



COURSE REGISTRATION FORM

COURSE TITLE : _____ COURSE DATE _____

COMPANY NAME : _____

ADDRESS : _____

TEL NO : _____ CONTACT PERSON : _____

FAX NO : _____ HRDF CODE (IF ANY) : _____

EMAIL : _____

No	Participant's Full Name	Designation	Department
1			
2			
3			
4			
5			

SMIDECLARATION (if applicable)

I confirm that our company meets the following SME criteria. Please tick in ☐

- ☐ 1. SME with Enterprise Status and Register Under the Registrar Of Business (R.O.B.) **OR**
- ☐ 2. SME with Sdn Bhd Status and Register Under the Registrar Of Company (R.O.C.) **AND**
- ☐ 3. At Least 60% Malaysian Owned
- ☐ 4. Annual Sales Turnover Less Than RM25 Million Or No. Of Employees Less Than 150 (Manufacturing)
- ☐ 5. Annual Sales Turnover Less Than RM5 Million Or No. Of Employees Less Than 50 (Service)
- ☐ 6. The registered participants are **Malaysian employees/owners** of the business

Nature of business: _____

APPROVED BY

Name: _____

Designation: _____

COMPANY CHOP: _____

PAYMENT

- Please enclose a crossed cheque to Selangor Human Resource Development Centre, if applicable.
- Payment is required on the first day of course

Notes for SMEs:

- Enterprise status company please fax to us copy of R.O.B (Form D)
- Sdn Bhd status company please fax to us copy of Form 24 and Form 49

CANCELLATION

- A penalty of 25% will be imposed for cancellation. Cancellation must be made no later than 3 days prior to commencement date.
- Fees will not be refunded if participants fails to show up on any day. However, substitution for the day will be allowed.

OTHER INFO

- Please register your name at 8.30 am on the first day of the course.
- As courses are intensive, participants are expected to attend at least 80% of entire course to be eligible for certification.
- Participants will receive a set of manuals and reference materials upon commencement of class.
- Casual business attire expected at all times.