

REGISTRATION FORM

AE / ALP



for ACCA CPD programmes

AE / ALP No _____

Organisation _____

Authorised Person _____ Title: Mr/ Ms/ Mrs/ Datuk/ Dato' / Tan Sri _____

Designation _____

Mailing Address _____

Office No _____ Email _____

Fax no _____

Topic _____ CPD Code _____

I would like to confirm the following staff members' registration as below: (Please tick where applicable)

NAME	ACCA NO (if applicable)	DESIGNATION	Dietary Preferences		FEE (RM)
			NORMAL	VEGETARIAN	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
10 % Discount					
Total					

* 10% discounts available to Approved Employers or UCRS Approved Tuition Providers registering for 3 staffs or more. Only applicable for registration with complete payment and subject to availability.

** Closing date for registration is 2 weeks before the event.

*** Payment by cheque or credit card only. Cash payments will not be entertained.

Payment Details

Cheque or Bank Draft

Cheque No _____ Amount _____

Cheque must be crossed and made payable to "ACCA Malaysia Sdn Bhd"

Credit Card

Card type Visa MasterCard

Card No _____ Expiry Date _____

Cardholder's Name (as appeared on credit card) _____

CVC No (the last 3 digits printed on the back of the card) _____

Cardholder's Signature _____ Date _____

Important

Please read and understand the terms and conditions on the reverse of this page.

DECLARATION

I/We _____ have read and agree to the terms and conditions of this event.

Authorised Person's Signature and Company Stamp _____

Date _____

TERMS & CONDITIONS

Payments

- (i) Fee must be paid in advance prior to the event. The organiser reserves the right to stop a registered delegate from taking part in the event if proof of payment cannot be presented.
- (ii) Acknowledgement of registration will be issued within 5 days upon the receipt of this form from delegate. Participation, however, will be confirmed only upon the receipt of payment/ Letter of Undertaking from a registered delegate at least one week before the event.
- (iii) Walk-in delegates will only be allowed if full payment is made, subject to the availability of seats.

Cancellation/Substitution

- (i) No refund can be made for cancellation of registration.
- (ii) An administration fee of RM50 will be charged for any request of changes to the registration. Please inform us in writing. No request for changes by delegates made less than 2 weeks before the event will be allowed.
- (iii) Substitution is allowed upon appropriate notification subject to price differential. Differential in fee (if any) should be paid prior to the event.

Event

- (i) ACCA reserves the right to cancel or alter any part of the seminar due to circumstances beyond its control.
- (ii) Participation will be on a first-pay, first-serve basis.
- (iii) Upon signing this form, you are deemed to have read and understood the registration terms and conditions and therefore have accepted the term contained herein.
- (iv) All certificates of attendance will be given out at the end of each event, unless notified by ACCA. Certificate of attendance will only be given to participants who attend the session in full.

Please return completed form and payment to:

For Peninsular Malaysia

Education, Development & Services
ACCA Malaysia
27th Floor Wisma Denmark
86 Jalan Ampang
50450 Kuala Lumpur
tel: 03 2713 5051
fax: 03 2711 8658
email: cpd.acca@my.accaglobal.com

For East Malaysia

ACCA Malaysia Kuching Branch
Unit #8.01 8th Floor Gateway Kuching
No 9 Jalan Bukit Mata
93100 Kuching Sarawak
tel : 082 425051
fax : 082 426061
email : jane.chiong@my.accaglobal.com or alvin.chen@my.accaglobal.com

Registration is deemed confirmed only upon receipt of an official confirmation by email / fax from ACCA. If you do not receive a confirmation from ACCA within 5 days of sending this form, please contact the Education, Development & Services Division.

ACCA reserves the right to cancel any registration, which is not paid, in the interest of the event. Payment received on the day of the event is treated as a walk-in participant and will be subject to the terms and conditions above.