

**REGISTRATION FORM**
**CRUCIAL CONVERSATIONS® - Tools for Talking When Stakes Are High**

By VitalSmarts Malaysia Facilitator

 Please  the appropriate checkboxes

**PROGRAM DETAILS**
**ORGANIZATION DETAILS**
**DATE**

23 - 24 April 2018

**Venue**

Corporate Services, Training Room, Solaris Dutamas

COMPANY / ORGANIZATION NAME:

ADDRESS:

NAME OF CONTACT PERSON: MR/MS

TEL:

FAX:

EMAIL:

**PARTICIPANT DETAILS**

1 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

 \*Participant's Classification  Vegetarian Meal

2 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

 \*Participant's Classification  Vegetarian Meal

3 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

 \*Participant's Classification  Vegetarian Meal

4 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

 \*Participant's Classification  Vegetarian Meal

5 MR/MS:

MOBILE NO:

EMAIL:

DESIGNATION:

 \*Participant's Classification  Vegetarian Meal

TOTAL NUMBER OF PARTICIPANTS:

TOTAL AMOUNT PAYABLE: RM

APPROVING MANAGER'S NAME:

DESIGNATION:

SIGNATURE &amp; COMPANY STAMP:

DATE:

**PROGRAM FEE (Fee Inclusive GST)**

Single Nomination : RM 2,385

Multiple Nomination : RM 2,067

(nominations are from the same organization)

**CLAIMS & GRANT ELIGIBILITY**
 HRDF CLAIMS: SBL KHAS

 HRDF CLAIMS: SBL

\*subject to HRDF Terms &amp; Conditions

**How Did You Know About This Program?**
 Email Blast  Newspaper

 Website  Social Media

 Others \_\_\_\_\_

**ENQUIRIES & REGISTRATION**
**CRUCIALSKILLS LEADERSHIP CENTER SDN BHD**
**ADDRESS :**

D4-1-7 (Level U1), Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia.

**TEL :** +603 6211 6963 / 6964

**FAX :** +603 6205 5551

**WEB :**
<http://www.crucialskills.my>
**EMAIL:**
[registration@crucialskills.my](mailto:registration@crucialskills.my)
**Transforming Behavior, Impacting Results.**
**PAYMENT DETAILS**

DIRECT BANK-IN:

 BANKER: **CIMB BANK MALAYSIA**  
 PAYABLE TO: **CRUCIALSKILLS LEADERSHIP CENTER SDN BHD**  
 ACCOUNT NO: **800-781-2896**

CHEQUE/BANK DRAFT NO:

( ) Please provide us an Invoice for payment purposes

CREDIT CARD DETAILS:

 VISA

 MASTERCARD

EXPIRY DATE (MM/YY):

CARD NO:

CARDHOLDER NAME:

 SECURITY CODE:  
 (For security reasons, please call us)

SIGNATURE (FOR CREDIT CARD PAYMENT):

DATE:

**TERMS & CONDITIONS**

1. Registrations will only be confirmed upon receipt of payment.
2. Registrations made without payment are subject to cancellation without prior notice.
3. Payment is to be made at least ONE MONTH in advance to ensure seat booking is confirmed.
4. Kindly make cheques, marked A/C Payee Only, payable to CRUCIALSKILLS LEADERSHIP CENTER SDN BHD. To verify your payment, please ensure that you provide us your payment transaction details (e.g. Bank-in slip, copy of cheque, Telegraphic Transfe/TT) and kindly email them to [payment@crucialskills.my](mailto:payment@crucialskills.my)
5. Prevailing GST applies

**CANCELLATION / TRANSFER**

 1 Upon confirmation of registration and in the event of participant(s)'s **cancellation/transfer**, a cancellation/transfer fee of **30%** of the training fee will be imposed for late notice/advice of cancellation/transfer (**less than 14-days notice**).

 2 A written cancellation/transfer notice must be received **14 working days** before the program 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/transfer notice received **less than 5-working days** before the program dates, payment made will not be refundable.

 5 For incomplete attendance and re-sit schedule to another dates, a **20%** charge of the training fee will be imposed.

6 You can substitute an alternate participant if you deem necessary and wish to avoid cancellation/transfer charges.

7 In the case of requesting to (transfer) attend another program from the currently registered program, must be of the same value or higher in value, any difference in price (shortfall) will be charged accordingly (e.g., from a 2-days program to 3-days program; or from lower fee to higher fee program, current fee rate prevails. Request must be made in advance not less than 5-working days before the program dates.

**DISCLAIMER**

CrucialSkills Leadership Center reserves the right to cancel the program 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)