

Short Course Registration Form

Sigma Research and Consulting Sdn. Bhd.

www.sigma-src.com
info@sigma-src.com



Participant Details

Surname:		Job Title:	
First Name:		Organization:	

The Recipient name and post address:

City:	State:	Country:	Postal Code:
Tel:	H/Phone:	E-Mail:	

Course Code*:

*Please find the course codes here: <http://www.sigma-src.com/short-courses/short-courses>

Payment Details:

Payment should be made to Sigma Research and Consulting Sdn. Bhd (RHB Bank Berhad: 2-58066-0000418-5)
SWIFT Code: RHBBMYKL

Terms and Conditions:

- Registrations will only be confirmed upon receipt of full payment.
- For student registration a proof of student identification document is required (student ID).
- Registration fee includes refreshment, course materials, and certificate.

Cancellation / Transfer:

Should participant(s) decide to cancel/transfer their enrolment, a cancellation/transfer policy shall be applied as follow:

- Written cancellation/transfer received less than seven (7) working days from the date of program:
 - A refund (less administrative charge of 25%) will be made.
 - Unpaid registrations will also be liable to a 25% administrative charge.
- Written cancellation/transfer show on the day of the program:
 - No refund will be entertained.
 - Partial cancellation is not allowed.
 - Unpaid registrations will also be liable for full payment of the registration fee.
 - Substitution of participant(s) is allowed with no addition charge.

Certificate of Attendance:

- ✓ Upon full attendance of the program, participants will be issued a certificate of attendance on the last day of training.

Where did you hear about our short course? (Other)

Internet search	Social Media	Conference Website	Print Ad	Magazines
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Please send your complete registration form, Personal photo (passport size), Proof of student (if any) to us via:
info@sigma-src.com