

# Course Registration Form

Fax back now on +60 88 499615 to reserve your place

Program	Date
Company	
Address	
Contact Person	Tel No / Fax
Email	Are you registered with HRDF? Yes <input type="checkbox"/> No <input type="checkbox"/> My COID:

<b>Participant 1</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

<b>Participant 2</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

<b>Participant 3</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

<b>Participant 4</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

<b>Participant 5</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

<b>Participant 6</b>
Name
Race / Gender
IC Number
Designation
Academic Qualification

**Remarks:** If you are under SME Training Grant, you are **REQUIRED** to attach the copy of the company latest KWSP Statement containing the names of participants.

## PAYMENT DETAILS

<input type="checkbox"/>	<b>Cheque</b>	Please make cheques payable to SABAH SKILLS & TECHNOLOGY CENTRE. Cheque No: _____
<input type="checkbox"/>	<b>EFT</b>	Electronic Fund Transfer (EFT)      Reference No: _____ Date of Transfer: _____ MAYBANK Account No 5101 430 22 828 <i>(Please fax us your bank-in slip after payment is made)</i>
<input type="checkbox"/>	<b>Credit/Debit Card</b>	We accept MasterCard, VISA, and Debit Card. A 3% service charge is applicable. Card Number _____ Expiry Date _____ CVC No: _____ Cardholder Name _____ Cardholder Signature _____

## Booking and Course

# ADMINISTRATION NOTES

### HOW TO BOOK

As course spaces are limited, it is advisable to book as far in advance as possible.

- All Course Registration Forms must be submitted to SSTC minimum 12 working days before course commencement. Submission less than 12 working days will result in registrant to be placed under next course commencement date.
- Once your registration form has been received, you will be sent a written booking confirmation. Details of program and terms and condition will be forwarded approximately 5 working days before the course.

### TERMS & CONDITIONS

By signing and returning this confirmation letter, the signatory on behalf of the stated company is subjected to the following Terms and Condition.

### PAYMENT

- All payments must be received within 5 working days or on the course date.
- All payments should be made to "Sabah Skills & Technology Centre" or banked into our **Maybank account number 5101 430 22 828**.
- Cancellation notified less than ten (10) working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- Fees will not be refunded if participants fail to show up on any day.
- All fees are inclusive of 6% GST

### NO SHOW & ADDITIONAL/SUBSTITUTE PARTICIPANTS

- Any last minute additional participants will be charged accordingly. *(does not apply to SME Training Grant companies)*
- Substitutions will be accepted at any time at no additional charge. *(does not apply to SME Training Grant companies)*
- There will be no refunds for no-show participants.

### GENERAL REQUIREMENTS

- Participants are required to register at reception on the first day of the course.
- As courses are intensive, participants are expected to attend at least 80% of the entire course to be eligible for certification.
- Smart casual business/working attire is expected at all times, unless stated otherwise. Slippers, sandals and T-shirts are strictly prohibited during the entire duration of the course.
- For certain safety related programs, full PPE is required by all participants.

### SME TRAINING GRANT TERMS & CONDITIONS

- Companies registered with HRDF (PSMB) are not eligible for the grant.
- Any last minute additional participants and participants' substitutions will not be entertained or allowed.
- Upon registration to qualify for the grant, companies must already register for a training program.
- Companies are **REQUIRED** to attach the copy of the latest KWSP Statement containing the names of registered participants.

SSTC reserves the right to change the venue, date, content or trainer of its courses at any time. In the event that the venue or date is changed SSTC will not be responsible for covering airfare, hotel or any other costs incurred by registrants. In the event that SSTC cancels the course, SSTC reserves the right to transfer this booking to another course to be held in the following 12 months or to provide a credit note of equivalent amount to another course within the following 12 months.

I have read and understood the above terms and conditions.

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Name  
Date

Company Stamp