

Sales Contract

PERSIDANGAN KEPIMPINAN

WANITA KE-5

Course Code: C201503
18 & 19 March 2015
Kuala Lumpur, Malaysia

CONFERENCE REGISTRATION FEES

- RM2,990** / pax
Register 5 delegates and above, at
RM2,290 / pax
Register 4 delegates, at
RM2,390 / pax

MODE OF PAYMENT

Cheque or bank draft in favour of:

COMFORI SDN.BHD. (581115-T)
E-02-03, East Wing,
Subang Square Business Centre,
Jalan SS15/4G, 47500 Subang
Jaya, Selangor, Malaysia

Payment Via:

- Cheque by post/courier
 Tele-Transfer
 Deposit into Our Account

GST/NAV will be added to the invoice.
(for international registration)

VENUE

Kuala Lumpur, Malaysia

For hotel reservations, please book directly with the hotel. Hotel reservations and travel arrangements are the responsibility of the registrant. Hotel bills are to be settled by participants directly with the hotel. Note that the rooms are available at a first come, first serve basis. Comfori will not be responsible for hotel reservations. For special room rates, please quote Comfori's event:

Persidangan Kepimpinan Wanita Ke-5

TERMS & CONDITIONS

- Course fees include course materials and refreshments unless otherwise stated.
- Payment Terms.** Once a completed registration form is received by Comfori, an invoice will be issued. Payment must be made within seven (7) days from the date the invoice is issued. Full payment must be received prior to the event date. Comfori reserves the right to deny admittance to an event if full payment has not been made. Companies that intend to make payments after the event are required to submit a Letter of Undertaking as payment guarantee. Certificate of attendance to the event will be awarded only after payment is received.
- Cancellations and Substitutions.** All cancellations must be made in writing at least 14 days prior to the event date. No refunds will be available following a cancellation. However, if full payment had been made, the payment will be credited towards rescheduled dates or to a future Comfori event. A credit note or a free seat voucher of equivalent value that could be used at future Comfori events will be issued. Comfori reserves the right to charge all hotel booking fees to the client as the result of a cancellation. Substitutions are always welcome at no extra charges. Substitution of participants must be made at least one (1) working day before the event date.
- Note.** Comfori reserves the right to cancel, postpone, or alter the advertised programmes at any time. Comfori will not be held liable for any costs or liabilities incurred by clients as a result of the change of date/programme/venue. Should a cancellation of an event by Comfori occur, the event will be fully refundable.
- Money Back Guarantee.** The decision on refund amounts is subjected to the sole discretion of Comfori's management.
- Copyright.** Distribution, republication and duplication of all contents and materials provided and distributed by Comfori are strictly prohibited.
- Incorrect Mailing Information.** Should mailing information or company details be incorrect or inaccurate, please contact us immediately.
- Disclaimer.** Upon submission of this registration form, client acknowledges that he/she has read and accepted all the terms and conditions as listed above.

DELEGATES' INFORMATION

1

Name _____
Designation _____
Department _____
Email _____
H/P No _____ Vegetarian Yes No

2

Name _____
Designation _____
Department _____
Email _____
H/P No _____ Vegetarian Yes No

3

Name _____
Designation _____
Department _____
Email _____
H/P No _____ Vegetarian Yes No

4

Name _____
Designation _____
Department _____
Email _____
H/P No _____ Vegetarian Yes No

COMPANY'S INFORMATION

Organisation _____
Approving Manager _____
Address _____

Tel _____ Fax _____
HR Name _____
HR Contact _____
Signature/
Company
Stamp

CONTACT DETAILS

SYAFIQ ARIF

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