

REGISTRATION FORM

2019

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

DATE	PROGRAMME	EVENT CODE	REGISTRATION FEE
23 & 24 JULY 2019	SSM NATIONAL CONFERENCE 2019	CONF/KL/19/100	RM1400.00

PARTICIPANT DETAILS: (All details must be completed)

Name _____

I/C No. _____ SSM Licensed Secretary No. _____

Prescribed Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

☐ Vegetarian Meal ☐ 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.
- 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. / Prescribed Body name (if any), programme date and event code **CONF/KL/19/100**.
- 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 Suruhanjaya Syarikat Malaysia ("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 SSM, 2 lunches and 4 tea breaks.

FAX YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Suruhanjaya Syarikat Malaysia, Level 12, Menara SSM@Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +603 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) / Hellmy (4423) 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 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 SSM at least three (3) working days prior to programme. In cases of cancellation / postponement of programme by SSM, 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 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**.

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