



TRAINING REGISTRATION FORM

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

Fax: (03) 6201 3849

Email: trng.svcs@ebs.net.my

COMPANY DETAILS

Company Name			
Contact Person			
Phone Number		Fax Number	
Email Address			
Mailing Address			

TRAINING DETAILS

Course			
Course Date(s)		To	
Training Location			
Total Pax		Total Cost (RM)	

PARTICIPANTS NAME

First Name	Surname	Designation	E-mail Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

TRAINING REGISTRATION POLICIES AND INFORMATION SHEET

TRAINING REGISTRATION:

- ❖ Please complete all sections of the attached 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 us.
- ❖ **PAYMENT IS REQUIRED IN FULL BEFORE THE COMMENCEMENT OF THE TRAINING**

TRAINING 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
- ❖ **All Training Cancellations or Rescheduling within 5 working days of the Scheduled Training will be charged at 100% of the Training Fee.**
- ❖ In order to avoid 100% penalty fee, please notify our Training Coordinator of any changes immediately
- ❖ "No-show" or partial attendance will be charged at the full cost for the training.
- ❖ Substitutions of Trainees will be allowed, however Official notifications are required by email
- ❖ **EBS reserves the right to Reschedule a Public course at any time.**

CONFIDENTIALITY AGREEMENT:

All Training materials and handouts are considered confidential information and not for release to the public domain.

AUTHORISATION

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

Signature:

Date:

Authorized Name

Title:

Company Stamp:

Registrations 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 any further assistance, please call us at (03) 6201 3848