

REGISTRATION FORM

PROGRAM DETAILS

DATE

July 17-18, 2017

Venue

The Saujana Hotel
Kuala Lumpur, Shah Alam,
Selangor

PROGRAM FEE (Fee Inclusive GST)

1 person : RM 2,544

2-4 pax : RM 2,332

5 and above : RM 2,226

(nominations are from the same
organization)

CLAIMS & GRANT ELIGIBILITY

☐ HRDF CLAIMS: SBL

*subject to HRDF Terms & Conditions

How Did You Know About This Program?

☐ Email Blast ☐ Newspaper

☐ Website ☐ Social Media

☐ Others _____

ENQUIRIES & REGISTRATION

**LEADERSHIP RESOURCES (MALAYSIA)
SDN BHD (273497-D)**

TEL 603.6205 5550

FAX 603.6205 5551

EMAIL: info@leadershipresources.my

ADDRESS

D4-1-8, Solaris Dutamas,
No.1, Jalan Dutamas 1, 50480,
Wilayah Persekutuan, Malaysia

WEB www.leadershipresources.my



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By FranklinCovey Malaysia Facilitator

Please ☒ the appropriate checkboxes

ORGANIZATION DETAILS

COMPANY / ORGANIZATION NAME:

ADDRESS:

NAME OF CONTACT PERSON: MR/MS

TEL:

FAX:

EMAIL:

PARTICIPANT DETAILS

1 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

*Participant's Classification ☐ Vegetarian Meal

2 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

*Participant's Classification ☐ Vegetarian Meal

3 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

*Participant's Classification ☐ Vegetarian Meal

4 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

*Participant's Classification ☐ Vegetarian Meal

5 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

*Participant's Classification ☐ Vegetarian Meal

TOTAL NUMBER OF PARTICIPANTS:

TOTAL AMOUNT PAYABLE: **RM**

APPROVING MANAGER'S NAME:

DESIGNATION:

SIGNATURE & COMPANY STAMP:

DATE:

PAYMENT DETAILS

DIRECT BANK-IN:

BANKER:

HSBC BANK MALAYSIA BHD

PAYABLE TO:

LEADERSHIP RESOURCES (M) SDN BHD

ACCOUNT NO: **302-558879-001**

CHEQUE/BANK DRAFT NO:

() Please provide us an Invoice for payment purposes

CREDIT CARD DETAILS:

☐ VISA

☐ MASTERCARD

EXPIRY DATE (MM/YY):

CARD NO:

CARDHOLDER NAME:

SECURITY CODE:

(For security reasons, please call us)

SIGNATURE (FOR CREDIT CARD PAYMENT):

DATE:

TERMS & CONDITIONS

1. Registrations will only be confirmed upon receipt of payment.
2. Registrations made without payment are subject to cancellation without prior notice.
3. Payment is to be made at least ONE MONTH in advance to ensure seat booking is confirmed.
4. Kindly make cheques, marked **A/C Payee Only**, payable to **Leadership Resources (Malaysia) Sdn Bhd**. To verify your payment, please provide us your payment transaction details (e.g., Bank-in slip, copy of cheque, Telegraphic Transfer/TT) ; kindly email them to info@leadershipresources.my
5. Prevailing GST applies

CANCELLATION / TRANSFER

- 1 Upon confirmation of registration and in the event of participant(s)'s **cancellation/transfer**, a cancellation/transfer fee of **30%** of the training fee will be imposed for late notice/advice of cancellation/transfer (**less than 14-days notice**).
- 2 A written cancellation/transfer notice must be received **14 working days** before the program date, hence, we will refund full payment already made.
- 3 In such an event of cancellation with notice **less than 14-working days**, any payment made would be refunded after deduction of 30% for late cancellation fees.
- 4 Written cancellation/transfer notice received **less than 5-working days** before the program dates, payment made will not be refundable.
- 5 For incomplete attendance and re-sit schedule to another dates, a **20%** charge of the training fee will be imposed.
- 6 You can substitute an alternate participant if you deem necessary and wish to avoid cancellation/transfer charges.
- 7 In the case of requesting to (transfer) attend another program from the currently registered program, must be of the same value or higher in value, any difference in price (shortfall) will be charged accordingly (e.g., from a 2-days program to 3-days program; or from lower fee to higher fee program, current fee rate prevails. Request must be made in advance not less than 5-working days before the program dates.

DISCLAIMER

Leadership Resources reserves the right to cancel the program due to unforeseen circumstances. We also reserve the right to make alternative arrangements without prior notice should we deem it necessary. In such an event of cancellation of program, any payment made would be refunded in full.

DATA PROTECTION

Personal data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)