

Training date : \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

Venue : \_ \_ \_ \_ \_

Type of Payment (please tick):

- Cash
- Cheque (no ... ..)
- Local Order (Government Only)
- HRDF (invoice is not required)
- Tax invoice

• Organisation Details :

Contact Person : .....

Designation : .....

Tel : ..... Fax : ..... Email : .....

Company Stamp and Address

• Participant Details (1) :

Full name (as per IC) : .....

Designation : ..... Mobile Phone : ..... Email : .....

Highest Education level : ..... ( ) Vegetarian Meal

• Participant Details (2) :

Full name (as per IC) : .....

Designation : ..... Mobile Phone : ..... Email : .....

Highest Education level : ..... ( ) Vegetarian Meal

• Participant Details (3) :

Full name (as per IC) : .....

Designation : ..... Mobile Phone : ..... Email : .....

Highest Education level : ..... ( ) Vegetarian Meal

Please attach copy of the following :

- Identification Card (I.C)
- Degree Certificate\*
- Brief CV\*

\*certified true copy by superior or HR department

Payment Details :

- Payment should be made to "OPTIMAL SYSTEMS ENGINEERING SDN BHD" (CIMB BANK BERHAD 8007376166).
- Payment by Local Order is only for Government, Government Agencies and Government-linked companies

Terms and conditions:

**Programme Fee**

- ✓ Fee includes refreshment, course materials, and certificate.
- ✓ Admittance will only be permitted upon receipt of full payment.
- ✓ For Government, Government Agencies and Government-linked companies, guarantee letter is accepted however payment must be made within 14 working days after the completion of training.

**Cancellation/Transfer**

- ✓ Upon registration, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrolment, a cancellation/transfer policy shall be applied as follows:
    - a) Written cancellation/transfer received less than five (5) working days from the date of programme:
      - A refund (less administrative charge of 20%) will be made
      - Unpaid registrations will also be liable for 20% administrative charges
    - b) Written cancellation/no show on the day of the programme:
      - No refund will be entertained
      - Unpaid registrations will also be liable for full payment of the registration fee
      - Partial cancellation is not allowed
- Substitution of participant(s) is allowed with no additional charge provided OPTIMAL SYSTEMS ENGINEERING SDN BHD must be notified in writing of the name and designation of the new participant(s) five (5) days from the date of programme.

**Certificate of Attendance and CPD Hours**

- ✓ Upon full attendance of the programme, participants will be issued an Attendance Certificate during last day of training.
- ✓ The CPD hours will be stated in the Attendance Certificate. Participant(s) details will be submitted to ST within two (2) weeks after the programme.

**Data Protection**

- ✓ Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

**Disclaimer**

- ✓ OPTIMAL SYSTEMS ENGINEERING SDN BHD reserves the right to change the venue, facilitator, and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise. OPTIMAL SYSTEMS ENGINEERING SDN BHD also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon completion the registration form, you are deemed to have read and accepted the terms and conditions.