

REGISTRATION FORM



UMW TRAINING CENTRE SDN BHD (1156009-V)
No 10, Jalan Utas 15/7
P.O. Box 7052
40915 Shah Alam,
Selangor Darul Ehsan

ATTENTION:
Zakariya Masdari
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Programme Title: _____
Date of Programme: _____ Programme Code: _____
Company: _____
Co. Registration No: _____
Address: _____
Telephone: _____ Fax: _____ E-mail: _____
HR/Nominating Personnel: _____ Company Website: _____

PARTICIPANTS' DETAILS		
Name	Designation	Email
(1)		
(2)		
(3)		
(4)		

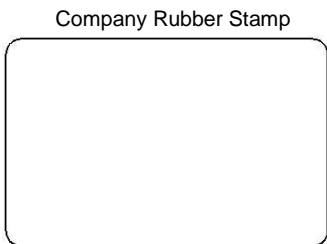
PAYMENT DETAILS (a) Cheque

Enclosed is cheque number _____ for RM _____. Cheques should be crossed and made payable to "UMW Training Centre Sdn Bhd". Please include bank charges / commissions for outstation cheques

I, the undersigned, have read and understood the Registration Policy and accept the terms contained therein.

Authorised Signature: _____
Name of authorised person: _____
Designation: _____

UTC reserves the right to alter the programme schedule and details Without prior notification.
Fees quoted are subject to terms and conditions outlined in UTC's Registration Policy.



REGISTRATION POLICY

Registration forms must be completed and submitted together with full payment of course fees to UTC before commencement of the course.

Payment can made via cash, cheque, IBG.

SUBSTITUTION OR CANCELLATION

Substitution of participant(s) is allowed provided UTC is notified in writing with the name and designation of the new participant(s) prior to commencement of the programme.

Cancellation of registration by participant is subject to the following:

- Seven (7) working days prior to commencement, 10% of course fee will be charged as administration fee
- Less than (7) working days prior to commencement date, the full course fee will be charged.
- If no notification is received by the commencement date, the full course fee will be charged.

Non-Attendance

If participant fails to attend a programme, a full course fee will be charged.

DISCLAIMER

Change of programme fees
UTC reserves the right to alter the programme fees advertised without prior notification. However, UTC will not demand for the increase in fee has been fully paid. If the programme fee is not paid at the of the fee increase, the participant will be charges the new fee accordingly.

Change of programme date, training facilitator or venue UTC reserve the right to make alternative arrangements to the above without prior notice to participants. However, every effort will be made to inform the participant of the changes.

Additional expenses

UTC shall not be responsible for any additional expenses incurred by any participant(s) in the course of attending the programme.