

SPEECH WRITING WORKSHOP/ BENGGKEL PENULISAN TEKS UCAPAN 14-15 NOVEMBER 2016 SALES CONTRACT

PARTICIPANTS INFORMATION

● PARTICIPANTS INFORMATION ●

01	Name	H/P No
	Email	Office (Direct Line)
	Designation	Vegetarian <input type="checkbox"/> Yes <input type="checkbox"/> No
	Department	
02	Name	H/P No
	Email	Office (Direct Line)
	Designation	Vegetarian <input type="checkbox"/> Yes <input type="checkbox"/> No
	Department	
03	Name	H/P No
	Email	Office (Direct Line)
	Designation	Vegetarian <input type="checkbox"/> Yes <input type="checkbox"/> No
	Department	
04	Name	H/P No
	Email	Office (Direct Line)
	Designation	Vegetarian <input type="checkbox"/> Yes <input type="checkbox"/> No
	Department	

● WORKSHOP FEE ●

- RM 1,500 / PAX
- Group registration for 2 pax and above will be entitled for 5% discount.

● MODE OF PAYMENT ●

Cheque or bank draft in favour of:
Malaysian Press Institute
2945, Jln Bukit Ledang
Off Jalan Tuanku Abdul Halim
50490, Kuala Lumpur

Payment Via :

- Cheque by post / courier
- Tele-Transfer
- Deposit into Our Account

MAYBANK ISLAMIC BERHAD
5648 0100 4994

● VENUE ●

Training Room,
Malaysian Press Institute
2945, Jln Bukit Ledang
Off Jalan Tuanku Abdul Halim
50490, Kuala Lumpur

Tel : 603-2095 2014

● CONTACT DETAILS ●

Pn. Fiza : 03-2095 2013 /14

Fax : 03-2095 2015

Email : norhafiza_mpi@yahoo.com

Website : www.mpi.my

Malaysian Press Institute
2945, Jln Bukit Ledang
Off Jalan Tuanku Abdul Halim
50490, Kuala Lumpur

● COMPANY INFORMATION ●

Company	Tel
Address	Email
HR Name	Fax
HR Contact	

SIGNATURE COMPANY /STAMP

TERMS AND CONDITIONS

1. Course fees include course materials and refreshments unless otherwise stated.
2. **Payment Terms.** Once a completed registration form is received by MPI, an invoice will be issued. Payment must be made within seven (7) days from the date the invoice is issued. Full payment must be received prior to the event date. MPI reserves the right to deny admittance to an event if full payment has not been made. Companies that intend to make payments after the event are required to submit a Letter of Undertaking as payment guarantee. Certificate of attendance to the event will be awarded only after payment is received.
3. **Cancellations and Substitutions.** All cancellations must be made in writing at least 14 days prior to the event date. No refunds will be available following a cancellation. This also applies to no show on the training day. But if last minute cancellation (on the training day), 30% of the registration fee will be chargeable for each participant. Notification of cancellation or replacement must be made in writing via email/fax and acknowledged by MPI. However, if full payment had been made, the payment will be credited towards rescheduled dates or to a future MPI event. MPI reserves the right to charge all hotel booking fees to the client as the result of cancellation. Substitutions are always welcome at no extra charges. Substitutions of participants must be made at least one (1) working day before the event date.
4. **Note.** MPI reserves the right to cancel, postpone, or alter the advertised programmes at any time. MPI will not be held liable for any costs or liabilities incurred by clients as a result of the change of date/programme/venue. Should a cancellation of an event by MPI occur, the event will be fully refundable.
5. **Money Back Guarantee.** The decision on refund amounts is subjected to the sole discretion of MPI's management.
6. **Copyright.** Distribution, republication and duplication of all contents and materials provided and distributed by MPI are strictly prohibited.
7. **Incorrect Mailing Information.** Should mailing information or company details be incorrect or inaccurate, please contact us immediately.
8. **Disclaimer.** Upon submission of this registration form, client acknowledges that he/she has read and accepted all the terms and conditions as listed above.