

SHRM Certification Prep Workshop 2018



Registration Form

Program Date: SHRM-CP | 12 - 14 March 2018
SHRM-SCP | 19 - 21 March 2018

Program applied for

- SHRM Certified Professionals (SHRM-CP)
Program Fee: RM 9,600 + 6% GST
 SHRM Senior Certified Professionals (SHRM-SCP)
Program Fee: RM 12,000 + 6% GST

Type of Application (Please tick the relevant box)

- Non-HRDF contributing company
 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	

Contact Details of Person in Charge of Finance

NAME	
DESIGNATION	
EMAIL	TEL

Contact Details of Head of HR/ Immediate Supervisor

NAME	
DESIGNATION	
EMAIL	TEL

Were you referred to attend to this programme by a person outside of your organization for this programme?
If yes, please provide us their details.

NAME	DESIGNATION
EMAIL	TELEPHONE (Direct Line)

MODE OF PAYMENT

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

Kindly return this form to your point of contact or to the details below.

Ms. Tung Yee Eng
YeeEng_Tung@bticonsultants.com
T: +603-2119 6909

SIGNATURE & DATE COMPANY STAMP

(For Malaysians, please attach a photocopy of your identification card)

Terms and Conditions

- Fees are inclusive of the 3-days programme workshop, materials, luncheon and 2 tea breaks only.
- 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.
- 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, PERSOLKELLY decides to cancel or postpone this course PERSOLKELLY 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 PERSOLKELLY 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, PERSOLKELLY 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.