

## REGISTRATION FORM

**Course Title** : \_\_\_\_\_  
**Date** : \_\_\_\_\_  
**Time** : 9:00am – 5:00pm  
**Fee** : \_\_\_\_\_  
**Venue** : \_\_\_\_\_

HRDF Claimable under  
Lean Management Academy Sdn Bhd  
HRDF Training Provider Cert No: 1100189  
HRDF Cert TTT/13274

\* Enjoy RM 100 discount per participant for registration more than three participants from the same company and of the same billing source.

Fax to +603 8600 0406 or [marketing@leanacademy.com.my](mailto:marketing@leanacademy.com.my)

1 Participant: \_\_\_\_\_ Designation: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

I/C No : \_\_\_\_\_ Green Card No(if applicable): \_\_\_\_\_

2 Participant: \_\_\_\_\_ Designation: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

I/C No : \_\_\_\_\_ Green Card No(if applicable): \_\_\_\_\_

3 Participant: \_\_\_\_\_ Designation: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

I/C No : \_\_\_\_\_ Green Card No(if applicable): \_\_\_\_\_

4 Participant: \_\_\_\_\_ Designation: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

I/C No : \_\_\_\_\_ Green Card No(if applicable): \_\_\_\_\_

\* **Please provide accurate email and mobile no. to ensure course communication can reach you timely.**

Company Name: \_\_\_\_\_

CIDB Company Registration number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Company Chop: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment | Terms & Conditions

All payment by cheque to be made payable to **LEAN Management Academy Sdn. Bhd.**

**OR** Bank in directly to **CIMB A/C No: 8007116916 | Branch: CIMB Permas Jaya, Johor**

## TERMS & CONDITIONS

1. Courses to run with a minimum of 12 participants and maximum of 20 participants.
2. Date & venue of seminar subject to changes.
3. Registrations will only be confirmed upon receipt of payment.
4. Registrations made without payment are subject to cancellation without prior notice.
5. Payment is to be made at least THREE WEEKS in advance to ensure seat booking is confirmed.

## CANCELLATION / TRANSFER

1. Upon confirmation of registration and in the event of participant(s)'s cancellation/postponement, a fee of 30% of the training fee will be imposed for late notice/advice of cancellation/postponement (less than 14-days' notice from the training date).
2. A written cancellation/transfer notice must be received 14 working days before the training date, hence, we will refund full payment already made.
3. In such an event of cancellation with notice less than 14-working days, any payment made would be refunded after deduction of 30% for late cancellation fees.
4. Written cancellation/postponement notice received less than 5-working days before the program dates, payment made will not be refundable.
5. You can substitute an alternate participant if you deem necessary and wish to avoid cancellation/postponement charges.

## DISCLAIMER

Lean Academy Sdn. Bhd. reserves the right to cancel the training due to unforeseen circumstances. We also reserve the right to make alternative arrangements without prior notice should we deem it necessary. In such an event of cancellation of program, any payment made would be refunded in full.

## DATA PROTECTION

Personal data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)