

# TRAINING REGISTRATION FORM

Course Name					
Course Date				HRDC Claim Payable	/
Participants Full Name	I/C Number	Position & Department	Company Address	E-mail	Contact Number
Authorized Department Approval Details					
Name		Contact Number & Email		Signature & Date	
For Billing Purpose, please provide the mandatory details as below:					
Company Name					
Company Address					
Phone Number		Fax Number			
HR / Finance Contact Name		Position			
Email Address		Department			

**Note:** A training confirmation email with the training details such as confirmed date, location, trainers name and other related documents will be sent to the above address. Please ensure that you have provided a valid company / email address where you will be able to retrieve your mail

## TERMS & CONDITIONS

### TRAINING REGISTRATION:

- ❖ Training Registration form should be filled up completely as an incomplete registration form will not be accepted.
- ❖ Training registration form should be submitted (15) days before the commencement of the course.
- ❖ Please email completed Training registration form to [sales@ipecsystems.com.my](mailto:sales@ipecsystems.com.my)
- ❖ Special rates are given for company's who send more than 3 participants. Please call us for more details.
- ❖ Please take note, for the participant who use their own vehicle, kindly use touch N go card to enter the parking with minimum RM15

### CANCELLATION / RESCHEDULING:

- ❖ IPEC Project Systems Sdn Bhd reserves the right to cancel / re-schedule the course at any time.
- ❖ Should participants require to cancel / re-schedule the course, please call IPEC Project Systems Sdn Bhd at least (5) working days before the commencement of the course.
- ❖ 50% payment will be required should you cancel the class (5) working days before the commencement of the course.
- ❖ Participant will be charged the full charges for "No show".
- ❖ Name change of participant is acceptable. However, please notify IPEC Project Systems Sdn Bhd in advance.

### PAYMENT:

- ❖ Full payment is **required** before the commencement of the course upon receipt of invoice.
- ❖ Payment is to be made to IPEC Project Systems Sdn Bhd. The payment details will be stated in the invoice.
- ❖ Please scan a copy of the payment slip and notify IPEC Project Systems Sdn Bhd once payment has been made.

***Should you have any inquiries related to training matters please do not hesitate to call IPEC Project Systems Sdn Bhd.***