

# Course Registration Form

## Contact Activemedia Through

☎ Tel : 603 7880 8522  
 ☎ Fax : 603 7805 3522  
 ☎ Email : info@activemedia.com.my  
 ☎ Web : www.activemedia.com.my  
 ☎ Post : Unit C712, Block C, Dataran Usahawan Kelana, 17, Jalan SS7/26, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

### Course Details

Course Applied for	Course Date	Location
How did you get to know about this programme? (Please tick accordingly) <input type="checkbox"/> Email <input type="checkbox"/> Recommendation <input type="checkbox"/> Website <input type="checkbox"/> Direct Mailers <input type="checkbox"/> Others (Please Specify) _____		

### Delegate Details

Full Name (to appear on certificate) Dr/ Mr/ Mrs/ Ms	Designation/ Department	Email Address	Contact No	Dietary Requirement (if applicable) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Full Name (to appear on certificate) Dr/ Mr/ Mrs/ Ms	Designation/ Department	Email Address	Contact No	Dietary Requirement (if applicable) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Full Name (to appear on certificate) Dr/ Mr/ Mrs/ Ms	Designation/ Department	Email Address	Contact No	Dietary Requirement (if applicable) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Full Name (to appear on certificate) Dr/ Mr/ Mrs/ Ms	Designation/ Department	Email Address	Contact No	Dietary Requirement (if applicable) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Full Name (to appear on certificate) Dr/ Mr/ Mrs/ Ms	Designation/ Department	Email Address	Contact No	Dietary Requirement (if applicable) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL

### Company Authorisation

Purchase Reference (if any)	Name of Company Representative	Designation/ Department
Email Address	Tel No/ Mobile No.	Fax No
Name of Company		
Company Address		Postal Code

This is to certify that the information provided in this form is true and correct to the best of our knowledge. The company is sponsoring the applicant/s for the course applied.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Date

### Terms & Conditions

<p><b>Confirmation</b>        ⇒ Payment is required with registration and must be received prior to the course to confirm a place.        ⇒ Confirmation letter and official invoice will be sent once application has been approved.</p> <p><b>Cancellation &amp; Replacement by Delegate</b>        ⇒ A replacement is welcome if a participant is unable to attend a course. Activemedia must be informed at least 7 working days prior to the start of the course.        ⇒ A full refund will be made for cancellation received in writing 14 working days prior to the course commencement.        ⇒ No refund will be accepted for cancellations within 14 working days of the course start date or for 'no show' participants.</p> <p><b>Cancellation by Activemedia</b>        ⇒ Activemedia reserves the right to reschedule or cancel a course due to unforeseen circumstances. Every effort, however, will be made to inform participants of the change. Fees will be refunded in full should a course be cancelled by Activemedia.</p>	<p><b>Payment Methods</b>        All payments to be made payable to <b>Activemedia Innovation Sdn Bhd in RM &amp; are nett of bank charges. Bank charges are to be borne by registrants.</b></p> <p><input type="checkbox"/> Bank Draft/ Cheque No. _____        Bank: _____</p> <div style="border: 2px solid blue; border-radius: 20px; padding: 10px; margin-top: 10px;"> <p><b>Please return the registration form by fax/ email to:</b></p> <p>☎ Fax : 603 7805 3522          ☎ Email : info@activemedia.com.my</p> <p><b>Please mail cheque payment to:</b></p> <p>Unit C712, Block C, Dataran Usahawan Kelana,          17, Jalan SS7/26, Kelana Jaya,          47301 Petaling Jaya, Selangor Darul Ehsan,          Malaysia.</p> </div>
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