

# COURSE REGISTRATION FORM

Email completed the registration form to [chorban.chng@taylors.edu.my](mailto:chorban.chng@taylors.edu.my) or WhatsApp a snapshot of the form to +6018-4653842.

Submission of this form implies you have read and accepted the **Terms & Conditions** as stated below.

## Executive Certificate in Business and Public Event Management

**RM3,000** (subject to 8% SST)

Section 1   Course Date			
13-15 August 2024			
Section 2   Registration Type			<i>please select one only</i>
<input type="checkbox"/> Corporate / Company-Sponsored		<input type="checkbox"/> Individual	
Section 3   Participant(s) Details			
Full Name	Designation	Email	Contact No.
1)			
2)			
3)			
Section 4   Billing Details			
Full Company Name :			
Billing Address :			
Contact Person :		Designation :	
Contact No :		Email :	
Payment Mode: <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer (for details see below) <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash			
<input type="checkbox"/> E-invoice (for statutory boards/govt only)			
<ul style="list-style-type: none"> <li>▪ Department : _____</li> <li>▪ BU Code : _____</li> <li>▪ Attention to: _____</li> </ul>			
Company Name: Taylor's University Sdn Bhd			
Bank Name: OCBC Bank (Malaysia) Berhad			
Bank Account No.: 701-130855-6			

### Terms & Conditions

#### Registration Form

Incomplete registration forms will not be processed. All registrations should be submitted at least 3 weeks before course commencement.

Upon successful registration, a seat will be reserved for you. We will advise on the confirmation and administrative details approximately 10 working days before commencement.

Please be reminded to email us immediately should there be any changes after you have submitted your registration via [chorban.chng@taylors.edu.my](mailto:chorban.chng@taylors.edu.my)

#### Payment

Payment can be made via cash, cheque, bank transfers, credit card or cash. Please select your preferred mode of payment during registration.

Payments are to be made in Malaysian Ringgit (MYR) and subjected to prevailing GST. All cheques should be crossed and made payable to "Taylor's University Sdn. Bhd" with the invoice no. indicated on back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by your company. Fees are inclusive of course materials, Certificate of Attendance, lunch & tea breaks.

#### Group Discount

20% Group Discount will be accorded for registrations with 3 or more participants, for the same course on the same days.

#### Early Bird Discount

A 10% discount will be accorded if you register at least 30 days or more before course commences.

#### Withdrawals / Cancellation / No-Show

Participants will be subjected to the following charges for any withdrawals, cancellation or no-show:

Notice Period	Withdrawal / Cancellation Charge
More than 10 working days	No charge
10 working days or less	25% of course fee
Less than 3 working days or No-Show	100% of course fee

Replacements from the same company are allowed.

#### Cancellation

Taylor's University Sdn. Bhd. reserves the right to change or cancel the course due to unforeseen circumstances.

#### Privacy Policy

TU has the right to use the data provided for the purpose of processing my course registration, subject to the provisions of the Personal Data Protection Act 2012 (PDPA). I am aware that photographs / video may be taken at the course for marketing purposes.

#### Venue

Courses will be conducted at Taylor's University, Lakeside Campus, No.1, Jalan Taylor's, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia, unless otherwise stated.

For more details or enquiries, please contact Mr. Chor Ban at +6018-4653842.