

REGISTRATION FORM

Please complete this form and email it back to CeDR at lgrouplearning@cedr.com.my or fax to 03-33447315
Visit us at www.trainthetrainercertificationmalaysia.com / www.cedr.com.my

COURSE REGISTRATION DETAILS (Please your selected option. Fee not inclusive of GST)

Course	Program Fee	Early Bird Fee	Date
Cert IV in Training and Assessment			
Option 1: Register for Full Certification			
<input type="checkbox"/> TAE40116 Certificate IV in Training and Assessment	<input type="checkbox"/> RM9400	<input type="checkbox"/> RM8950	
Option 2: Register for selected session			
<input type="checkbox"/> Cluster 1 of Cert IV (TAE40116)	<input type="checkbox"/> RM4800		
<input type="checkbox"/> Cluster 2 of Cert IV (TAE40116)	<input type="checkbox"/> RM4800		
Training & Assessment Skill Set			
<input type="checkbox"/> TAESS00011 Assessor Skill Set	<input type="checkbox"/> RM2915		
<input type="checkbox"/> TAESS00014 Enterprise Trainer - Presenting Skill Set	<input type="checkbox"/> RM1935		
<input type="checkbox"/> TAESS00015 Enterprise Trainer and Assessor Skill Set	<input type="checkbox"/> RM2915		

PARTICIPANT DETAILS

Name (Dr/Mr/Mrs/Ms) _____

Designation _____

Address _____

Postcode _____ Country _____

Tel (Office) _____ (Mobile) _____

Fax _____ Email _____

BILLING DETAILS (Please tick if billing address is the same as registered address above.)

Company Name _____

Billing Address _____

HRDF Contributor - for Malaysia Companies (Please tick): Yes No

Contact Name(Dr/Mr/Mrs/Ms) _____

Designation _____

Tel (Office) _____ (Mobile) _____

Fax _____ Email _____

PAYMENT DETAILS

Cheque
Cheque No. _____ Amount _____
**Please write your name, contact number and programme name on back of the cheque. Cross cheque shall be made payable to "Cedr Corporate Consulting Sdn Bhd"*

Telegraphic Transfer/ Direct Debit/ IBG
Please find our bank details as follows:
Account Holder Name : Cedr Corporate Consulting Sdn Bhd
Bank Name : Hong Leong Bank Berhad
Bank Address : Wisma Meru, No.1, Lintang Pekan Baru, Off Jalan Meru,
41050 Klang, Selangor.
Bank Account No. : 03600033649
Swift Code : HLBBMYKL

Credit Card
We only accept Mastercard and Visa debit/credit cards for payments at CeDR.

ADMINISTRATIVE DETAILS

CEDR CORPORATE CONSULTING SDN BHD (136767-V)

Address : 15, Jalan Pekan Baru 30A/ KU 1,
Bandar Klang, 41050 Klang,
Selangor Darul Ehsan, Malaysia.

Tel : +603 3344 7310

Fax : +603 3344 7315

Email : lgrouplearning@cedr.com.my

Website : www.cedr.com.my

REGISTRATION POLICY

Registration forms must be completed and submitted together with full payment of course fees to CeDR before commencement of the course.

SUBSTITUTION OF PARTICIPANT(S)

This is allowed provided CeDR is notified in writing of the name and designation of the new participant(s) prior to commencement of the programme.

Transfer of registration to other programme is not allowed.

REFUND POLICY

All cancellations of registration must be made in writing. If cancellation received:

- more than 14 days before the event, a full refund of the fee less 10% administration charges will be given.
- 7 - 14 days before the event, 50% refund of the fee will be given.
- less than 7 days before the event, no refund given but a substitute participants is welcome to take your place.

If participants fails to attend the event, no refund will be given.

DISCLAIMER

Cancellations and/or Postponements

We reserve the rights to cancel and/or postpone the programme due to unforeseen circumstances.

Change of programme date, training facilitator or venue

We reserve the rights to make alternative arrangements to the above without prior notice to participants. However, every effort will be made to inform the participants of the changes.

I, the undersigned, have read and understood the Registration Policy and accept the terms contained therein.

Company stamp

Authorised Signature _____

Name of Authorized person _____

Designation _____

Date: _____