

WORKSHOP/SEMINAR REGISTRATION FORM

Please fill out completely so that your registration may be processed promptly. Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations.

Registration date :

Training Programme Title :

Training Programme Date:

No. Of Pax :

Total Fee : RM

No	Participants Name	Designation / Company	Contact No.(Mobile)	Email
1				
2				
3				
4				

Please include attachment if more than 4 participants. If registration is done through the company, please enter the following details :

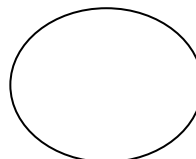
Contact Person

Name : _____ Designation : _____

Company Name: _____

Telephone : _____ Fax : _____

Mobile: _____ Email: _____



Authorised Signature

Company Stamp

By submitting the registration form, you have fully read and understand the policy stated:

NOTE THAT FULL PAYMENT HAS TO BE PAID BEFORE THE COURSE COMMENCE.

PLEASE Email to admin@imcquantumquest.com For enquiry, please contact us at +6013-4802720

INVOICE, REGISTRATION, CANCELLATION, PAYMENTS, DISCOUNT, AND REFUND POLICIES

PAYMENT AGREEMENT

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the programme.
2. To join, please complete this Registration Form and return to us via email, send a signed scanned copy to admin@imcquantumquest.com or register online. Reservation or Registration by Telephone WILL NOT BE ACCEPTED.
3. A pro-forma invoice will be emailed to you upon acceptance of the Registration Form. Payment is required within 1 day upon receipt of the invoice. All payment must be before to the training date. Confirmation letter will be issued to participants once payments have been received. All payments must be banked into the organiser's bank account and email payment slip as proof of payment.
4. Payment MUST BE DONE prior to the event's commencement otherwise the registrant can be refused entry.
5. Please make cheque payable to: **"IMC Quantum Quest"**
6. *Alternatively, make direct bank deposit or online bank transfer into "CIMB ISLAMIC BANK BERHAD – IMC Quantum Quest Bank Account No: 8602246743 .*
7. *Email the payment slip back to us for confirmation.*
8. Investment amount covers only entrance to the training, and does not include accommodation or travel. Two coffee breaks and one lunch will be provided during the duration of a full day workshop/seminar and One coffee break for a half day workshop/seminar.
9. Times are approximate only. The trainer are committed to the highest standard of presentation and insist that all materials are covered. Therefore the schedule may vary slightly.
10. The intensive nature of the Certification Training requires the participant full undivided attention and attendance at all sessions because this is certified training. Participants should be free of their professional obligations for the duration of the programme.

CANCELLATION POLICY

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the course.
2. Once a registration is confirmed, NO CANCELLATION IS ALLOWED. If the registered delegate is unable to attend, a substitute is allowed. A registration cancelled on the week of confirmation will be charged the full training fee.
3. All cancellations will incur a 10 per cent administration fee.
4. Cancellations made less than seven working days before the training event will not be eligible for a refund.
5. For cancellation in writing (letter/email) in more than 14 days prior to the training we will prepare a full refund.
6. If you cannot attend an event, you can nominate a substitute at any time without payment of an administration fee.
7. In case of registrations that have been paid in advance, no refunds or credits will be given for registrations cancelled on the week of confirmation or for no-shows. A substitute may be sent.
8. A full (100%) refund may be granted if the course is cancelled by the organiser. The organiser reserves the right to postpone or cancel any course and/or change instructors at any time.

DATA PROTECTION

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

PROGRAM POLICY

Please note that consultant and topics are confirmed at the time of publishing. However, should circumstances beyond the control of the organizer may occur, we reserve the right to alter or modify the advertised speakers/ topics/ dates if necessary.

ORGANIZER'S RIGHT TO CANCEL OR RESCHEDULE

We reserve the right to cancel or reschedule any program or course. In the event that, the organizer cancels a program or course, a full refund of the amount paid for the program or course will be issued or applied as a credit toward a rescheduled program or course.

We cannot and do not assume responsibility for any other costs (i.e. non-refundable airline tickets or hotel reservations) or damages (including consequential, exemplary, incidental, or tort damages) or for any lost profits resulting from the rescheduling or cancelling a program or course.

Additional Participants Attachment

No	Participants Name	Designation / Company	Contact No.(Mobile)	Email
5				
6				
7				
8				
9				
10				