

# REGISTRATION FORM

<input type="checkbox"/>	IIUM Staff & Students / KM Exchange Participants	RM 800.00
<input type="checkbox"/>	A group of 3 or more	RM 825.00
<input type="checkbox"/>	Public	RM 850.00

## KNOWLEDGE MANAGEMENT MASTERCLASS

ORGANISATION	:	.....	DESIGNATION	:	.....
CONTACT PERSON / APPROVED BY	:	.....	TEL. NUMBER	:	.....
ADDRESS	:	.....	FAX	:	.....
.....	:	.....	EMAIL	:	.....

## PARTICIPANTS' DETAILS

NAME ❶	:	.....	NAME ❷	:	.....
DESIGNATION	:	.....	DESIGNATION	:	.....
TEL. NUMBER	:	.....	TEL. NUMBER	:	.....
EMAIL	:	.....	EMAIL	:	.....
NAME ❸	:	.....	NAME ❹	:	.....
DESIGNATION	:	.....	DESIGNATION	:	.....
TEL. NUMBER	:	.....	TEL. NUMBER	:	.....
EMAIL	:	.....	EMAIL	:	.....

**TERMS & CONDITION**

- Registration fees include refreshments, lunches, course materials and certificate of attendance.
- Substitution of participant(s) is allowed with no additional charge provided by IIUM Academy is notified in writing of the name and designation of the new participant(s).
- Full registration fees must be received before commencement of the course. Participants with outstanding registration fees are required to make payment on site or present an undertaking letter, local order or letter of approval to participate. If one of these cannot be supplied, IIUM Academy reserves the right to refuse admission.
- IIUM Academy reserves the right to change the venue, facilitator and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise.

**CANCELLATION POLICY**

- Cancelation of registration must be made in written form (letter, fax, or email) to IIUM Academy before 10 working days prior to the event with 20% of the registration fee imposed for cancellation.
- Cancellation 3 - 10 working days prior to the date of programme will be invoiced the full training fees. As a courtesy, we will allow 50% of your payment towards future IIUM Academy training programmes within one year of the cancellation date.
- Cancellation 1 - 3 working days prior to the event, and no-shows, are subject to payment for the full amount without future training credit.
- Please note that, if you do not cancel or do not attend, you are responsible for payment.

**MODE OF PAYMENT** please tick the appropriate box

<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	BANK DRAFT	<input type="checkbox"/>	LOCAL ORDER
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PAYMENT BY CHEQUES / BANK DRAFT should be made payable to "IIUM Academy" and crossed "A/C Payee Only", (Bank Muamalat, A/C No: 1407-000010-710; Swift Code: BMMBMYKL). You may bank in or send the cheques / bank drafts to us via registered mail / courier express. Please fax a copy of the transaction to us at +603-6196 6620 and indicate invoice number for verification purpose.

WE FULLY UNDERSTAND AND AGREE ON THE TERMS AND CONDITIONS ABOVE.

.....  
AUTHORISED SIGNATURE

NAME : .....

DESIGNATION : .....

**COMPANY STAMP :**

DATE :

To confirm your registration, kindly complete this form and fax to us at **Fax : +603-6196 6620** or **Email : academy@iium.edu.my**. For course inquiry, please contact us at **Ext. No. : +603-6196 6618 / 6621**