

# REGISTRATION FORM ( )

To confirm your registration, kindly complete this form and email to us at [training@mgtc.gov.my](mailto:training@mgtc.gov.my)  
For course enquiry, please contact us at: 03-8821 0800 or visit [www.mgtc.my](http://www.mgtc.my)

Training date : ...../...../.....

Venue : .....

## Type of Payment (Please tick) :

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Cash                                       |
| <input type="checkbox"/> | Cheque (no .....)                          |
| <input type="checkbox"/> | Local Order (Government Only)              |
| <input type="checkbox"/> | HRDF-SBL Khas (Invoice is not required)Tax |
| <input type="checkbox"/> | Invoice                                    |

Company Stamp and Address

## Organisation Details:

Contact Person: .....  
Designation: .....  
Tel: ..... Fax: ..... Email: .....

## Participant Details (1):

Full name (as per IC): .....  
Designation: ..... Mobile Phone: ..... Email: .....  
Highest Education Level: .....( ) Vegetarian Meal

## Participant Details (2):

Full name (as per IC): .....  
Designation: ..... Mobile Phone: ..... Email: .....  
Highest Education Level: .....( ) Vegetarian Meal

## Participant Details (3):

Full name (as per IC): .....  
Designation: ..... Mobile Phone: ..... Email: .....  
Highest Education Level: .....( ) Vegetarian Meal

## Please attach copy of the following:

- Identification Card (I.C)

## Payment Details:

- Payment should be made to "Malaysian Green Technology and Climate Change Corporation" (CIMB Islamic Bank Berhad: 86-0043462-1).
- Payment by Local Order is only for Government, Government Agencies and Government-linked companies

## Terms and condition:

- Program Fee
- ✓ Fee includes refreshment, course materials, and certificate.
  - ✓ Admittance will only be permitted upon receipt of full payment.
  - ✓ For Government, Government Agencies and Government-linked companies, guarantee letter is accepted however payment must be made within 14 working days after the completion of training.

## Cancellation/Transfer:

- ✓ Upon registration, participants(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrolment, a cancellation policy shall be applied as follows:
    - Written cancellation/transfer received less than five (5) working days from the date of the programme:
      - A refund (less administrative charge or 20%) will be made
      - Unpaid registration will also be liable for 20% administrative charges
    - Written cancellation/no show on the day of programme:
      - No refund will be entertained
      - Unpaid registrations will also be liable for full payment of the registration fee
      - Partial cancellation is not allowed
- Substitution of participant(s) is allowed with no additional charge provided. MGTC must be notified in writing of the name and designation of the new participant(s) five (5) days from the date of programme.

## Certificate of Attendance and CPD Hours

- ✓ Upon full attendance of the programme, participants will be issued an Attendance Certificate during last day of training.
- ✓ The CPD hours will be stated in the Attendance Certificate. Participant(s) details will be submitted to ST within two (2) weeks after the programme.

## Data Protection

- ✓ Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

## Disclaimer

- ✓ MGTC reserves the right to change the venue, facilitator, and reschedule or cancel the course whenever deemed necessary. We shall inform participant(s) if any changes arise. MGTC also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.