

REGISTRATION FORM

PROGRAM :

DATE :

Participant's details:

No.	Name	Designation	Contact no.	E-mail address
1.				
2.				
3.				
4.				
5.				

Submitted by :

Designation :

Company Name :

Company Address:

PAYMENT

1. Please enclose a crossed cheque to Selangor Human Resource Development Centre, if applicable.
2. Payment is required before first day of course

CANCELLATION

- ❖ A penalty of 25% will be imposed for cancellation. Cancellation must be made no later than 3 days prior to commencement date.
- ❖ Fees will not be refunded if participants fail to show up on any day. However, substitution for the day will be allowed.

OTHER INFO

- ❖ Please register your name at 8.30 am on the first day of the course.
- ❖ As courses are intensive, participants are expected to attend at least 75% of entire course to be eligible for certification.
- ❖ Participants will receive a set of manuals and reference materials upon commencement of class.
- ❖ Casual business attire expected at all times.
- ❖ SHRDG reserves the right to change the facilitator, reschedule or cancel any of the training program

For further enquiries please contact
En Kamal/ Cik Ziti at Tel No: 03 - 5513 3560 or
send email to kamal@shrdc.org.my / ziti@shrdc.org.my
or fax your form to **03-5513 3490**

