

To register for a course, kindly complete this form and fax to +65 6634 1995. Incomplete forms may result in delay. Please call our hot line +65 6398 3150 if you have any enquiries. (Make copies where necessary)

CLEAR FORM

Participants' Particulars		Course Title / Date	Amount (USD\$)
1 (Mr/Ms)	Mobile:		
*Email:	Job Title:		
2 (Mr/Ms)	Mobile:		
*Email:	Job Title:		
3 (Mr/Ms)	Mobile:		
*Email:	Job Title:		
Kindly ensure all participants' names are clearly spelt out as they should be shown on certificates , and all their email addresses provided. *Mandatory Certificate will be issued subject to minimum 75% attendance.			Total:

Company & Administrative Details:	
Company's Name:	Country:
Address:	Zip Code:
Contact Person:	Job Title:
*Email:	*Mobile:
Authorised Name:	*Company's Stamp:
Job Title:	
Authorised Signature:	

TERMS & CONDITIONS FOR COURSE REGISTRATION

I. Registration

Registration form with company stamp (for corporate registrations) and signature of approving authority or applicant is to be submitted at least one week prior to date of course commencement.

II. Confirmation

Upon receipt of the registration form, a confirmation reply which includes an invoice and workshop venue details will be emailed, posted and/or faxed to you. If you have not received this reply at least one week before the course, please contact us.

III. Cancellation or Replacement by Applicant

Should the applicant decide to cancel or withdraw from the course after receiving confirmation by the organiser, admin or cancellation charges base on the notice period given below will be levied:

No. of Working Days' Notice	Percentage of Payment Voided
> 10 days	10%
6 - 10 days	40%
0 - 5 days	100%

All cancellations or replacements must be sent in writing or electronic mail to the organiser. Delegate replacement from the same company is acceptable with no extra charge and must be notified to the organizer at least three (3) working days before course commencement.

IV. Cancellation by the Organiser

The organiser reserves the right to cancel, postpone or alter the content or timing of the course for factors beyond its control.

In the event when it is necessary for the organizer to cancel or reschedule a course, a full refund of the payment or alternative event dates will be made available to the applicant.

V. Registration by Overseas Delegates

Accommodation and travel arrangements for overseas delegates have to be coordinated by the applicant wherever possible. The organiser, however, will endeavour to assist the applicant. Please do not make any travel arrangement until you have received official letter of course confirmation from Telefocal.

VI. Payment & Payment Options

All payments must be made in full at least 5 (five) working days before course commencement. Please indicate the invoice number when making payments to the organiser. Should you enroll within 5 (five) days before the start date of the course, you must confirm your seat by submitting the completed registration form with full payment for the event registered. Late payment beyond payment due date shall be subject to a 2% interest penalty.

■ By Cheque (For S\$ Payment)

Please send your cheque, drawn in SG Dollars and made payable to Telefocal Asia Pte Ltd, No 33 Ubi Avenue 3, #08-37 Vertex Tower A, Singapore 408868

■ By Bank Transfer (For USD\$ payment)

Bank / Wire Transfer can be made to: **Telefocal Asia Pte Ltd**

Bank Details
DBS Bank Ltd, Singapore DBS Bank China Square Branch 8 Cross Street #01-01 PWC Building Singapore 048424 Acct No: 118-900209-0 Swift Code: DBSSSGSG Bank Code: 7171

Note: Bank charges shall be borne by the applicant.

Note: The applicant refers to the company or individual registering for the course. The organiser refers to Telefocal Asia Pte Ltd

PRINT FORM