

REGISTRATION FORM

Attn: _____

Date: _____

Company Name*			
Company Address*			
Finance Dept Contact *	Designation*		Email:
Contact Person *	Designation*		Email:
Telephone *	Fax No.*		
Purchase Order No.*	Cheque No.		

Note: * required to complete

Yes! Please register the following courses:-

	Attendee(s) Name	Designation	Course Code	Training Date	Promotion Reference No.	Courseware taken back
						MOC
1.						
2.						
3.						
4.						

Total Fee* : _____

I hereby confirm & approve the above registration.

Official Company Stamp*

Authorized Signature: _____

Name: _____

Designation: _____

TERMS and CONDITIONS. Please read and understand the terms and conditions below.

1 Payment:

- Payment shall be made payable to **Linxis Sdn Bhd.**
- Admittance will only be permitted upon receipt of full payment.
- Bank details: **RHB Bank Berhad (Account No: 21412900179280)**

2 Cancellation and Postponement

- All cancellation and postponement of registration MUST be made to Linxis Sdn Bhd in writing.
- If cancellation and postponement received: -
 - (a) More than 10 working days before the training, RM50 administrative charge shall be imposed.
 - (b) 6-10 working days of before the training, 50% of the total fees are chargeable.
 - (c) Less than 6 working days before the training, 100% of total fees chargeable but a substitute are welcome.

3 Promotion Price

- Validity of promotion price are only apply to a specific scheduled dates determine by Linxis Sdn Bhd.
- No changes on training dates are allowed to the customer.

4 Linxis Sdn Bhd reserves the right to reschedule any of the above training and venue of training.

5 Confirmation needs to be at least 2 weeks in advance before any training to start to allow the preparation of training material and instructor.