



# REGISTRATION FORM



Course Title: \_\_\_\_\_  
 Course Code: \_\_\_\_\_ Course Date(s): \_\_\_\_\_

No.	Participant Name	Contact No.	Email Address	Designation	Membership No.	Vegetarian Meal (✓)
1						
2						
3						
4						
5						

## Contact Person Details

Organisation : \_\_\_\_\_  
 Corporate Membership No. : \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Office No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

Company Stamp and Authorised Signature :

## Contact Details for Billing Purpose

Name : \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Designation : \_\_\_\_\_ Contact Number : \_\_\_\_\_  
 Fax Number : \_\_\_\_\_ Email : \_\_\_\_\_

Payment Details	Member (per person)	Non-Member (per person)
No. of Person		
Sub Total		

## Payment Information

*Please email to us the remittance advice/letter of undertaking/ any proof of payment before the workshops/ forums/ conferences for our record.*

All registrations MUST be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. *(Please tick (✓) the chosen payment method)*

Enclosed is a cheque/bank draft no. \_\_\_\_\_ for the sum of RM \_\_\_\_\_ payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

DIRECT BANK-IN :  
 Account Info : **United Overseas Bank (M) Bhd** Account No. **165-301-514-9** (Ringgit)  
 Swift Code : **UOVBMKYL**

Account Info : **Standard Chartered Bank** Account No. **312170024235** (USD)  
 All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM2.00 as bank charges.  
*(Please fax the bank-in slip to +603-2181 1717 or email to training@iam.com.my)*

CREDIT CARD  
 I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card.  
 To the value of RM / USD \_\_\_\_\_

Card Type :  VISA  MASTER  
 Card Number :

Expiry Date: \_\_\_\_\_  
 Cardholder's Name : \_\_\_\_\_

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility. Please note, your statement will indicate the grand total in Malaysian Ringgit equivalent.

\_\_\_\_\_  
 Signature (As per credit card) \_\_\_\_\_ Date \_\_\_\_\_

Enclosed is a letter of undertaking for payment of RM / USD \_\_\_\_\_ for the above registration.

## REGISTRATION INFORMATION

### Closing Date

- 2 weeks prior to the actual date of the course, subject to availability of seat(s).

### Fee & Payment

- The fee covers the course material, lunches, refreshment and Certificate of Attendance. Fee is subject to 6% GST.
- Participant who pay non-member fee for the course shall be eligible to a free registration fee of IIA Malaysia membership.
- Full payment is to be made before the date of the course. A Letter of Undertaking by the company is required if the payment is not ready before the actual day of the course.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.

### EARLY BIRD RATE

10% discount for registration with full payment received one (1) month prior to the workshop dates. (where applicable)

### Cancellation

- A cancellation fee of 50% will be charged to participants who have registered but do not turn up or cancel their registration four (4) working days prior to the course. Substitutes are allowed, but the Institute would appreciate prior notification. Differences in fees should be made prior to the event if the substitute is a non-member.

### Reservation

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute is not responsible for the action, advise or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.
- All certificates of attendance will be given out at the end of each event, unless notified by IIA Malaysia. Certificate will only be given to participant who attended the session in full.

### Enquiries

Professional Development Department  
 Tel : +603 2181 8008 ext 210/ 213/ 212  
 Fax : +603 2181 1717 Email : training@iam.com.my