



# REGISTRATION FORM

## Management Development Programme

Programme Series: \_\_\_\_\_ Registration Date: \_\_\_\_\_

Programme Title : \_\_\_\_\_ Programme Date : \_\_\_\_\_

Company : \_\_\_\_\_ Contact Person : \_\_\_\_\_  
Address : \_\_\_\_\_ Designation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Delegate(s)	Designation	Email
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

\* Please indicate title of delegate(s) (Dato'/Datin/Dr/Mr/Mrs/Ms) and use a separate sheet if you have more than 5 delegates.

### Payment Options

Cheque Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_  
Payable to 'KDU Management Development Centre Sdn Bhd'  
**\* Please write delegate(s) name(s) & event title at the back of the cheque**

Credit Card Card No. : \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
Name on Card : \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Registration & Payment Policy

Upon signing this form, you are deemed to have read and understood the Registration and Payment Policies and have accepted the terms contained therein. This registration form together with the payment MUST reach us at least 5 working days before the commencement of the event. Full payment is due upon registration in order to guarantee the seat(s).

#### Substitution of Delegate(s):

This is allowed provided KMDC is notified in writing of the name(s) and designation(s) of the new delegate(s) at any time prior to commencement of the event. Transfer of registration to other KMDC courses is not allowed.

#### Cancellations

All cancellations of registration must be made to KMDC in writing.

If cancellations are received:

- (a) more than 14 days before the event, a full refund of the fees less a 10% administrative charge will be given;
- (b) 7 - 14 days before the event, a 50% refund will be given;
- (c) less than 7 days before the event, no refund will be given;
  - (i) a substitute delegate is welcome to take your place, or
  - (ii) a set of course materials will be given.

**Company Stamp**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

### Please send payment together with this form to:

**KDU Management Development Centre Sdn Bhd** (584539-D)  
Block A, KDU University College, 76, Jalan Universiti, 46200, Petaling Jaya, Selangor Darul Ehsan  
Tel: 03.7953 6969 / 03.7953 6968 Fax: 03.7953 6966 Email: start@kmdc.com.my