

COMTRAC

REGISTRATION FORM 2014

Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

Please register me for the below programme.

Date	Event Code	Programme

PARTICIPANT DETAILS. (All details must be completed.)

Name:		
I/C No:	License Secretary No:	
Professional Body Name:	Membership No:	
Designation:		
Company:		
Address:		
Office Tel. No:	Fax No:	Mobile No:
Please provide your e-mail address as registration confirmation is send to you via e-mail. Email Address :		
Vegetarian Meal <input type="checkbox"/> Other Diet :		

FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), a pre-loaded CD containing training materials, refreshments and lunch.

HOW TO REGISTER?

Send registration form to :
COMTRAC
Level 12, Menara SSM @ Sentral, 7
Jalan Stesen Sentral 5, Kuala Lumpur
Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Farah) / 4441
(Priya) / 4448 (Noor) / 4421 (Lekshmi)
Fax: +(603) 2299 4451 / 4452
Email: comtrac@ssm.com.my

HOW TO PAY?

1. Make payment at SSM

Payment can be made at Menara SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches. Kindly use '**Lampiran 1**' (COMTRAC Training Fee Payment Form) when submitting the payment at counter. Lampiran 1 can be downloaded from SSM's website at www.ssm.com.my.

Or

2. Send payment to COMTRAC

I enclose **cheque / bank draft** no: _____ for amount of RM _____ (non-refundable) and made payable to '**SURUHANJAYA SYARIKAT MALAYSIA**' and '**Lampiran 1**' (COMTRAC Training Fee Payment Form). Please indicate the participant(s) name, License Secretary no. (if any), seminar date and event code on the reverse of the cheque. Lampiran 1 can be downloaded from SSM's website at www.ssm.com.my.

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. **No walk-ins accepted.** 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 by participant. 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 is 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 an administrative fee of RM30.00 per copy.

SSM reserves the right to postpone the date or cancel programme and/or change venue due to any unforeseen circumstances that may arise. In cases of cancellation by COMTRAC, the participant will be duly informed and the registration fee will be refunded upon request. SSM reserves the right to change the speaker(s) without prior notice. In such case, there shall be no refund.

Please produce national registration identity card/passport upon registration for identity verification. Please advise us if you need an invoice otherwise the registration form serves as our invoice.

- Suruhanjaya Syarikat Malaysia is registered as a training provider with **PSMB under Reg. No: 1846.**
- Save Paper, Save Trees, Save the Planet!** In pursuit of SSM's Corporate Responsibility Agenda in helping the environment through sustainable go green campaign, participants of COMTRAC's training programmes will receive a compact disc pre-loaded with seminar materials in place of printed notes with effect from 1 January 2011.