

# Course Registration Form

<b>Contact TechSource Through</b>	☎ Tel : (65) 6742 8173 ☎ Fax : (65) 6742 8673 ☎ Email : train@techsource-asia.com ☎ Web : www.techsource-asia.com ☎ Post : 10 Ubi Crescent #06-48 Ubi Techpark Singapore 408564
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<b>Course Details</b>	
Course Applied for	Course Date
How did you get to know about this programme? (Please tick accordingly) <input type="checkbox"/> Email <input type="checkbox"/> Recommendation <input type="checkbox"/> Website <input type="checkbox"/> Direct Mailers <input type="checkbox"/> Others (Please Specify) _____	

<b>Delegate Details</b>				
Name Dr/ Mr// Mrs/ Ms	Designation/ Department/ Division	Email Address	Mobile No	Dietary Requirement <input type="checkbox"/> Standard <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
Name Dr/ Mr// Mrs/ Ms	Designation/ Department/ Division	Email Address	Mobile No	Dietary Requirement (if any) <input type="checkbox"/> Standard <input type="checkbox"/> Vegetarian <input type="checkbox"/> HALAL
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<b>Company Authorisation</b>		
Name of Company Representative	Designation/ Department/ Division	
Email Address	Tel No	Fax No
Name of Company		
Company Address		Postal Code
This is to certify that the information provided in this form is true and correct to the best of our knowledge. The company is sponsoring the applicant for the course applied.		
_____ Signature of Company Representative	_____ Company Stamp	_____ Date

<b>Terms &amp; Conditions</b>	
<p><b>Confirmation</b>          ⇒ Payment is required with registration and must be received prior to the course to confirm a place.          ⇒ Confirmation letter and official invoice will be sent once application has been approved.          ⇒ Acceptance into the course is on a first-come-first serve basis</p> <p><b>Cancellation &amp; Replacement by Delegate</b>          ⇒ A replacement is welcome if a participant is unable to attend a course. TechSource must be informed at least 7 working days prior to the start of the course.          ⇒ A full refund will be made for cancellation received in writing 14 working days prior to the course commencement.          ⇒ Regrettably, no refund will be accepted for cancellations within 14 working days of the course start date or for 'no show' participants.</p> <p><b>Cancellation by TechSource</b>          ⇒ TechSource reserves the right to reschedule or cancel a course due to unforeseen circumstances. Every effort, however, will be made to inform participants of the change. Fees will be refunded in full should a course be cancelled by TechSource.</p>	<p><b>Payment Methods</b> (Tick One)          All payments to be made payable to <b>TechSource Systems Pte Ltd</b> in <b>Singapore dollars</b> &amp; are nett of bank charges. Bank charges are to be borne by registrants.          ⇒ For foreign delegates sponsored by their companies, Goods &amp; Services Tax (GST) of 7% is not applicable. If payment is made through a local company, GST will apply.</p> <p><input type="checkbox"/> <b>Bank Draft/ Cheque No.</b> _____          Bank: _____</p> <p>Please mail payment with registration form to  <b>10 Ubi Crescent #06-49 Ubi Techpark Lobby C Singapore 408564.</b></p> <p><input type="checkbox"/> <b>Telegraphic Transfer/ GIRO</b>          Account Name/ No: Techsource Systems Pte Ltd / 09-034253-43          Bank Name/ Code: Standard Chartered Bank/ 7144          Branch Name/ Code: MacPherson/ 009          87 Marine Parade Central #01-500 Singapore 440087          Please fax confirmation of bank transfer to us at (65) 6742 8673 quoting your company's name, delegate's name &amp; course title.</p>