



Enterprise Business Solutions Sdn Bhd

A-10-P1, Block A, Plaza Mont' Kiara, No.2 Jalan Kiara, 50480 Kuala Lumpur

Tel: +603 6201 3848 Fax: + 603 62013849 Email: trng.svcs@ebs.net.my; balvin.kaur@ebs.net.my

TRAINING REGISTRATION FORM

Please return this form to Enterprise Business Solutions (EBS) with the attached Registration Policies and information duly completed.

COMPANY DETAILS

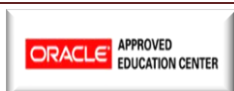
Company Name:	
Contact Name:	
Contact Title:	
Contact Email:	
Billing Address:	
Phone Number:	Fax Number:

TRAINING DETAILS

Course Name:	
Course Start Date:	Course End Date:
Course Location:	<input type="checkbox"/> EBS Training Room, Plaza Mont Kiara, KL <input type="checkbox"/> Onsite at : _____
No. of Participants:	Total Cost (RM):

PARTICIPANTS DETAILS

Full Name	Designation	Email Address	Contact No.





TRAINING REGISTRATION POLICIES AND INFORMATION SHEET

Training Registration:

- ❖ Please complete all sections of the Training Registration Form completely. A partially completed form will not be accepted. If your company policy requires a Purchase Order to be issued for the training, please attach it along with the Training Registration Form.
- ❖ Reservations are based on first come, first serve basis. Submission of a completed Training Registration Form does not guarantee a seat in a training class.
- ❖ Training Registration Forms should be submitted no later than (10) days before the commencement of the course.
- ❖ After your form has been approved, we will send a Confirmation email to the email address listed on the form. You are not confirmed in the training session until you receive a confirmation email from EBS.
- ❖ Payment is required in full before the commencement of the training.

Travel Arrangements / Rescheduling Courses:

- ❖ Directions to our training facilities will be provided in your confirmation email.
- ❖ Travel and accommodation for participants is not included in the public or dedicated training courses.
- ❖ EBS reserves the right to reschedule a public course (7) working days prior to the course commencement if sufficient participant numbers are not met.
- ❖ We recommend that a refundable airfare is purchased. EBS will not be responsible for travel or other costs accrued due to rescheduling changes initiated by the registrant or EBS.

Authorisation

By signing this document, my company agrees to the Terms and Conditions of "Enterprise Business Solutions Sdn Bhd (EBS)" Policies and Information Sheet.

Authorized Signature: _____

Date: _____

Authorised Name: _____

Company Stamp: _____

Cancellation / Rescheduling Policy:

- ❖ To Cancel or Reschedule the training date, please call our Training Coordinator at (03) 6301 3848 or email at balvin.kaur@ebs.net.my
- ❖ In order to avoid 100% penalty fee, please notify our Training Coordinator of your cancellation / rescheduling immediately.
- ❖ "No show" or partial attendance will be charged at the full cost of the training.
- ❖ **Cancellation / Reschedule of a Public Course :**
 - No Charge:** If you cancel or reschedule your registration (7) or more working days before the scheduled start date of class.
 - 50% of the Course Fee** Reschedule / Cancel your registration 1-6 working days prior to the class start date.
 - 100% of the Course Fee** Do not show up for the event; or cancel on the day of the scheduled class.

Registration Forms:

- ❖ Please fax the completed Training Registration Form attention to the Training Coordinator at (03) 6201 3849
- or
- ❖ Please scan the completed Training Registration Form and email to balvin.kaur@ebs.net.my
- ❖ Should you require further assistance, please call us at (03) 6201 3848.

Confidentiality Agreement:

All training materials, handouts and verbal information are considered confidential information proprietary to EBS and subject to the nondisclosure provisions of agreement between registrant's company and EBS

