

REGISTRATION FORM



DELEGATES' DETAIL

Course Title: _____ Course Code: _____ Course Date(s): _____

Delegate 1

Full name as per I/C (Dato'/ Datin/ Dr/ Mr/ Mrs/ Ms): _____

Membership No. _____ Designation: _____ Professional Body: _____

Mobile (Compulsory): _____ Personal Email (Compulsory): _____

Delegate's Classification: IIA Member Non-member International Delegate Vegetarian Meal

Delegate 2

Full name as per I/C (Dato'/ Datin/ Dr/ Mr/ Mrs/ Ms): _____

Membership No. _____ Designation: _____ Professional Body: _____

Mobile (Compulsory): _____ Personal Email (Compulsory): _____

Delegate's Classification: IIA Member Non-member International Delegate Vegetarian Meal

CONTACT PERSON DETAILS

Organisation: _____ Corporate Membership No.: _____

Mailing Address: _____

Contact Person: _____ Designation: _____

Office No.: _____ Fax No.: _____ E-mail: _____

CONTACT DETAILS FOR BILLING PURPOSE

Name: _____ Designation: _____

Billing Address: _____

Contact Number: _____ Fax Number: _____ Email: _____

PAYMENT DETAILS

Payment Details	IIA Member / Supporting Bodies	Non-Member	6% GST	Total with GST
Fee (per pax) RM				
No. of pax				
Subtotal				

PAYMENT INFORMATION

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**

LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details : United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620, UEP Subang Jaya, Selangor
Account No. : 165-301-514-9
Bank Swift Code : UOVBMKML

OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary : **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address : 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Beneficiary's Bank : STANDARD CHARTERED BANK MALAYSIA BHD
Beneficiary's Bank Address : Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur
Account No. : 312 170 024 235
Bank Swift Code : SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges. (Please fax the bank-in slip to +603 - 2181 1717 or email to training@iiam.com.my)

CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card to the value of RM _____

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.

Signature (As per credit card) _____ Date _____

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

TERMS & CONDITIONS

FEE

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/bank-in slip. Admittance will only be permitted upon receipt of full 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

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/transfer policy shall be applied as follows.
 - a) Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - b) Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
 - c) Written cancellations/no-show on the day of the workshop.
 - No refund will be entertained.
 - Unpaid registrations will also be liable to full payment of the registrations fee.
 - Partial cancellation is not allowed.
 - d) You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

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.
- **Certificates of Attendance** will be issued an "E-certificate" via email. For this purpose, it is **COMPULSORY** to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this conference. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel the Conference should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

Enquiry & Registration:

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Tel: +603 2181 8008 ext 210/213/212 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my / www.iiamevents.com

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