



Iverson Associates Sdn Bhd (303330-M)

Office: Suites T113-114, 3rd Floor, Centrepoint, Lebuhraya Bandar Utama
Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-77262678 Fax: 03-77279737
E-mail: sales@iverson.com.my

CORPORATE ENROLMENT FORM

Customer's Particulars

Company: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail Address: _____
 Person-in-charge: _____

Is your company a HRDC member? YES / NO **[For First time registration only]**
 Will your organization be applying for the HRD scheme? YES / NO* If yes, which scheme? _____
 Please specify type of industries of your organization: _____ **[For First time registration only]**
 Vendor programs you are affiliated with (if any): _____ **[For First time registration only]**
 Please list the particulars of the participants (Duplicates of this enrolment form may be made if necessary)

List of Participants

	Name	Course Title	Course code	Date	Fees (RM)	Contact no.	Email Address
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Terms and Conditions

- All enrolments must be accompanied with **full payment 5 working days** before commencement of course(s).
- Cheques are to be crossed and made payable to: **IVERSON ASSOCIATES SDN BHD**
- 50% of the standard course fee will be charged if written notice of **cancellation/postponement** is received less than **7 working days** prior to course commencement.
- 100% of the standard course fee will be charged if written notice of **cancellation/postponement** is received less than **3 working days** prior to course commencement.
- No refund of course fee.
- Upon confirmation of enrolment, participants who wish to make any postponement or cancellation shall arrange for a replacement to attend the course as originally scheduled.
- All training courses / package will be valid for 1 year from official receipt issue date.
- No lessons will be conducted on gazetted Public Holidays in Malaysia or on Sundays.
- Iverson Associates Sdn Bhd reserves the right to cancel courses and/or make changes to its teaching staff, course schedule and outline, if the need arises, without prior notice.
- Participants are to observe the Malaysian Copyright Laws on intellectual properties such as software, reference materials and training courseware.

Cheque for RM _____, Cheque No. : _____, is enclosed OR Cheque to be received by (please fill in the date) _____ Person in charge of Invoice: _____

.....
 Signature Company Stamp Date

(Kindly fax to 77279737 or mail this registration to the address above. Thank you.)

For Internal Use	Contact updated	RF	Exam / kit	Others	Signed by SP
Attention: Sales					