



Registration Form

Fax to 603 9132 6688

Program Title: _____

Program Date: _____

Company Name: _____

Company Address: _____

HR / Contact Person: _____ Tel: _____

Designation: _____ Fax: _____

Email Address: _____

PARTICIPANTS' DETAILS

No	Name	Designation
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		

PAYMENT DETAILS

(a) By Cheque

Enclosed is a crossed cheque (number) _____ for RM _____ made payable to **UCSI EXTENSION SDN. BHD.** including bank charges and / or commissions for outstation cheques

(b) *By Telegraphic Transfer / Direct Debit / InterBank Giro

Please find our bank details as follows:

Name of Account Holder: **UCSI Extension Sdn. Bhd.**

Name of Bank: **Malayan Banking Berhad, 37, Jalan Manis Enam, Taman Segar, Cheras, 56100 Kuala Lumpur, Malaysia**

Account No.: **5142-8041-8724**

Bank Swift Code: **MBBEMYKL**

***After the payment has been made, kindly advise us on the payment as follows:**

- Fax a copy of the bank-in slip / telegraphic transfer / bank draft to us at 603 9132 6688; or
- Scan and email us a copy of the bank-in slip / telegraphic transfer / bank draft to sltan@ucsi.edu.my with the subject line "Payment for <Program Name>"



Registration Policy

Please read and sign the declaration below, and submit together with the Registration Form overleaf

1. **Registration forms** must be completed and accompanied by full payment of program fees to UCSI Extension Sdn. Bhd. before commencement of the program. Otherwise, the registration will be treated as unconfirmed.
2. **Payment** can be made by cash, cheque, credit card or telegraphic transfer / direct debit / InterBank Giro (IBG).

Substitution / Cancellation

1. **Substitution** of participant(s) is allowed provided UCSI Extension is notified in writing with the name and designation of the new participant(s) prior to the commencement of the program.
2. **Cancellation** of registration(s) is subject to the following:
 - a. Seven (7) working days prior to commencement of program, 10% of the program fee will be charged as an administration fee;
 - b. Less than seven (7) working days prior to commencement of the program, 50% of the program fee will be charged;
 - c. If no notification is received by the commencement date, the full program fee will be charged / consumed.
3. **Non-Attendance:** If participant(s) fail(s) to attend a program, the full program fee will be charged / consumed.

Group Discount

Organizations registering three (3) or more employees, for the **same program held on the same date**, are entitled to a 10% discount.

Disclaimers

1. **Change of program fees:** UCSI Extension reserves the right to increase the published program fees without prior notification. However, UCSI Extension will not demand the balance as a result of the increase in fees if the program fees have been fully paid prior to the increase. However, if the program fees have not been paid at the time of the fee increase, the new fee will be charged accordingly.
2. **Change of program date, training facilitator and/or venue:** UCSI Extension reserves the right to make alternative arrangements to the program dates, facilitators and venue without prior notice to the participants. However, every effort will be made to inform participants of these changes, if any.
3. **Additional expenses:** UCSI Extension shall not be held responsible for any additional expenses incurred by any participant as a consequence, whether direct or indirect, of attending the program unless otherwise expressly stated.

DECLARATION

I, the undersigned, have read and understood the Registration Policy overleaf and accept the terms contained therein.

Authorized Person's Signature: _____

Authorized Person's Name: _____

Please Affix Company Stamp Here

Designation: _____

For more information, please contact:

UCSI Extension Sdn. Bhd.

Jalan Choo Lip Kung, Taman Taynton View, Kuala Lumpur, Malaysia

Tel: 03 9101 8880 ext 5049/50 Fax: 03 9132 6688

Email: sltan@ucsi.edu.my / cherylst@ucsi.edu.my

UCSI Extension is an Authorized Reseller for



Blue Ocean Strategy Regional Centre