

Esri Malaysia's Training Course – Registration Form

Esri Malaysia's Training Solutions – supporting your location intelligence needs through flexible and valuable training options.

To secure your seat at an Esri Malaysia training course, please complete this form and return it to Esri Malaysia.

INVOICING INFORMATION <i>(required)</i>		
Organization	Contact Person	Telephone
Address	Email	Fax

Course Name :

Course Date :

NO.	NAME OF PARTICIPANTS	DEPARTMENT	DESIGNATION	EMAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Fee Per Person:				RM
Number of participant(s):				
Total amount payable:				RM

Payment by (please tick one):

Cheque

Cash

TT

Postal Address:
Esri Malaysia Sdn Bhd
 Suite 301, Block A4
 Leisure Commerce Square
 9 Jalan PJS 8/9, 46150 Petaling Jaya
 Selangor Darul Ehsan
Fax: 03-7874 9932
Email: yvonne@esrimalaysia.com.my



Terms and Conditions of Training Course Participation

1. Training fee:

- a) Fee is inclusive of training materials and certificate of completion (issued upon 100% attendance) per participant.
- b) Price is valid for direct purchase and NOT for tender purposes.

2. Order Placement

Official Purchase Order (PO) to be issued to 'ESRI Malaysia Sdn Bhd. (101958-M)

3. Course registration and confirmation:

- a) Official Purchase Order, duly completed registration form and payment MUST be received at least Ten (14) working days before the training starts.
- b) Invoice will be provided for payment purpose.
- c) Course confirmation including the course schedule will then be sent once the details are finalized.

4. Training venue: Training will be conducted at the Esri Malaysia's facilities using ESRI software on PC Platform unless otherwise advised.

5. Class size: Esri Malaysia requires a minimum of FOUR (4) participants to start a class. No more than Ten (10) participants per class.

6. Cancellation and postponement policy:

- a) Cancellation and postponement must be given in writing by the customer, which must be acknowledged by Esri Malaysia to be valid.
- b) For postponement or change in course date, the following penalty will be levied depending on notice period given (before course commencement date):
 - i) 5 days or less: 100% of course fees
 - ii) 6 to 10 days: 50% of course fees
 - iii) 11 to 15 days: 25% of course fees
 - iv) 16 days or more: 0%
- c) Courses can be postponed a maximum of 2 times by the customer. A penalty of 25% of course fees will be levied each time a course is postponed subsequently.
- d) Courses once confirmed cannot be cancelled. For cancellation of courses, a penalty of 100% of course fees will be levied irrespective of the notice period given.
- e) This penalty is not deductible from the course fees payable upon completion of the course.

7. Esri Malaysia reserves the right to cancel the course due to unforeseen circumstances. Esri Malaysia is not responsible for non-refundable travel arrangement and losses resulting from course scheduling change or cancellations at any time.

8. Others:

- a) Light refreshments will be provided during two (2) designated tea breaks.
- b) Strictly no observer(s) is (are) allowed.
- c) For non-scheduled training, one calendar month's notice is required prior to the commencement of the training.

Esri Malaysia reserves the right to modify terms and conditions.

I understand and agree to the terms and conditions of this application as stated above. (Required)

Authorized Signature

Company Stamp

Name

Date

Designation