



GENERAL REGISTRATION FORM

Kindly fill in the followings and return to, via fax: 03 7727 0759 e-mail: publicprogram@zubedy.com,
zubedy (m) sdn bhd, Wisma Women's Institute of Management (WIM), 3rd floor, 7 Jalan Abang Haji Openg, Taman Tun Dr. Ismail, 60000 Kuala Lumpur.

-appreciate your clear handwriting / please type on the softcopy and printout

Program Title :

Date of program :

Company : _____

Address : _____

Tel :

Fax :

e-mail :

Participants Details

Name :

Name :

Name :

Designation :

Designation :

Designation :

HP No :

HP No :

HP No :

e-mail :

e-mail :

e-mail :

Payments

Enclosed is a crossed bank draft / cheque no : _____ amounting RM _____
made payable to Zubedy (M) Sdn Bhd. Or bank in (CIMB Acc no: **1423-0004103-058**, please fax us a copy of the bank- in slip for
acknowledgement purpose)

Cancellation of Registration

Must be made in writing via fax or e-mail at least two weeks (10 working days) in advance in order to qualify for a refund. A 30% forfeiture will be levied to cover administration costs for cancellations within 10 working days before commencement of program.

I came to know of the workshop through:

Advertisement

Zubedy's website

Friends'

E-mails

Others

_____ signature

Name : _____

Designation : _____

Company Stamp:

Note : Please make copies on your side for 5 participants or more. Thank You

For further inquiries, please contact [Farhana/Alicia/Hana](#) at 03 7727 0758 or fax to 03 7727 0759 or email publicprogram@zubedy.com or visit our website www.zubedy.com *zubedy (m) sdn bhd is an approved HRDF SBL Scheme training provider

REGISTRATION POLICY

The *Registration form(s)* would have to be completed and sent, with full payment of course fees attached to zubedy (m) sdn bhd before commencement of the course. Registration(s) without full payment will be treated as unconfirmed-registration.

Public Program Coordinator
zubedy (m) sdn bhd
Wisma Women's Institute of Management (WIM),
3rd Floor, 7 Jalan Abang Haji Openg,
Taman Tun Dr. Ismail,
60000, Kuala Lumpur

Via e-mail. Complete the registration form and e-mail it to publicprogram@zubedy.com Please courier the payment/cheque to the above address.
Via Fax. Complete the registration form and fax it to 03 7727 0759. Please courier the payment/cheque to the above address.

CONFIRMATION OF REGISTRATION

Confirmation of registration will be notified via fax, 5 (five) working days before the commencement of the course.

MODE OF PAYMENT

All *Payment* must be made by the closing date. All cheques/ bank drafts must be made payable to "zubedy (m) sdn bhd" and crossed "A/C Payee Only" (CIMB Acc no: 1423-0004103-058, please fax us a copy of the scanned cheque bank-in slip for acknowledgement purposes).

PSMB

Claims can be made to the Pembangunan Sumber Manusia Berhad (PSMB) for any of the programs that are designated as PSMB for SBL or SBL Khas. Participants who wish to make claims to PSMB would be required to first apply for approval from PSMB. Based on the ruling by PSMB, zubedy will be notified and subsequently zubedy will further notify the related participants with a confirmation letter.

DISCOUNT

Early Bird Discount

An early bird discount is extended to the participants who register and make full payment the course fees, at least three (3) weeks before the commencement of the course or as per stated on our registration form.

Group Discount

A group discount is extended to an organization that send FIVE (5) or more participants to attend the same course held on the same day.*
**Discounts for each training program are listed in the respective program information*

COURSE FEES

Course fees are inclusive of course notes, Certificate of Attendance, one (1) lunch and two (2) tea breaks (Per course Day) and parking fees(Per course Day). Participant(s) will be awarded the Certificate of Attendance only if he/she fulfills a minimum of 75% attendance of the course.

SUBSTITUTION OR CANCELLATIONS

Substitution of participant(s) are allowed without extra charge provided zubedy (m) sdn bhd is notified in writing of the name and designation of the new participant(s) at any time prior to commencement of the course.

Cancellations from the course are subject to the following:

Full refund will be granted if zubedy (m) sdn bhd receives a written notification of cancellation at least ten (10) working days before the commencement of the course; A 70% of the payment will be refunded if the written notification of cancellations reaches us within ten (10) working days preceding the commencement of the course; No refund will be given if the written notification is submitted after commencement of the course.

Participant(s) are allowed to bring forward the course fees to another program (at a later date) only if a written notification is given five (5) working days before the commencement of the course;

Non-Attendance

If a participant fails to attend a course without providing a written notification, the course fees will not be refunded nor brought forward to another course.

DISCLAIMER

Change of course fees

zubedy (m) sdn bhd reserves the right to revise the course fees advertised without prior notification. However, the additional amount increased will not be charged to a participant if the course fee has been fully paid. The participant will be charged the new fee accordingly if the course fee is not paid at the time of the fee increase and after the Early Bird expires.

Change of course date, facilitator and venue

zubedy (m) sdn bhd reserves the right to make changes to the arrangements to the above without prior notice to participants. However, every effort will be made to inform the participant of the changes via email and telephone call.

Additional expenses

zubedy (m) sdn bhd shall not be responsible for any extra expenses incurred by any participant(s) while attending the course.

CONTACT INFORMATION

Contact Person	farhana kamarudin
Position	sales and service executive
Address	zubedy (m) sdn bhd, Wisma Women's Institute of Management (WIM), 3rd Floor, 7 Jalan Abang Haji Openg, Taman Tun Dr. Ismail, 60000, Kuala Lumpur
Office Phone	03-7727 0758
Office Fax	03-7727 0759
Mobile	012-933 9495
Website	http://www.zubedy.com
E-mail	farhana@zubedy.com
Benefits	zubedy is an approved HRDF, SBL Scheme training provider.