

SSM NATIONAL CONFERENCE 2018

REGISTRATION FORM

20 SSM
CPE points

Registration closing date:
07 AUGUST 2018.

DATE	EVENT	EVENT CODE	REGISTRATION FEE
14 & 15 AUG 2018	SSM NATIONAL CONFERENCE 2018	CONF/KL/18/101	RM1,400

Use one form for each participant. Print or type clearly. Kindly make copies if more forms are needed.

PARTICIPANT DETAILS. (All details must be completed.)

Name:		I/C No:	
SSM Licensed Secretary No:			
Professional Body Name & Membership No:			
Designation:			
Company:			
Address:			
Office Tel. No:	Fax No:	Mobile No:	
Email Address : <small>Please provide your e-mail address as registration confirmation is sent to you via e-mail.</small>			
Tax Invoice to be issued in the name of:			
Name of HR personnel:		Tel. No:	
<input type="checkbox"/> Vegetarian Meal	<input type="checkbox"/> Other Diet:		
Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA . Fee RM1,400	Cheque no		

PAYMENT TERMS

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no. / Professional Body name (if any), programme date and event code CONF/KL/18/101.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Conference fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), 2 lunches and 4 tea breaks.

FAX OR EMAIL YOUR REGISTRATION FORM AND SEND YOUR PAYMENT TO:

Suruhanjaya Syarikat Malaysia, COMTRAC & Knowledge Management Division
Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50623 Kuala Lumpur

Tel : +603 2299 4434 (Nazirah)/ 4423 (Hellmy)/ 4441(Priya)/ 4440 (Zakhir)
5308 (Fuza)

Fax : +(603) 2299 4451 / 4452 Email : comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a **first-come-first-served-basis**.

No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment or letter of guarantee is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of **RM30.00 per copy for any replacement of certificate** due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC / SSM as a reference in future to communicate with you on our training programmes / events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

I hereby * give my consent/ * do not consent to SSM to use my personal data for the marketing and promotion of all future training programmes.

Please refer to the Conference's website at www.ssm.com.my for further terms and conditions.