

REGISTRATION FORM

Use one form for each participant. Please print or type details clearly. This form can be downloaded from SSM’s website at www.ssm.com.my. Kindly make copies if more forms are needed. This form may be used for all training programmes organized by COMTRAC.

Yes, please register me for the following training programme:

Date	Programme Title	Event Code

Participant’s and Payment Details:

Name : _____

I/C No. : _____

License Secretary No. : _____

Professional Body Name : _____ Membership No. _____

Designation : _____

Company : _____

Address : _____

Office Tel. No. : _____ Fax No. _____

Mobile No. : _____ Email Address _____

I/We enclose Cheque /Bank Draft/ Money/ Order/ Postal Order for amount of RM_____ (non-refundable) and made payable to ‘Suruhanjaya Syarikat Malaysia’. [Please indicate the name(s) and company/institution of participant(s) on the reverse of the cheque].

Terms & Conditions

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcomed. However extra charges will be imposed where there is a difference in fee for the substitute. If a participant fails to attend a programme, the registration fee will not be refunded nor allocated to another programme. Postponement/replacement is allowed if SSM are notified within three (3) working days prior to the programme. All postponements/replacements must be made in writing and acknowledged by SSM. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate will be charged RM30.00 per copy for administration cost. SSM retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.