

# REGISTRATION FORM

21<sup>st</sup> MARCH 2017 | TUESDAY

IIUM CRESCENT, TAMAN DUTA



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونسيف إنستيتيوت إنشأنا بحسبنا

Garden of Knowledge and Virtue

The Premier International Islamic Research University

IIUM CENTRE FOR STRATEGIC CONTINUING AND TRAINING  
(IIUM CRESCENT)

WORKSHOP TITLE	GROUP OF 3 & ABOVE	EARLY BIRD	NORMAL
KNOWLEDGE MANAGEMENT MASTERCLASS	<input type="checkbox"/> RM 700 per pax	Register & pay before 1 <sup>st</sup> MARCH 2017 <input type="checkbox"/> RM 750 per pax	<input type="checkbox"/> RM 800 per pax

ORGANISATION:

CONTACT PERSON / APPROVED BY:

ADDRESS:

DESIGNATION:

TEL:

FAX:

EMAIL:

## Participant Details

Name ①:

Name ②:

Designation:

Designation:

Tel:

Email:

Tel:

Email:

Name ③:

Name ④:

Designation:

Designation:

Tel:

Email:

Tel:

Email:

## TERMS & CONDITION

- Registration fees include refreshments, lunches, course materials and certificate of attendance.
- Substitution of participant(s) is allowed with no additional charge provided IIUM CRESCENT is notified in writing of the name and resignation of the new participant(s).
- Full registration fees must be received before commencement of the course. Participants with outstanding registration fees are required to make payment on site or present an undertaking letter, local order or letter of approval to participate. If one of these cannot be supplied, IIUM CRESCENT reserves the right to refuse admission.
- IIUM CRESCENT reserves the right to change the venue, facilitator and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise.

## CANCELLATION POLICY

- Cancellation of registration must be made in written form (letter, fax, or email) to IIUM CRESCENT before 10 working days prior to the event with 20% of the registration fee imposed for cancellation.
- Cancellation 3 – 10 working days prior to the date of programme will be invoiced the full of training fees. As a courtesy, we will allow you to apply 50% of your payment toward of future IIUM CRESCENT training programme within one year of the cancellation date.
- Cancellation 1 – 3 working days prior to the event, and no-shows, are subject to payment for the full amount without future training credit.
- Please note that, if you do not cancel or do not attend, you are responsible for payment.

**MODE OF PAYMENT** please tick the appropriate box

CHEQUE

BANK DRAFT

LOCAL ORDER

**PAYMENT BY CHEQUES/BANK DRAFTS** should be made payable to "IIUM CRESCENT" and crossed "A/C Payee Only", (Bank Muamalat, A/C No: 1407-0000010-710; Swift Code: BMMBMYKL). You may bank in or send the cheques/bank drafts to us via registered mail/courier express. Please fax a copy of the transaction to us at +603-6207 3477 and indicate invoice number for verification purpose.

We fully understand and agree on the terms and conditions above.

.....  
*Authorised Signature*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Stamp:

Date: \_\_\_\_\_

To confirm your registration, kindly complete this form and fax to us at Fax: +603-6207 3477 or email: iiumcrescent@iium.edu.my  
For course inquiry, please contact us at Tel: +603-6207 3406 / 3407

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