

Course Registration Form

Contact Activemedia Through	☎ Tel : (65) 6742 8173 ☎ Fax : (65) 6742 8673 ✉ Email : enquiry@activemedia.com.sg 🌐 Web : www.activemedia.com.sg 📮 Post : 10 Ubi Crescent #06-48 Ubi Techpark Singapore 408564
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Course Details	
Course Applied for	Course Date
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				
Name <small>Dr/ Mr// Mrs/ Ms</small>	Designation/ Department	Email Address	Contact No	Dietary Requirement (if any) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Name <small>Dr/ Mr// Mrs/ Ms</small>	Designation/ Department	Email Address	Contact No	Dietary Requirement (if any) <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
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Company Authorisation		
Name of Company Representative	Designation/ Department	
Email Address	Tel 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 for the course applied.		
_____ Signature of Company Representative	_____ Company Stamp	_____ Date

Terms & Conditions <u>Confirmation</u> ⇒ 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. ⇒ Acceptance into the course is on a first-come-first serve basis <u>Cancellation & Replacement by Delegate</u> ⇒ 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. ⇒ Regrettably, no refund will be accepted for cancellations within 14 working days of the course start date or for 'no show' participants. <u>Cancellation by Activemedia</u> ⇒ 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.	<u>Payment Methods</u> (Tick One) All payments to be made payable to Activemedia Innovation Pte Ltd in Singapore dollars & are nett of bank charges. Bank charges are to be borne by registrants. ⇒ For foreign delegates sponsored by their companies, Goods & Services Tax (GST) of 5% is not applicable. If payment is made through a local company, GST will apply. <input type="checkbox"/> Bank Draft/ Cheque No. _____ Bank: _____ Please mail payment with registration form to 10 Ubi Crescent #06-48 Ubi Techpark Singapore 408564. <input type="checkbox"/> Telegraphic Transfer/ GIRO Account Name/ No: Activemedia Innovation Pte Ltd/ 0904756769 Bank Name/ Code: Standard Chartered Bank/ 7144 Branch Name/ Code: MacPherson/ 009 87 Marine Parade Central #01-500 Singapore 440087 Please fax confirmation of bank transfer to us at (65) 6742 8673 quoting your company's name, delegate's name & course title.
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