **PUBLIC PROGRAM TERMS & CONDITIION**  **PAYMENT AGREEMENT**   1. iTrainingExpert shall confirm all registrations latest by one (1) week before the commencement of the programme. 2. To register, please complete this Registration Form and email a signed scanned copy to <mailto:info@itrainingexpert.com> or register online. Reservation or Registration by Telephone WILL NOT BE ACCEPTED. 3. Participants not from Klang Valley (Malaysia) or overseas are advised to call iTrainingExpert before making any air-travels and hotel payments. iTrainingExpert shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements. 4. An invoice will be emailed to you upon acceptance of the Registration Form. An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent. A late payment of 10% is chargeable to default payments, 5. Confirmation letter will be issued to participants once payments have been received. All payments must be banked into the organiser’s bank account and email the payment slip as proof of payment. 6. Please make cheque payable to: "***ITRAININGEXPERT GLOBAL PLT"*** 7. *Bank into* ***"CIMB BANK BERHAD"****. Bank Account No:* ***800 356 1683****. Swift Code:* ***CIBBMYKL****.* 8. *Our SST ID:* ***B16-1902-32000111***.   **CANCELLATION POLICY**   1. Once a registration is confirmed, NO CANCELLATION IS ALLOWED. If the registered delegate is unable to attend, a substitute is allowed without payment of an administration fee.  |  |  |  | | --- | --- | --- | | **Condition** | **For PAID Registrants** | **For UNPAID Registrants** | | Cancellation more than 14 working days prior to training | Full refund | Not Applicable | | Cancellation less than 14 working days but more than 7 working days prior to training | 10% administration fee chargeable | 10% administration fee chargeable | | Cancellation less than 7 working days prior to training | No refund | Full fees chargeable | | Participant no-show | No refund | Full fees chargeable |  1. All cancellation must be done in writing (letter/email) to iTrainingExpert Global PLT. 2. A full (100%) refund may be granted if the course is cancelled by the organiser. The organiser reserves the right to postpone or cancel any course and/or change instructors at any time. 3. Late payment is subject to “**1.5% late payment interest per month, on daily rest**”.   **HRD CORP POLICY \*The client is defined as the company / contact person that sign agrees to engage our services. \*\*All refundable credit card payments will be deducted 4% to cover payment gateway surcharge** 1) If the client is claiming this training as SBL-KHAS FROM HRD CORP, the client is responsible submit the approval and grant application number from HRD CORP for our record no less than ONE working day before the training starts. 2) Should the client failed to apply for SBL-Khas, failed to supply the grant application number or the claim HRD CORP IS rejected, the training fees stipulated in the registration form will be wholly borne by the client’s company.  3) The client agrees to undertake the full payment of the training fees, together with any overdue such as late interest payments.  4) All documents required by HRD Corp (T3 and JD Form) must be stamped and signed and send to organiser before the course commence. This is to avoid any miscommunication, delay and complications in the HRDC claim process. Once all documents are received, delegate will receive the Admission Letter to the training event  **DATA PROTECTION** Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). No personal information provided will be used, sold or shared with unauthorised parties.  **PROGRAM POLICY** Please note that consultant and topics are confirmed at the time of publishing. However, should circumstances beyond the control of the organizer may occur, we reserve the right to alter or modify the advertised speakers/ topics/ dates if necessary.    **ORGANIZER’S RIGHT TO CANCEL OR RESCHEDULE**  We reserve the right to cancel or reschedule any program or course. In the event that, the organizer cancels a program or course, a full refund of the amount paid for the program or course will be issued or applied as a credit toward a rescheduled program or course.    We cannot and do not assume responsibility for any other costs (i.e. non-refundable airline tickets or hotel reservations) or damages (including consequential, exemplary, incidental, or tort damages) or for any lost profits resulting from the rescheduling or cancelling a program or course. Email to [info@itrainingexpert.com](mailto:info@itrainingexpert.com) with any questions or concerns. |