MINDT TRAINING & CERTIFICATION SDN BHD
NO. 18, JALAN TANJUNG SD 13/2, BANDAR SRI DAMANSARA, 52200 KUALA LUMPUR, MALAYSIA
Tel : +603-6280-3448 H/P : +6011-6518-0600 E-mail : info@mindt.com.my

DOCUMENT NO.:	F08-SM-02	DOCUMENT NAME :	COURSE ENROLMENT FORM	EFFECTIVE DATE: 01/07/2025	REVISION : 04

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). 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)
	COMPANY TEL. NO :

MODE OF PAYMENT

PAYMENT TO : **MINDT TRAINING & CERTIFICATION SDN BHD** **NO. 18, JALAN TANJUNG SD 13/2,** **BANDAR SRI DAMANSARA,** **52200 KUALA LUMPUR, MALAYSIA.**	**RHB ACCOUNT NO : 2123 – 2100 – 0265 - 37**
	SWIFT CODE : RHBBMYKL
	AMOUNT :
	◯ ONLINE TRANSFER / DUITNOW
	◯ HRDCORP GRANT
	◯ CASH / CHEQUE

TERMS & CONDITIONS

1. A place for the course is temporary reserved when an enrolment form is received and accepted by MINDT Training & Certification Sdn Bhd (subject to BINDT policy and regulations).
2. A deposit payment of RM 1000.00 (non – refundable) per student per training as a provisional booking is required to confirm a place for the course. An invoice shall be issued and the student / company would have to transfer the remaining fee before the commencement of the Course.
3. Joining instructions shall be issued upon receipt of confirmation and deposit payment.
4. Cancellation must be made in writing and are subject to the following charges :
   RM 400.00 administration fee (SST 8% is applicable), up to 4 weeks prior to the course commencement.
   25% (SST 8% is applicable) 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. However, the transfer of course date is subject to within 3 months from the initial course date.
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.

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MINDT Training and Certification Sdn. Bhd. ("**MINDT**") processes personal information about you. The personal information MINDT processes includes but is not limited to your name, title, identification card number, employer's details, contact address, contact numbers and/or email address (collectively, "**Personal Data**"). We obtain your Personal Data from the application forms that you may have submitted to us for participation in our course and, during direct contact with us.

In view of the requirements of the Personal Data Protection Act 2010, we wish to inform you of the following:-
Your personal data is being stored and processed by us for the purposes related to your application to participate in our courses, for providing you with information, courses that you requested from us or which we feel may be of interest to you by post, email, telephone, SMS, or other means of communications, or otherwise as required or expressly authorized by laws or regulations applicable to our business or by government agencies that oversee our business ("Purpose").
You may request access to and/or make corrections, amendments or updates, and/or limit the processing to your Personal Data by forwarding your request to us at info@mindt.com.my
Your Personal Data may be used for various purposes, including, without limitation in relation to:

(a) Any of our related companies, affiliates, representative offices and joint venture partners, which may be located in Malaysia or overseas;
(b) Any professional body related to the courses/examinations provided by us and government authority if required by laws.
(c) To keep you informed of MINDT's latest courses and updated guidelines/requirements.
(d) Group/in session training photographs that are taken within or out of the premises of MINDT could be used as content on MINDT social media or marketing platform.

We will protect your Personal Data in accordance with any applicable Malaysian laws.
If you do not agree to the Personal Data Policy stated in this notice, please notify us within 7 days at info@mindt.com.my from the date of this notice otherwise, we will deem that you consent to the processing, usage and dissemination of your Personal Data.

DECLARATION
I hereby confirm and agree that you and your related companies may collect, obtain, store and process my Personal Data that I provide in the Application Form for the purpose as described herein and/or for receiving updates, news, promotional and marketing mails or material. I declare that the information provided in the Application Form are true and correct to the best of my knowledge. I hereby undertake to inform you of any changes therein immediately. In the event that any of the aforesaid information is found to be false, untrue, misleading and/or misrepresentation, I understand that I may be held liable for it.

TO BE COMPLETED BY STUDENT	
NAME :	DATE :
SIGNATURE :	

FOR OFFICE USE	
OFFICIAL RECEIPT NO :	DATE :
INVOICE NO :	PREPARED BY :
AMOUNT RECEIVED :	APPROVED BY :