

**UNIVERSITI KUALA LUMPUR
MALAYSIA FRANCE INSTITUTE**

Section 14, Jalan Teras Jernang, 43650 Bandar Baru Bangi, Selangor Darul Ehsan

Homepage : <http://www.mfi.unikl.edu.my/mfi>, e-mail bdm@mfi.unikl.edu.my

TEL: 03-8926 2614, 89262022 Ext 1601/1114/1112 FAX: 03-89258845

	<h2 style="margin:0;">SHORT COURSES REGISTRATION FORM</h2>	Document No : UniKL MFI_SD_IS02 Revision No : 03 Effective Date : 01 November 2008																																				
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COMPANY'S NAME: _____ COMPANY'S ADDRESS: _____ _____ TELEPHONE NO: _____ FAX NO: _____ COMPANY'S ACTIVITY: _____ HRDC REGISTRATION NO: _____ NO. OF EMPLOYEES: _____ COMPANY SHAREHOLDERS: MALAYSIAN _____% FOREIGN _____% CAPITAL/SALES TURNOVER: LESS THAN RM 25 MILLION: YES / NO MORE THAN RM 25 MILLION YES/ NO APPROVING MANAGER: _____ DESIGNATION: _____ NAME OF TRAINING MANAGER/EXECUTIVE: _____ APPROVING MANAGER'S SIGNATURE: _____																																						
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COMPANY'S STAMP:	<p>Please register the above participant(s) for the above course. I/we understand that the fee is not refundable but substitution of participants will be allowed. If I/we fail to attend the course, I/we will settle the registration fee in full.</p> <p>Payment should be made 1 week before the course. Crossed cheque made payable to AKAUN PUNGUTAN UNIKL MFI.</p> <p>Only written cancellation will be accepted:</p> <ul style="list-style-type: none"> a) 5 working days before the event full refund less RM100 administration fees. b) 3 working days before the event - 75% refund / 25% cancellation fee. c) 1 day prior the event - No refund / full amount will be invoiced. d) substitute can be accepted with no extra charge. Please fax in for substitute. 																																					