



## UQUBE SDN BHD (826662-K)

No. 9-1, Jalan PJU 5/21, The Strand-Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan  
Tel: +603- 6142 6899 Fax: +603- 6142 6299

# COURSE ENROLMENT FORM

Please type or write in "Capital" letters

## Company Information

**Company Name:**

**Company Address:**

**Contact Person:**

**Title:**

**Telephone:**

**Fax:**

**Email:**

## Attendant Particular

<u>Participant Name</u>	<u>Job Title</u>	<u>Email</u>	<u>Course Title</u>	<u>Course Date</u>

*(Please attach additional page if required)*

## Marketing Information

Q1. Would you like us to send you the news of updates of the course that you had attended?

YES, Please       NO, Thanks.

Q2. How you knew about the training course that offered by us?

Sales person       Brochure       UQUBE' Website       Others

IT Road Show       Commercial Ad

*If you have any enquiries regarding this document, kindly contact Mr. Jimmy Chin at HP: 019 3527 466 or email to jimmychin@uqube.my*



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### Payment

**Please fill in the information:**

By Cheque: [Cheque #]  
\_\_\_\_\_

Bank Name: [Branch]  
\_\_\_\_\_

Purchase Order (enclose original or fax copy)  
\_\_\_\_\_

**Billing Details (If differs from above)**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Signature and Company Stamp

### Terms & Conditions:

- |                     |  |
|---------------------|--|
| <b>Bookings</b>     | Bookings are accepted on a first-come, first-served basis. All booking must be confirmed by an authorized PO/signed Sybase customer's confirmation form. Sybase reserves the right to cancel or re-schedule a particular course as necessary in accordance with prevailing customers demand.   |
| <b>Payment</b>      | All course fees are to be paid in full prior to commencement of the course.  |
| <b>Cancellation</b> | The following charges will be levied upon cancelling a confirmed course booking: <ul style="list-style-type: none"><li>* Above &amp; including 15 working days prior to the 1st day of the course - 25% of the full course fee (i.e. list price before discount).</li><li>* 14-6 working days prior to the 1st day of the course - 50% of the full course fee.</li><li>* Within 5 working days prior to the 1st day of the course - 100% of the full course fee.</li></ul> |
| <b>Postponement</b> | 2 weeks notice should be given. Only once will be granted. Otherwise, it will be considered as cancellation.   |
| <b>Absence</b>      | Absence without notification and reason will not be granted a re-schedule.   |

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