



# MINDT TRAINING & CERTIFICATION SDN BHD

NO. 18, JALAN TANJUNG SD 13/2, BANDAR SRI DAMANSARA, 52200 KUALA LUMPUR, MALAYSIA

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<b>DOCUMENT NO.:</b>	<b>F08-SM-02</b>	<b>DOCUMENT NAME :</b>	<b>COURSE ENROLMENT FORM</b>	<b>EFFECTIVE DATE:</b>	<b>01/09/2017</b>	<b>REVISION :</b>	<b>00</b>
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## COURSE ENROLMENT FORM

**F08-SM-02**

**This is an enrolment form for courses available. Course participant are required to complete one form for each course method. Additional booking forms are available from MINDT registration office or could be downloaded from MINDT's website ( [www.mindt.com.my](http://www.mindt.com.my) ). Photocopies may also be used.**

### PLEASE COMPLETE IN BLOCK LETTERS

CANDIDATE'S NAME :	COURSE DATE :
	COURSE METHOD :
I.C NO / PASSPORT NO :	SCOPE :
EMAIL ADDRESS :	CATEGORY :
H/P NO :	TECHNIQUE :
CORRESPONDENCE ADDRESS :	COMPANY NAME & ADDRESS ( if company sponsored )
ACCOMODATION DURING EVENT ( Tick whichever applicable )	COMPANY TEL. NO :
<input type="radio"/> REQUIRED <input type="radio"/> NOT REQUIRED	COMPANY FAX NO :

### MODE OF PAYMENT

<b>PAYMENT TO :</b>  <b>MINDT TRAINING &amp; CERTIFICATION SDN BHD</b> <b>NO. 18, JALAN TANJUNG SD 13/2, BANDAR SRI DAMANSARA</b> <b>52200 KUALA LUMPUR, MALAYSIA</b>	<b>RHB ACCOUNT NO : 2123 – 2100 – 0265 - 37</b>
	<b>SWIFT CODE : RHBBMYKL</b>
	<b>AMOUNT :</b>
	<input type="radio"/> CASH <input type="radio"/> CHEQUE

### TERMS & CONDITIONS

1. A place for the course is reserved when an enrolment form is received and accepted by MINDT Training & Certification Sdn Bhd ( subject to BINDT policy and regulations ).
2. An invoice shall be issued on receipt of the enrolment form and payment must be made before the commencement of the Course.
3. Confirmation shall be issued upon receipt of the booking form.
4. Joining instructions shall be issued upon receipt of confirmation and deposit payment.
5. Cancellation must be made in writing and are subject to the following charges :  
RM 50.00 administration fee, up to 4 weeks prior to the course commencement.  
25% of the course fee, 1 week prior to the course commencement.
6. The transfer of a booking to another course date is acceptable without a penalty.
7. MINDT Training & Certification Sdn. Bhd. reserves the right to change the content, lecturer, schedule and venue of the course for reasons beyond its control.
8. MINDT Training & Certification Sdn. Bhd. shall not be liable for any loss or damage arriving out of statements or views and opinion expressed.
9. The passing benchmark is 70%. Only when the 70% passing mark is achieved, shall a " Certificate for Successful Completion of Training " be issued, whereby the student is eligible to attempt a PCN examination.

### FOR OFFICE USE

OFFICIAL RECEIPT NO :	DATE :
INVOICE NO :	PREPARED BY :
AMOUNT RECEIVED :	APPROVED BY :