

# Course Registration Form

Course Title: \_\_\_\_\_

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

## Company Information

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Tel (O): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

## Participant Information

1. Name: Mr / Ms

(as in NRIC/Passport. Pls underline your surname)

Job Title: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Tel (O): \_\_\_\_\_

2. Name: Mr / Ms

(as in NRIC/Passport. Pls underline your surname)

Job Title: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Tel (O): \_\_\_\_\_

## Course Fees & Payment

Course fee S\$ \_\_\_\_\_ x  pax = S\$ \_\_\_\_\_ (GST not applicable) 10% Early Bird Discount 20% Group DiscountPayment  Cash Bank Draft (please email enquiries@businessfuture.com.sg for details) Cheque

## Terms and Conditions

- Registration and Payment –
  - A seat will be reserved for you upon receipt of your registration by email / phone / post.
  - Full payment must be made before course start date. All cheque / bank drafts must be paid payable to **"Business Future Consulting Pte Ltd" crossed and marked "A/C payee only"**.
  - Please send or post this registration form and cheque (by mail) to –  
**Business Future Consulting Pte Ltd, 60 Albert Street #15-02, OG Albert Complex, Singapore 189969**
  - We will acknowledge receipt of your registration and payment by email.

- Refund Policy -
  - Course fees paid to Business Future Consulting Pte Ltd are refundable based on the following conditions:

Written Notice of Withdrawal is received	Percentage of refund
• 14 days before course start date	100%
• Within 14 days before course start date	50%
• After commencement / No show	0%

- Changes to Course –
  - Changes to course date, time and fees may occur due to unforeseen circumstances. Business Future Consulting reserves the right to cancel the course due to unforeseen circumstances. Registered participants will be informed of the changes at least 3 working days before course start date.

## Letter of Acceptance

\_\_\_\_\_  
Name and signature of company authorised representative\_\_\_\_\_  
Company stamp / Date