

Exchequer Training Course Registration

Please Complete and return the form below to register for Exchequer Training Sessions

Company:

Address:

Telephone & Fax :

Name & email of Attendee(s):

Please indicate the Training Session(s) and no. of pax for which you wish to register:

<u>Course Module</u>	<u>Date and Time</u>	<u>Course Fee</u>	<u>No. of pax</u>	<u>Please (✓) to confirm course</u>
Visual Report Writer	15 th Jan 10 , Friday 9 am – 6:00 pm	\$107 per pax		

Please fax to 64745890 or e-mail (Josephine.cheng@lanworks.com.sg) with your registration form to book your attendance.

Confirmation of your registration will only be sent upon receipt of payment. (Seats confirmation is based on payment received)

Terms of Payment:

Course fee stated is inclusive of GST

Full Payment upon registration of participants.

Fees will be credited to your account in full for any cancellation received in writing at least 2 weeks before the course.

Cancellation Fee:

A 25% cancellation fee will apply if the cancellation is made within 7 days before the start date of the course.

A 20% charge will apply for postponement within seven (7) working days

and 50% charge within three (3) working days before the start date of the course.

- Please note that substitute attendee(s) will be accepted with no extra charge.
- There will be no refund for absenteeism.

Name:

Company stamp:

Signature:

Email :

Designation:

Date: