

SHRM HR Business & Management Professional Certification Preparation Programs

Registration Form

Program date: (SHRM – CP) | (SHRM – SCP) 22 - 24 November 2017

Program applied for

- SHRM Certified Professionals (SHRM – CP)
Program fee: RM 9,600
 SHRM Senior Certified Professionals (SHRM – SCP)
Program fee: RM 12,000

Type of application (Please tick the relevant box)

- Non-HRDF contributing
 HRDF contributing company

Registration Details

NAME OF APPLICANT (as per IC)

NRIC NO. /PASSPORT NO.

GENDER

NATIONALITY

DESIGNATION

COMPANY NAME

COMPANY REGISTRATION NO.

ADDRESS

TELEPHONE

MOBILE

EMAIL

Contact Details of Referral Officer/ Head of Department (If Applicable)

NAME

DESIGNATION

EMAIL

MOBILE (optional)

TELEPHONE

Contact Person For Rebate Acknowledgment

NAME

DESIGNATION/DEPARTMENT

EMAIL

TELEPHONE (direct line)

MODE OF PAYMENT

Declaration I hereby confirm all of the above information submitted to Kelly to be true and correct.

Kindly complete the form and submit to:

BTI Consultants
Level 32.1, Menara Standard Chartered,
30, Jalan Sultan Ismail, 50520 Kuala Lumpur,
Malaysia
T+603 2119 6907
E shrm@bticonsultants.com

SIGNATURE & DATE

COMPANY STAMP

(Please attach a photocopy of your identification card)

Terms and Conditions

- Program fees are not inclusive of relevant government taxes and examination fees. Fees are inclusive of the 3-day program workshop, materials, luncheon and 2 tea breaks only. Certification exam fee is paid directly to SHRM upon registering.
- Payment Term: Upon completion and return of the signed and stamped registration form, full payment is due immediately or upon receipt of invoice. A receipt will be issued on payment. Due to limited seats, we advise early registration. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in Ringgit Malaysia. The program fee is payable directly to Kelly Services® (Malaysia) Sdn. Bhd. For HRDF contributing companies, an approval letter from HRDF (depending on type of approval letter) should be submitted 2 weeks before the program start date.
- Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the program are allowed. Substitutions between 14 days and the date of the course will be allowed subject to administration fee of equal to 10% of the total fee that is to be transferred. The full course fee is payable and is non-refundable. The service charge is non-refundable and non-creditable. If, for any reason, Kelly decides to cancel or postpone this course Kelly is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The course fee will not be refunded but can be credited to a future course. Course program content is subject to change without notice.
- Copyright: All intellectual property right in all materials produced or distributed by SHRM and Kelly in connection with the course is expressly reserved and any unauthorised duplication, publication or distribution is prohibited.
- Client information is kept on Kelly group of companies' database and used by Kelly group of companies to assist in providing selected products and services which may be of interest to the Client and which will be communicated via mail correspondence, phone, fax (include automatic dialling), email, and other electronic means of communications. Visit www.kellyservices.com.my/MY/Privacy-Statement. If you do not want Kelly to do this please tick this box. For training and security purposes telephone calls may be recorded.
- Important note: While every reasonable effort will be made to adhere to the advertised package, Kelly reserves the right to change course dates, location, omit program features, or merge the course with another program or event where necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be offered or made.

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