

Course title: "Technical Report Writing and Effective Presentation Skills"

Date: 17-18 April 2017 Time: 8:00 to 5:00pm

Course fee: RM1,300 nett per participant

TO BE FILLED WHEN REGISTERING UNDER COMPANY			
No.	Full Name	Designation	Handphone no.
1.			
2.			
3.			
Company / Organization:			
Address:			
Telephone no. :			
Fax no. :			
Email address :			
Contact person / Designation:			
Authorized signature & Company Stamp & Date:			

TO BE FILLED WHEN REGISTERING AS PRIVATE CANDIDATE			
No.	Full Name	Designation	Handphone no.
1.			
2.			
3.			
Address:			
Telephone no. :			
Email address :			
Signature / Date:			

RESERVATION

Complete the registration form with payment slip attached and fax or email for seat confirmation. Closing date: **31st March 2017**. Tax invoice will be issued upon request.

METHOD OF PAYMENT

Payment can be made by cash deposit or cheque.

All crossed cheque should be made payable to:

CURTIN CONSULTANCY SERVICES (MALAYSIA) SDN BHD

Account Number: 5110 1056 3557

Bank Name: Malayan Banking Berhad

Branch: Miri, Sarawak

*Please fax/attach bank-in slip with your name/company name as proof of payment.

GROUP DISCOUNT

*Register 3 participants from the SAME organization (including subsidiaries) at the SAME time and get 1 seat for FREE (for the 4th participant).

Terms and conditions:

- 1) This registration is invalid without a signature. An undertaking letter may be accepted (for company registration only) in cases where payment is delayed with condition that all payment must be made no later than 14 working days after the course commences.
- 2) A full refund less 25% administrative charge will be made for cancellations received in writing 2 weeks before the closing date. No refund will be made for cancellations received after that. A substitute attendee(s) will be accepted at no extra charge by providing name, position and NRIC, 3 days prior to course date.
- 3) The course fee is inclusive of tea breaks, lunches, course materials and a certificate of attendance.
- 4) The management reserves the right to change the date/venue of the event with notice to be given in advance.

Please fax registration form to:

CURTIN CONSULTANCY SERVICES (MALAYSIA) SDN BHD

Fax no.: 085-443900

Email : ccs_m@curtin.edu.my

***Closing date of registration & payment is 31st March 2017**

For further information, please contact:

Curtin Consultancy Services (Malaysia) Sdn Bhd

c/o Curtin University Sarawak Malaysia

CDT 250, 98009, Miri, Sarawak.

Tel: 085-443900 (Sopia / Mdm Liew)

Fax: 085-443900

****For official use**

Date registration form received : _____

Date of payment received: _____

Cancellation date : _____

Refunded amount : _____

Remarks : _____
